

– INFORMATION FOR PARTICIPANTS –

**Regional Meeting on Promoting Services Sector
 Development and Trade-Led Growth in Africa
 (Addis Ababa, Ethiopia, 12-13 September 2013)**

The meeting is organized by UNCTAD in collaboration with the African Union Commission (AUC) and the United Nations Economic Commission for Africa (UNECA). The meeting is related *inter alia* to assistance that UNCTAD has extended to African countries to undertake Services Policy Reviews (SPRs). The meeting will be conducted in English and French, and simultaneous interpretation will be available.

1. Objective and expected outcomes of the meeting

The meeting aims to bring together stakeholders from different countries and regions within Africa and various development partners and donors to: i) disseminate the African SPR reports and discuss their findings, ii) exchange views on the topic of promoting services sector development and trade-led growth, and iii) identify elements of an African agenda relating to services policy-making and services trade negotiations.

It is expected that participants will be equipped with updated knowledge and better understanding on the multiple economic, social, development and trade implications of their policies and regulations on the services sector. Such knowledge and understanding would assist them in putting in place the adequate procedures and institutions that will allow them to successfully balance the needs and interests of all stakeholders, including government,

investors, operators, civil society and consumers. Also, the meeting will identify elements of an African agenda relating to services policy-making and services. Furthermore, participants will have an expanded network of professional contacts, which will be useful in their work and efforts to promote services sector development and trade-led growth in their countries.

2. Programme and schedule

The registration for the meeting starts at **08:30, 12 September 2013 at Conference Room 2**, and the Opening Session at 09:00. A provisional work programme is attached.

Lunch will be served during the meeting. Coffee and tea will be served during the breaks.

3. Venue

The meeting will be held in Conference Room 2, which is located on the first floor of the United Nations Conference Centre (UNCC) in the United Nations Economic Commission for Africa on Thursday, 12 September and Friday, 13 September 2013.

United Nations Conference Centre

Addis Ababa, Ethiopia

Menelik II Ave,

Tel: (251)111511047

Fax: (251) 222510105

4. Visa and entry requirements

Most overseas visitors require a valid visa to Ethiopia. To ensure a smooth entry into the country, kindly inquire with the nearest Ethiopian Embassy about specific visa requirements and processing time.

Also, information on Ethiopian visas is available on the following site:

<http://www.ethiopianembassy.org/ConsularServices/ConsularService.php?Page=VisaService01.htm&left=2>

The visa application form can be downloaded here:

<http://www.ethiopianembassy.org/ConsularForms/VisaApplicationForm.pdf>

Please also check whether you need a visa for countries in which you may have to transfer during your trip to/from Addis Ababa. Where an official invitation letter is required to apply for visa, participants are requested to contact UNCTAD which will provide the participants with the required documentation to facilitate visa application process. The request in this regard should be addressed to:

Mr. Aurangzeb Butt
 Trade Negotiations and Commercial Diplomacy Branch
 Division on International Trade in Goods and Services, and Commodities
 UNCTAD
 Geneva, Switzerland
 Tel : +41 22 917 5640
 Fax : +41 22 917 0044
 e-mail : aurangzeb.butt@unctad.org

Immunization for yellow fever is also recommended prior to travel. Please bring a valid certificate of vaccination when you travel to Ethiopia.

5. Arrival in Addis Ababa

All participants should plan to arrive in Addis Ababa on the day prior to the event.

Addis Ababa Bole International Airport is located in the Bole district of Addis Ababa, five kilometers from the city centre.

Public transport and taxi: Participants may take one of the cream-coloured National Tour Operator taxis or the yellow airport taxi to their hotel. Arrangements for a paid shuttle service may also be made through the hotel.

From the airport, it takes approximately 30 minutes to reach the recommended hotels around the Convention Centre area. Normal fares can range up to 300 Ethiopia Birr or 20 US Dollar maximum. In general, the price of taxi fare is not fixed and is subject to negotiations.

Banking and currency exchange: A bank and bureau de change desk is available at Addis Ababa Bole International Airport.

The official currency of Ethiopia is the Ethiopian Birr. The exchange rate is approximately:

1 US Dollar (USD) = 18.33 Ethiopian Birr (ETB)

1 Euro (EUR) = 23.99 Ethiopian Birr (ETB)

(Please note that Ethiopian currency is not convertible to other currencies outside of the country.)

6. Hotel accommodation

The following hotels are all within walking distance of the Convention Centre. Other means of transport are available, including taxi service which may be arranged through the hotel.

Jupiter International Hotel

5-minute walk

E-mail: reservations@jupiterinternationalhotel.com

Tel: + 251 11 552 7333

Fax: + 251 552 6418

www.jupiterinternationalhotel.com

Intercontinental Addis Hotel

5-minute walk

E-mail: radiye2009@yahoo.com,

redat.bekele@intercontinentaladdis.com

Tel: + 251 115 180444

Mobile: + 251 911543219 /

+251 922727251

Fax: + 251 115 540096

www.intercontinentaladdis.com

Grand Yordanos Hotel

10-minute walk

E-mail: info@grandyordanoshotel.com

grandyordanoshotel@yahoo.com

Tel: +251 11 8 96 52 76

Fax: +251 11 5 57 21 45

www.grandyordanoshotel.com.

Hilton Hotel

600m

E-mail: sales_addis-ababa@hilton.com

Tel: + 251 11 5170000

Fax: + 251 11 5529581 / 5510064

www.hilton.com/Addis-Ababa

Sheraton Addis Hotel

2.5km

E-mail: reservations.addisethiopia@luxurycollection.com

Tel: + 251 11 5171717

Fax: + 251 11 517 2727

www.sheratonaddis.com

Radisson Blu

5-minute walk

Email: info.addisababa@radissonblu.com

Tel: + 251 1 15 15 76 00

Fax: + 251 1 15 15 76 01

www.radissonblu.com

Please note that UNCTAD staff will be staying at Jupiter International Hotel.

7. Climate

There are two seasons: - The dry season (Bega) from October through May and the wet season ("Kiremt") from June to September. The highest temperature is 25 °c and lowest 9.7 °c. The annual average rainfall is 164.6 mm. Addis Ababa is a moderately mild and temperate city with an altitude of about 2400m or 8000ft above sea level. For September the average high temperature is 21 °c and low is 11 °c .

8. Time zone

GMT/UTC + 3 hours.

9. Electricity

Cities in Ethiopia including Addis use 220 volts 50 cycles Ac.

10. Credit cards

Major credit cards (VISA, AMERICAN EXPRESS, MASTERCARD) are accepted in some

restaurants and hotels (Sheraton, Hilton, Ghion, Axum...).

11. Travel arrangements and the daily subsistence allowance (DSA) for participants funded by UNCTAD

UNCTAD will directly contact the participants for completing required administrative arrangements, make flight reservations and send them electronic tickets. Accordingly, they should not purchase their own tickets.

It should be noted that once the ticket is issued, UNCTAD is not responsible for any modification of the reservation, nor is it liable for any additional financial cost that may be incurred by such modification.

The DSA rate in Addis Ababa is approximately 185 USD per day. It will be provided to the participants on the first day of the meeting.

For the disbursement of the DSA, participants funded by UNCTAD are kindly requested to bring along their air ticket (original), boarding pass stubs and passport (with entry visa) on the first day of the meeting. The DSA cannot be paid without these documents.

12. Other information

Postal services: Telecommunication and postal services are available in the Rotunda of the ECA.

Banks: A branch of the Commercial Bank of Ethiopia providing foreign exchange service is located at the Rotunda of the Africa Hall. The operating hours are Monday to Friday, 8:00am to 5:00pm. Automated Teller Machines (ATMs) services are available at the Commercial Bank of Ethiopia, and at the United Nations Conference Centre (UNCC).
Medical services: The United Nations Health Centre, situated on the ground floor of the UNCC, provides emergency medical services to participants/delegates attending meetings during working hours on a pay per cash basis. In case of a medical or dental emergency, please contact the following:

United Nations Health Care Centre

Telephone: + 251 115 51 58 28 or 51 72 00 ext. 88888

ECA Ambulance Telephone: + 251 115 51 42 02 or 51 58 28

13. Contact persons

For further information, please contact:

Ms. Martine Julsaint Kidane (martine.kidane@unctad.org,

Tel: +41 22 917 5863) and Mr. David Bicchetti (david.bicchetti@unctad.org,

Tel: +41 22 917 2912)

Trade Negotiations and Commercial Diplomacy Branch

Division on International Trade in Goods and Services, and Commodities (DITC)

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