

**ECA Workshop Regional Dialogue on External Financing and Climate Resilient
Development 26-27 May 2025, Addis Ababa.
Addis Ababa, Ethiopia.
United Nations Conference Center (UNCC) CR-4**

Dear Participant,

The United Nations Economic Commission for Africa (UNECA) would like to thank you for accepting the invitation to participate in the Regional Dialogue on External Financing and Climate-Resilient Development 26-27 May 2025, Addis Ababa Ethiopia

Please find below the administrative arrangements for the meeting.

Air Ticket

For all ECA sponsored participants a round-trip air ticket will be issued and sent to you by ECA. Please confirm receipt or let us know if you have not yet received it. You may contact: Mr. Solomon Wedere (wedere@un.org) and Sidzanbnoma Nadia Denise Ouedraogo (nadia.ouedraogo@un.org) for any outstanding issues.

All participants are expected to arrive no later than 25 May 2025 and depart no later than 29 May 2025. There will be no rescheduling once tickets have been issued.

All participants must follow the travel regulations in their respective countries regarding airport arrival time.

Visa Requirements

If you require a visa to enter Ethiopia, please note that obtaining it is the responsibility of the participant and at their own expense. Entry visas can be obtained online. For further information, please visit: Ethiopian Visas - <https://www.evisa.gov.et/>.

We will provide you with an approved visa-on-arrival letter, which will be issued upon your arrival at Bole International Airport. Please make sure to carry your letter of invitation with you, as it will help facilitate the visa issuance process.

Please note that an Ethiopian visa costs USD 50 per person and payment must be made at the time of issuance. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas gratis. Expenses incurred in connection with visa requirements are paid in USD and having the exact amount is strongly recommended.

Health care requirements

Prior to entry, visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also some time required for any person who has visited or transited a cholera-infected area within six days of arrival in the country.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the UN Conference Centre provides 24-hour medical services against cash payment. In case of medical or dental emergency please call the reception desk at telephone numbers: +251 11544 5502/544 3548/544 3135. If you are within the ECA premises please call extensions 35502, 88888, 33135, or 33548.

Hotel Reservation

In order to facilitate the organization of the meeting, all participants have been booked a standard room in the **Jupiter International Hotel Cazanchise** branch (E-mail: reservations @ jupiterinternationalhotel.com, Tel. Bole: +251 661 6969 OR **Cazanchise** Tel. +251 11552 7333 in accordance with their authorized arrival/departure time. The standard room rate not more than USD \$ 80.00 per night. (The hotel is within walking distance of the meeting venue).

Transport

The hotel will provide transportation between the airport and the hotel according to your flight itinerary. For assistance upon arrival, please contact the hotel directly at +251 661 6969 or +251 115 527 333. Alternatively, you may visit the Jupiter Hotel stand located just before exiting the airport building—staff will be available to help coordinate your transfer to the hotel.

Subsistence and other admissible expenses

A daily subsistence allowance (DSA) will be provided to ECA-sponsored participants upon arrival. To facilitate the administrative process, please bring your passport and boarding pass from your flight to Addis Ababa with you on the first day of the meeting.

The DSA is USD \$ 209.00, this designed to cover your accommodation, meals and any other daily incidental expenses, including visa and local transport expenses (If there is).

Registration and Identification Badges

Registration will take place **between 08.00 – 08.45 am on Monday 26 May 2025**, please allow enough time for registration to facilitate the prompt start of **the meeting at 09:00 am**.

Participants are requested to register and collect their identification badges before the start of the meeting. Please bring your invitation letter, passport, and air ticket for on-site accreditation. For security and identification purposes, badges must be worn at all times throughout the meeting. Badges will be issued at the entrance gate.

Venue:

The meeting will take place at the United Nations Conference Center (UNCC) **Conference Room 6 (CR-6)**.

Other information:

Currency/Banks: **Ethiopian currency is denominated in «Birr» and «centimes».** The bank rate of exchange varies. The official exchange rate is \$US1.00 = Birr 125.00 There is a branch of the Commercial Bank of Ethiopia in the UNECA compound. This Bank is open Monday – Friday, from 8:00 a.m. to 5:00 p.m. It is to be noted that acceptance of credit cards is very limited. It is therefore advisable to carry means of exchange (traveler cheques) and adequate local cash.

Mobile Phone Services: Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company can offer SIM Cards with pre-charged airtime, but the registration procedure can take time.

Guidelines on Personal Security and Safety of Participants: Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The best way to be safe is to avoid trouble at all costs, rather than having to extricate yourself later. The United Nations Security and Safety service is always and readily available to provide assistance.

Do the following while you are in the ECA premises

- Display your identification badges, if requested by authorized personnel.
- Do not leave bags and parcels unattended; this will be confiscated or destroyed.
- Do not bring unauthorized persons and children into the conference centre.
- Safeguard your valuable property.
- Please ensure you check and collect all your personal belongings and documents before leaving the conference halls and meeting rooms.
- If you lose any valuable items within the premises, inform the UN Security and Safety Service or inform the nearest Security Officer.

Contact Information

For any additional information please do not hesitate to contact:

I. Ms. Sidzanbnoma Nadia Denise Ouedraogo nadia.ouedraogo@un.org

II Mr. Solomon Wedere wedere@un.org