



**UNFCCC regional expert meeting on a range of approaches to address loss and damage associated with adverse effects of climate change**

**13 to 15 June 2012**

**Addis Ababa, Ethiopia**

**INFORMATION FOR PARTICIPANTS**

**Conference venue**

The meeting will take place at the United Nations Economic Commission for Africa Headquarters in Addis Ababa.

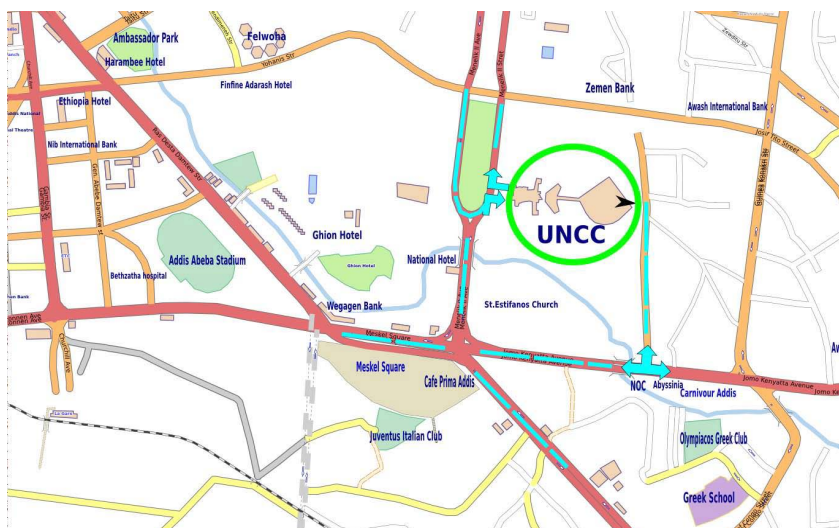
The UNECA contact information is:

United Nations Economic Commission for Africa  
Menelik II Avenue  
Addis Ababa  
Ethiopia

Tel: +251 11 551 7200

Fax: +251 11 551 4416

Website: <<http://www.uneca.org/>>.



**Immigration requirements for Ethiopia**

As confirmed by our Ethiopian Host, visa on arrival is possible for those participants who **do not** have an Ethiopian Embassy in their country. Please see the following website for information regarding Ethiopian Embassies abroad:

<[http://www.mfa.gov.et/The\\_Ministry/Ethiopia\\_Mission\\_Abroad.php](http://www.mfa.gov.et/The_Ministry/Ethiopia_Mission_Abroad.php)>.



If you do not have an Ethiopian diplomatic mission in your country, please provide Ms. Alexandra Kriegsheim (AKriegsheim@unfccc.int) with a scanned copy of your passport for your visa on arrival arrangements at Bole International airport.

Please note that the visa on arrival fee is US\$ 20 per person and payment must be made in US dollars cash at the time of issue. No other currency will be accepted by the Ethiopian Authorities.

### **Transportation**

You can book a taxi from the National Tourism Organization (NTO) by calling +251 115 51 18 22 or +251 115 5184 00, or use the yellow taxis (metered) parked outside your hotel/airport. Also, most hotels have a kiosk at the arrival lobby at the airport to offer transfer to the hotel.

### **Contact person in Addis Ababa (also in case of emergency):**

Mr. Wondwossen Tadesse  
Environmental Law Expert  
Mobile number: +251 019122 15967

### **Registration and identification badges**

Participants are required to register and obtain identification badges prior to the opening of the meeting on Wednesday, 13 June 2012 from 8:00 to 9:30 a.m. Kindly bring along your personal identification for registration purposes, which will take place at the Guard House (Gate II). For security reasons, all participants should wear their badges at all times while being in UNECA. The meeting will take place in Conference Room VI, which is located on the First Floor.

### **DSA PAYMENT FOR FUNDED PARTICIPANTS:**

**All funded participants:** Please bring your passport, flight tickets and boarding passes with you on the first day of the meeting. These documents need to be copied in order to make the DSA payment.

### **NOTE FROM THE SECRETARIAT**

You are strongly advised to obtain international travel and medical insurance to cover the period of your departure for the regional expert meeting until the time of your return.

The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation in the meeting.



### General information



Time zone:	GMT +3
Average temperature for June:	13–25°C
Currency:	The currency in Ethiopia is the Ethiopian Birr (ETB) made up of 100 santim.
Banknotes:	1, 5, 10, 50, 100 Birr
Coin denominations:	1, 5, 10, 25, 50 santim, 1 Birr.
Exchange rate as of 16 May:	1.00 ETB = 0.0570132 USD 1.00 USD = 17.5398 ETB

Bank receipts for money changed at the airport must be kept securely as they may be requested for on departure.

There is a branch of the Commercial Bank of Ethiopia in the UNECA compound, located in the Rotunda. The Bank is open from Monday through Friday, from 8:00 a.m. to 4:30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton, Hilton and Intercontinental hotels, as well as ATM machines for Visa/Mastercard users, which will provide you cash in Birr.

Please note that there are no facilities to change ETB to any other currency.

Language:	Predominant language is Amharic, but English is widely understood.
Electricity:	220-240 volts, 50 cycles AC accessible via 13-amp, two pin socket.
Telephone country/area code for Addis Ababa:	+25 1
Health:	We recommend that you consult the appropriate health authorities in your country well in advance in connection with possible vaccinations and health precautions for Ethiopia.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the UN Conference Centre provides 24 hour medical services at a reasonable cost (payment in cash). In case of medical or dental emergency, please call the reception desk on telephone numbers (0115) 44 55 02/44 35 48/44 31 35, or 35502/ 33548/33135, when calling from an extension phone within ECA premises.

Altitude:	Addis Ababa is a high altitude city, 2 400 meters above sea level.
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We look forward to welcoming you in Addis Ababa.

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