



**United Nations**  
Framework Convention on  
Climate Change



በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ  
የአካባቢ፣ የደንና የአየር ንብረት ለውጥ ሚኒስቴር  
**The Federal Democratic Republic of Ethiopia**  
**Ministry of Environment, Forest and Climate Change**



**International Partnership**  
on Mitigation and MRV

## **Africa Sub-regional workshop on “Converting INDCs into action: the role of NAMAs in INDC implementation”**

**Addis Ababa, Ethiopia**  
**2 – 4 May 2016**

### **INFORMATION SHEET**

#### **MEETING VENUE**

**The workshop will take place from 2 – 4 May 2016 at:**

**Radisson Blu Hotel**

**Address:** Kazanchis Business District, Kirkos Subcity Kebele 17/18, Addis Ababa, Ethiopia

**Phone:** +251 11 515 7600

**Website:** <https://www.radissonblu.com/en/hotel-addisababa>

#### **REGISTRATION**

Registration will take place on Monday 2 May 2016, from 12:00 to 13:00 at the **Radisson Blu Hotel**. **The exact location of registration will be communicated soon.** Please present your national **passport** for registration and also your **original boarding passes** for Terminal Expenses payment, if applicable.

#### **CONTACT IN CASE OF EMERGENCY**

Contact for Ethiopia

**Ms. Haile Ghrmavit**

Director, Ministry of Environment and Forest

Telephone No: +251-937-931117

E-mail: [ghrma\\_h@yahoo.com](mailto:ghrma_h@yahoo.com)

**Mr. Amir Oumer**

Natural resource analysis expert

Climate resilient green economy (CRGE)

Ministry of environment and forest

Strategic planning and resources mobilization directorate

Telephone No: +251-911433824

E-mail: [oumer.amir900@gmail.com](mailto:oumer.amir900@gmail.com)



Federal Ministry for the  
Environment, Nature Conservation,  
Building and Nuclear Safety



**United Nations**  
Framework Convention on  
Climate Change



በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ  
የአካባቢ፣ የደንና የአየር ንብረት ለውጥ ሚኒስቴር  
**The Federal Democratic Republic of Ethiopia**  
**Ministry of Environment, Forest and Climate Change**



**International Partnership**  
on Mitigation and MRV

Contacts for the UNFCCC secretariat

**Ms Tshering Sherpa**

Programme Officer

E-mail: [tsherpa@unfccc.int](mailto:tsherpa@unfccc.int)

**Ms. Marie-Therese Diouf-Sperling**

Team Assistant

Tel.: + 49 228 815 1128

E-mail: [mdiouf-sperling@unfccc.int](mailto:mdiouf-sperling@unfccc.int)

For Travel issues

**Mr. Erick Prillwitz**

Travel Assistant

Administrative Services

Tel.: +49 228 815 1063

E-mail: [ePrillwitz@unfccc.int](mailto:ePrillwitz@unfccc.int)

International Partnership on Mitigation and MRV

**Mr Sven Egbers**

E-mail: [sven.egbers@giz.de](mailto:sven.egbers@giz.de)

**VISA**

Important note on visa requirements

All foreign participants entering Ethiopia must hold a confirmed return or onward airline ticket, a passport valid at least six months from the date of entry, sufficient funds for subsistence while in the country, and the documents required for their next destination. Please also carry the original invitation and registration form throughout your journey.

Participants from countries that have an Ethiopian Embassy or consulates, please contact appropriate consular authorities and apply for your visa, as soon as possible. The International Partnership on Mitigation & MRV and the secretariat through the Ministry of Foreign Affairs, Ethiopia, have sent your passport details to Embassies in your country to facilitate speedy processing of your visa application. Kindly contact the Embassy/Consulate, as soon as possible, if not done so already.

Visa will be granted upon arrival only to participants from countries that do not have Ethiopian Embassy/Consulate in their countries. For this purpose, participants' passport details have been provided to the Immigration Department, Ministry of Foreign Affairs of Ethiopia via UNFCCC focal point. These participants' confirmed flight itineraries will also be provided the Immigration Department. To facilitate travel to Addis Abba, the Immigration Department will prepare a letter of consent, which will be sent to participants to carry with them on their journey. Please let us know if there is any problem to get the visa.

Participants requiring a transit visa are strongly encouraged to contact the appropriate consular authorities as soon as they have received their flight itinerary.

For more information, you may visit this Website: <http://www.ethiopianembassy.net/visa-information-page/> or: <http://www.ethiopianembassy.ie/consular-service/visa.html>



Federal Ministry for the  
Environment, Nature Conservation,  
Building and Nuclear Safety



**United Nations**  
Framework Convention on  
Climate Change



በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፑብሊክ  
የአካባቢ፣ የደንና የአየር ንብረት ለውጥ ሚኒስቴር  
**The Federal Democratic Republic of Ethiopia**  
**Ministry of Environment, Forest and Climate Change**



**International Partnership**  
on Mitigation and MRV

## DAILY SUBSISTENCE ALLOWANCE (DSA)

Please be informed that for funded participants, The International Partnership on Mitigation & MRV and the secretariat will cover the cost of your participation, including flight, accommodation and food. For funded participants we have booked rooms at the Radisson Blu hotel in Addis Ababa. Funded participants will be entitled to dine at the hotel restaurant from the day of your arrival. **Any additional services, such as minibar consumption, phone calls etc., will need to be paid by the participants.** If you plan to stay in Addis beyond the approved/official dates, you will have to cover all charges.

Any changes made to the date of departure and/or arrival may incur a fee. Changes for private reasons are to be paid by the participant. The International Partnership on Mitigation & MRV and the secretariat will not be responsible for costs associated with any changes you may wish to make to your ticket, for example upgrading, re-routing or stop-overs.

During the workshop, at the Radisson Blu, all participants will receive lunch and coffee breaks.

**In light of above-mentioned provisions, the participants will not receive DSA.** Funded participants will receive USD 152 to cover miscellaneous expenses such as visa, transportation airport/hotel/airport and airport taxes.

The amount for miscellaneous expenses will be distributed to entitled participants on the first day of the workshop at the venue. Please do not forget to bring your passport and original boarding.

Non-funded participants need to cover the cost of their participation including air ticket and accommodation by themselves. Lunch and coffee during the time of the conference will be provided.

## TRANSPORTATION

The hotel will arrange a drop off/pick-up service for all funded participants.

All self-funded participants can book a pick-up for 5USD/person. Should you be interested in such service, we request that you coordinate directly with the hotel (Email: [info.addisababa@radissonblu.com](mailto:info.addisababa@radissonblu.com)).

Bole International Airport, Addis Ababa, (its airport code: ADD) is located 8km south-east of Addis Ababa.

### Taxis

Taxis are available in cities and major towns. These include the blue-and-white mini buses, pickups with a closed canopy or saloon cars. They normally operate on a fixed rate and standard route. Personalized and specific trips should be negotiated with the driver in advance. In the Capital, there are luxury Mercedes Benz taxis operated by National Tour Operation (NTO). They are stationed outside major hotels and at the airport. They also do not have meters. In addition, there are yellow taxis stationed at the airport for special hire which necessitates also requires prior negotiation with the driver for the price.



Federal Ministry for the  
Environment, Nature Conservation,  
Building and Nuclear Safety



**United Nations**  
Framework Convention on  
Climate Change



በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ  
የአካባቢ፣ የደንና የአየር ንብረት ለውጥ ሚኒስቴር  
**The Federal Democratic Republic of Ethiopia**  
**Ministry of Environment, Forest and Climate Change**



**International Partnership**  
on Mitigation and MRV

## ACCOMMODATION

We have booked rooms for all funded participants at the **Radisson Blu Hotel**.

**Address:** Kazanchis Business District, Kirkos Subcity Kebele 17/18, Addis Ababa, Ethiopia  
**Phone:** +251 11 515 7600

## HEALTH REQUIREMENTS

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

Health facilities are limited in Addis Ababa. Emergency assistance is limited. Participants must carry their own supplies of prescription drugs and preventive medicines, as well as a doctor's note describing the medication.

Participants are advised to avoid swimming in any lakes, rivers, or still bodies of water. Most bodies of water have been found to contain parasites.

**You are strongly advised to obtain international travel and medical insurance to cover the period of your departure for the meeting until the time of your return as indicated above.**

The International Partnership on Mitigation & MRV 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 workshop.

## GENERAL INFORMATION FOR YOUR STAY IN ETHIOPIA

### Customs regulations

Duty-free imports are permitted for up to: 200 cigarettes, 50 cigars, 1/2 lb of tobacco, 1 liter of alcoholic beverages, two bottles of perfume. Participants may export souvenirs with a value not exceeding Birr 500, although some articles (such as animal skins and antiques) require an export permit.

### Currency:

The local currency is the Ethiopian Birr (ETB) made up of 100 cents. Foreign currency may be changed only at authorized banks and hotels. Participants, however, will be able to change back any excess ETB to foreign currency at the airport before departure.

The exchange rate is as follows:

1 US Dollar	= 9.88 ETB
1 ETB	= 0.101 US Dollar (USD)
1 Euro (EUR)	= 14.10 ETB
1 ETB	= 0.07 Euro



Federal Ministry for the  
Environment, Nature Conservation,  
Building and Nuclear Safety



**United Nations**  
Framework Convention on  
Climate Change



በኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፑብሊክ  
የአካባቢ፣ የደንና የአየር ንብረት ለውጥ ሚኒስቴር  
**The Federal Democratic Republic of Ethiopia**  
**Ministry of Environment, Forest and Climate Change**



**International Partnership**  
on Mitigation and MRV

**ATMs:** There are authorized currency exchange centers at most hotels and ATM machines for Visa/MasterCard users which will give you money in Birr.

**Drinking Water:** The quality of tap water is good in most places, although taste may vary. Bottled water is recommended for foreign visitors.

**Security:** Pick-pocketing and other petty crimes are common in Addis Ababa, but tend to stem from targets of opportunity rather than planned attacks. Participants should exercise caution in crowded areas such as the Mercato, Africa's largest open-air market. Participants should limit the amount of cash they carry and leave valuables, such as passports, jewellery, and airline tickets in a hotel safe or other secure place. Participants are cautioned to limit road travel outside major towns or cities to daylight hours and travel in convoys, if possible.

**Electricity:** Ethiopia uses 220 volts 50 cycles AC

**Language:** Ethiopia is a multi-ethnic state with a variety of languages spoken in the country, of which there are 83 with 200 dialects. The main three languages are Amharic, Tigrigna and Oromigna. English is also widely spoken.

**Telephone country code:** +251

**Temperature/Weather:** 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 has moderately mild temperate city with an altitude of about 2400m or 8000ft above sea level. The period ranging from October to December is a sunny season, with relatively cold mornings and evenings but hot during the day.

### **Clothing**

While clothing will depend on the time of the year, it is best to remember that Ethiopians are fairly conservative in their dress, suits and ties being standard in offices. During the rainy season a light raincoat and umbrella are essential, and a sweater is best for chilly evenings. The sun can be very strong in high altitudes, so a strong sunscreen is important.

**Time zone:** Ethiopia is in the GMT + 3 hours' time zone.

### **Business Hours:**

Offices and business are generally open from 8:00 hours to 17:00 hours, Monday to Friday.



Federal Ministry for the  
Environment, Nature Conservation,  
Building and Nuclear Safety