

Regional consultation on draft guidelines on the effective implementation of
the right to participate in public affairs
United Nations Economic Commission for Africa (UNECA)
Conference Centre

Addis Ababa 6 and 7 September 2017

LOGISTICS NOTE FOR PARTICIPANTS

I. DATE, TIME AND VENUE

1. The regional consultation for Sub-Saharan Africa will be held on **6 and 7 September 2017**. The **morning sessions will start at 9:30am and end at 12:30pm. The afternoon session will start at 2.00pm and end at 5.00pm.** The meeting will take place at the United Nations Economic Commission for Africa, **UNECA**, in conference room number 6 (Room CR6) located at Menelik II Ave, Addis Ababa, Ethiopia.

II. LANGUAGE OF THE MEETING

2. Simultaneous interpretation in English and French will be provided.

III. REGISTRATION

3. All participants are requested to fill out the registration form available at www.ohchr.org/participationguidelines and return it to Ms Federica Morvay (fmorvay@ohchr.org) at the latest **by 22 August 2017. Only registered participants will be able to attend the consultation.**
4. In order to receive a visitor badge and access UNECA premises, participants will have to present their valid ID card or passport at the **Security registration counter located at gate 2.** All participants are requested to wear their badges at all times during the meeting and while on UNECA premises, for identification and security reasons. For entrance to UNECA compound, UN Staff members should bring their IDs. We recommend Non-UN staff to arrive at the Security counter at least 20 minutes in advance of the start of the meeting.

IV. VISA

5. A valid passport and visa are required to enter Ethiopia. Participants are responsible for obtaining their entry visas from the Diplomatic/Consular Missions of Ethiopia in their respective countries of residence prior to departure.

V. DOCUMENTATION

6. All relevant background documentation, up-to date information on the consultation process, as well as written contributions received by Office of the United Nations High Commissioner for Human Rights (OHCHR) in response to the call for inputs dated 23 March 2017 is available at the www.ohchr.org/participationguidelines.
7. Documents for circulation or distribution at the meeting should be handed to the secretariat staff. In accordance with United Nations regulations on the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by individual delegations.

VI. ACCOMMODATION

8. Please note that all participants, including expert panelists, will need to directly make their own hotel reservations. The UN System recommends the following hotels, located at a walking distance from UNECA:

Hotel	Rate per night	Contact
Elilly International	100.00 USD	Tel.: +251 115 58 7777/70 Email:reservation@elillyhotel.com
Nigist Towers Hotel & Apartments	72.00 USD	Tel.: +251 115 509 770 Email:info@nigisttowers.com
Jupiter International	100.00 USD	Tel.: +251 115 52 7333 Email: Info@jupiterinternationalhotel.com
Intercontinental Hotel	130.00 USD	Tel.: +251-115-180-444/505-066 Email:reservation@intercontinentaladdis.com
Aphrodite Hotel	90.00 USD	Tel.: +251 11 557 2220 Email:reservation@aphroditehotel.com

VII. TRANSPORTATION

9. Participants traveling to Addis Ababa are responsible for making their own airport pick-up arrangements for their departure and arrival in Addis Ababa. Note that most hotels provide free shuttle service.

VIII. FOREIGN CURRENCY AND EXCHANGE RATE

10. The local currency is the Ethiopian Birr (ETB) which is made up of 100 cents. Notes are issued in five denominations – 1, 5, 10, 50 and 100 birr and there are five different coins of 1, 5, 10, 25 and 50 cents. The exchange rate as of August 2017 is: 1USD = 23.2265ETB

IX. CATERING FACILITIES

11. Catering facilities are readily available for meals and snack with the UNECA compound including Sheraton Delegates Lounge (max. amount 9USD for buffet lunch, desert, and cold and hot drinks), Sheraton Cafeteria (max. amount 4USD proper lunch), and Press Bar (max. amount 1.50USD for sandwiches and small cakes), which are all located at 2nd floor of the UN Conference Center, Lalibela Restaurant and Tivoli Restaurant (max. amount 3USD proper lunch), Kaldis Café for Piza and snack, located at Congo building of UNECA Compound.

X. YELLOW FEVER INFORMATION

12. Authorities at the airport may require a vaccination certificate for participants coming from countries with a risk of Yellow Fever transmission.

XI. GENERAL INFORMATION

13. **Weather:** September, October, November are the Spring season with occasional rain, so do carry an umbrella.
14. **Language:** Local languages are spoken in Ethiopia; however, English is also widely spoken. The local time in Addis Ababa is Greenwich Mean Time (GMT) plus 3 hours.
15. **Working hours:** Office hours for most businesses in Addis are: 08:30-12:30, 13:30-17:30 Monday to Friday
16. **Electricity supply:** the voltage in Ethiopia is 220-240 volts, accessible via 13 amp, schuko plug.
Voltage: 220 V
Frequency: 50 Hz
Power sockets: type C, E, F and L.
17. In Ethiopia, the standard voltage is 220 V. The standard frequency is 50 Hz. The power sockets that are used are of type C, E, F and L. Pictures of these power sockets are shown below, along with their corresponding plug:



Type C: This socket also works with plug E and F



Type E: This socket also works with plug C. Plug F will work if it has an additional pinhole



Type F: This socket also works with plug C and E



Type L: This socket also works with plug C

XII. **INQUIRIES**

For further information on the regional consultation, please contact:

Ms Federica Morvay

Human Rights Officer

Rule of Law and Democracy Section

Office of the High Commissioner for Human Rights

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XIII. **MAIN CONTACT PERSONS IN OHCHR ADDIS ABABA, ETHIOPIA**

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