



**World Health
Organization**

REGIONAL OFFICE FOR **Africa**

AFR/RC66/INF/01
22 June 2016

REGIONAL COMMITTEE FOR AFRICA

ORIGINAL: ENGLISH

Sixty-sixth session

Addis Ababa, Federal Democratic Republic of Ethiopia, 19–23 August 2016

INFORMATION BULLETIN

Dear Participant,

The Government of the Federal Democratic Republic of Ethiopia looks forward to welcoming you to Addis Ababa for the Sixty-sixth session of the AFRO Regional Committee (RC66) Meeting. The Regional Committee will be held from August 19–23, 2016 at the United Nations Conference Centre (UNCC) in Addis Ababa, Ethiopia.

Please find below some general information on travel and logistical arrangements put in place for the meeting of the Regional Committee, and on Addis Ababa that you might find useful.

INFORMATION ON VISA

All visitors to Ethiopia require a visa.

Participants with an Ethiopian Embassy in their country of residence

All foreign participants with an Ethiopian Embassy in their country of residence **MUST** secure their visa prior to travel. Required steps to secure your visa:

1. Email a scanned copy of the biodata page of your passport to woldemichaelm@who.int, copying rutabuzwai@who.int and nkounkoul@who.int.
2. Visa application request will be submitted to the immigration office in Addis Ababa.
3. Immigration approval will be sent to each embassy by the Ministry of Foreign Affairs of Ethiopia.
4. Visa approval notification will be sent to you through the WHO Country Office, Ethiopia.
5. Go to the Ethiopian Embassy in your Country of residence and obtain your visa. The WHO Country Office will provide you with an update and guidance on your visa status.
6. Validity of your visa will start from the day of issuance, so ensure to apply closer to your travel date.
7. Deadline for biodata page submission is August 3, 2016.

Participants without an Ethiopian Embassy in their country of residence

Participants without an Ethiopian embassy in their county of residence MUST:

1. Email a scanned copy of the biodata page of your passport to woldemichaelm@who.int no later than August 3, 2016.
2. Visa application request will be submitted to the immigration office in Addis Ababa.
3. Visa approval notification along with your visa invitation letter will be sent to you through the WHO Country Office, Ethiopia.
4. These documents will facilitate your boarding and the obtaining of your visa upon arrival.

Visa validity is from date of issuance in Ethiopia and costs US\$ 50.

Visa exemption

Holders of a UNLP, a diplomatic or service passport of any country other than Eritrea, Pakistan and Somalia are visa-exempted.

Nationals of Kenya and Djibouti are also visa-exempted.

VENUES AND TRANSPORT

The Sixty-sixth session of the Regional Committee will take place at the United Nations Conference Centre (UNCC), located in the UNECA Compound, Menelik II Avenue (Kazanchis Area), Addis Ababa.

Transfers from Bole International Airport to hotels and back will be arranged by the hotel of your choice. Therefore, please make sure you provide your flight details to your hotel of choice. In addition, Shuttle buses will also be available to ferry participants only from the hotels mentioned in the list below to the meeting venue in the mornings and back at the end of the daily sessions. Unfortunately, the organizers will not provide transport during lunch breaks. All lunch breaks will take place within the UNECA compound.

HOTEL RECOMMENDATIONS

The list of main hotels chosen for the Sixty-sixth session of the Regional Committee is attached as Appendix 1.

It is recommended that you make your hotel reservation in one of these hotels in order to benefit from the shuttle service that will be provided by the organizer between these hotels and the UNCC meeting venue.

Participants are requested to make **their own hotel reservation directly with the recommended hotels**. Do your reservation as early as possible as rooms will fill up rapidly. To make a reservation with the hotel, please refer to the Appendix where you will find the room rates and contact addresses of each hotel.

REGISTRATION AND IDENTIFICATION BADGES

All confirmation of participation including flight details, visa requirements and information about hotel reservations should be communicated through the “Registration Form” to RC66confirmation@who.int.

Participants will be required to register on site and obtain identification Badges **prior to the opening** of the meeting. The venue for registration will be the Delegates Registration Bureau (UNECA Compound).

For identification and security reasons, identification badges should be worn by all participants at all times during meetings of the Regional Committee and at official social functions.

Registration on site will start from ***19 August 2016 (may change)*** at the Delegates Registration Bureau.

CATERING FACILITIES

Coffee Breaks and Lunch will be served free of charge to participants during the meeting. Further catering facilities that are readily available for refreshments and meals in the UNECA compound include the following:

- (a) Sheraton Addis, located in the UNCC.
- (b) Finfine, located in the Nigerian lounge.
- (c) Kaldis, located in the Rotunda and Zambezi Building.
- (d) Tivoli, located by the UNECA entrance (vehicles).

GENERAL INFORMATION ABOUT ADDIS ABABA

Addis Ababa is a high altitude city at 2400 meters above sea level. Safety standards are relatively good, although similar precautions as in other metropolitan hubs should be taken.

ETHIOPIAN CUSTOMS

While it is not illegal to carry large sums of cash as you enter Ethiopia, you must declare any amount above US\$ 3000, and keep all receipts of currency exchanges while you are in the country. Please ask for the appropriate declaration forms on your flight, or ask an immigration officer after landing.

WEATHER

The month of August is in the rainy season, with chilly weather in the mornings and at nights; the temperature varies between 24 and 11 degrees Celsius. Thus, please bring appropriate clothing.

CURRENCY

The local currency is the Ethiopian Birr. All local banks provide currency exchange services with an exchange rate that is uniform. Please note that it is illegal to exchange your currency on the black market – only deal with official banks. All major hotels have FOREX services.

ATMs are widely available in hotels, on the UNECA compound and around the city. VISA cards are widely accepted, and some ATMs now accept MasterCard as well. Almost all transactions are cash-based, so please plan accordingly.

MOBILE PHONES

Your phone must be “unlocked” in order for it to work in Ethiopia. You may be able to use your mobile phone in Addis Ababa by incurring roaming charges. Alternatively, you can easily buy local pre-paid SIM cards. SIM cards can be acquired in Telecom outlets upon presentation of a passport copy. Your physical presence is required at purchase. Check with your hotel reception to get more help. Blackberry messaging services are not available in Ethiopia.

HEALTH REQUIREMENTS

Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. As Addis Ababa is situated at an altitude of 2400 meters, it is advisable to take precautionary measures for avoiding some health problems that might occur because of high altitude.

The United Nations Health Centre, situated on the ground floor of the Conference Centre, provides emergency medical services to participants/delegates attending meetings.

In case of a medical emergency, please call the phone numbers listed on the last page of this information note.

SAFETY

Addis Ababa is considered to be a very safe city. However, for your safety, please be vigilant at all times. Petty theft, pickpockets and purse snatching are common crimes when the opportunity presents itself. They can occur at any time of the day or night; be alert and please follow these guidelines:

- (a) Keep to the central parts of Addis Ababa and do not be tempted to go to places that you are not sure of.
- (b) Keep to main roads and avoid shortcuts along back alleys, etc.
- (c) Do not display high value jewellery, especially while walking.
- (d) Never walk alone at night, even for a short distance.

GETTING AROUND

There is a large and efficient network of blue and white minibus taxis and ‘contract’ taxis that cover the city, which are easy to hail from the side of the road. For easy access and also safety, you can also call 8120 for a metered taxi service.

WATER

It is not recommended that you drink tap water during your stay in Addis Ababa; bottled water is readily available.

ELECTRICITY

The electricity supply in Ethiopia is 220V/50Hz. Please remember to bring the appropriate convertors for your 110V electrical devices.

LANGUAGE

The official working language in Addis Ababa is Amharic. However, English is also widely spoken.

USEFUL CONTACTS

Medical Services:

Dr Grace Fombad
Chief – United Nations Health Care Centre
Telephone: + 251 – 115 - 51 58 28 or 51 72 00 ext. 88888 or 448888
UNECA Ambulance Telephone: + 251 – 115 - 51 42 02 or 51 58 28.

Security Services:

Police: 991 or +251 111572121
UN: **+251 115445555, +251 115516537, +251 115512945**

Ministry of Health Ethiopia:
Mr Noah Elias Tegegne
Director of Policy and Planning
Telephone: +251115159510 / +251911895322

Mr Mengistu Wolde Mekuria
Health Reform Case Team Leader
Mobile: +251 932 151691
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WHO

Dr. Kalu, Akpaka A – Representative of the WHO Country Office in Ethiopia, +251 944 252326, kalua@who.int

Mr Pierre Lessimi – Operations Officer – +251 935998641, lessimip@who.int

Ms Lishan Negussie – Logistics and Procurement - +251 944 731982,

Mr Teshome Fantaye – Protocol Assistant - +251 912 120024, fantayet@who.int

Mr Tamrat Belete – Transport - +251 911 731248, tamratb@who.int

Mr Odon Mushobekwa – Administrative Services Officer, mushobekwao@who.int

Ms Rutabuzwa, Iribagiza Marie-Paule, Travel Officer, rutabuzwai@who.int

Ms Toth Mankampa, Eniko Andrea, Conference and Protocol Officer tothe@who.int

APPENDIX 1: HOTEL LIST

| No. | Name | Room types | UN rates USD | Tel. No. | Breakfast Included in the room rate | Restaurant | Room service | CREDIT CARD | Internet Connection/ Wifi | Email |
|-----|------------------------------|-----------------------|--------------|---------------------------------------|-------------------------------------|-----------------------|--------------|--|---------------------------|--|
| 1 | Sheraton Addis Hotel | Classic | 255.00 | +251116623634/ +2511116638354 | Yes | 24/7 | 24/7 | Visa Master Maestro American Express Union Pay | Yes | Reservations.Addisethiopia@luxurycollection.com |
| | | Executive | 366.00 | | | | | | | |
| | | Suite | | | | | | | | |
| | | Normal | 735.00 | | | | | | | |
| | | Junior | 795.00 | | | | | | | |
| | | Presidential | 9,050.00 | | | | | | | |
| 2 | Radisson Blu | Standard room | 256.00 | +251 11 515 7600 | Yes | Open UP TO 10:30pm | 24/7 | Visa Master American Express | Yes | reservations.addisababa@radissonblu.com |
| | | Business Class | 322.00 | | | | | | | |
| | | Presidential Suit | 733.00 | | | | | | | |
| 3 | Hilton Hotel | Standard room | 195.00 | +251 11 551 8400/ +251 11 517 0000 | Yes | Open UP TO 11:00pm | 24/7 | Visa card Master card American Express | Yes | AddisAbaba_Reservations@hilton.com |
| | | Executive King Room | 260.00 | | | | | | | |
| | | King Executive Room | 275.00 | | | | | | | |
| | | King Corner Suite | 290.00 | | | | | | | |
| | | Executive Duplex Room | 290.00 | | | | | | | |
| | | King Deluxe Suite | 415.00 | | | | | | | |
| | | State Suite Room | 615.00 | | | | | | | |
| 4 | Elilly International Hotel | Standard room | 150.00 | +251 11 558 7773/ +251 11 558 5200 | Yes | 24/7 | 24/7 | Visa card Master card American Express | Yes | info@elillyhotel.com |
| | | King/Twin | 150.00 | | | | | | | |
| | | Junior Suit | 275.00 | | | | | | | |
| | | Presidential Suit | 600.00 | | | | | | | |
| 5 | Capital Hotel and Spa | Standard room | 120.00 | +251 11 667 2100 | Yes | 24/7 | 24/7 | American Express Master card Visa card | Yes | reservation@capitalhotelandspa.com |
| | | Superior | 180.00 | | | | | | | |
| | | Junior Suit | 210.00 | | | | | | | |
| | | Presidential Suit | 245.00 | | | | | | | |
| 6 | Intercontinental Addis Hotel | KDLX | 133.00 | +251 11 550 50 66 | YES | OPEN UP TO 11:00PM | 24/7 | American Express Master card Visa card | Yes | reservation@intercontinentaladdis.com |
| | | TDLX | 133.00 | | | | | | | |
| | | Queen Corner Suite | 153.00 | | | | | | | |

| No. | Name | Room types | UN rates USD | Tel. No. | Breakfast Included in the room rate | Restaurant | Room service | CREDIT CARD | Internet Connection/ Wifi | Email |
|-----|-------------------------------|--------------------|--------------|---------------------------------------|-------------------------------------|--------------------|--------------------|---|---------------------------|--|
| | | VIP Suite | 259.00 | | | | | | | |
| | | Presidential Suite | 406.00 | | | | | | | |
| 7 | Grand Yordanos Hotel | Standard room | 80.00 | +251 11-551-5711 +251-118-96 52 76 | Yes | OPEN UP TO 11:00PM | 24/7 | Master card Visa card | Yes | Yordanoshotel@ethionet.et |
| | Deluxe | 120.00 | | | | | | | | |
| | Twin | 100.00 | | | | | | | | |
| | Junior Suite | 140.00 | | | | | | | | |
| | Presidential | 300.00 | | | | | | | | |
| 8 | Nigist Guesthouse | Studio | 72.45 | +251 11 550 9770 +251 911316847 | No | Open up to 10:00pm | Open up to 10:00pm | American Express Master card Visa card | Yes | nigisttowers@gmail.com |
| | Twin | 84.53 | | | | | | | | |
| | 1 Bedroom/Suite | 84.53 | | | | | | | | |
| | 2 Bedrooms | 114.70 | | | | | | | | |
| 9 | Aphrodite International Hotel | Standard room | 90.00 | +251 11 557 2220/ 28/29 | Yes | 24/7 | 24/7 | Master card Visa card | Yes | reservation@aphroditeaddis.com |
| | Deluxe | 130.00 | | | | | | | | |
| | Suite | 150.00 | | | | | | | | |
| 10 | Saro – Maria Hotel | King Standard | 90.00 | +251 11 667 2173 | Yes | 24/7 | 24/7 | Visa card American Express Master card Union Pay | Yes | reservation@saromariahotel.com |
| | Twins Standard | 120.00 | | | | | | | | |
| | King Extra | 125.00 | | | | | | | | |
| | Junior Deluxe | 195.00 | | | | | | | | |
| | Family Room | 240.00 | | | | | | | | |
| | Superior Deluxe | 250.00 | | | | | | | | |
| 11 | Harmony Hotel | Standard twin | 118.00 | +251 11 618 3100 | Yes | Open up to 10:00pm | 24/7 | American Express Master card Visa card | YES | reservation@harmonyhotelethiopia.com |
| | Sheba Queen | 118.00 | | | | | | | | |
| | Royal King | 150.00 | | | | | | | | |
| | Furnished Deluxe | 193.00 | | | | | | | | |
| | Emperor Suite | 209.00 | | | | | | | | |
| | Junior Presidential Suite | 281.00 | | | | | | | | |
| | Presidential Suite | 384.00 | | | | | | | | |

| No. | Name | Room types | UN rates USD | Tel. No. | Breakfast Included in the room rate | Restaurant | Room service | CREDIT CARD | Internet Connection/ Wifi | Email |
|-----|--------------------------------|---------------|--------------|------------------------------------|-------------------------------------|---------------------|-------------------------|--|---------------------------|--|
| 12 | Jupiter International Hotel | Standard room | 115.00 | +251 11 552 6370 +251 115527333 | Yes | Open up to 11:00pm | 24/7 | American Express Master card Visa card | Yes | reservations@jupiterinternationalhotel.com info@jupiterinternationalhotel.com |
| | | Deluxe | 115.00 | | | | | | | |
| | | Twin | 115.00 | | | | | | | |
| | | Junior Suite | 115.00 | | | | | | | |
| | | Presidential | 115.00 | | | | | | | |
| 13 | Friendship International Hotel | Queen | 84.00 | +251 116 670202/0178 | Yes | 24/7 | 24/7 | American Express Visa card | Yes | info@friendship.com.et |
| | | King | 98.00 | | | | | | | |
| | | Deluxe | 105.00 | | | | | | | |
| | | Twin | 119.00 | | | | | | | |
| | | Royal Suite | 240.00 | | | | | | | |
| 14 | Delopole International Hotel | Standard room | 70.00 | +251 115 507777 | Yes | 24/7 | 24/7 | Union Pay | Yes | Hoteldelopol@gmail.com |
| | | Junior Suite | 100.00 | | | | | | | |
| 15 | Dreamliner Hotel | Standard room | 80.00 | +251 114 674000 | Yes | 24/7 | 24/7 | Visa card Master card American Express | Yes | Reservation@dreamlinerhotel.com |
| | | Deluxe | 80.00 | | | | | | | |
| | | Twin | 139.00 | | | | | | | |
| 16 | Desalegn Hotel | Standard room | 71.00 | +251 116 624524 | Yes | Open UP TO 10:30pm | Available UP TO 10:30pm | Visa card Master card | Yes | desalegn2@gmail.com |
| | | Deluxe | 141.00 | | | | | | | |
| | | Twin | 80.00 | | | | | | | |
| | | Junior Suite | 80.00 | | | | | | | |
| | | Presidential | 141.00 | | | | | | | |
| 17 | Atlas Hotel | Standard | 50.00 | +251 116 187434/ 32 | Yes | Open up TO Midnight | 24/7 | Visa card Master card | Yes | atlas.hotel_resort@yahoo.com |
| | | Deluxe | 60.00 | | | | | | | |
| | | Twin | 70.00 | | | | | | | |
| | | Junior Suite | 120.00 | | | | | | | |

| No. | Name | Room types | UN rates USD | Tel. No. | Breakfast Included in the room rate | Restaurant | Room service | CREDIT CARD | Internet Connection/ Wifi | Email |
|-----|-------------------|-----------------|--------------|---------------------|-------------------------------------|--------------------|--------------------|--|---------------------------|--|
| 18 | Axum Hotel | Standard room | 60.00 | +251 116 613916 | Yes | 24/7 | 24/7 | Visa | Yes | axum.d@telecome.et hewiti08@gmail.com |
| | | Deluxe | 90.00 | | | | | | | |
| | | Twin | 90.00 | | | | | | | |
| | | Junior Suite | 112.00 | | | | | | | |
| 19 | Kenenisa Hotel | Standard room | 75.00 | +251 116672434 | Yes | 24/7 | 24/7 | Visa card Master card | Yes | info@athletekenenisahotel.com |
| | | Deluxe | 85.00 | | | | | | | |
| | | Twin | 90.00 | | | | | | | |
| | | Junior Suite | 130.00 | | | | | | | |
| | | Family Room | 160.00 | | | | | | | |
| 20 | Plaza Hotel | Standard | 35.00 | +251 116 61 2200 | Yes | Open up to 12:00am | Open up to 12:00am | No | Yes | Plazahotel@ethionet.et |
| 21 | Addissiniya Hotel | Standard room | 99.00 | +251 1162 6334 | Yes | 24/7 | 24/7 | Visa card Master card American Express | Yes | info@addissiniyahotel.com |
| | | Deluxe | 119.00 | | | | | | | |
| | | Twin | 129.00 | | | | | | | |
| | | Family suit | 199.00 | | | | | | | |
| 22 | Ag Palace Hotel | Standard | 50.00 | +251 116 620456 /57 | Yes | 24/7 | 24/7 | Visa Master card | Yes | agpalacehotel@gmail.com |
| | | Twin | 30.00 | | | | | | | |
| 23 | Adot Tina Hotel | Standard room | 60.00 | +251 11 467 39 39 | Yes | 24/7 | 24/7 | Visa Master card Union Pay | Yes | adottinahotel@gmail.com |
| | | Junior Suite | 80.00 | | | | | | | |
| | | Executive Suite | 100.00 | | | | | | | |
| 24 | Kaleb Hotel | Standard room | 94.00 | +251 116 62 2200 | No | 24/7 | 24/7 | Visa card Master card American Express | Yes | reservation@kalebhotel.com |
| | | Deluxe | 120.00 | | | | | | | |
| | | Twin | 114.00 | | | | | | | |
| 25 | Stay Easy hotel | Standard room | 45.00 | +251 116 61 6688 | Yes | 24/7 | 24/7 | Visa card Master card American Express | Yes | info@staeasyaddis.com |
| | | Deluxe | 55.00 | | | | | | | |

APPENDIX 2: RC66 REGISTRATION FORM



66^{ème} SESSION DU COMITÉ RÉGIONAL DE L'OMS POUR L'AFRIQUE, 22–26/08/2016, Addis-Abeba, Éthiopie
66th SESSION OF THE WHO REGIONAL COMMITTEE FOR AFRICA, 22–26/08/2016, Addis Ababa, Ethiopia
66.ª SESSÃO DO COMITE REGIONAL DA OMS PARA A ÁFRICA, 22–26/08/2016, Adis Ababa, Etiópia

Formulaire de réservation d'hôtel et de badge / Hôtel booking and badge registration form

Merci de remplir et d'envoyer ce formulaire à / Please complete and forward to
RC66confirmation@who.int

A. Informations personnelles/Personal details

Veillez cocher la case appropriée/Please tick the appropriate box

- Chef de délégation/Head of delegation/ VIP Délegué/Delegate
 Observateur/Observer Membre du secrétariat/Secretariat Member

Titre: M./Mme/Dr/Prof..... Prénom : Nom :

Title: Mr/Mrs/Dr/Prof..... First name: Surname:

Position:

Organisation/Agence/Organization/Agency:

Adresse postale complète/Full postal address:

Ville/City: Pays/ Country:

Tel: e-mail:

B. Hébergement/Accommodation

Veillez me réserver une chambre dans l'hôtel suivant/

Please reserve accommodation for me in the following hotel:

| Preference Choix/Choice | Hotel Name (Voir Bulletin Information/ see Information Bulletin) | Type de chambre Type of room | Nb de personnes No. of persons |
|----------------------------|--|---------------------------------|-----------------------------------|
| 1 st | | | |
| 2 nd | | | |
| 3 rd | | | |

Note: Merci de noter que si l'hôtel de premier choix est complet, nous ferons la réservation dans le choix suivant /
Should there be no room available in your first choice of hotels, we will book the following choice.

C. Arrival/Departure details – Arrivée/Départ

Dernière ville d'embarquement avant Addis-Abeba/

Last embarkment city before Addis Ababa.....

| Vol/Flight | Date | Heure/Time | No Vol/Flight Number |
|---------------------------------|------|------------|----------------------|
| Vol d'arrivée/Arrival Flight | | | |
| Vol de départ/ Departure Flight | | | |

D. Veuillez envoyer une copie de votre passeport/Kindly send a copy of your passport.

E. BADGES :

- Prière d'accompagner le formulaire d'une photo d'identité en couleur sous format JPEG.
- Please send back the completed form along with a colour ID Photo in JPEG format