

+-



# **United Nations Regional Seminar on Census Data Archiving for Africa**

**Addis Ababa - Ethiopia**

**20<sup>th</sup> – 23<sup>rd</sup> September 2011**



**INFORMATION NOTE FOR PARTICIPANTS**

## **SEMINAR ORGANISATION AND COORDINATION**

The seminar is organized by the United Nations Statistics Division, New York, in collaboration with the African Centre for Statistics at the United Nations Economic Commission for Africa.

The Coordinators are:

### **UNITED NATIONS STATISTICS DIVISION (UNSD)**

**Ms. Margaret Mbogoni**

Statistician

Demographic statistics section  
United Nations Statistics Division  
New York.

Tel: +1-212-963-7845

Fax: +1-212-963-1940

Email: [mbogoni@un.org](mailto:mbogoni@un.org)

Web address: <http://unstats.un.org>

Administrative matters:

Ms. Jennifer Tungol

United Nations Statistics Division  
New York.

Tel: +1-212-963-9120

Fax: +1-212-963-9851

E-mail: [tungol@un.org](mailto:tungol@un.org)

### **AFRICAN CENTRE FOR STATISTICS (ACS)**

**Mr. Raj Gautam Mitra**

Chief

Demographic and Social Statistics Section  
African Centre for Statistics  
United Nations Economic Commission for Africa  
Addis Ababa, Ethiopia

Tel: +251 11 544 3144

email: [rmitra@uneca.org](mailto:rmitra@uneca.org)

**Mr. Ayenika Godheart Mbiyzenyuy**

Statistician

Statistical Development Section  
African Centre for Statistics  
United Nations Economic Commission for Africa  
Addis Ababa, Ethiopia

Tel: +251 11 544 35472

email: [AGodheart@uneca.org](mailto:AGodheart@uneca.org)

### **ADDRESS**

United Nations Economic Commission for Africa

Web address: <http://www.uneca.org>

## MAIN OBJECTIVE OF THE SEMINAR

The purpose of the seminar is to provide a forum for sharing of national practices and experiences in archiving census data. It will provide a basis for assessing existing national archiving strategies and technologies used, as well as for identifying good practices and lessons learned in census data archiving. The Seminar will review major issues in archiving census data with a view to identifying challenges as well as considerations for formulating and implementing an effective national archiving plan.

## VENUE & DATE OF THE SEMINAR

The workshop will be held in Addis Ababa, Ethiopia from 20-23 September 2011 at the United Nations Conference Center (UNCC).

## LANGUAGE

The workshop will be conducted in English.

## IMMIGRATION REQUIREMENTS

Visas are required for all visitors/delegates traveling to Ethiopia, except for nationals of Djibouti and Kenya. Visitors from countries that have Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions before departure. These include holders of diplomatic and service passports as well as United Nations Laissez Passer.

If your country does not have an Ethiopian diplomatic mission, UNECA will assist you in obtaining a visa upon arrival, provided we receive the following particulars **two weeks** in advance.

1. Full Name
2. Nationality
3. Passport details – (number, date of issue and expiry)
4. Flight details (arrival and departure)

That is, if there is no Ethiopian diplomatic representation in your country of residence, UNECA will assist you to obtain business visas on arrival as participants attending meetings/seminars/workshops at the UNECA, Addis Ababa. The Ethiopian Immigration Authority would require that you present an official letter of invitation for securing your business visa on arrival. It is imperative to bring with you the letter of invitation and present it to the Immigration Authority at the airport for securing your visa. Furthermore, two passport size photographs are needed to process visa requests upon arrival.

Please note that an Ethiopian visa costs between (US\$20 to US\$60) per person depending on your nationality and payment must be made in (US Dollars)\* at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez Passer will receive visas gratis.

## HEALTH REQUIREMENTS

Visitors to Ethiopia 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

---

\* 1 US \$ = 16.90 Ethiopian Birr (as of 22<sup>nd</sup> July 2011). Bank receipts for money changed at the airport must be kept securely as they may be asked for on departure.

cholera infected area within six days prior to arrival in the country.

Please be aware of the geographical location of Addis Ababa at an altitude of about 2,450m. Acclimatization to this elevation is normally no problem, but sometimes it might take a few days. Symptoms include headache, increased breathing (hyperventilation), fatigue, nausea, dizziness and sleep disturbances.

For prevention you should drink extra water (increased breathing leads to water loss), avoid additional salt and heavy meals. Alcohol could worsen sleep disturbances.

The United Nations Health Centre, situated on the ground floor of the Conference Centre, provides emergency medical services to participants/delegates attending meetings during working hours. On your registration form kindly provide us details of any special ailments you may be suffering from or details of allergies so that we can provide emergency medical attention should this be required.

In case of a medical or dental emergency, please contact the following:

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

## **HOTEL ACCOMMODATION**

Participants are responsible for making their hotel bookings but may contact ECA for assistance. Please note that as per the Administrative Instructions sent to you with the invitation letter and agenda, the United Nations Daily Subsistence Allowance (DSA) for Addis Ababa is US **\$160**. ECA, however, will arrange a block booking of all participants that would like to stay at the “**Intercontinental**” and “**Jupiter**” Hotels, provided you send your arrival and departure flight details by **15<sup>th</sup> September 2011**. The hotel will be expecting a final rooming list from ECA by **17<sup>th</sup> September 2011** at 17:00 hrs after which ECA will be subject to a cancellation penalty for rooms reserved and not utilized.

The rate of the hotel is \$80 (inclusive of taxes, service charge and breakfast). In addition to accommodation costs, all participants will be responsible for all other additional costs i.e. telephone, Internet/fax, room service, minibar and laundry, additional meals (lunch and dinner).

Send your reservations to Mrs.Emnet Tezera, Staff Assistant (Tel.: +251-11-54433153 [office], +251 911 41 35 57 [cell]; Fax: +251-11-551 0389; Email: [etezera@uneca.org](mailto:etezera@uneca.org))

<b>No.</b>	<b>Hotel</b>	<b>Type of Rooms</b>	<b>UN Rate</b>
<b>1</b>	<b>HOTEL de LEOPOL</b> Tel: (251-11) 5-50 77 77 Mobile (251-11) 9 67 78 73 Fax: (251-11) 5-53 14 66 Fax: (251-11) 5 15 50- 80	Standard single Standard room Double Occupancy	US\$ 60.00 US\$ 96.00 US\$114.00
<b>2</b>	<b>JUPITER INTERNATIONAL HOTEL</b> Tel: (251-11) 5-52 73 33 Fax: (251-11) 5-52 64 18	Single Room	Flat rate US\$80.00
<b>3</b>	<b>INTERCONTINENTAL HOTEL</b> Tel: (251-11) 5-50 50 66 Fax: (251-11) 5-54 00 90	King Deluxe Room Twin Deluxe Room	US\$ 85.00 US\$ 110.00
<b>4</b>	<b>HILTON HOTEL</b> Tel: (251-11) 5-51 84 00 Tel: (251-11) 5-51 00 64 email: sales addis@hilton.com	Single Double Executive Rooms Single Double	US\$ 160.00 US\$ 190.00 US\$ 240.00 US\$ 260.00 <b>Plus 25% TAX</b>
<b>5</b>	<b>YORDANOS HOTEL</b> Tel: (251-11) 5-51 57 11 Fas: (251-11) 1 -51 66 55	Single Room Double Room Suit Room	US\$ 44.00 US\$ 50.00 US\$ 55.00

Please note that if you choose your own accommodation other than what is listed above you will have to make your own transport arrangement to and from the workshop venue.

**You must indicate 2 weeks before the workshop: Date of arrival, flight details and choice of accommodation.**

For further information, kindly contact Ms. Emnet Tezera, Staff Assistant (Tel.: +251-11-54433153 [office], +251 911 41 35 57 [cell]; Fax: +251-11-551 0389; Email: [etezera@uneca.org](mailto:etezera@uneca.org))

## **REGISTRATION AND IDENTIFICATION BADGES**

Registration will take place on **20 September 2011** (8:30am – 9:00am) at the Delegate Registration Building (DRB) in front of the ECA Staff entrance. A full list of confirmed participants will be made available to the ECA Security and participants will have to carry identification to be allowed entry into the UN compound.

Kindly also carry your invitation letter and personal identification for on site accreditation. For identification and security reasons, Identification Badges should be worn by all participants at all times during the Conference and at official social functions.

## **TRANSPORT**

You will arrive at Bole International Airport, which is located just 5 kilometers from the centre of Addis Ababa. Please take a taxi from the airport to the hotel.

ECA buses will ferry participants from hotels to the conference venue in the mornings and back to the hotels at the end of the daily sessions. ECA will not provide transport during lunch breaks.

If you would like transportation in Addis Ababa outside of the conference and to take you to the airport at the end of the Conference, you can book a taxi from the National Tourism Organization (NTO) by calling + 251115 51 18 22 or + 251115 51 84 00.

## **MEDIUM OF EXCHANGE (Money)**

Local currency is Ethiopian Birr (Birr). There is a branch office for Commercial Bank of Ethiopia (CBE) within the compound of UNECA to get the exchange service. Also the service is provided in branches of CBE inside and outside hotel compounds, where most popular currencies such as United States Dollar, British Pound, European Euro, Central Africa franc (XAF) etc. can be changed into the local currency.

## **EXCHANGE RATE**

American Dollar to Birr:	1 =	16.90
British Pound to Birr:	1 =	26.99
Central Africa franc (XAF)	1 =	0.037
European Euro to Birr:	1 =	24.17

(Source: Commercial Bank of Ethiopia, as of 15<sup>th</sup> of July 2011)  
For more information, please visit CBE website: <http://www.combanketh.com/home.php?id=50>

## **OTHER INFORMATION**

Local time: Greenwich Mean Time (GMT) +3  
Electric current: 220 v, 50-60 Hz  
Telephone Code: + 251