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## Information Note

### Workshop on the Implementation of a National Quality Assurance Framework for Official Statistics in countries of the Africa Region, 6 to 9 December 2022, Addis Ababa, Ethiopia

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#### Host

[United Nations Economic Commission for Africa \(ECA\)](#)

#### Venue

The Workshop will be held in the Large Briefing Room in the [United Nations Conference Centre \(UNCC\)](#), Menelik II Ave., Addis Ababa, Ethiopia.



#### Meeting Time

The Workshop will begin at 08:30 A.M. and end at approximately 04:30 P.M. every day. The registration will begin at 8:00 A.M. on the first day of the Workshop.

#### Registration and identification badges

Participants will be required to register and obtain identification badges prior to the start of the Workshop.

For security reasons, identification badges should be worn by all participants at all times, during the Workshop, during official social functions and when inside the ECA compound.

**Registration desk will open from 8:00-8:30 A.M. on Tuesday, 6 December 2022, and will take place in the ID Room, which is located at the pedestrian entrance of Gate 2 to the ECA compound. Remember to bring your invitation and your passport.**

#### Immigration requirements

Participants from outside Ethiopia must have a visa. All participants coming from countries in which there are Ethiopian embassies or consulates are strongly encouraged to obtain their Ethiopian visas prior to arrival in Ethiopia. Participants can also obtain a Conferenc Visa (CV) online at <https://www.evisa.gov.et/visa-types/conference-evisa>.

For participants who are not able to process their visas in advance, ECA will make a request for them to be given business visas upon arrival at Bole International Airport.

In order to assist participants in obtaining visas online, the secretariat (Mr. Yuxi Zhang - [yuxi.zhang@un.org](mailto:yuxi.zhang@un.org)) needs to receive the following information by **16 November 2022**:

- (1) Full name;
- (2) Nationality;
- (3) Flight number
- (4) Arrival date
- (5) departure date
- (6) Passport number
- (7) Copy of the national passport

The organisers will provide the participants with the following documents required for online application for a Conference Visa:

- Invitation letter
- Formal application letter written by ECA
- Note Verbal from the Ministry of Foreign Affairs of Ethiopia.

### **DSA for Funded Participants**

Please see below procedures regarding receiving 100% of DSA on site according to UNSD's administrative requirements. Participants must follow these procedures in order to avoid delays of DSA disbursement:

1. Participants must sign the attendance sheet on a daily basis provided by UNSD.
2. Participants must present their passport and copies of:
  - a. Boarding pass(es),
  - b. Final flight itinerary, and
  - c. Passport (information page).
3. If a participant either arrives later or departs earlier from Addis Ababa, the DSA that he/she will be entitled must be adjusted accordingly and extra payment should be returned to UNECA's Treasury.

Participants must sign the cheque/money roster, once they have received their cash/cheque(s).

Local participants will be provided 20% of DSA, for the total duration of the Workshop, subject to actual time and date of the start and end of the Workshop. The participants must sign the attendance sheet on a daily basis provided by UNSD.

### **Coronavirus disease requirements**

Anyone over the age of 12 entering Ethiopia at an international airport must possess a certificate of a negative PCR test taken no more than 72 hours before their departure or a negative rapid diagnostic test taken no more than 24 hours before their arrival in Ethiopia. The certificate is not valid for your return flight.

Notwithstanding the above, you may enter the country without a PCR or rapid diagnostic test certificate if you have a coronavirus disease (COVID-19) recovery certificate issued no more than 90 days ago or you have evidence of being fully vaccinated against COVID-19.

“Fully vaccinated” means that you took a single dose of the Johnson and Johnson vaccine or two doses of the Astra Zeneca, Sinopharm, Sinovac, Moderna or Pfizer vaccine at least two weeks ago.

## **Health requirements**

Visitors to Ethiopia should be in possession of a valid health certificate for yellow fever. Vaccination against cholera is also required for anyone who has visited or transited a cholera-infected area within six days prior to arrival in Ethiopia. As Addis Ababa is situated at an altitude of 2,400 metres, it is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude.

The United Nations Health Care Centre, situated on the ground floor of the Conference Centre, can provide emergency medical services to participants and delegates attending the Workshop.

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

Dr. Grace Fombad  
Chief, United Nations Health Care Centre  
Telephone: + 251 (0) 115 51 58 28 or 51 72 00; ext. 88888 or 448888  
ECA Ambulance: + 251 (0) 115 51 42 02 or 51 58 28

## **Guidelines on personal security and safety of participants**

The United Nations Security and Safety Service is always ready to serve its clients. In this regard, the full cooperation of all participants is needed to ensure the safety of your valuables and your personal security.

While you are on ECA premises, please ensure that you:

- show your Workshop badge to any authorized person who asks to see it, and wear it visibly;
- do not leave bags and parcels unattended, as they may be confiscated or destroyed;
- do not bring unauthorized persons and children into the Conference Centre;
- look after your valuable property;
- check that you have all your documents and personal items before you leave conference halls and meeting rooms;
- inform the Security and Safety Service or the nearest Security Officer if you lose anything valuable.

When you are in your hotel, please follow this safety advice:

- upon entering or leaving your room, make it a habit to lock the door;
- before leaving, inspect your room to make sure that no money, jewelry, cameras, etc. are visible;
- deposit valuables or portable items at the reception desk and obtain a receipt;
- should you observe anything suspicious or out of the ordinary, please contact the Security and Safety Service.

## **Useful telephone numbers**

### **Emergency numbers**

|                           |                                     |
|---------------------------|-------------------------------------|
| UN Control Room (24 hrs.) | +251 – 115 445135 / 516537 / 512945 |
| Security Chief            | +251 – 0911 201802                  |
| Deputy Chief              | +251 – 0911 508578                  |

### **Emergencies outside of Addis**

|                                    |                                     |
|------------------------------------|-------------------------------------|
| UN Operations Centre (24 hours)    | +251 – 115-511726                   |
| Satellite phone                    | +87162546835                        |
| Police Emergency Numbers (24 hrs.) | 991                                 |
| City Police                        | +251 – 115 572100 / 572121          |
| Federal Police                     | +251 – 115 524077 / 526302 / 526303 |

## Airline reservations

A number of international airlines operate to and from Addis Ababa. Participants must secure their return/onward air passage prior to arrival in Addis Ababa. There are two official travel agencies in the ECA compound – Gashem Travel and Airlink Travel – that can assist with re-confirmation of tickets and provide participants with travel and tour-related information.

Gashem Travel Tel: +251 115 44 30 51 / 44 30 52 / 46 84 85 or +251 0911 25 04 68 (mobile)

Airlink Travel Tel: +251 115 44 43 33/ 44 43 34/ 44 43 65 or 44 43 37

Ethiopian Airlines and Kenya Airways also have offices in the ECA compound, in the Rotunda.

Please have your ticket with you when visiting the travel agencies and the airlines to re-confirm your flights.

## Hotel accommodation

**Participants must contact the hotels directly to arrange, confirm and guarantee their bookings.**

In addition to accommodation costs, all participants will be responsible for all other additional costs – i.e. breakfast (where not included), telephone, internet/fax, room service, mini-bar, laundry, other meals (lunch and dinner) – and must pay for these directly when checking out.

The following hotels have been identified for Workshop participants.

| No. | HOTEL   | Type of Room         | UN Rate   |
|-----|---|----------------------|---|
| 1.  | <p><b>CAPITAL HOTEL AND SPA</b></p> <p>Tel: 251-11 6-672100<br/>251-11-6-192000</p> <p>Fax: 251-11-6-672012</p> <p>E-mail: <a href="mailto:reservation@capitalhotelandspa.com">reservation@capitalhotelandspa.com</a></p> <p>Website: <a href="http://www.capitalhotelandspa.com">www.capitalhotelandspa.com</a></p>  | Single Standard room | <p>US\$ 135.00</p> <p><i>Inclusive of breakfast &amp; all taxes</i></p> |
| 2.  | <p><b>CHURCHILL HOTEL</b></p> <p>Tel: (251-11) 1 11 12 12</p> <p>Fax: (251-11) 1 11 88 00</p> <p>Ms. Haimanot – 251 966 72 02 73</p> <p>E-mail: <a href="mailto:churchillhotel@ethionet.et">churchillhotel@ethionet.et</a><br/><a href="mailto:haymitesfaye143@gmail.com">haymitesfaye143@gmail.com</a></p>   | Single Rooms         | <p>US\$ 55.00</p> <p><i>Inclusive of breakfast &amp; all taxes</i></p>  |
| 3.  | <p><b>ELILLY HOTEL</b></p> <p>Tel: 0115- 58 77 77/73/70</p> <p>Fax: 0115 58 52 00</p> <p>Contact: Ms. Elisabeth Shume/Mr. Tesfaye Amenu</p> <p>E-mail: <a href="mailto:info@elillyhotel.com">info@elillyhotel.com</a><br/><a href="mailto:reservation@elillyhotel.com">reservation@elillyhotel.com</a></p> <p>Website: <a href="http://www.elillyhotel.com">www.elillyhotel.com</a></p> | Standard Rooms       | <p>US\$ 80.00</p> <p><i>Inclusive of breakfast &amp; all taxes</i></p>  |

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|----|---|---|--|
| 4. | <b>FRIENDSHIP HOTEL</b><br><b>Tel:</b> (251-11) 6 67 02 02<br><b>E-mail:</b> <a href="mailto:marketing@friendshiphotel.com.et">marketing@friendshiphotel.com.et</a>   | Standard Rooms                                | US\$ 120.00<br><br><i>Inclusive of breakfast &amp; all taxes</i>                         |
| 5. | <b>GETFAM HOTEL</b><br><b>Tel:</b> (251-11) 6 67 31 75<br><b>E-mail:</b> <a href="mailto:reservations@getfamhotel.com">reservations@getfamhotel.com</a><br><br><b>Website:</b> <a href="http://www.getfamhotel.com">www.getfamhotel.com</a>   | Standard Rooms                                | US\$ 92.00<br><br><i>Inclusive of breakfast &amp; all taxes</i>                          |
| 6. | <b>HARMONY HOTEL</b><br><b>Tel:</b> (251-11) 6 18 31 00<br><b>Fax:</b> (251-11) 6 18 29 10<br><b>Mob.:</b> (251-913) 86 77 78<br><b>Email:</b> <a href="mailto:reservation@harmonyhotelethiopia.com">reservation@harmonyhotelethiopia.com</a><br><b>Website:</b> <a href="http://www.harmonyhotelethiopia.com">www.harmonyhotelethiopia.com</a> | Sheba Queen                                   | US\$ 103.00<br><br><i>Inclusive of breakfast &amp; all taxes</i>                         |
| 7. | <b>HILTON HOTEL</b><br><b>Tel:</b> (251-11) 5 51 84 00/17 00 00<br><b>Tel:</b> (251-11) 5 51 00 64<br><b>Fax:</b> (251-11) 5 51 17 18<br><b>Contact:</b> Mr. Daniel Gelaw<br><b>Email:</b> <a href="mailto:reservations.addisababa@hilton.com">reservations.addisababa@hilton.com</a>   | Garden Wing Rooms<br><br>Refurbished Standard | US\$ 90.00<br><br>US\$ 120.00<br><br><b>Plus 26.5% tax</b><br><i>Breakfast included.</i> |
| 8. | <b>HYATT REGENCY HOTEL</b><br><b>Tel:</b> (251-11) 5 17 12 34<br><b>E-mail:</b> <a href="mailto:addisababa.regency@hyatt.com">addisababa.regency@hyatt.com</a>  | Standard Rooms                                | US\$ 160.00<br><br><b>Plus 26.5% tax</b><br><i>Breakfast included.</i>                   |
| 9. | <b>INTER LUXURY HOTEL</b><br><b>Tel:</b> (251-11) 5 50 50 66/18 04 44<br><b>Fax:</b> (251-11) 5 54 00 90/96<br><b>Contact:</b> Ms. Alem/ Ms. Liya Habtemariam<br><b>E-mail:</b> <a href="mailto:reservation@intercontinentaladdis.com">reservation@intercontinentaladdis.com</a>  | King Deluxe (Standard)                        | US\$ 80.00<br><br><i>Inclusive of breakfast &amp; all taxes</i>                          |

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|     | Website: <a href="http://www.intercontinentaladdis.com">www.intercontinentaladdis.com</a>  |   |   |
| 10. | <b>JUPITER INTERNATIONAL HOTEL - KASANCHES</b><br>Tel: (251-11) 5 52 73 33<br>( 251-11) 5 52 63 70<br>0911 65 18 10 (Ayelech)<br>Fax: (251-11) 5 52 64 18<br>E-mail: <a href="mailto:info@jupiterinternationalhotel.com">info@jupiterinternationalhotel.com</a><br>Website: <a href="http://www.jupiterinternationalhotel.com">www.jupiterinternationalhotel.com</a> | Standard Single Rooms<br>Deluxe Rooms<br>Twin Rooms | US\$ 75.00<br>US\$ 95.00<br>US\$ 110.00<br><i>Inclusive of breakfast &amp; all taxes</i>          |
| 11. | <b>KALEB HOTEL</b><br><b>Tel:</b> (251-11) 6-62-22-00<br><b>Fax:</b> (251-11) 6-62-80-98<br>E-mail: <a href="mailto:reservation@kalebhotel.com">reservation@kalebhotel.com</a><br>Website: <a href="http://www.kalebhotel.com">www.kalebhotel.com</a>  | Single Standard Rooms                               | US\$ 66.00<br><i>Inclusive of breakfast &amp; all taxes</i>                                       |
| 12. | <b>MAGNOLIA HOTEL</b><br>Tel: (251-11) 6 39 37 77<br>E-mail: <a href="mailto:reservation@magnoliaaddis.com">reservation@magnoliaaddis.com</a>  | Standard Single                                     | \$60.00<br><i>Inclusive of breakfast &amp; all taxes</i>  |
| 13. | <b>MARRIOTT EXECUTIVE APARTMENTS</b><br>Tel: (251-11) 5 18 46 00<br>Contact: Mr. Biruk Hailu/ Ms. Tigist Juneydin<br>E-mail: <a href="mailto:reservation.adder@marriott.com">reservation.adder@marriott.com</a><br>Website: <a href="http://www.marriott.com/adder">www.marriott.com/adder</a>   | Single Rooms  | US \$160.00<br><b>Plus 26.5% tax</b><br><i>Breakfast included.</i>                                |
| 14. | <b>NIGIST TOWERS GUEST HOUSE</b><br><b>Tel:</b> (251-11) 5 50 97 70<br>Yirgat: 0911 19 55 35<br>E-mail: <a href="mailto:info@nigisttowers.com">info@nigisttowers.com</a><br>Website: <a href="http://www.nigisttowers.com">www.nigisttowers.com</a>  | Studio<br>One Bed Room<br>Two Bed Room              | US\$ 66.00<br>US\$ 75.00<br>US\$ 100.00<br><i>Inclusive of all taxes. Breakfast not included.</i> |
| 15. | <b>PANORAMA HOTEL</b><br>Tel: (251-11) 6 6 61 60 70<br>E-mail: <a href="mailto:info@panoramaaddis.com">info@panoramaaddis.com</a><br><a href="mailto:berhanu@panoramaaddis.com">berhanu@panoramaaddis.com</a>  | Standard Single                                     | \$53.00<br><i>Inclusive of breakfast &amp; all taxes</i>  |
| 16. | <b>RADISSON BLU HOTEL</b>  | Single Standard                                     | US \$125.00   |

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|-----|--|---|---|
|     | <b>Tel:</b> (251-11) 5-15 76 00/ 17 04 00<br><b>Fax:</b> (251-11) 5-15 76 01<br><b>E-mail:</b> <a href="mailto:reservations.addisababa@radissonblu.com">reservations.addisababa@radissonblu.com</a><br><b>Website:</b> <a href="http://www.radissonblu.com">www.radissonblu.com</a>  | Room  | <b>Plus 26.5% tax</b><br><i>Breakfast included.</i>                               |
| 17. | <b>RAMADA HOTEL</b><br><b>Tel:</b> (251-11) 6 39 39 39<br><b>Email:</b> <a href="mailto:info@ramadaaddis.com">info@ramadaaddis.com</a><br><b>Website:</b> <a href="http://www.ramadaaddis.com">www.ramadaaddis.com</a>   | Superior Rooms  | US \$115.00<br><i>Inclusive of breakfast &amp; all taxes</i>                      |
| 18. | <b>SARO MARIA HOTEL</b><br><b>Tel:</b> 0116- 67 21 67/68<br><b>Fax:</b> 0116- 67 21 21<br><b>E-mail:</b> <a href="mailto:info@saromariahotel.com">info@saromariahotel.com</a><br><a href="mailto:reservation@saromariahotel.com">reservation@saromariahotel.com</a><br><b>Website:</b> <a href="http://www.saromariahotel.com">www.saromariahotel.com</a>  | Single Standard room  | US\$ 90.00<br><i>Inclusive of breakfast &amp; all taxes.</i>                      |
| 19. | <b>SHERATON HOTEL</b><br><b>Tel:</b> (251-11) 5 17 17 17<br><b>Fax:</b> (251-11) 5 17 27 27<br><b>Contact:</b> Mr. Getachew Melese/Mr. Begashaw Kassaye<br><b>E-mail:</b> <a href="mailto:reservations.addisethiopia@luxurycollection.com">reservations.addisethiopia@luxurycollection.com</a><br><b>Website:</b> <a href="http://www.luxurycollection.com/addis">www.luxurycollection.com/addis</a> | Club Room (single)<br>Double<br>Executive Rooms<br>Executive Double | US\$ 255.00<br>US\$ 255.00<br>US\$ 366.00<br>US\$ 410.00<br><b>Plus 26.5% tax</b> |
| 20. | <b>SKYLIGHT HOTEL</b><br><b>Tel:</b> (251-11) 6-67 10 90<br><b>Email:</b> <a href="mailto:reservations@ethiopianskylighthotel.com">reservations@ethiopianskylighthotel.com</a><br><b>Website:</b> <a href="http://www.ethiopianskylighthotel.com">www.ethiopianskylighthotel.com</a>   | Single Rooms<br>Double  | US\$ 100.00<br>US\$ 120.00<br><b>Plus 26.5% tax</b><br><i>Breakfast included.</i> |

Please note that the highlighted hotels are close to ECA.

### Arrival at Bole International Airport

Addis Ababa Bole International Airport is located on the Southern outskirts of the capital city, about 8 km from the city centre, at an elevation of 2325 metres.

Taxis are immediately available at Bole International Airport. They also can be found outside most hotels in Addis Ababa and at the country's major centres.



## **ICT services**

The ECA Conference Centre is equipped with Wi-Fi. Technical support is available through the ECA Help Desk (tel.: +251 115443123; ext.: 33123; [ihelpdesk@uneca.org](mailto:ihelpdesk@uneca.org)). Technical support for presentations must be arranged in advance with the Conference Centre support team.

Please be advised that Blackberry services are not available in Ethiopia.

## **Catering facilities**

Catering facilities for refreshments and meals within the ECA compound include:

- Sheraton Addis, located in the Conference Centre;
- Harambe Restaurant, located in the Nile Building;
- Kaldis Coffee, located in the Rotunda, near the Africa Hall;
- Tivoli Cafeteria, located in the Green House.

## **Mobile phones**

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHZ). The Ethiopian Telecommunication Company (ETC) sells SIM cards with pre-charged airtime. The total package costs 40 Ethiopian birr, which includes 15 birr-worth of airtime. It takes approximately two days to have an ETC mobile phone connected.

## **General information about Ethiopia**

Ethiopia is as large as France and Spain combined. Addis Ababa is situated at an altitude of 2,400 metres. Agriculture is the backbone of the national economy, and the principal exports from this sector include coffee, oil seeds, pulses, flowers, vegetables, sugar and animal feed. About 90 per cent of the population earns its living from the land. There is also a vibrant livestock sector, and exports include cattle, hides and skins.

The population of Ethiopia is estimated at 100 million, and over 50 per cent of the population is under 20 years of age. The average number of inhabitants per square kilometre is 69. Ethiopia is a multi-ethnic state with a great variety of spoken languages. There are 83 languages with 200 dialects, and the three main languages are Amharic, Tigrigna and Oromigna. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa. Additional information on Ethiopia and ECA can be found online at <http://www.uneca.org>, <http://www.ethionet.et> and <http://tour.ethiopianonline.net>.

## **Climate**

Ethiopia has two main seasons. The dry season lasts from October to May, and the rainy season starts in late June and ends in September. Temperatures depend on the season and altitude.



The weather is likely to be cold at night in December, so please ensure that you bring a warm jacket or sweater.

## **Electricity**

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13 amp, two-pin (European) socket.

## **Currency (Ethiopian birr)**

Ethiopian currency is denominated in “[birr](#)” and “centimes”. The exchange rate fluctuates. The official exchange rate of the United Nations was **US\$ 1.00 = ETB 29.18** as of September 2019.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound, in the Rotunda. The bank is open Monday–Friday, from 8 a.m. to 5.30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel, and ATM machines for Visa/MasterCard users in the Conference Centre and at the Sheraton, Hilton, Radisson Blu, Intercontinental, Ethiopia and Wabe Shebelle hotels, which will give you money in birr.

## **Organizing Secretariat**

The workshop is organized by the UN Statistics Division in cooperation with UNECA and the Ethiopian Statistical Agency.

For further information concerning substantive preparation, organizational and logistical aspects of the workshop, please contact:

### **UNSD**

Mr. Matthias Reister  
New York, USA  
Phone: +1-917 367-7098  
Email: [reister@un.org](mailto:reister@un.org)

Mr. Yuxi Zhang  
New York, USA  
Phone: +1-212 963 3518  
Email: [yuxi.zhang@un.org](mailto:yuxi.zhang@un.org)

### For administrative questions:

Mr. Yuxi Zhang  
New York, USA  
Phone: +1-212 963 3518  
Email: [yuxi.zhang@un.org](mailto:yuxi.zhang@un.org)

### **UNECA**

Mr. Leandre Foster Ngogang Wandji  
Addis Ababa, Ethiopia  
Phone: +251-11-544-3620  
Email: [ngogangwandji@un.org](mailto:ngogangwandji@un.org)

**We hope you will enjoy the Meeting!**