



2017
INTERNATIONAL YEAR
OF SUSTAINABLE TOURISM
FOR DEVELOPMENT



UNWTO Commission for Africa
Fifty-ninth Meeting of the UNWTO Commission for Africa and High-level Meeting on Chinese Outbound Tourism to Africa
Addis Ababa, Ethiopia
18 to 21 April 2017

CAF/59/Inf.Note/Rev.6
Madrid, March 2017
Original: English

GENERAL INFORMATION NOTE

1. In accordance with the decision **CAF/DEC/13(LVIII)** taken by the UNWTO Commission for Africa (CAF) during its fifty-eighth meeting held in Abidjan, Côte d'Ivoire, on 19 April 2016, the **Fifty-ninth Meeting of the UNWTO Commission for Africa and High-level Meeting on Chinese Outbound Tourism to Africa**, will take place in Addis Ababa, Ethiopia from **18 to 21 of April 2017**. These meetings are open to the participation of Member States, affiliate members, invited delegations as well as to representatives of the tourism and the media related to tourism.

I. VENUE OF THE MEETINGS

2. The meetings will be held at: Sheraton Addis
Taitu St, Addis Ababa 6002, Ethiopia
Addis Ababa, Ethiopia
Tel.: (+251) 11 517 1717
Fax: (+251) 11 5172727
E-mail: -Getachew.Melese@luxurycollection.com
-Teklit.yikuno@luxurycollection.com

II. REPLIES TO INVITATIONS

3. Governments and other bodies invited by the UNWTO Secretary-General and the Ministry of Culture and Tourism of Ethiopia are requested to send their replies to the following addresses on **12 April 2017 at the latest**, indicating as much as possible, the composition of their delegations:

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<p>Ms Elcia Grandcourt Programme Director Regional Programme Africa World Tourism Organization Capitán Haya 42 28020, Madrid Spain Tel.: (+34 91) 5678152 Fax: (+34 91) 571 37 33 E-mail: caf@unwto.org</p>	<p>Mr. Workneh Aklilu Jembere Advisor Ministry of Culture and Tourism PO Box 1907 Addis Ababa, ETHIOPIA Mobile: +251 912853747 Email: wormasqgm@gmail.com</p>
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III. STATUS OF PARTICIPANTS

4. The Federal Democratic Government of Ethiopia will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization as well as their stay in Ethiopia. Throughout their stay, participants will enjoy the privileges and immunities provided for in the Convention on the Privileges and Immunities of the United Nations of 13 February 1946.

IV. ENTRY FORMALITIES

5. A valid passport is required for visitors to Ethiopia. Entry visas may be obtained at Ethiopia's diplomatic and consular representations abroad. \$ 30 is needed for visa fee.

6. Participants travelling from countries, in which Ethiopia does not have a diplomatic mission, can obtain a visa upon arrival at the airport in Addis Ababa. Prior information on such participants- their Passport Numbers and Bio Data should be scanned and forwarded to the Ministry of Culture and Tourism of Ethiopia, for processing and clearance of Ethiopia Immigration Service.

V. SPECIAL OFFER BY AIRLINES ON AIRFARES TO ADDIS ABABA

ETHIOPIAN AIRLINES

7. Ethiopian Airlines (ET) is pleased to offer to all participants attending the meetings **15% discount on both Business and Economy class fares to all participants departing from ET online cities to Addis Ababa.** Therefore, delegates are invited to make travel arrangements to the event by contacting their local sales offices.

The following link encapsulates the special airfare offered by Ethiopian Airlines and is available until April 21th, 2017: <https://www.ethiopianairlines.com/AA/EN/book/59th-UNWTO-CAF-meeting>

Tour code for the discount:

ADD4592A

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KENYA AIRWAYS

8. Kenya Airways is pleased to extend to the participants a special discount of 15% on all their published Business and Economy Class return airfares on their direct services. **The discount will however not apply on all their published promotional rates.**

The following below are the guidelines and general conditions that will be applicable with the offer:

- ▣ **The offer is valid for tickets purchased directly from Kenya Airways offices.**
- ▣ **Tickets will be non transferable and cannot be re-routed.**
- ▣ **Applicable for return journey to Addis Ababa only on Kenya Airways operated flights.**
- ▣ **Tickets are valid for travel between 13th – 26th April 2017.**
- ▣ **Applicable to participants of the 59th Meeting of the UNWTO Commission for Africa**
- ▣ **Applicable ticketing and tour code: **CONUNWTO****
- ▣ **Applicable taxes will be calculated per each itinerary and added to the discounted fare.**
- ▣ **All payments will be in the form of cash or debit/credit card**
- ▣ **In case of changing travel arrangements after tickets have been issued, the change of reservation penalty will be dictated by the applicable fare and all other rules of the same will apply**
- ▣ Please feel free to contact your nearest Kenya Airways Sales office or the conferences unit for any additional assistance.
- ▣ **The letter** to be downloaded at the following link encapsulating all the above must be presented in order to benefit the said discount: http://cf.cdn.unwto.org/sites/all/files/pdf/kenya_airways.pdf

VI. TRANSPORT

9. The Ministry of Culture and Tourism of Ethiopia will arrange free transport for all participants upon arrival, and departure from the airport, as well as return transport between their hotels and the meeting place. All participants are therefore requested to register on-line at the following link giving the details of their arrival and departure <http://africa.unwto.org/webform/online-registration> in order to provide to the organizers the details of their arrival and departure. Free shuttles will also be arranged from the hotels to the meetings' venue and return.

VII. AIRPORT TAXES

10. Non applicable.

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VIII. RECEPTION AT THE AIRPORT

11. A reception and information desk will be open for delegates at the airport of Addis Ababa Bole International Airport.

IX. ACCOMMODATION

12. The delegates are requested to make their own arrangements by contacting their chosen hotel through the phone and fax numbers and the email addresses, and to make their reservations according to the hotels listed below. They should specify that they will be attending the **Fifty-ninth Meeting of the UNWTO Commission for Africa and High-level Meeting on Chinese Outbound Tourism to Africa**, in Addis Ababa, Ethiopia from **18 to 21 of April 2017**.

13. List of Hotels proposed by the Ministry of Culture and Tourism of Ethiopia:

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Hotels	Star	Room Rates in USD	Information Tel / Fax / Mail	Distance to the venue of the meetings
Sheraton Addis Hotel	5	Single Classic (standard) Room - USD 255\$. Classic Suite/Junior Suites- USD 450.00\$. Subject to 10% service charge and 15% VAT.	+25111 5171717 reservationsaddisethiopia@luxurycollection.com	-
Ellele international hotel	5	SINGLE STANDARD-130\$ KING-168\$ TWIN-168\$ JUNIOR SUITE-220\$ PRESIDENTIAL-300\$ (ALL PRICES INCLUDE VAT)	+251911202904 info@elillyhotel.com	2 km
Marriott Executive Hotel	5	ONE BED ROOM STANDARD-283\$ ONE BED ROOM EXECUTIVE-334\$ TWO BED ROOM EXECUTIVE-460\$ (ALL PRICE IS AFTER VAT)	+25111 518 4600 reservation@marriothotel.com	2.7 km
Radison Blue hotel	5	SINGLE ROOM-230\$ BUSINESS CLASS-272\$ SUITE – 380\$ (ALL PRICES ARE BEFORE TAX)	+251115544412/13 info.addisababa@radissonblu.com	1.5 km
Intercontinental Hotel	4	STANDARD-120\$ SUITE CORNER\$-152\$ VIP-280\$ PRESIDENTIAL SUITE-553\$ (AFTER VAT)	+25111 550 5066 reservation@intercontinentaltaladdis.com	1.6 km

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Jupiter int. Hotel (kazanchis)	4	ANY TYPE OF ROOM =110 \$	+251116616969 info@jupiterinternational.com	1.5 km
Washington hotel	4	SINGLE STANDARD - 70\$ TWIN- 90\$ SUITE ROOM -85\$ (AFTER VAT)	+251911855738 info@washingtonaddis.com reservations@washingtonaddis.com	4.2 km
Cyan city hotel	3	SINGLE ROOM -65\$ DELUX- 90\$ TWIN 110\$ SUITE ROOM- 160\$ (AFTER VAT)	+251911207900/+251911517901 info@cyancityhoteladdis.com	4 km
Hilton Addis Ababa	3	STANDARD ROOM-253\$ EXECUTIVE ROOM-336\$ EXECUTIVE DUPLEX-360\$ CORNER SUITE ROOM-350\$ DEPLEX SUITE ROOM-475\$ PRESIDENTIAL SUITE ROOM- 880\$	+25111 5170000/ +25111 5518400 reservation.addisababa@hilton.com	1 km
Ghion Hotel	2	SINGLE ROOM -60\$ TWIN ROOM- 70\$ SUITE ROOM- 90\$	+25111 5513222 info@ghionhotel.com	1.5 km

X. HEALTH REQUIREMENTS

14. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude. You are also advised to consult guidance from your national authorities regarding health requirements like yellow fever prior to travelling.

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XI. REGISTRATION AND ACCREDITATION

15. At the place of the meetings, a registration desk will be open **one day** before the start of the proceedings. Badges will be issued at the time of registration.

XII. WORKING LANGUAGES

16. The working languages of the conference will be English and French. Simultaneous interpretation will be provided in English, French and Chinese.

XIII. SOCIAL PROGRAMME

17. There will be a reception dinner to be hosted by the Ministry of Culture and Tourism of Ethiopia; accompanied by cultural performances. There will also be a city tour in Addis Ababa and a visit to Gonder Historic Town in the Amahara National Regional State.

XIV. CURRENCY REGULATIONS

18. The local currency of Ethiopia is called Birr. The current rate of exchange as of *Birr* is approximately 1 USD = 22.5284 Birr. 1 EUR = 23.9477 Birr.

XV. CLIMATE

19. The average temperature in Addis Ababa in the month of April ranges from +16 °C to +22 °C degrees Celsius (tbc on time).

XVI. LOCAL TIME

20. The local time in Ethiopia is GMT + 3 hours.

XVII. BUSINESS & SHOPPING HOURS

21. Banks are open from 8:00 am and work until 05:00 pm.

22. Most shops are open from 9:00 am up to 6:00 pm.

XVIII. INFORMATION ON THE WEB SITE

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23. For further information on the **Fifty-ninth Meeting of the UNWTO Commission for Africa and High-level Meeting on Chinese Outbound Tourism to Africa**, to be held in Addis Ababa, Ethiopia from **18 to 21 of April 2017**, please refer to the UNWTO website: <http://africa.unwto.org>

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