



UNITED NATIONS
NATIONS UNIES



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

THIRD CDM DNA FORUM MEETING
*Representatives of
designated national authorities (DNAs) and UNFCCC focal points*

UNCC-AA
ADDIS ABABA, ETHIOPIA
4–6 October 2007

INFORMATION SHEET

MEETING VENUE

The third meeting for the DNA Forum will be held from 4 to 6 October 2007 at:

United Nations Conference Centre in Addis Ababa (UNCC-AA)
PO Box 3001, Addis Ababa, Ethiopia
Tel: + 251 1 1551 4874, + 251 1 1551 4945
Fax: + 251 1 1551 3155
Email: uncc-aa@un.org

The United Nations Economic Commission for Africa (ECA) was established in 1958 to encourage economic cooperation among its member States. It is one of five regional commissions under the administrative direction of United Nations Headquarters. ECA has 53 member States, and reports to the UN Economic and Social Council (ECOSOC).

ECA uses its convening power for a number of statutory and other conferences, seminars and workshops and its United Nations Conference Centre (UNCC), one of the largest and best equipped in Africa, hosts conferences for external agencies and institutions on a commercial basis. For further information on the venue of the meeting please follow this link:

<http://www.uneca.org/uncc/>

DAILY SUBSISTENCE ALLOWANCE (DSA)

Participants eligible for DSA in accordance with UNFCCC rules, and who have not elected to receive their DSA via bank transfer, will be able to collect their DSA in local currency (Euro) travelers cheques at the meeting venue on Thursday, 4th October 2007. The time slot for DSA payment will be communicated to you at a later stage. ALL PARTICIPANTS eligible for DSA must please bring their passport, plane ticket and boarding pass(es) on the first day of the meeting to allow payment to be made or earlier bank transfer verified. Please note that the DSA is calculated as follows:

- i. Official arrival day for the meeting (or later depending upon flight schedule) through the conclusion of the official meeting with the expected departure the next day.
- ii. Plus one day DSA deemed to cover miscellaneous travel expenses including visa and airport taxes. The DSA described above represents the total entitlement to be provided at the meeting.

NOTE ON TRAVEL

Any change made to the date of departure and/or arrival may incur a fee. Changes for private reasons are to be paid by the traveller. Should you require additional information on travel and other logistical matters please do not hesitate to contact Ms. Gloria Gonsalves (Ggonsalves@unfccc.int) on Tel.: + 49 228 815 1382.

IMMIGRATION REQUIREMENTS

Visas are required for all visitors/conference delegates travelling to Ethiopia, except for nationals of Djibouti and Kenya. The Government of Ethiopia requires that visitors/conference delegates from countries with Ethiopian Diplomatic Missions secure their visas from those missions.

If the country involved does not have an Ethiopian Diplomatic Mission, ECA will assist in obtaining a business visa on arrival, provided the following particulars are received **two weeks** in advance.

1. Full name – please note that the Ethiopian Immigration Authorities do not accept names with initials or abbreviations;
2. Nationality;
3. Passport details – (number, date of issue and expiry); and
4. Flight details (arrival and departure).

The Ethiopian Immigration Authority requires that an official letter of invitation be presented at the Airport Immigration Desk, for securing a business visa on arrival.

Please note that an Ethiopian visa costs **\$US20.00 per person** and payment must be made in **US Dollars** at the time of visa issue on arrival at the Airport Immigration Desk. Holders of Diplomatic and Service/Official passports as well as United Nations LPs will receive visas free of charge.

If you need assistance in facilitating your visa application, please contact as soon as possible Ms. Gloria Gonsalves (Ggonsalves@unfccc.int) on Tel.: + 49 228 815 1382.

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

NOTE FROM THE SECRETARIAT

You are strongly advised to obtain international travel and medical insurance to cover the period of your departure for the meeting until the time of your return as indicated above.

The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of

participation in the meeting. Your travel to and from Addis Ababa is the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes you may wish to make to your ticket, for example upgrading, re-routing or stop-overs.

ACCOMMODATION

Participants should make their own hotel bookings. A list of hotels with secured UN special rates is attached to this sheet.

HOTEL LIST

By request and preference, accommodation can be reserved at the following hotels provided ECA receives the requests at least 10 days before the visitor's arrival. All hotels will be expecting a final rooming list from ECA five days before a meeting day, after which rooms will be released. In addition to accommodation costs, all participants are responsible for all additional costs, i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar and laundry, additional meals, i.e. lunch and dinner, and must pay these directly to the hotel at checkout.

- **Rates are inclusive of breakfast, service charge and VAT unless where indicated**
- **Rates are quoted on single-room and double-room basis.**

The following hotels have been recommended for participants during ECA conferences:

No.	Hotel	No. of rooms available	UN Rate
1.	ATLAS HOTEL Tel: 251-11- 661 16 10 Mobile 251-91- 163 05 46 Fax: 251-11- 661 36 61	11 Single rooms 7 Double rooms	\$US 32 \$US 35
2.	AXUM HOTEL Tel: 251- 11- 661 39 16 Fax: 251- 11- 661 42 65	5 Single rooms 11 Double rooms	\$US 30 \$US34
3.	ARARAT HOTEL Tel: 251- 11- 646 11 66 Mobile. 251-91- 140 86 27 Fax: 251-11- 646 11 77	20 Single rooms 3 Double rooms	\$US 32 \$US 44
4.	AWRARIS HOTEL Tel: 251-1- 661 49 33 Mobile 251-91-124 82-25 Fax: 251-11- 662 56 94	27 Single rooms 10 Double rooms	\$US 22 \$US 25
5.	AIRPORT MOTEL Tel: 251-11- 661 04 22 Tel: 251-11- 618 82 22 Fax: 251-11- 661 05 77	13 Single rooms 5 Double rooms	\$US 25 \$US 30
6.	BOLE INTERNATIONAL HOTEL Tel: 251-11- 663 30 00 Fax: 251-11- 662 78 80	33 Single rooms 17 Double rooms	\$US 35 \$US 40

7.	CENTRAL SHOA HOTEL Tel: 251-11- 66114 54 Tel: 251-11- 661 50 01 Fax: 251-11- 661 00 63	36 Single rooms 5 Double rooms	\$US 28 \$US 32
8.	CIASSIC HOTEL Tel: 251-11-661 35 98 Fax. 251-11-661 09 46	18 Single rooms 5 Double rooms	\$US 22 \$US 30
9.	CONCORDE HOTEL Tel: 251-11-466 08 31 Tel: 251-11-465 49 59 Fax: 251-11-465 31 93	18 Single rooms 5 Double rooms	\$US 22 \$US 30
10.	CROWN HOTEL Tel: 251-11-439 14 44 Tel: 251-11-439 10 46	10 Single rooms 10 Double rooms	\$US 20 \$US 23
11.	ETHIOPIA HOTEL Tel: 251-11-551 74 00 Fax: 251-11-551 08 71	65 Single rooms 28 Double rooms	\$US 42 \$US 61
12.	GG ROYAL HOTEL Tel: 251-11-629 23 29 Tel: 251-11-629 23 30	9 Single rooms 3 Double rooms	\$US 24 (breakfast not included) \$US 30
13.	GLOBAL HOTEL Tel: 251- 11-466 47 66 Fax: 251-11-466 47 23 E-mail: globalhotel@telecom.net.et	20 Single rooms 20 Double rooms	\$US 47 \$US 52
14.	GHION HOTEL Tel: 251-11-551 32 22 Tel: 251-11-551 00 99 Fax: 251-11-550 51 50	94 Single rooms 68 Double rooms	\$US 52 \$US 56
15.	HILTON Tel: 251- 11-551 84 00 Fax: 251-11-551 00 64 Email: SALES_ADDIS@HILTON.COM www.hilton.com	280 Single rooms	\$US109 (breakfast not included)
16.	HOLIDAY HOTEL Tel: 251-11-661 20 81 Fax: 251-11-661 26 27	10 Single rooms 10 Double rooms	\$US 20 \$US 23
17.	HOTEL DE LEOPOL Tel: 251-11-550 77 77 Mobile. 251-91- 167 78 73 Fax: 251-11- 553 14 66	16 Single rooms 22 Double rooms	\$US 50 \$US 70
18.	IBEX HOTEL Tel: 251-11- 465 44 00 Fax: 251-11- 465 37 37 Email: ibex@telecom.net.et	23 Single rooms 14 Double rooms	\$US 34 \$US 44
19.	ILRI HOSTEL Tel: 251-11- 646 32 15 Fax: 251-11-661 18 92	36 Single rooms 21 Double rooms	\$US 45 \$US 60

20.	JERUSALEM HOTEL Tel: 251-11-155 17 12 Fax: 251-11-155 05 73	35 Single rooms 8 Double rooms	\$US 22 \$US 25
21.	LALIBELLA HOTEL Tel: 251-11-661 49 17 Fax: 251-11-661 55 22	26 Single rooms 10 Double rooms	\$US 35 \$US 40
22.	MARIOT HOTEL Tel: 251-11-663 05 00 Tel: 251-11-661 58 92 / 89 Fax: 251-11-661 50 92	12 Single rooms 10 Junior Suite	\$US 68 \$US 78
23.	MERIDIAN HOTEL Tel: 251-11-661 50 50 Tel: 251-11-661 41 20 Fax: 251-11-661 50 92 Email: meridian-hotel@telecom.net.et	18 Single rooms 10 Junior Suite	\$US 48 \$US 68
24.	NATIONAL HOTEL Tel: 251-11-551 51 66 Fax: 251-11-551 34 17	30 Single rooms 22 Double rooms	\$US 28 \$US 37
25.	PLAZA HOTEL Tel: 251-11-661 22 00 Fax: 251-11-661 30 44	27 Single rooms 12 Double rooms	\$US 35 \$US 40
26.	RAS AMBA HOTEL Tel: 251-11-122 80 80 Fax: 251-11-123 32 21	25 Single rooms	\$US 33 \$US36 (Double Occupancy)
27.	SHERATON ADDIS Tel: 251-11-517 17 17 Fax: 251-11-517 27 27 reservationsaddisethiopia@luxurycollectio.com	200 Club rooms 50 Executive rooms	\$US 133 (Individual) \$US 149 (Group) (Breakfast not included) \$US 205
28.	SEMIEN HOTEL Tel: 251- 11- 155 00 67 Fax: 251-11-155 14 10 Email: semienhotel@telecom.net.et	47 Single rooms 8 Double rooms	\$US 32 \$US 37
29.	QUEEN OF SHEBA HOTEL Tel: 251- 11- 618 00 00 Fax: 251-11-661 31 74 Email: Queenshebahotel@telcom.net.et	20 Single rooms 20 Double rooms	\$US 59 (breakfast not included) \$US 69
30.	WABESHEBELE HOTEL Tel: 251- 11- 551 71 87 Fax: 251-11-551 84 77	55 Single rooms	\$US 45
31.	YORDANOS HOTEL Tel: 251-11-551 57 11 Fax: 251-11-551 66 55	18 Single rooms 12 Double rooms	\$US 22 \$US 30