

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

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ADMINISTRATIVE AND LOGISTICAL INFORMATION NOTE













**AFRICA, CARIBBEAN, AND PACIFIC CONFERENCE ON THE IMPLEMENTATION OF THE
OUTCOMES OF THE CBD COP15 AND CITES COP19 AT THE AU HQ.**

30TH MAY TO 2ND JUNE 2023

ID	ITEM	DETAILS
1	Departure & Return Dates 	Arrival: 29 May 2023 Departure: 03 June 2023
2	Conference Dates	30 May – 02 June 2023
3	Flight 	The AUC will purchase electronic air tickets to all sponsored delegates who have confirmed their participation.
4	Conference Venue 	The Conference will be held at the Medium Conference Hall at AU Headquarters in Addis Ababa, Ethiopia. Address of the venue: African Union Headquarters. Roosevelt Street, (Old Airport Area) Addis Ababa, Ethiopia Tel: (251) 11 551 77 00
5	VISA 	Participants should apply for e-visa as Ethiopia no longer issues Conference visas on. For further information on the Ethiopian Visa procedure, please visit the following website: https://www.evisa.gov.et/ All travellers to Ethiopia must hold a passport valid for at least six (6) months, otherwise, the e-Visa portal will automatically reject your application. A note verbal to support your request for VISA will be shared with the confirmed participants. In order for your name to be included in the

		<p>Note Verbale, we require a copy of your passport as soon as possible.</p> <p>Yellow fever card shall also be required at the airport upon arrival and departure.</p>
<p>7</p>	<p>Accommodation</p> 	<p>Non sponsored participants are advised to make their own booking. The below listed hotels are walking distance from the AU Commission all hotels listed include Free breakfast and Free WIFI except for Salut Hotel:</p> <ol style="list-style-type: none"> 1. Blue Nest Hotel @55/per night 2. Yebo Spa and Hotel @60/per night 3. Kings Hotel @65 USD 4. Union Apartment Hotel @40 USD 5. Afro Legacy Hotel: Rooms @40 USD 6. Salut Hotel @ 30 USD No breakfast 7. More hotels are listed in Annex
<p>8</p>	<p>Sponsored Delegates: Accommodation</p> 	<p>All Sponsored participants will be staying at Skylight hotel, which is located at a walking distance from the Addis Ababa airport and 20 minutes-drive from the AUC Headquarters. The Hotel will provide airport pick up and drop off</p> <p><u>There will be a shuttle from and to the Hotel in the mornings and in the evenings</u></p>
<p>8</p>	<p>DSA & Ticket Refunds</p> 	<p>A Daily Subsistence Allowance (DSA) as per the AU's regulation will be paid to sponsored participants by the AUC by the end of the Conference. The DSA will cover, dinner, local transport and any other incidentals.</p> <p><u>The DSA will be only paid upon presentation of the used boarding passes</u> (for the participants coming from their home/work base abroad). <u>Participants are kindly advised to make sure that they keep their boarding passes and submit them upon request.</u> Local</p>

		<p>Participants (Ethiopia) are not entitled to the payment of DSA.</p> <p>Please note that personal vehicle fuel costs are not reimbursable!</p> <p>Also, for sponsored participants, please keep the receipts of entry visas</p>
<p>10</p>	<p>Currency</p> 	<p>The official currency is Birr. Current exchange Rate is 1 USD = 53.85 Ethiopian Birr</p>
<p>11</p>	<p>Health Medical</p> 	<p>A yellow fever vaccine card and a COVID-19 vaccination certificate, or a negative PCR – COVID-19 test will be required. The test result must not be older than 72 hours before departure.</p>
<p>12</p>	<p>Medical Services</p> 	<p>There is a medical clinic located in the New AU Conference Centre with its entry located to the west of the building. AU Medical Services offers all invited and registered participants to AU meetings free medical services.</p>
<p>13</p>	<p>Airport Transfers – Non Sponsored participants</p> 	<p>Hotels have shuttle transport. You will need to communicate to the hotel the time of your arrival and departure. There is a hotel shuttle bay outside the Bole International Airport Terminal (Arrivals) located to the right side of the parking area.</p> <p>In case you need to use or hire taxi, either use the yellow taxi outside the airport terminal or inform your hotel front office/reception to call for you one of the secure mobile app taxis that operate similar to Uber or Bolt in other countries.</p>
<p>15</p>	<p>Security Clearance and Checks at AU HQs</p>	<p>Please identify yourself by showing your passport at the entrance gates of the AU</p>

		<p>Headquarters premises to the AU Security Officials. You will be issued with a badge at the Registration Desk.</p>
<p>16</p>	<p>Internal Safety</p> 	<p>In general, Addis Ababa is a relatively safe city. Nonetheless, as with all major cities, discretion is advised. Participants are encouraged to take necessary precautions at all times. <i>The main risks are petty fraud and theft. You should beware of people who distract you and pickpockets are of the high risk.</i></p>
<p>17</p>	<p>Conference documentation</p> 	<p>All relevant conference documents will be shared with the participants via their respective email addresses.</p> <p>Participants are encouraged to bring their laptops.</p>
<p>18</p>	<p>Working Languages</p> 	<p>Simultaneous interpretation will be available in English, French and Portuguese while Conference materials will be provided at the venue.</p>
<p>19</p>	<p>Weather</p> 	<p>The weather in Addis Ababa in the month of May/June will vary between 11 and 28 degrees Celsius with the possibility of heavy rain</p>
<p>20</p>	<p>Time Zone</p> 	<p>Addis Ababa Time Zone is +3 hours GMT or Eastern Africa Time (EAT)</p>
<p>21</p>	<p>Electricity Supply</p>	<p>In Ethiopia, the electrical outlets plug and sockets are of types C and F. Ethiopia operates on a 220V supply voltage and 50Hz.</p>

		
22	Disclaimer / Responsibility for damages during travel 	<p>The Africa Union Commission accepts no responsibility for medical, travel and life insurance or any form of compensation for loss or damage to personal property that may occur during the trip or the meeting. It is at your discretion to obtain travel insurance for the period of your trip</p>
23	Dress code 	<p>The recommended dress code for the conference is official.</p>
24	Contact person Technical/Logistics Arrangement 	<p>For any questions on the content of the conference, please contact:</p> <p style="text-align: center;">Leah Wanambwa Leah.wanambwa@gmail.com or Feben Tegegne FebenT@africa-union.org or Kitson Ferreira ferreirak@africa-union.org</p>