



Economic and Social Council

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**Economic Commission for Africa
Committee of Experts of the Conference of African
Ministers of Finance, Planning and Economic
Development**

Forty-third meeting

Addis Ababa, 12–14 March 2025

**Economic Commission for Africa
Conference of African Ministers of Finance,
Planning and Economic Development**
Fifty-seventh session

Addis Ababa, 17 and 18 March 2025

Information note for participants

Introduction

The fifty-seventh session of the Economic Commission for Africa (ECA) will consist of the annual meeting of the Committee of Experts of the Conference of African Ministers of Finance, Planning and Economic Development, followed by side events and the ministerial segment. During the session, the Conference of African Ministers will consider various statutory matters. The session is one of the main forums in Africa for African ministers responsible for finance, planning and economic development and governors of central banks to discuss issues pertinent to the development agenda of Africa.

The session will be held in person, at the United Nations Conference Centre in Addis Ababa, and online from 12 to 18 March 2025. General information to help attendees to plan their travel to Addis Ababa and their participation is provided below.

Participants are encouraged to keep a copy of the present information note with them throughout the session.

To keep costs down and to protect the environment, the present document will be provided in electronic format only. Additional information can be found on the web page for the session, at www.uneca.org/eca-events/cfm2025.

Overview

The theme of the session is “Advancing the implementation of the Agreement Establishing the African Continental Free Trade Area: proposing transformative strategic actions”.

At its fifty-seventh session, the Commission will assess the progress made regarding the implementation of the Agreement since its entry into force in 2019 and the commencement of trading under the rules of the Agreement in January 2021. Participants are expected to examine the institutional frameworks, complementary measures and initiatives that African countries should put in place in order to accelerate the implementation of the Agreement, while also ensuring that trade promotes the continent’s drive towards industrialization and diversification.

The Commission will also assess the socioeconomic, energy-related and climate-related implications of the implementation of the Agreement for



African economies and societies and will identify important challenges, opportunities and strategic pathways to be addressed by States parties in order to fully realize the potential of the Agreement.

Seasoned and high-level experts from within and outside Africa will engage on these and related issues, leading to outcomes and decisions that will have transformative implications for the implementation of the Agreement and, by extension, the broader African development agenda.

The session will begin with the Committee of Experts, to be held from 12 to 14 March 2025, followed by side events from 15 and 16 March and then the ministerial segment, which will be held on 17 and 18 March 2025. The ministerial segment will include a high-level policy dialogue on the theme of the session, the annual Adebayo Adedeji Memorial Lecture and round-table discussions on a series of sub-themes.

Letters of credentials

Delegations are kindly requested to submit to the Executive Secretary of the Economic Commission for Africa their letters of credentials, duly signed by the appropriate authorities of their respective Governments, as soon as possible, but not later than 11 March 2025.

Letters of credentials must indicate the names, titles and contact details of representatives nominated to attend the fifty-seventh session. They can be sent by email to eca-soc@un.org, with a copy to eca-uncc-aa@un.org. Originals sent by postal mail should be marked to the attention of the Executive Secretary and sent to the following address:

Office of the Executive Secretary
Economic Commission for Africa
United Nations
9th Floor, Niger Building
Menelik II Avenue
P.O. Box 3001
Addis Ababa, Ethiopia

Questions regarding accreditation procedures should be directed to:

Secretary of the Commission
Office of the Executive Secretary
Economic Commission for Africa
Email: eca-soc@un.org

Venue and accommodation

The proceedings will take place at the United Nations Conference Centre and the historic Africa Hall, both located within the premises of the Economic Commission for Africa (ECA) in Addis Ababa.

The United Nations Conference Centre is a state-of-the-art conference facility designed to host high-level international meetings, offering modern conference rooms equipped with advanced audiovisual and interpretation systems, as well as breakout rooms, a business centre, a souvenir shop and dining facilities. More information on the venue and its amenities can be found at www.uneca.org/united-nations-conference-centre-in-addis-ababa-%28uncc-aa%29/facilities.

Africa Hall, a landmark of historical and architectural significance, is the birthplace of the Organization of African Unity, now the African Union. It has been recently renovated to preserve its cultural heritage while incorporating modern conference infrastructure. This iconic venue serves as a symbol of

African unity and progress, making it a fitting location for high-level discussions. More details can be found at www.uneca.org/africa-hall.

To ensure a comfortable stay for participants, a selection of recommended hotels has been compiled. The hotels listed in annex I offer a range of options to suit different preferences and budgets.

You are kindly requested to contact your preferred hotel directly to arrange, confirm and guarantee your booking. You will be responsible for covering all costs associated with your accommodation. Special United Nations rates are available for rooms booked at the hotels listed in annex I.

Visa and immigration requirements

All meeting participants travelling to Ethiopia must hold a passport that is valid for at least six months beyond the expected date of entry with at least two consecutive empty visa pages.

In order to assist participants in obtaining visas upon their arrival at Bole International Airport, the secretariat of the Conference will need to receive the following documents at least 15 working days in advance:

- (a) Copy of passport (must be valid for at least six months beyond the expected date of entry into Ethiopia);
- (b) Invitation letter;
- (c) Flight details (arrival and departure);
- (d) Name of the booked hotel.

Participants who intend to request a visa upon arrival at Bole International Airport should carry with them their personal official letter of invitation and a copy of the note verbale listing the session participants, for presentation to the airline personnel at the time of checking in at the airport of departure and to the Ethiopian immigration authorities upon arrival. The application fee for a single-entry 30-day conference visa is \$52, while a single-entry journalist visa is \$152.

The documents listed above, as well as any questions relating to visas, should be sent to: eca-protocolservice@un.org.

The Economic Commission for Africa will send a note verbale to the Ministry of Foreign Affairs and the Immigration and Citizenship Service to facilitate visas upon arrival for all confirmed participants.

A note verbale to support visa requests will be shared with the confirmed participants.

Sponsored participants will not be reimbursed for the visa fee, as it is covered by the daily subsistence allowance.

Holders of diplomatic and service passports as well as holders of a United Nations laissez-passer will receive visas upon arrival free of charge.

Airport reception and transport

Officers from the ECA Protocol and Liaison Unit will be available at Addis Ababa Bole International Airport to assist you with immigration formalities and other necessary arrangements. The airport is conveniently located near the city centre. You should contact the hotel at which you have chosen to stay to arrange your transfer from the airport to your hotel. Group daily transport arrangements to and from the meeting venue will be made by

the organizers for participants who are staying at the designated hotels (see annex I). If you are not staying at a designated hotel, you will be responsible for arranging your own daily transport to and from the venue.

Registration and identification badges

Online registration

Conference registration will be through a dedicated microsite on the Indico platform (<https://indico.un.org/event/1015846/registrations/19084/>). You are advised to register for the conference as soon as possible, but no later than 6 March 2025, to facilitate the smooth coordination of the issuance of photographic identification badges and the compilation of the list of participants. This online registration is mandatory, in line with the standard United Nations security procedures required to facilitate security clearance. Only the names of duly registered participants will be included in the list of participants.

Badges

For security reasons, you will be required to show a valid badge to gain access to the venue and meeting rooms, and you must wear your badge at all times. You can collect your badge from the registration counter, which will be open from 7 to 17 March 2025 between 8 a.m. and 5 p.m. and on 18 March 2025 between 8 a.m. and noon. If you lose your badge, please report immediately to the registration counter.

Documentation

All participants are strongly encouraged to bring their own laptops or tablets. To reduce the environmental impact generated by the use of paper, participants are encouraged to consult digital versions of conference documents. All unrestricted, official documents and statements related to the session will be available in the official languages of ECA (Arabic, English and French) on the Paper-Smart portal, at <https://papersmart.uneca.org/meeting>.

The documents can also be downloaded from the official website of the session at www.uneca.org/eca-events/cfm2025/documents, under “Documents”.

A print-on-demand service will remain available to in-person participants during the session. Nonetheless, it is expected that requests for hard copies of documents will be made only when strictly necessary. Such requests will be honoured on an exceptional basis. No more than five copies per document per delegation will be provided. Participants requiring this service are asked to complete the request form on the Paper-Smart portal and send it to the email address provided.

Languages

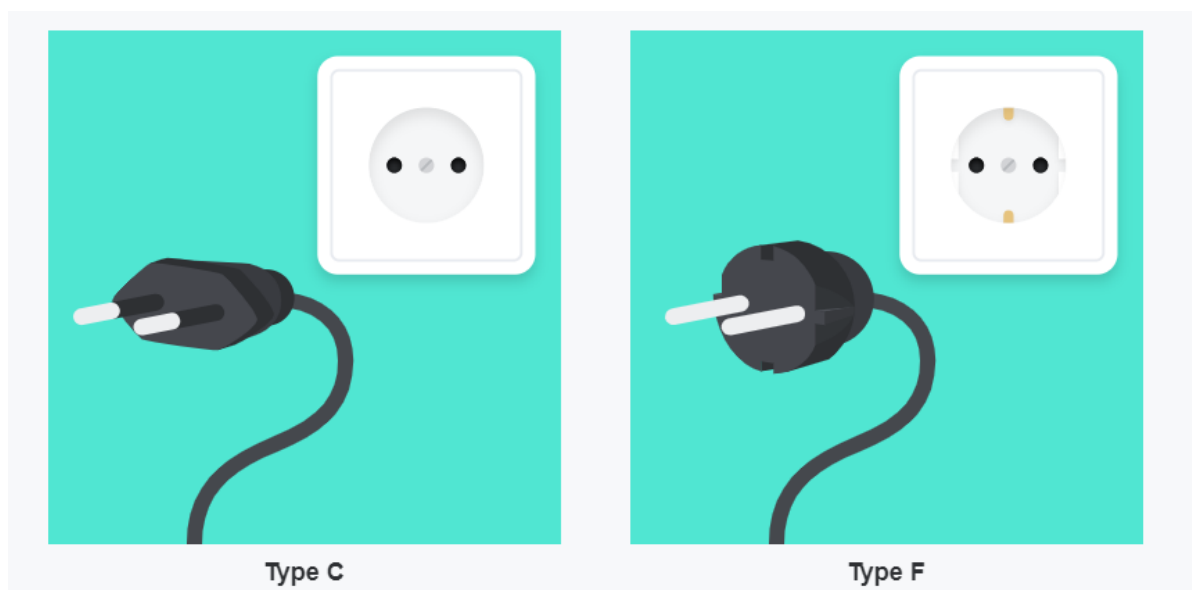
For all proceedings, the working languages will be Arabic, English and French.

Currency

The official currency of Ethiopia is the Ethiopian birr. Credit and debit cards, such as American Express, Diners Club International, Mastercard and Visa, are accepted in Ethiopia. Automatic teller machines (ATMs) are also available.

Electricity supply and voltage

The electricity supply in Ethiopia is 220 volts with a frequency of 50 Hz and alternating current (AC). Plug types C and F are used, as depicted below.



Mobile phone services

Ethio telecom and Safaricom are the main mobile phone companies in the country that offer prepaid SIM cards, and they have roaming agreements with partners in many countries. Any purchaser of a SIM card must be registered in order to activate the card. Registration can be done at the time of purchase. You will need to show your passport when purchasing a SIM card from authorized vendors. You can purchase SIM cards and credit at the airport or at offices in town. At least one of the telecom operators is expected to be present and selling SIM cards, airtime and mobile devices at the conference venue.

Health requirements

Addis Ababa sits at an altitude of 2,400 m above sea level, which may induce altitude sickness in some people. If you have experienced altitude sickness in the past, consult your physician to obtain appropriate medication for the condition. The risks related to altitude sickness are higher for individuals with multiple health problems (comorbidities) and can result in serious health consequences. Please discuss your health issues with your physician before embarking on the trip.

Participants are advised to ensure that their vaccinations are up to date at least four to six weeks before travelling to Ethiopia. Vaccination against yellow fever is required for travellers who have departed from or transited through a country with a risk of yellow fever transmission within six days prior

to arrival in Ethiopia. Please check the validity of your vaccination card and update it accordingly.

Health emergency contacts

United Nations Health Care Centre	+251 929908433 / +251 115443548
Dr. Sunita Panta	+251 911508218
Dr. Eyesusawit Shewangizaw	+251 911221726
Head Nurse Kelemwork Kejela	+251 911201803
Dr. Biruk Girma	+251 904032929

Procedures for media accreditation

All media representatives will require accreditation and equipment clearance from the host Government and the secretariat of the Conference.

All invited sponsored and self-sponsored media representatives travelling to Ethiopia must register online at <https://indico.un.org/event/1015846/registrations/19084/>. Once your registration is approved by the organizing team, you will receive an official invitation letter to facilitate the visa application process. Media representatives residing in countries without an embassy or high commission of Ethiopia will be advised on attendance modalities once their registration has been approved.

Invited media representatives will be required to submit a letter of assignment and one valid form of identification (for example, a press card or work identification card) as proof of their media affiliation to denekews.uneca@un.org. These items should also be presented upon check-in at the media desk in Addis Ababa.

A media centre will be set up at the meeting venue to facilitate media coverage of the session. More information will be communicated directly to registered media representatives.

Media representatives travelling from outside Ethiopia will be required to fill out an equipment form to facilitate customs clearance. The form will be shared upon request; such requests should be sent to denekews.uneca@un.org.

Media representatives based in Ethiopia may register on site. International media based in Ethiopia will need to present a letter of assignment and passport at the designated media desk at the meeting venue. Local media are required only to present their valid media identification cards. On-site registration will open on Monday, 10 March 2025. Please contact denekews.uneca@un.org closer to that time for more information on the exact location.

Internet

A free Wi-Fi Internet connection will be available in all areas of the conference venue. The Wi-Fi password will be communicated to all participants when they reach the venue and will be on display in all areas where participants gather.

Security advisory

Addis Ababa is a relatively safe city for travellers and conference activities. The Government of Ethiopia will provide adequate security support at the meeting venue and hotels. Participants and visitors are advised to remain security-conscious, stay alert and vigilant, maintain a low profile, avoid going anywhere alone where possible, avoid going out at night and report any incident to the security team.

General security guidance

While you are on the ECA premises and at the conference venue, please ensure that you adhere to the following guidelines:

- After registering through the designated United Nations registration system, all meeting participants must present a valid photo identification card or passport to collect their badges.
- Embassies are required to submit authorization letters to the Security and Safety Service for the collection of high-level officials' pins or badges. High-level officials are defined as ministers, ambassadors and anyone else at the same level, such as commissioners. A copy of a valid identification document issued to the high-level official should be presented along with the authorization letter.
- When registering, participants must be sure to spell their name exactly as it appears on their passport.
- Meeting badges will be distributed by security officers and meeting organizers at the Delegates Registration Building, which is next to Gate 2.
- All meeting participants and delegates must wear their badge visibly on the premises and in the conference rooms throughout the duration of the meeting.
- Participants are strongly advised not to lose their badges. If a lost badge is found, it should be reported to United Nations security personnel immediately.
- All meeting participants are subject to screening at security checkpoints and are to comply with the instructions given by United Nations security officers.
- Meeting participants are not allowed to come with infants or with other unauthorized persons to the conference rooms.
- Bringing your own food and beverages to the Conference Centre is prohibited.
- Movement on the ECA premises is restricted; it is allowed within the conference area only.
- Participants are strongly advised to ensure that they have collected all their belongings when leaving the conference rooms. Left items may be confiscated or destroyed.
- Please look after your valuables. If you lose any personal or official belongings inside the ECA compound, report the loss immediately to the security lost and found office located at the United Nations Conference Centre security checkpoint.

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

- It is advisable to book a hotel room on the second floor or higher to enhance security.
- Always lock your door when entering or leaving your hotel room.
- Before leaving your hotel room, inspect the room to make sure that no money, jewellery, cameras or other valuables are visible.
- Before you leave your hotel, deposit valuables and any other important portable items at the reception desk and ask for a receipt, or leave them in the safe in your hotel room.
- Should you observe anything suspicious or unusual, please inform the Security and Safety Service or a security officer.

Vehicle and pedestrian access

- Entry and exit for Heads of State and Government and heads of delegation at the same level is through Gate 1 (on Menelik II Avenue).
- After having properly completed the accreditation and registration process, meeting participants will be able to enter the United Nations Conference Centre only on the designated days when the session will be held. They must collect conference badges in a timely manner from the pass and identification office at the Delegates Registration Building.
- Participants who have obtained a vehicle authorization permit in advance may enter through Gate 2, where they should collect a badge from the Delegates Registration Building, and then exit through Gate 3.
- Ministers will receive a pin in lieu of a badge, which may be collected from the ECA protocol office by their designated officials, such as a protocol assistant. Other high-level officials will need to collect a badge from the Delegates Registration Building.
- Participants with disabilities may enter through the gate for persons with disabilities at the Delegates Registration Building (next to the turnstile). They should be searched and registered at the Delegates Registration Building and can then be dropped off and picked up in their vehicles in front of the United Nations Conference Centre.
- Authorized or registered delegates and participants arriving on foot will enter and exit through the Delegates Registration Building.

Firearms

- Carrying firearms or sharp objects inside the United Nations premises is strictly forbidden without the consent of the designated official or his or her designated representative. If such objects are found during a search, they must be confiscated by United Nations security officers.
- The secretariat of the Conference is required to advise high-level officials to respect this international regulation and to inform close protection officers that they should cooperate and comply with the instructions of United Nations security personnel at the entry gates.

Cargo and service provider vehicle access

- Any authorized cargo and service provider vehicle coming to service any meeting, including catering services, should enter and exit only through Gate 3.
- In addition, vehicles are allowed inside the premises to drop off and collect exhibition materials and items associated with the meeting. Those vehicles will enter and exit only through Gate 3.

Emergency contacts

ECA Security Control Centre	+251 115516537 / +251 115512945 / +251 115445060 / +251 976585689 / +251 965233688
Department of Safety and Security Operations Centre	+251 115242155 / +251 115242059 / +251 115445060 / +251 115516537 / +251 986894397
Addis Ababa Police Commission	999 / +251 111110111
Ethiopian Federal Police	916 / +251 115526302
Addis Ababa Fire and Emergency Prevention and Rescue Agency	939 / +251 118696867 / +251 118696868

About Ethiopia

Ethiopia is an expansive, landlocked country in the Horn of Africa. Its capital city, Addis Ababa, is situated at an altitude of 2,400 m. Ethiopia is a multi-ethnic State in which 83 languages and 200 dialects are spoken. 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 a living from the land. There is also a vibrant livestock sector, exports from which include cattle, hides and skins.

Climate

Ethiopia has two main seasons. The dry season runs from October to February, followed by a short rainy season from March to May, during which rainfall is highly variable. The main rainy season starts in late June and ends in September. Temperatures vary depending on the season and altitude. Since there is a possibility of cool weather at night and after heavy rains, participants may wish to bring a jacket or sweater with them.

Time zone

The time zone in Addis Ababa is GMT+3 all year long.

Aerial view of the venue



Annex I

Designated hotels in Addis Ababa

<i>Hotel</i>	<i>Type of room</i>	<i>United Nations rate</i>
Ambassador Hotel Telephone: +251 116188284 / +251 116188281 Email: reservation@ambassadorhotelethiopia.com	Single standard room	\$50.00 Inclusive of breakfast and all taxes
Elilly Hotel Telephone: +251 115587777 / +251 115587773 / +251 115587770 Fax: +251 115585200 Email: info@elillyhotel.com reservation@elillyhotel.com Website: www.elillyhotel.com	Standard room	\$80.00 Inclusive of breakfast and all taxes
Ethiopian Skylight Hotel Telephone: +251 116818181 / +251 116176389 Email: reservation@ethiopianskylighthotel.com ayehug@ethiopianskylighthotel.com Website: www.ethiopianskylighthotel.com	Single room Double room	\$93.00 \$109.00 Plus 26.5 per cent tax, breakfast included
Friendship International Hotel Telephone: +251 116670202 Email: marketing@friendshiphotel.com.et	Standard room (king) Deluxe room	\$60.00 \$70.00 Inclusive of breakfast and all taxes
Harmony Hotel Telephone: +251 116183100 Fax: +251 116182910 Mobile phone: +251 913867778 Email: reservation@harmonyhotelethiopia.com Website: www.harmonyhotelethiopia.com	Sheba queen room	\$60.00 Inclusive of breakfast and all taxes
Hilton Hotel Telephone: +251 115518400 / +251 115170000 / +251 115510064 Fax: +251 115511718 Email: reservations.addisababa@hilton.com	Garden wing room (standard) King room	\$120.00 \$132.00 Inclusive of breakfast and all taxes

Hyatt Regency Hotel Telephone: +251 115171234 Email: addisababa.regency@hyatt.com	Standard room	\$180.00 Plus 26.5 per cent tax, breakfast included
Inter Luxury Hotel Telephone: +251 115505066 / +251 115180444 Fax: +251 115540090 / +251 115540096 Email: reservation@interluxuryhotel.com jacqueline.solomon@interluxuryhotel.com Website: https://interluxuryhotel.com	King deluxe (standard)	\$80.00 Inclusive of breakfast and all taxes
Jupiter International Hotel – Kazanchis location Telephone: +251 115527333 / +251 115526370 / +251 911651810 Fax: +251 115526418 Email: info@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com	Standard single room Deluxe room Twin room	\$75.00 \$90.00 \$110.00 Inclusive of breakfast and all taxes
Jupiter International Hotel – Bole location Telephone: +251 116616969 / +251 911651810 Fax: +251 116616999 Email: info@jupiterinternationalhotel.com bolereservations@jupiterinternationalhotel.com Website: www.jupiterinternationalhotel.com	Standard single room Deluxe room Twin room	\$75.00 \$90.00 \$110.00 Inclusive of breakfast and all taxes
Marriott Executive Apartments Telephone: +251 115184600 Email: reservation.adder@marriott.com Website: www.marriott.com/adder	Single room	\$125.00 Plus 26.5 per cent tax, breakfast included
Nigist Towers Hotel and Apartments Telephone: +251 115509770 / +251 911195535 Email: info@nigisttowers.com Website: www.nigisttowers.com	Studio One-bed room Two-bed room	\$72.45 \$84.53 \$114.70 Inclusive of all taxes, breakfast not included
Radisson Blu Hotel Telephone: +251 115157600 / +251 115170400 Fax: +251 115157601 Email: reservations.addisababa@radissonblu.com Website: www.radissonblu.com	Single standard room	\$158.00 Inclusive of breakfast and all taxes

<p>Ramada Hotel</p> <p>Telephone: +251 116393939</p> <p>Email: reservations@ramadaaddis.com info@ramadaaddis.com</p> <p>Website: www.ramadaaddis.com</p>	<p>Superior room</p>	<p>\$90.00</p> <p>Plus 26.5 per cent tax, breakfast included</p>
<p>Sheraton Hotel</p> <p>Telephone: +251 115171717</p> <p>Fax: +251 115172727</p> <p>Email: reservations.addisethiopia@luxurycollection.com</p> <p>Website: www.luxurycollection.com/addis</p>	<p>Club room (single)</p> <p>Executive room</p>	<p>\$255.00</p> <p>\$366.00</p> <p>Plus 26.5 per cent tax, breakfast included</p>
<p>Grand Palace Suites and Hotel</p> <p>Telephone: +251 936306533</p> <p>Email: sales@grandpalaceaddis.com / info@grandpalaceaddis.com</p> <p>Website: www.grandpalaceaddis.com</p>	<p>Single standard room</p> <p>Superior room</p>	<p>\$60.00</p> <p>\$70.00</p> <p>Inclusive of breakfast and all taxes</p>

Note: Hotels shaded in yellow are located near the United Nations Conference Centre.

Annex II

Selected tourist attractions in Addis Ababa

<i>Attraction</i>	<i>Description</i>
National Museum of Ethiopia	A centre of history and culture in the capital, the National Museum of Ethiopia charts the ancient legacy not just of Ethiopia but of all humankind. The museum features many archaeological artefacts discovered locally, such as fossil remains and skeletons. It also displays many works of art by Ethiopian artists, alongside ancient relics of some of the first-known hominids and ethnological artefacts from across the centuries.
Holy Trinity Cathedral	Construction of this massive and ornate cathedral began in 1936 and was completed in 1944, during the reign of Emperor Haile Selassie I. It is one of the best-designed churches in Ethiopia and is notable for its architecture, decoration, spaciousness and splendid stained glass windows. In addition, it is the burial place of Haile Selassie and many other dignitaries. There is also a small museum on the grounds, housing over 140 religious manuscripts, icons, ceremonial items, paintings, ornate umbrellas, crosses and books dating from as far back as the fifteenth century.
Entoto Natural Park	Entoto Natural Park is a highland park that sits nearly 3,000 m above sea level. The large park is spread out across an often sunny but cold and windy mountain and has many high-quality cafés, restaurants, hotels and even a new art museum within its grounds. The brainchild of Prime Minister Abiy Ahmed, Entoto Natural Park is now among the most attractive places in Addis Ababa. Many of the country's world-class athletes train here.
Unity Park	Unity Park is home to the National Palace, which is a whole world unto itself. There are many things to see and experience in Unity Park, including nature, wildlife, history and architecture. It is a place where visitors can come face-to-face with more than a century of Ethiopian history.
Sheger Park	Sheger Park, also known as Friendship Square or Friendship Park, was established as part of the "Beautifying Sheger" Riverside Green Development Project, which is focused on cleaning up rivers and transforming Addis Ababa into a greener and more resilient city. As part of this project, Sheger Park was inaugurated in September 2020. It is located in front of the Office of the Prime Minister and is a lovely, peaceful place to read, enjoy a picnic and take photographs of the greenery and captivating spectacles, such as the dancing fountain.
Adwa Victory Memorial	The Adwa Victory Memorial, located in the central heart of Addis Ababa, pays homage to the Ethiopian forces led by Emperor Menelik II, who defeated the Italian army on the plains of Adwa in 1896. Its permanent collection contains artefacts documenting the history of the Battle of Adwa and the broader African struggle against colonialism. The Adwa Museum opened in 2024, serving as a vital educational resource and beacon of remembrance.
Merkato	Merkato is the biggest open-air market in Africa. There is a saying in Addis Ababa: "There is nothing that you cannot find in Merkato!" This is true, as there are thousands of businessmen and traders here selling any commodity you can imagine. Although the stalls and shopfronts may seem unprepossessing, transactions worth billions of Ethiopian birr take place here every day.