



Convention on Biological Diversity

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ENGLISH ONLY

WORKSHOP FOR LEAST DEVELOPED COUNTRIES
ON THE FOURTH NATIONAL REPORT
Addis Ababa, Ethiopia, 4-8 May 2009

Information Note for Participants

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1. Opening and registration

The Workshop for Least Developed Countries on the Fourth National Report will be held in Addis Ababa, Ethiopia from Monday, 4 May to Friday, 8 May 2009.

The workshop will start at 9:00 a.m. on Monday, 4 May 2009, and registration will take place at the venue of the meeting at 8:30 a.m. the same day.

2. Venue

The workshop will be held at:

Jupiter International Hotel

Bole Branch

P.O. Box 40536, Addis Ababa, Ethiopia

Tel: +251 11 661 69 69/70

Fax: +251 11 662 45 06

E-mail: Jupiter@ethionet.et

Website: www.jupiterinternationalhotel.com

3. Working language of the workshop

The workshop will be held in English. Resource persons who speak French and Portuguese will help review draft reports prepared in French and Portuguese.

4. Documents

Participants are kindly reminded to bring their own copies of the documents for the meetings as there will be no extra copies made available on site during the meeting. Pre-session documents are available on the Secretariat's web site at:



<http://www.cbd.int/doc/?meeting=4NRCBW-LDC-01>

5. General information on access to Addis Ababa, Ethiopia



Addis Ababa is serviced by the Addis Ababa Bole International Airport (it is located in Bole about 8 km outside the Addis Ababa city centre). Taxis are available at the airport, the fare is approximately ETB 60-80 (about US \$10) and the journey takes about 15-30 minutes. Taxi fares are higher at night. The Jupiter International Hotel provides free shuttle bus services from the airport to the hotel for participants staying at the hotel.

6. Visa information

Participants from countries listed on the website of the Ministry of Foreign Affairs (www.mfa.gov.et) require an entry visa for Ethiopia and are strongly advised to contact the nearest Ethiopian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Visa requirements:

- Copy of a valid passport;
- Invitation letter from the Ethiopian Institute of Biodiversity Conservation (Ethiopian national focal point for CBD);
- Completed visa application form.

Participants coming from countries with no Ethiopian diplomatic or consular mission will be issued a visa at the airport upon arrival, please send the *visa information form* contained in *annex II* no later than 15 April 2009 to:

Mr. Abiyot Berhanu
Ethiopian Institute of Biodiversity Conservation
Fax: +251-11-6613722
E-mail: info@ibc-et.org

Information on visa procedures, including a list of relevant Ethiopian diplomatic/consular missions abroad, is available on the website of the Ministry of Foreign Affairs of Ethiopia at: <http://www.mfa.gov.et>.

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters which participants could attach to their visa applications.

7. Health information

Yellow Fever certificates are required by persons who travel from or through yellow fever areas as designated by the World Health Organization.

8. Hotel information

A block booking has been made for all the sponsored participants at the Jupiter International Hotel (Bole Branch) where the workshop will be held (see details under item 2 on Page 2). To ensure that a standard room will be reserved, participants are requested to fill in and send a registration form contained in annex I to Ms. Hirut Wehega by fax or email listed there.

9. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive a portion of their DSA on the first day of the meeting.

10. Official languages in Addis Ababa, Ethiopia

The official language in Ethiopia is Amharic, several other languages are spoken. English is fairly well understood and spoken in hotels and restaurants

11. Weather and time zone information



In May, temperatures in Addis Ababa usually range between a maximum of 25°C in the daytime and a minimum of 18°C at night. Current weather conditions can be found at: <http://www.worldweather.org/060/c00162.htm>.

The standard time zone will be GMT + 3 hours.

12. Electricity

The electrical currents are 220V, 50Hz.



13. Currency



The currency in Ethiopia is the Ethiopian Birr (ETB). The current exchange rate as at 27 March 2009 is US \$1 = ETB 11.20 and (Euro) € 1 = ETB 14.88.

14. Disclaimer

The CBD Secretariat disclaims all the responsibilities for medical, accident and travel insurances for compensation for death or disability, for loss of or damage to personal property and for any other losses that may be incurred during travel time and the period of participation. In this context, it is strongly recommended that participants will secure international medical, travel and accident insurances for the period of travel and participation prior to departure.

ANNEX I: REGISTRATION FORM FOR HOTEL ACCOMMODATION

**WORKSHOP FOR LEAST DEVELOPED COUNTRIES ON THE FOURTH NATIONAL
REPORT
(4-8 MAY 2009, ADDIS ABABA, ETHIOPIA)**

Name: Mr. /Ms. /Dr.		
Country:		
Organization:		
Address:		
Tel. No.:		
Fax. No.:		
E-mail Address:		
FLIGHT DETAILS		
Date of Arrival:	Flight No:	Time of Arrival:
Date of Departure:	Flight No:	Time of Departure:
Please specify special dietary requirements, if any:	(For e.g. vegetarian, no pork, etc.)	

Please return your completed form via fax or email by no later than 27 April 2009 to:

Ms. Hirut Wehega
Jupiter International Hotel
Tel: 251-11 661 69 69
Fax: 251-11 661 69 99
E-mail: hirutwehega@yahoo.com

ANNEX II: INFORMATION FORM FOR VISA APPLICATION

Full Name (no abbreviation): Mr. /Ms. /Dr.		
Country/Nationality:		
Date of Birth		
Dates of Issuance and Expiry		
Passport No.:		
Fax. No.:		
E-mail Address:		
FLIGHT DETAILS		
Date of Arrival:	Flight No:	Time of Arrival:
Date of Departure:	Flight No:	Time of Departure:
Remarks		

Please return your completed form via fax or email no later than 15 April 2009 to:

Mr. Abiyot Berhanu
Ethiopian Institute of Biodiversity Conservation
Fax: +251-11-6613722
E-mail: info@ibc-et.org

CC: Lijie Cai SCBD/UNEP
E-mail: lijie.cai@cbd.int
