

30 June 2016

English and French only*

**Twenty-sixth Meeting of Heads of National
Drug Law Enforcement Agencies, Africa**

Addis Ababa, 19-23 September 2016

Information for participants**HONLEA meeting venue**

The 26th Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Africa, will be held at the United Nations Economic Commission for Africa Headquarters, United Nations Conference Room 2, Menelik II Avenue, Addis Ababa.

Meeting registration

Registration will take place at the Delegate's Registration Bureau (DRB), on 19 September 2016, between 8.30 to 9.30 a.m.

Participants are requested to fill in the attached registration form (Annex I) and return it to the Secretariat of the Governing Bodies, as soon as possible and not later than 5 September 2016, either by fax: +431 26060 5885 or e-mail: sgb@unodc.org, simone.rupprich@unodc.org.

Meals

Meals will not be provided. Catering facilities for refreshments and meals within the ECA compound include:

- Sheraton Addis, located in the Conference Centre
- Harambe Restaurant, located near the Nigerian lounge, near the Africa Hall
- Kaldis Coffee, located in the Rotunda, near the Africa Hall
- Tivoli Cafeteria located in the Green House, ECA compound

Accommodation

Accommodation and meals are at participants' cost. Participants are kindly requested to book accommodation directly at the hotel of their preference.

Annex II lists selected hotels which may offer United Nations discounts.¹

* Arabic, English and French are the working languages of the subsidiary body.

¹ The rates indicated in the list are subject to change.



Visa

Visas are required for all visitors/delegates travelling to Ethiopia. All participants from countries that have an Ethiopian embassy are required by the Ethiopian immigration authorities to secure their visas from the embassies before departure.

Delegates who require an entry visa for Ethiopia should apply directly to the Ethiopian Consular authorities in their respective countries. Visa information is available at the Ethiopian Ministry of Foreign Affairs website www.mfa.gov.et, which also contains the list of nationalities exempted from the requirement to obtain a visa for visits.

Participants are asked to request visa assistance well in advance, as it generally takes at least one week to process visa applications locally and obtain the approval from the Ministry of Foreign Affairs and the immigration authorities.

Please note that an Ethiopian visa costs US\$ 30 per person and payment must be made in US dollars or the equivalent in Euros at the time of issue. Holders of diplomatic and service passports, as well as United Nations Laissez-Passer, will receive visas gratis. Participants that hold African Diplomatic passports, can obtain the visa upon arrival at Bole International Airport. All participants are required to carry with them their letter of invitation with them during their travel.

If your country of residence does not have an Ethiopian Embassy, the United Nations Office on Drugs and Crime (UNODC) may assist you in obtaining a business visa upon arrival. In order to process such a request, it is necessary that participants provide UNODC with a legible copy of their passport and a copy of their flight bookings. The information must be received by e-mail: sgb@unodc.org or fax: +431 26060 5885, as soon as possible and not later than 29 August 2016. Requests received after that date will not be considered.

Health

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.

Addis Ababa is located at an altitude of about 2,400 m. It is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude. Participants with specific chronic conditions should consult their physicians for fitness to live at such high altitudes before traveling. Also participants on special medications should bring enough quantities to last them during their stay here and beyond as some of the products may not be found in the local market.

The United Nations Health Centre, situated on the ground floor of the UNCC, can provide emergency medical services to participants/delegates attending meetings during working hours. In case of a medical or dental emergency, please contact the following:

Dr. Grace Fombad, Chief
United Nations Health Care Centre
Telephone: +251 (0) 115 51 58 28 or 51 72 00 ext. 88888 or 448888
ECA Ambulance Telephone: +251 (0) 115 51 42 02 or 51 58 28

Customs requirements

To comply with the import customs regulations of the Government of Ethiopia, conference participants should declare laptops and conference equipment they may be carrying with them when entering the country.

Airline reservations

A number of international airlines operate to and from Addis Ababa. It is required that participants secure their return/onward air passage prior to their arrival in Addis Ababa. There are two official travel agencies in the ECA compound — Gashem Travel and Airlink Travel — that can assist with re-confirmation of tickets and provide participants with travel and tour-related information.

Gashem Travel Tel.: +251 115 44 30 51/44 30 52/46 84 85
 or +251 0911 25 04 68 (mobile)

Airlink Travel Tel.: +251 115 44 43 33/44 43 34/44 43 65 or 44 43 37

Ethiopian Airlines and Kenya Airways also have offices in the ECA compound, in the Rotunda.

Please have your ticket with you when visiting the travel agencies and the airlines to re-confirm your flights.

Airport departure tax

The Addis Ababa Bole International Airport Service Charge is not included in the ticket. There is a need to pay airport departure tax at the Bole International Airport in Addis Ababa.

Transport

Bole International Airport is located just five kilometres from the centre of Addis Ababa. Please note that there is no transportation from and to the airport provided by UNODC. Participants may wish to take this into consideration when making their hotel bookings. Hotels may provide a shuttle service to and from the airport.

If you would like transportation in Addis Ababa, including taking you to the airport at the end of the meeting, you can book a taxi from the National Tourism Organization (NTO) by calling +251-115-51 18 22 or +251-115-51 84 00. In general, prices of other taxis are not fixed and are subject to negotiation.

ICT

The United Nations Conference Centre is equipped with Wi-Fi. Technical support is available through the ECA Help Desk (phone +251-11-5-443123), e-mail: sdesk@uneca.org.

Mobile phones

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHZ). The Ethiopian Telecommunication Company (ETC) sells SIM cards with pre-charged airtime. The total package costs 40 Ethiopian birr, which

includes 15 birr-worth of air-time. It takes approximately two days to have an ETC mobile phone connected.

Guidelines on personal security and safety

Personal security is an individual responsibility. Using common sense and being alert can reduce risks.

The United Nations Security and Safety Service is always ready to serve all of its clients. In this regard, the cooperation of all participants at this meeting is required to ensure the safety of your valuables and your personal security.

While you are in ECA premises, please ensure that you:

- Show your conference badge to any authorized person who asks to see it, and wear it visibly
- Do not leave bags and parcels unattended, as they may be confiscated or destroyed
- Do not bring unauthorized persons and children into the Conference Centre
- Look after your valuable property
- Check that you have all your documents and personal items before you leave conference halls and meeting rooms
- Inform the Security and Safety Service or inform the nearest Security Officer if you lose anything valuable.

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

- Upon entering or leaving your room, make it a habit to lock the door
- Before leaving, inspect your room to make sure that no money, jewellery, cameras, etc. are visible
- Deposit valuables or portable items at the reception desk and obtain a receipt
- Should you observe anything suspicious or out of the ordinary, please contact the Security and Safety Service.

General information about Ethiopia

Ethiopia is as large as France and Spain combined and has an area of 1,112,000 square meters. Addis Ababa is situated at an altitude of 2,400 metres. 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 its living from the agricultural sector.

The population of Ethiopia is estimated at 100 million, and over 50 per cent of the population is under 20 years of age. Ethiopia is a multi-ethnic State with a great variety of spoken languages. There are 83 languages with 200 dialects, and the three main languages are Amharic, Tigrigna and Oromigna. English, French, Italian and Arabic are also spoken, mainly in Addis Ababa. Additional information on Ethiopia and ECA can be found online at www.uneca.org, www.ethionet.com and <http://tour.ethiopianonline.net>.

Climate

Ethiopia has two main seasons. The dry season lasts from October through May, and the rainy season starts in late June and ends in September. Temperatures depend on season and altitude. Currently, the weather is warm during the daytime and chilly in the night, so bring a warm jacket/sweater for the evenings.

Electricity

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two-pin (European) socket.

Currency (Ethiopia birr)

Ethiopian currency is denominated in “birr” and “centimes”. The exchange rate fluctuates. The United Nations official exchange rate as of March 2016 was US\$1.00 = ETB21.46.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound — located in the Rotunda. This Bank is open Monday-Friday, from 8 a.m. to 5.30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton and Hilton Hotels, and ATM machines for Visa/MasterCard users in the Conference Centre and at the Sheraton, Hilton, Radisson Blu, Intercontinental Hotel, Ethiopia Hotel and Wabe Shebelle Hotels, which will give you money in birr.

Bank receipts for money changed must be kept securely as they may be asked for on departure.

Useful telephone numbers

Emergency numbers:

UNECA Control Room — Addis Ababa (24 hrs) +251-11-544-5060/11-551-6537
Deputy Chief +251-0911 508209

Emergencies outside of Addis:

A.A Fire Service	939 or +251 11-8 6968 67/68
A.A Police Commission	991 or +251 11-1 1101 11
Crime Investigation Office	+251 11-1 5512 00
Federal police	916 or +251 11-5 5263 02
UNDSS Radio Room (24/7)	Tel. +251 11-5 5117 26/444428
	Fax +251 11-5 5127 22

Contact details

For further information about the Meeting, please contact the Secretariat of the Governing Bodies, e-mail: sgb@unodc.org, fax: +431 26060 5885.

Annex I

REGISTRATION FORM/*FORMULAIRE D'ACCREDITATION*

UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)

TWENTY-SIXTH MEETING OF HONLEA, AFRICA

Addis Ababa, 19-23 September 2016

First Name/*Prénom*: _____

Last Name/*Nom de Famille*: _____

Head of Delegation

Chef de la Délégation: ☐ or/ou

Member

Membre: ☐

Country/Organization

Pays/Organisation: _____

Ministry/Department

Ministère/Département: _____

Rank or title

Rang ou Titre: _____

Address/*Adresse*: _____

Tel.: _____ Telefax: _____

E-mail: _____

Hotel: _____

Please provide, if possible, your name card. Thank you.
Si possible, veuillez bien fournir votre carte de visite. Merci.

**Please send this registration form to/Veuillez envoyer le formulaire
d'accréditation à:**

Fax: + 43 1 26060 5885 or e-mail: sgb@unodc.org

Annex II

List of selected hotels in Addis Ababa (Rates are subject to change)

Hotel	Type of Rooms/Rates
1. SHERATON ADDIS Tel.: (251-11) 5 17 17 17 E-mail: reservations.addisethiopia@luxurycollection.com Website: www.luxurycollection.com/addis	Classic Rooms — \$255.00 Executive Rooms — \$360.00 Classic Suites — \$735.00 Junior Suite — \$795.00 Plus 26.5% service charge and tax
2. HILTON HOTEL Tel.: (251-11) 5 — 51 84 00/17 00 00 E-mail: reservations.addisababa@hilton.com Website: www.hilton.com	<u>Single Occupancy</u> King Guest Room — \$175.00 <u>Double Occupancy</u> King Guest Room — \$195.00 Plus 26.5% service charge and tax
3. RADISSON BLU HOTEL Tel.: (251-11) 5 15 76 00 E-mail: feven.yirga@radissonblu.com reservations.addisababa@radissonblu.com Website: www.radissonblu.com	\$153.00 Plus 26.5% service charge and tax
4. MARRIOTT Tel.: (251-11) 5 18 46 00 E-mail: Tigist.Juneydin@marriotthotels.com Nadia.Kaser@marriott.com reservation.adder@marriott.com Website: www.marriott.com/adder	\$204.00 Price includes breakfast and all applicable taxes

Other hotels

Hotel	Type of Rooms
1. ADOT-TINA HOTEL Tel.: (251-11) 4 67 39 39 E-mail: adottinahotel@gmail.com reservation@adottinahotel.com Website: www.adottinahotel.com	Single deluxe \$60.00 Price includes breakfast and all applicable taxes
2. APHRODITE HOTEL Tel.: (251-11) 5 57 22 20/28 E-mail: reservation@aphroditeaddis.com aphroditeinhotel@gmail.com Website: www.aphroditeaddis.com	Single Occupancy: Standard \$140.00 Deluxe \$170.00 Suite \$200.00 Price includes breakfast and all applicable taxes

3. **BOLE AMBASSADOR HOTEL**
 Tel.: (251-11) 6 18 82 84/81
 E-mail: reservation@ambassadorhotelethiopia.com
 info@ambassadorhotelethiopia.com
 Website: www.ambassadorhotelethiopia.com
 Single Standard — \$80.00
 Standard Twin — \$100.00
Price includes breakfast and all applicable taxes
4. **CAPITAL HOTEL AND SPA**
 Tel.: (251-11) 6 67 21 00
 E-mail: info@capitalhotelandspa.com
 reservation@capitalhotelandspa.com
 Website: www.capitalhotelandspa.com
Single Occupancy:
 Standard \$140.00
 Superior \$160.00
 Twin \$140.00
 Junior Suite \$200.00
Double Occupancy
 Standard \$170.00
 Superior \$180.00
 Twin \$170.00
 Junior Suite \$250.00
Price includes breakfast and all applicable taxes
5. **CHURCHILL HOTEL**
 Tel.: (251-11) 1 11 12 12
 E-mail: churchillhotel@ethionet.et
 tsigeredart@gmail.com
 Standard Single — \$60.00
 Twin — \$100.00
 King — \$80.00 (Single Occupancy)
 Suite — \$110.00 (Single Occupancy)
Price includes breakfast and all applicable taxes
6. **De LEOPOL HOTEL**
 Tel.: (251-11) 5 50 77 77
 E-mail: oliviersonde@deleopolhotel.net
 oliviersonde@gmail.com
 hoteldeleopol@ethionet.et
 Website: www.hoteldeleopolint.com
 Standard — \$70.00
 Suite — \$100.00
Price includes breakfast and all applicable taxes
7. **DREAMLINER HOTEL**
 Tel.: (251-11) 4 67 40 00
 E-mail: dreamlinerhotel@ethionet.et
 reservation@dreamlinerhotel.com
 Website: www.dreamlinerhotel.com
 Deluxe King — \$80.00
Price includes breakfast and all applicable taxes
8. **ELILLY HOTEL**
 Tel.: (251-11) 5 58 77 77/70
 E-mail: info@elillyhotel.com
 info@elillyhotel.com
 reservation@elillyhotel.com
 Website: www.elillyhotel.com
 Standard Single/King — \$118.58
 Twin — \$148.58
 Junior Suite — \$173.92
Plus 26.5% service charge and tax

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9. **ETHIOPIA HOTEL**
 Tel.: (251-11) 5 51 74 00
 E-mail: ethhotel@ethionet.et
 Website: www.ethiopiahotel-et.com
- Standard Single — \$65.00
 King Size — \$81.00
 Large Suite — \$125.00
Price includes breakfast and all applicable taxes
10. **FRIENDSHIP**
 Tel.: (251-11) 667 02 02
 E-mail: info@friendshipotle.com.et
 Website: www.friendshipotle.com.et
- Queen — 84.00
 King — 98.00
 Deluxe — 105.00
 Twin — 119.00
 Royal Suite — 210.00
Price includes breakfast and all applicable taxes
11. **GETFAM HOTEL**
 Tel.: (251-11) 6 67 31 75/78
 E-mail: contactus@getfamhotel.com
 Website: www.getfamhotel.com
- Standard — \$100.00
Price includes breakfast and all applicable taxes
12. **GLOBAL HOTEL**
 Tel.: (251-11) 4 66 47 66
 E-mail: globalhotel@ethionet.et
 globalhoteladdisababa@gmail.com
 Website: www.globalhotel.com.et
- Standard — \$73.00
Price includes breakfast and all applicable taxes
13. **GOLDEN TULIP**
 Tel.: (251-11) 6 18 33 33
 E-mail: reservations@goldentulipaddisababa.com
 Website: www.goldentulipaddisababa.com
- Single Occupancy
 Deluxe — \$105.00
 Twin — \$105.00
 Executive Room — \$139.00
 Diplomatic Suite — \$249.00
- Double Occupancy
 Deluxe — \$135.00
 Twin — \$135.00
 Executive Room — \$169.00
 Diplomatic Suite — \$279.00
Price includes breakfast and all applicable taxes
14. **HARMONY HOTEL**
 Tel.: (251-11) 6 18 31 00
 E-mail: info@harmonyhotelethiopia.com
 Website: www.harmonyhotelethiopia.com
- Standard (Sheba Queen) — \$118.00
Price includes breakfast and all applicable taxes
15. **INTERCONTINENTAL HOTEL**
 Tel.: (251-11) 5 18 04 44
 E-mail: reservation@intercontinentaladdis.com
 zebene.kurabachew@intercontinentaladdis.com
 Website: www.intercontinentaladdis.com
- Single King Deluxe — \$140.00
Price includes breakfast and all applicable taxes

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| <p>16. JUPITER — BOLE
 Tel.: (251-11) 6 61 69 69
 E-mail: info@jupiterinternationalhotel.com
 Website: www.jupiterinternationalhotel.com</p> | <p>Standard Single — \$100.00
 Price includes breakfast and all applicable taxes</p> |
| <p>17. JUPITER — KASANCHES
 Tel.: (251-11) 5 52 73 33
 E-mail: info@jupiterinternationalhotel.com
 Website: www.jupiterinternationalhotel.com</p> | <p>Standard Single — \$100.00
 Price includes breakfast and all applicable taxes</p> |
| <p>18. KALEB HOTEL
 Tel.: (251-11) 6 62 22 13
 E-mail: reservation@kalebhotel.com
 Website: www.kalebhotel.com</p> | <p>\$85.00
 Price includes breakfast and all applicable taxes</p> |
| <p>19. KENENISA HOTEL
 Tel.: (251-11) 6 67 24 34
 E-mail: stay@kenenisahotel.com
 Website: www.kenenisahotel.com</p> | <p><u>Single Occupancy</u>
 Standard — \$65.00
 Corner King — \$80.00
 Twin — \$75.00
 Suite — \$110.00

 <u>Double Occupancy</u>
 Standard — \$80.00
 Corner King — \$100.00
 Twin — \$100.00
 Suite — \$110.00
 Price includes breakfast and all applicable taxes</p> |
| <p>20. KZ HOTEL
 Tel.: (251-11) 6 62 16 77/81
 E-mail: kzhotel08@yahoo.com
 Website: www.Kzfamillyhotel.com</p> | <p>Standard Single — \$75.00
 Double Standard Room — \$90.00
 Price includes breakfast and all applicable taxes</p> |
| <p>21. MN INTERNATIONAL HOTEL
 Tel.: (251-11) 6 62 08 31
 E-mail: info@mninternationalhotel.com
 Brukwuhib2007@yahoo.com
 Website: www.mninternationalhotel.com</p> | <p>Standard Single — \$60.00
 Double Occupancy — \$80.00
 Price includes breakfast and all applicable taxes</p> |
| <p>22. MONARCH
 Tel.: (251-11) 6 67 24 80/81/82
 E-mail: info@monarchaddis.com
 Website: www.monarchaddis.com</p> | <p>Single — \$75.00
 Standard Single — \$75.00
 Deluxe — \$75.00
 Twin — \$100.00
 Deluxe Studio — \$90.00
 Price includes breakfast and all applicable taxes</p> |

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| <p>23. NIGIST TOWERS GUEST HOUSE
 Tel.: (251-11) 5 50 97 70
 E-mail: info@nigisttowers.com
 Website: www.nigisttowers.com</p> | Extended Studio — \$84.50
Twin Bed/Suite — \$96.60
Two Bedroom — \$120.70
Price includes breakfast and all applicable taxes |
| <p>24. PANORAMA HOTEL
 Tel.: (251-11) 6 61 60 70
 E-mail: info@panoramaaddis.com
 Website: www.panoramaaddis.com</p> | Standard Single — \$53.00
Standard Double — \$67.00
Price includes breakfast and all applicable taxes |
| <p>25. SARO MARIA HOTEL
 Tel.: (251-11) 6 67 21 67
 E-mail: info@saromariahhotel.com
 Website: www.saromariahhotel.com</p> | <u>Single Occupancy</u>
Twin Standard — \$240.00
King Extra — \$325.00
Junior Deluxe — \$350.00
Superior Deluxe — \$425.00

<u>Double Occupancy</u>
Twin Standard — \$270.00
King Extra — \$355.00
Junior Deluxe — \$380.00
Superior Deluxe — \$455.00
Price includes breakfast and all applicable taxes |
| <p>26. THE RESIDENCE HOTEL
 Tel.: (251-11) 5 57 10 75
 E-mail: info@theresidenceaddis.com
 reservations@theresidenceaddis.com
 Website: www.theresidenceaddis.com</p> | <u>High season rates</u>
Standard Suite — \$195.00
Twin Suite — \$205.00
Luxury Suite — \$210.00
Residence Suite — \$300.00
Price includes breakfast and all applicable taxes |
| <p>27. WASHINGTON
 Tel.: (251-11) 6 39 22 39
 E-mail: info@washingtonaddis.com
 Website: www.washingtonaddis.com</p> | Classic Single — \$80.00
Classic Double — \$95.00
Classic Twin Single — \$80.00
Classic Twin Double — \$115.00
Deluxe Single — \$145.00
Price includes breakfast and all applicable taxes |
| <p>28. WASSAMAR HOTEL
 Tel.: (251-11) 6 61 00 55
 E-mail: info@wassamarhotel.com
 Website: www.wassamarhotel.com</p> | Standard — \$95.00
Price includes breakfast and all applicable taxes |

Participants are requested to contact preferred hotels directly and make their own reservation arrangements.
