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Federal Democratic Republic of Ethiopia



**FINANCING FOR
DEVELOPMENT**
13-16 JULY 2015 • ADDIS ABABA • ETHIOPIA
TIME FOR GLOBAL ACTION

THE FEDERAL DEMOCRATIC

REPUBLIC OF ETHIOPIA

The Addis Ababa International Conference on Financing for Development

Delegate's Handbook

July 13-16, 2015

Addis Ababa

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I. INTRODUCTION

1.1 BACKGROUND

The Addis Ababa International Conference on Financing for Development (FfD) will take place on 13-16 July 2015. The conference will be held at the highest possible political level, including Heads of State or Government, Ministers of Finance, Foreign affairs and Development Cooperation – International Organizations, and representatives of business and civil society.

The Government of Ethiopia is proud to host this event, with the support of the United Nations Secretariat, in particular the Department for Economic and Social Affairs Financing for Development Office and the United Nations Economic Commission for Africa.

The purpose of this Handbook is to provide helpful information on the conference organization, protocol and other practicalities for participants. It also outlines the arrangements for which the Government of Ethiopia will be responsible, including accommodation, transportation, security, immigration and customs arrangements.

1.2 EXPECTED OUTCOME OF THE CONFERENCE

An intergovernmentally negotiated and agreed outcome, constituting an important contribution to and support for the implementation of the post-2015 development agenda

1.3 SCOPE OF THE CONFERENCE

(i) assessing the progress made in the implementation of the Monterrey Consensus and the Doha Declaration and identifying obstacles and constraints encountered in the achievement of the goals and objectives agreed therein, as well as actions and initiatives to overcome these constraints;

(ii) Addressing new and emerging issues, including in the context of the recent multilateral efforts to promote international development cooperation, taking into account:

- the current evolving development cooperation landscape;
- the interrelationship of all sources of development finance;
- the synergies between financing objectives across the three dimensions of sustainable development; and
- the need to support the United Nations development agenda beyond 2015;

(iii) Reinvigorating and strengthening the financing for development follow-up process.

1.4 PARTICIPANTS OF THE CONFERENCE

- High-level political representatives, including Heads of State and Government, and Ministers of Finance, Foreign Affairs and Development Cooperation,
- Relevant institutional stakeholders, non-governmental organizations, representatives of business and civil society;

1.5 ORGANIZATION OF THE CONFERENCE

The four-day conference will be comprised of plenary meetings, multi-stakeholder roundtables as well as side-events to be organized by diverse stakeholders of the conference.

Plenary meetings: The Addis Ababa International Conference on Financing for Development will consist of an opening and a closing session, and eight plenary meetings, to be held as follows:

- Monday 13 July 2015: from 10 a.m. to 1 p.m. (opening) and from 3 to 6 p.m.
- Tuesday 14 July 2015: from 10 a.m. to 1 p.m. and from 3 to 6 p.m.
- Wednesday 15 July 2015: from 10 a.m. to 1 p.m. and from 3 to 6 p.m.
- Thursday 16 July 2015: from 10 a.m. to 1 p.m. and from 3 to 6 p.m.(closing)

At the opening plenary meeting on Monday 13 July statements will be made by Prime Minister Hail Mariam Dessalegn of Ethiopia, the Secretary-General of the United Nations, the President of the General Assembly, the President of the World Bank, the Managing Director of the International Monetary Fund (IMF) and the Director General of the World Trade Organization (WTO).

At the beginning of the second plenary meeting on Monday 13 July statements will be made by the President of the Economic and Social Council, the Secretary-General of the United Nations Conference on Trade and Development (UNCTAD) and the Administrator of the United Nations Development Programme (UNDP), speaking in her capacity as the Chair of the United Nations Development Group.

Multi-stakeholder roundtables: The Addis Ababa International Conference on Financing for Development will include six interactive multi-stakeholder round tables to be held

- on Monday, 13 July 2015: from 15:00 to 18:00 (round table 1);
- Tuesday, 14 July 2015: from 10:00 to 13:00 (round table 2) and from 15:00 to 18:00 (round table 3);
- Wednesday, 15 July 2015 from 10:00 to 13:00 (round table 4) and from 15:00 to 18:00 (round table 5) and
- Thursday, 16 July 2015: from 10:00 to 13:00 (round table 6).

All the round tables will be held in Conference Room 2. Member States and other participants are encouraged to be represented at the round tables at the highest possible level.

Round tables 1, 3 and 5 will be on the theme: Global partnership and the three dimensions of sustainable development.

Round tables 2, 4 and 6 will be on the theme: Ensuring policy coherence and an enabling environment at all levels for sustainable development.

Each round table will be open to participation by representatives of all participating States, up to 15 representatives of observers, relevant entities of the United Nations system and other accredited intergovernmental organizations, up to six representatives of accredited civil society organizations, and up to six representatives of accredited business sector entities. Each representative may be accompanied by one adviser. No list of speakers will be established; interventions should be limited to *three minutes*. The roundtables are designed to be interactive and multi-stakeholder in nature. They are open to all member states.

Registration for participation by representatives of observers, relevant entities of the United Nations system and other accredited intergovernmental organizations is *open* (representatives are invited to contact the Financing for Development Office (e-mail duboisg@un.org; tel. 1 (212) 963-5435; Room DC2-2160). The list of non-State participants in the round tables will be established on a first-come, first-served, basis.

Side Events: During the Conference, a series of special events, including briefings, seminars, workshops and panel discussions on issues related to financing for sustainable development will be organized by participating States, agencies of the United Nations system and accredited institutional and non-institutional stakeholders for the benefit of the participants in the Conference.

Registration for the organization of side events is currently open at <http://webapps01.un.org/ffd3/sideevents/>. Completed side event request forms must be submitted online through the above website no later than 31 May 2015. Full list of side events will be available at the same website in mid-June.

1.6 VENUE OF THE CONFERENCE

The Conference will be held in the United Nations Conference Centre at Addis Ababa (UNCC-AA), at the headquarters of the Economic Commission for Africa (ECA). Most side event meetings will be organized in nearby Hotels with five minutes walking distance. Further details will be available later on the Conference website (<http://www.un.org/esa/ffd/ffd3/conference.htm>) . Please continue to check the website. The United Nations Conference Centre is the large art deco building in the centre of the UN compound: the ‘G+2 building’ in the maps annexed to this document. It has two main conference halls with a total capacity of nearly 1300 persons.

Bilateral Meeting Rooms: For bilateral meetings among States at the Head of State or Government or ministerial level, 8 rooms, each with a capacity to hold a maximum of 10 participants, will be available on the ground floor of the United Nations Conference Centre, Addis Ababa. Requests for bilateral meetings should be

emailed to emeetsm@un.org with subject line “BILATS”, following the current procedure at Headquarters in New York. Final confirmation of all room assignments will be made the day before the meeting. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations. It is essential that all requests specify the date and time of each meeting, and include the name and level of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same room.

As we are expecting a high demand, participants are encouraged to book as early as possible. Service hours will be from 08:00 to 18:00 hours from 13-16, July 2015. **Delegations requiring further information regarding bilateral requests should email emeetsm@un.org with subject line “BILATS”.**

Meeting Rooms for Side Events (Focus Sessions): About 80-100 thematic Side Events are expected to be organized during the conference days (13-16 July 2015). They will be held largely outside ECA premises due to limited capacity of the Conference Centre at the surrounding hotels within five minutes reaches. Details and locations of each event will be disclosed through the Conference Web-site (www.un.org/ffd3). Side Event organizers are responsible in providing language translation services and refreshments. As the capacity of side event rooms is limited, participation will be on a ‘first come first served’ basis. Therefore, when the rooms have reached their full capacity you are kindly requested to opt for your second choice.

Important Web-sites: There are three important web-sites which provide pertinent information on the Conference and related issues.

- www.un.org/ffd3 is the FfD Conference web-site which provides detail information for delegates and participants.
- www.un.org/sustainabledevelopment/ffd is the Time for Global Action web-site which provides information about FfD in six official languages.
- <http://www.mofed.gov.et/>: This is official portal of the Ministry of Finance and Economic Development of Ethiopia which provides supplementary and country specific information. It has also dedicated section on FfD Conference.

Dear Delegates and Participants!!

Welcome to Ethiopia, a country with 13 months of sunshine. The following are some Tips about the country.

Land: Ethiopia covers an area of 1,104,300 million square kilometers (426,372.6 square miles).

Climate: There are two main seasons. The dry season lasts from October to May, and the rainy season starts in late June and ends in September. July is therefore a rainy season with relatively cold weather, so please ensure that you bring a warm jacket or sweater.

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

Currency (Ethiopian Birr): Ethiopian currency is denominated in “birr” and “cents”. The exchange rate fluctuates. The official exchange rate was US\$ 1.00 = ETB 20.30 as of April 2015.

Time: The time in Addis Ababa is GMT +3. Ethiopia follows the Julian calendar, which consists of 12 months of 30 days each and a 13th month of five or six days (on a leap year). The calendar is seven/eight years behind the Western or Gregorian calendar, with the new year falling in the month of September. Thus currently Ethiopian calendar year is 2007.

As an equatorial country the difference between days and night is insignificant. Timing in Ethiopia is associated with the rise and set of the sun. Thus there is 6 hours difference from Western time. For example, 7 am is Ethiopia's 1 am, while at noon; Ethiopians would say 6:00. Although most Ethiopians translate their time into Western time when speaking English, it is always advised to confirm whether the time given is “Ethiopian time” or “European time” in order to avoid any confusion.

Food & Drink

Coffee, one of the world's most popular beverages, was discovered in Ethiopia, in the region of Kaffa and widely served after meal and break time. Ethiopia has special coffee service ceremony.

The staple of every Ethiopian meal is *injera*, spongy pancake-like bread. Injera is made of *Teff*, which is an ancient grain believed to have originated in Ethiopia between 4000BC and 1000BC. It is the smallest grain in the world and is rich in calcium, phosphorous, iron, and copper, aluminum, barium and thiamine and is a good source of protein, amino acids, carbohydrates and fiber. It is a great gluten-free option.

Language: Ethiopia is a multiethnic state with about 83 languages and 200 dialects. Amharic is the working language of the Federal Democratic Republic of Ethiopia, while Oromifa, Tigrigna and Guragina are widely spoken.

II. PROTOCOL AND ADMINISTRATIVE GUIDE

2.1 CONTACT POINT FOR INFORMATION

The task of coordinating preparatory work as well as overseeing the proper implementation of protocol and facilitation matters is handled by the NATIONAL PREPARATORY COMMITTEE. The protocol affairs Directorate General of the Ministry of Foreign Affairs handle all matters of state protocol. Under this remit, all aspects of the FfD protocol and logistical matters will be handled by the MFA Protocol Affairs Directorate General.

For the smooth facilitation of the preparatory activities Participants, delegates and invited guests are advised to contact the following regarding protocol and logistical arrangements:

Secretariat of the Protocol and logistics arrangements of the Conference

Contact Persons:

- **Mr. Tesfakiros Hailu /0934969622**
- **Mr. Samuel Ayenew /0912026964**
- **Office Tel .No:- 0115- 527624/0115527203/0115523867/**
- **Fax: - 0115-523776 /0115531775/0115-51-43-00**
- **E-mail: protocol@mfa.gov.et**

The Financing for Development (FfD) office in the Ministry of Finance and Economic Development is leading on the policy and politics of hosting the conference. Therefore participants should contact the FfD office with any substantive issues, besides their protocol and logistics needs.

Office of the FfD at Ministry of Finance and Economic Development

- **Mr. Yonas Getahun +251 911 167224 Email: yonasgett@gmail.com**
- **Ms Rahel Deribe +251 911 153925 Email: rahelderibe@yahoo.com**
- **Mr. Mesfin Tilahun +251 946 364176 Email: mesfinetil@yahoo.com**
- **Mr. Abebe Taddesse +251 911309377 Email: abebe@ymail.com**
- **Mr. Fantahun Belew +251 911472812 Email: fasfaw3@gmail.com**

2.2 ATTACHED PROTOCOL

The Protocol Affairs DG will assign an attached protocol officer to all Heads of Delegation. The Officer shall act as a communication link between the Delegation and the Secretariat on all pertinent issues. He/she will remain with respective delegations until the departure of the Head of State or Governments or Head of Delegation from Ethiopia.

2.3 ORDER OF PRECEDENCE

The host will use the UN standard for orders of precedence. The order will be as follows:

1. Delegation headed by a Head of State
2. Delegation headed by a Head of Government;
3. Delegation headed by Vice-President and Vice Prime Ministers
4. Delegation headed by Ministers of Foreign Affairs and Finance;
5. Delegation headed by other Ministers
6. Delegation headed by Executive Heads of International Organizations
7. Delegation headed by Vice Ministers or State Ministers;
8. Delegation headed by Ambassadors accredited to Ethiopia

2.4 ACCREDITATION AND REGISTRATION

2.4.1 REGISTRATION

Accreditation of official delegations* of “States, intergovernmental organizations and associate members of regional commissions, as well as specialized agencies and related organizations”, is handled by the United Nations Protocol and Liaison Service in New York. All delegation members wishing to attend the Third International Conference on Financing for Development must register online through their respective permanent/observer missions and liaison offices in New York via a secured portal provided by the Protocol and Liaison Service. Online registration (pre-accreditation) in New York will begin on Monday, 3 June 2015 (TBC) and will close on Thursday, 2 July 2015.

As of Thursday, 9 July 2015, on-site registration will begin at the Accreditation Centre in Addis Ababa, Ethiopia, located in the Millennium Hall on Bole Road. Delegation members who failed to register online in New York before the pre-accreditation deadline may register on-site in person upon presentation of credentials/letters of nomination and completion of an on-site accreditation form. For detailed information regarding the procedure of accreditation to the conference, please visit the Protocol website at www.un.int/protocol (available first week of June TBC).

Conference passes will be pre-printed for accredited participants who submitted their online requests with photograph before the deadline on 2 July 2015 and will be made available for collection by authorized representatives of delegations starting Thursday, 9 July 2015 at the Accreditation Centre in the Millennium Hall, Bole sub-city, Woreda 3, Addis Ababa.

Given the large number of participants expected, delegates are encouraged to register in advance as early as possible and to make use of the pre-accreditation in New York before the deadline on 2 July 2015.

United Nations Protocol Accreditation Unit

Contact Persons: (for official delegations mentioned above only)*

Ms. Wai Tak Chua

Protocol and Liaison Service

Tel: +1 (212) 963-7181

Fax: +1 (212) 963-1921

2.4.2 PRESS ACCREDITATION

All members of the media must apply for accreditation in order to cover the conference.

Ethiopia-based Media

National and Foreign Correspondents based in Ethiopia can obtain further information on the registration and accreditation process by contacting Ms. Sophia Denekew, Media Relations Section, ECA: Tel: +251-91197696 or Email: denekews@uneca.org

International Media

Journalists arriving from outside Ethiopia can obtain further information on the registration and **accreditation process by visiting the web site of the Media Accreditation and Liaison Unit, UNHQ (MALU):**<http://www.un.org/en/media/accreditation/FFD3.shtml>

Delegations

Official photographers and videographers arriving with delegations will be provided media accreditation, with the designation of official media. The request for accreditation of official media should be sent to MALU by the delegation's Permanent Mission to the United Nations. The Note Verbale can be emailed to malu@un.org-- along with passport photos and the filled out forms designated in this Handbook as Annex 2.4, Annex 2.5, and Annex 2.6.

2.5 BADGES

The Secretariat of the Protocol and logistics arrangements of the Conference will provide each delegate and participant badges with different colors. There are some areas with restricted access. Areas allowed for free movement to the respective delegates and participants are identified on the code of Identification (color of badges). Thus all Participants and delegates must always wear their designated badges during the Conference period.

Secretariat of the Badge Committee

Contact Persons:

- Mr. Tesfaye Mekonnen /-0911302723
- Mr. Mesfin Melaku/-0910199399
- Office Tel .No:- 0115- 527624/0115527203/0115523867/
- Fax: - 0115-523776 /0115531775/0115-51-43-00
- Department of VIP protection - 0115-151468 or 0911-409350

E-mail: protocol@mfa.gov.et

2.6 ACCOMMODATION

The Government of Ethiopia as host allocates the rooms of 1+3 for delegations headed by heads of state/government. And delegations led by vice presidents and deputy Prime Ministers will have the courtesy of 1+2 for the nights of 12, 13, 14, 15, 16 and 17 of July 2015. Allocations will be done as follows:

Delegations led by a Head of State or Government: - a suite and three rooms at

- Sheraton
- Hilton
- Radisson Blu and
- ILLily

Delegations led by ministerial rank: - one plus two rooms:

- Sheraton
- Hilton

- Radisson Blu
- Intercontinental
- Ililly
- Capital
- Jupiter

The Ethiopian Government has made block booking in the above hotels as indicated above. Member states need to provide the list of participants as soon as possible as per the allocation indicated so that each delegation is assigned to specific hotel. The responsible person in the Ministry of Foreign Affairs will then inform the delegation of their specific hotel for their online booking.

Delegates are advised to book rooms at other Hotels for the remaining members of the delegation who are not booked in the above hotels.

For other participants, the secretariat of the Conference informs that there are rooms available in others hotels in the city. Delegates and participants must contact the hotels directly to arrange, confirm and guarantee their bookings. Thus participants are kindly requested to note that conference organizers will not be in position to provide hotel accommodation to those who will have failed to arrange their hotel accommodation directly with the hotels attached to this handbook.

Conference organizers will provide shuttle buses transportation to and from the conference to the hotels as indicated in annex III only.

Information booths will be situated to inform and guide participants in annexed hotels. For more information about your hotel, please contact:

Secretariat of the Hotel Committee

Contact Persons:

- Mr. Yemane Asfaw 0913568637
- Mr. Amha Haile Georgis tel 0912374303 email amhahailegeorgis@yahoo.com
- Office Tel .No:- 0115- 527624/0115527203/0115523867/
- Fax: - 0115-523776 /0115531775/0115-51-43-00

E-mail: protocol@mfa.gov.et

Any delegations which experience difficulties in booking accommodations may contact the following points of contact for assistance:

Mr. Yemane Asfaw	masfawyemane@yahoo.com
Mr. Amha Haile Georgis	amhahailegeorgis@yahoo.com
Mr. Mubarek Nuru	mubarekethiopia@gmail.com
Mrs. Tsion Girma	protocol@mfa.gov.et

2.7 TRANSPORT

From the date of their arrival, on 12 July at the earliest, until their departure at the latest, the Government of Ethiopia will provide delegates with the following vehicles, as required.

A. Delegations led by Heads of State or Government, including First Ladies

- One VVIP Limousine
- Two Security cars
- One Mercedes for First Lady
- One Protocol car
- One Protocol car for First Lady
- Motor Cycle escort

B. For other Heads of Delegations

- One Limousine
- One Protocol car
- One Security car

Transport Services to and from the Conference Center

Shuttle buses will be available to ferry participants back and forth from their hotels to the conference venue in the mornings and at the end of the daily sessions. Transport will not be provided during lunch breaks, as all lunch breaks shall take place within and around the ECA compound.

If delegates are interested would like to arrange transportation in Addis Ababa outside of the time of the Conference or to take you to the airport at the end of the Conference, you will find the information and the contact details of the recommended taxi and car hiring companies in Addis Ababa on the website of the Conference.

Secretariat of the Transport Committee

Contact Persons:

- *Mr. Menyahil Negash:-0913815010*
- *Ato Mesfin Wolde Selassie 0913168104*
- *Office Tel .No:- 0115- 527624/0115527203/0115523867/*
- *Fax: - 0115-523776 /0115531775/0115-51-43-00*
- *E-mail: protocol@mfa.gov.et*

N.B.:- Car passes do not give permission to drive on roads closed during the transportation of Heads of State and Government. Delegates are advised to use alternative roads.

D . Baggage

Shuttle baggage cars will be arranged from hotels and to the Airport. Delegations are asked to designate a baggage manager for handling of the official delegation's baggage. The collection and forwarding of baggage is the responsibility of each delegation.

2.8 SECURITY

The Ethiopian Government will provide 24- hour security during the Conference at side events, all official Conference sites, as well as at all hotels where delegates are staying. Perimeter security will be implemented for their movements from the air port to hotel, from hotel to the Conference Center and from Conference Center to hotel.

The overall Conference event will follow United Nations Department of Safety and Security (UNDSS) guidelines. As per these guidelines, only Heads of State and/or Government will be accompanied by a close protection /security team. This close protection team must be accredited with the Government of Ethiopia prior to arrival in Addis Ababa. They must wear the pins/badges assigned by the Government of Ethiopia all times.

Every Head of State or Government who undertakes official activities in other places or wishes to move around in Addis Ababa, must ensure that relevant security liaisons or focal points are informed in advance, thus allowing for the provision of proper logistics and security measures.

All delegates, except Heads of State and Government, and First Ladies, will be subject to security checks when accessing formal or informal venues including the Conference Hall.

2.9 AUTHORIZATION PROCESS

The following activities require prior authorization of the host country.

2.9.1 OVERFLIGHT AND LANDING AUTHORIZATIONS FOR OFFICIAL AND MILITARY AIRSHIPS.

Presidential or private/chartered aircrafts will land at Addis Ababa Bole International Airport. In order to ensure official aircrafts a safe journey through Ethiopian Airspace, it is required to submit the permission request form for over flight and landing of the aircraft (Annex 2.7) which include the following relevant information:

- a. Name of carrier;
- b. Name and type of aircraft;
- c. Entry and exit points in Ethiopia;
- d. Call sign;
- e. Point of departure and destinations;
- f. Dates and times of arrival and departure.

Details indicated above should be transmitted to the Secretariat by **fax no. 0115 523776 or 0115 51 43 00 or 0115531775 or delivered by hand to the Protocol Office/Situation Room** of the Ministry of Foreign Affairs in order to get the necessary permit. Aircraft ground services are the responsibility of the delegation of the Head of State/Government.

Contact Persons *Gizachew Shenkute/Situation Room-0911480408*

E-mail: protocol@mfa.gov.et

2.9.2 RADIO COMMUNICATIONS AND RADIO FREQUENCIES

Every radio device to be used for communication must be authorized before entering the country (including conventional, mobile, liaison systems devices, etc). Each Mission is advised to submit the duly completed form (Annex 2.4) to the Secretariat of the Protocol and logistics arrangements of the Conference at least five week days before the arrival of the device.

E-mail: protocol@mfa.gov.et

2.10 AIRPORT LOGISTICS

All participants will be met upon arrival at Bole International Airport and will be assisted with the immigration and customs formalities. The Secretariat requests that missions provide the specific arrival and departure details of their delegates well ahead of time.

The following are details for the required information before and after arrival of delegates.

1. Arrival at Addis Ababa Bole International Airport: Heads of State /Government, in commercial, official or military flights.

Important information before arrival	<p>Embassies should submit the following information to the Protocol Affairs DG, at least 96 hours before arrival.</p> <ol style="list-style-type: none">1. Arrival and departure flight itinerary (date, time and airline);2. List of delegates accompanying the Head of State or Government(name, position and/or rank);3. The name of the representatives who receive the Head of State or Government on his arrival,4. Name of one or two staff members who will coordinate the baggage retrieval, and immigration and customs formalities. If the Head of State/Government lacks diplomatic representation in Ethiopia, the Protocol Affairs Directorate General shall make the necessary arrangements.5. In case of private or official flights, delegations should submit their flight itinerary. If the Head of State/ government travel with security team delegations should produce radio equipment and weapons forms (Annexes 2.3, 2.4, 2.6). These forms should be submitted to the Protocol Affairs Directorate General with the time limits specified in this handbook.6. Forms should be submitted at least 96 hours before arrival.
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Protocol and arrival at Addis Ababa Bole International Air Port	<p>Head of State or Government will be greeted by:</p> <ol style="list-style-type: none"> 1. Senior official of the Ethiopian Government 2. Higher official of UN 3. Visiting country Ambassador 4. Chief of Protocol of the Ministry of Foreign Affairs, and 5. Other welcoming parties as specified by the particular Embassy <p>N.B.:- Embassy representatives should be in the Presidential VIP Salon two hours before the scheduled time of arrival;</p>
Luggage Immigration and customs	<ul style="list-style-type: none"> • A staff member of a delegate designated as focal point for documentation should provide full list of crew and passengers, their passports and their signed immigration forms; • A mission representative shall be responsible for the luggage recovery. The Head of State/ Government team shall travel with proper Head of State/ Government's convoy; • All weapons and radio communication equipments must be declared at customs. All the weapons or radio communication equipments that have not been accredited and registered in advance will be kept by the customs authorities.
Hotel transportation	The convoy allocated for the Heads of State/Government await near the aircraft.
Other information	<p>If the Head of State/Government arrives in an official or private aircraft, all ground services (fuel, administration, etc) should be ensured before the arrival; submitting the Annex VIII forms to the Protocol Affairs DG is essential in this regard.</p> <p>The hangers for aircrafts will be secured by the Ethiopian Airport Authorities; the Protocol Affairs DG might render necessary assistance as required</p>

2. Arrival at Addis Ababa Bole Airport: Heads of Delegation of high level executive ministers and heads of international organizations in commercial flights.

Important information before arrival	<p>Embassies should submit the following information to the Protocol Affairs Directorate General, Ministry of Foreign Affairs at least 96 hours before arrival.</p> <ol style="list-style-type: none"> 1 Arrival and departure times along with flight itinerary (date, time and airline); 2 List of delegates (name, position and/or rank); 3 The name of the representatives who receive the head of delegation on arrival, (delegates not exceeding the number of people limited by airport security) 4 Name of one or two staff members who will coordinate the baggage retrieval,
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	<p>and immigration and customs formalities. If the Head of Delegation does not have diplomatic representation in Ethiopia, the Protocol Affairs Directorate General will be in charge.</p> <p>5 Forms will only be accepted if they are submitted to this direction and sent at least 96 hours before arrival.</p>
Protocol and arrival at Addis Ababa Bole International Air Port	<p>Greeting Party</p> <ol style="list-style-type: none"> 1. Ethiopian Ministers or their delegates and protocol officers of the MFA. 2. Visiting country's/organizations Ambassador/Country Representative or embassy /organization representative; <p>N.B.:- Embassy representatives should be in the Presidential VIP Salon two hours before the scheduled time of arrival;</p>
Luggage Immigration and customs	<ul style="list-style-type: none"> • A staff member of a delegate designated as focal point for documentation should provide to the diplomatic liaison the full list of participants; their passports and their signed immigration forms. • A mission representative shall be responsible for the luggage recovery.

3. Leaving from Addis Ababa Bole International Airport: Heads of State /Government, in official or military flights

Information before departure	The focal point of the delegation must confirm the itinerary of departure to the protocol liaison and the military liaison at least 12 hours before departure.
Baggage loading before departure	The military liaison will coordinate the baggage check-in with delegation's focal person.
Immigration	The delegation focal person should collect all passports of the delegation's members and their immigration forms stamped at the arrival to Addis Ababa and completed in order to facilitate the process of departure. The protocol liaison will provide help.
Departure to the airport	The convoy departure to the airport will be coordinated by a military liaison and the counterpart of the delegation. The convoy will carry the delegation directly to the aircraft.
Departure from the airport	<p>Greeting party:</p> <ol style="list-style-type: none"> 1. Chief of Protocol of the Government of Ethiopia, 2. Ambassador of the visiting country; 3. Diplomatic liaison 4. Military liaison

4. Leaving from Addis Ababa Bole International Airport: Heads of State /Government, in Commercial flights

Information before departure	The focal point of the delegation must confirm the itinerary of departure to the protocol liaison and the military liaison at least 12 hours before departure.
Check-in at Bole International Airport	The delegation must assign a representative to coordinate the documentation needed in the airline front desk. This person will be in charge of carrying the passports, plane tickets and luggage of the delegation to the airport for the check-in three hours before departure.
Departure to the airport	The convoy departure to the airport will be coordinated by security and the attached protocol. The convoy will carry the delegation directly to the departure terminal. The delegation should arrive to the departure terminal 30 minutes before departure. The Heads of State/Government will be escorted directly to the door of the aircraft.
Departure from the airport	Greeting party: <ol style="list-style-type: none"> 1. Chief of Protocol of the Government of Ethiopia, 2. Ambassador of the visiting country; 3. Diplomatic liaison 4. Military liaison

5. Leaving from Addis Ababa Bole International Airport: High-level heads of delegation, ministers, and executives responsible for international organizations in commercial flights

Information before departure	If a change of itinerary is expected for the initial departure, you should get in contact with the diplomatic liaison, at least with 48 hours of anticipation.
Check-in at Bole International Airport	The delegation must assign a representative to coordinate the documentation needed in the airline front desk. This person will be in charge of carrying the passports, plane tickets and luggage of the delegation to the airport for the check-in three hours before departure.
Departure to the airport	If the delegation's staff proceeded with the check-in of the high-level delegates, they should do what's necessary in order to arrive to the airport an hour before departure. If the high-level delegate's check-in has not proceeded, they will have to arrive to the airport at least two hours before departure. The Protocol Affairs Directorate General and National Security department will help with check-in process.
Departure from the airport	Greeting Party <ol style="list-style-type: none"> 1. Protocol Officials of the Ministry of Foreign Affairs; 2. Representative of the country or organization;

2.11 VISA FORMALITIES

It is advisable that delegates coming from countries where Ethiopian embassies or consulates are resident or accredited to, participants obtain Ethiopian visas prior travelling to Ethiopia.

Official representatives/experts travelling with a **diplomatic/service passport** or **UN laissez-passé** to attend the Conference will be **granted gratis visa**.

Participants with **ordinary passports** will pay visa fee. Please note that an Ethiopian visa costs US\$ 30 (or other currency equivalent) per person. Payment must be made in either US dollars or in Euros at the time of issue. For media, the cost of a visa is US\$ 40 or the equivalent in Euros. Holders of diplomatic and service passports and United Nations Laissez-Passer will receive visas for no payment gratis.

For further information on Ethiopian Visa process participants could get in touch with Mr. Yiferedew Getnet 0911682584.

Visa on Arrival

For participants coming from countries without an Ethiopian Embassy or Consulate, the Government of Ethiopia will issue a Visa on Arrival upon presentation of a letter of invitation or accreditation to attend the Conference as well as a copy of the Note Verbale to the authorities at Bole International Airport in Addis Ababa. The Note Verbale may be downloaded from the website of the Conference [here](#).

Participants wishing to receive a Visa on Arrival should also send their names, nationalities and passport numbers at least 72 hours in advance of their arrival to the focal point listed below to expedite the process.

Contact Persons: Amare Shumet/Aklilu Alemayehu -0911 206972

- **E-mail:** protocol@mfa.gov.et

2.12 HEALTH REQUIREMENTS

A yellow fever certification is required for delegations from certain African countries. Vaccination against cholera is also required for anyone who has visited or transited a cholera-infected area within six days prior to arrival in Ethiopia. As Addis Ababa is situated at an altitude of 2,400 meters, it is advisable to take precautionary measures to avoid any health problems that might occur because of the high altitude. You are also advised to consult guidance from your national authorities regarding health requirements prior to travelling.

2.13 AIRLINE RESERVATIONS

A number of international airlines operate to and from Addis Ababa. Participants must secure their return/onward air passage prior to 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.

2.14 CATERING FACILITIES AT THE CONFERENCE CENTER

The four catering facilities on the ECA compound provide a high standard of catering for a diverse range of occasions on a day to day basis at affordable prices. Conference participants should settle payment for the buffet lunches directly at one of their preferred catering facilities on the ECA compound, namely, **Harambee, Tivoli, Kaldis or Sheraton**. These facilities will be open for lunch throughout the Conference period. Food court will also be set up behind at the Ethiopian village and exhibition area set up in the ECA compound. Different hotels will provide food, tea and coffee services during the conference.

ANNEX I. IMPORTANT INFORMATION

1.1 CUSTOMS

Duty free imports are permitted for up to:

- (i) 200 cigarettes , 100 cigars or 250 grams of tobacco;
- (ii) 2 liters of alcoholic beverages;
- (iii) Half a liter of perfume;
- (iv) Souvenirs with a value of not exceeding 500 birr,

1.2 PERSONAL SECURITY AND SAFETY OF PARTICIPANTS

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

While you are at the 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

1.3 USEFUL TELEPHONE NUMBERS

Emergency numbers

UN Control Room – Addis Ababa (24 hrs)	+251 – 115 445135 / 516537 / 512945
Security Chief	+251 – 0911 201802
Deputy Chief	+251 – 0911 508578

Emergencies outside of Addis

United Nations Operations Centre (24 hrs)	+251 – 115-511726
Satellite phone	+87162546835
Police Emergency Numbers (24 hrs)	911
City Police	+251 – 115 572100 / 572121
Federal Police	+251 – 115 524077 / 526302 / 526303

1.4 HEALTH FACILITIES

The United Nations Health Care Centre, situated on the ground floor of the Conference Centre, can provide emergency medical services to participants and delegates attending the Conference.

In case of a medical or dental emergency, please contact:

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: + 251 (0) 115 51 42 02 or 51 58 28

Mobile Clinic

The Ministry of Health of the Federal Democratic Republic of Ethiopia has set up a mobile clinic that will be stationed within the premises of the Conference Centre. This mobile clinic is equipped with qualified medical team and state of the art equipment to provide emergency medical services throughout the duration of the conference. In case of emergency or for any information delegates can contact the emergency medical service staff at the following numbers:

Mobile clinic coordinator

Bizuneh Gidey
+251 (0) 911084806

Emergency referral coordinator

Tesfaye Berta

+251 (0) 911721092

Ambulance coordinator

Hadush G/Egziabehere

+251(0) 913779599

Outside the conference center and after conference hours the following hospitals are dedicated to provide 24 hours medical service for FFD delegates on payment bases. Delegates can call the contact person at the preferred hospital

Black lion Hospital

Dr Aklilu Azazh

Tel: +251 (0) 911885586

St. Paul hospital

Dr Birhane Redea

Tel: +251 (0) 911213923

Landmark hospital

Prof.Kebede Oli

Tel: +251 (0) 911212472

4. Bethel General Hospital

Dr Tesfaye Mulat

Tel: +251 (09) 11888769

MCM/Korea Hospital

Dr Milkias Getachew

Tel: +251 (0) 911393026

For health related information delegates can contact the following focal persons at the Ministry of Health of the Federal Democratic Republic of Ethiopia

Dr. Helena Hailu: +251 (0) 921452406 and Tenaye Demisse +251 (0) 91181396

1.5 ICT SERVICES

The United Nations Conference Centre is equipped with WIFI. Technical support is available through the ECA Help Desk (phone +251 – 11 5 443123; email: ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance with the Conference Centre support team.

1.6 RESTAURANTS IN ADDIS ABABA

A list of selected restaurants in Addis Ababa will be uploaded to the Conference website in due course.

1.7 MOBILE PHONES

Participants are encouraged to bring with them a dual band mobile handset (900/1800 MHZ). The Ethio-Telecomm sells SIM cards with pre-charged airtime. The total package cost is as follows:

- 2G SIM= 30 birr with 15 birr air time
- 3G SIM= 60 birr with 15 birr air time
- 4G SIM= 300birr with 15 birr air time

Activation of SIM is instantly after SIM purchase. SIM cards are available for sale at the air port, UNECA conference center and at most of the hotels.

1.8 BANKING SERVICES

The banks are open from 8:00 AM to 5:30 PM from Monday to Saturday. Most banks work through lunchtime, however, foreign exchange services are closed during lunch hours for an hour.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound, in the Rotunda. The bank is open Monday–Friday, from 8 a.m. to 12.45 p.m. and from 2 p.m. to 4.30 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel, 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.

1.9 BOLE INTERNATIONAL AIRPORT

Bole International airport is about 5 kilometers from the center of Addis Ababa. Most of the hotels are located within 5-8 kilometers radius to the Bole International Airport. Free Wi-Fi internet service is available throughout the airport. Free luggage carts and paid porters are also available in the baggage hall.

There are two terminals. Terminal One is for all domestic flights and flights to Burundi, Djibouti, Rwanda, Somaliland, South Sudan, Sudan, Tanzania and Uganda. Terminal Two is for all other international flights.

1.10 SMOKING LEGISLATION

Smoking is prohibited in enclosed spaces and public buildings. Some restaurants, night clubs, etc. have designated smoking areas. Some government offices may have a similar facility.

1.11 ACTIVITIES AND ATTRACTIONS AROUND ADDIS:

Shopping

- Mercato: the largest open market in Africa. It derives its name from the Italian word for market. There is nothing not sold in Mercato - from souvenirs to clothes to food. That being said, it's also a great place to buy nothing and just go to watch the crowds of people and observe the incredible loads being carried from place to place.
- ShiroMeda: is the biggest market where you will find many local artisans concentrated – center of local crafts and handmade Ethiopian clothing, and accessories.
- Other malls around the city entertain various markets and shops with local and international products.

Museums:

- Ethnological Museum,– housed in the current day Addis Ababa University – 6 Killo campus, the museum carries collection of Ethiopian paintings, an exhibition of the nations and nationalities of Ethiopia and it has kept the bedroom and bathroom of Emperor Haile Selassie and his wife. The building, former palace of Haile Selassie was gifted to house the first university in the country.
- National Museum: home to many traditional and modern relics and pieces of artwork from around the country; collection of royal family memorabilia; and center for archaeological findings including skeletal remains.
- Red Terror Martyrs Memorial Museum: is a small and modern museum explaining the period of “Red Terror” (from 1974-1978) in Ethiopia when countless innocent people suffered.

Land marks:

- St. George Cathedral, Arada, Piazza: one of the most attended worship center is also an architectural icons of Addis Ababa. It has a small museum filled with memorabilia from the ancient church and a collection of religious writings, Ethiopian crosses, and clothing.

- Holy Trinity Cathedral (KidistSelassie Cathedral): one of the most sacred sites of worship in Ethiopia after the churches of Lalibela. The Cathedral houses a museum of Ethiopian historical memorabilia, crowns of former Ethiopian Emperors, and a selection of preserved Amharic Bibles and religious writings. It also houses the tomb of Emperor Haile Selassie, and other various famous Ethiopians.
- Anwar Mosque: is the oldest and biggest mosque in Addis and in Ethiopia. It is situated near Mercato (market area) with a high traffic. It has a great architecture with white and green colors, a dome and a towering minaret.
- Meskel Square and museum: the central gathering place in the city, especially important during festivals and political demonstrations. Meskel Square also is a good point of reference for local transportation and for getting into the center of the city. Also next to Meskel Square is the Addis Ababa Museum and Red Terror Martyrs museum.
- Entoto Hill: at 3,200 meters in elevation, it is like the roof of Addis where you get great views of Addis Ababa. Menelik II built his palace on the Entoto Hill and used it as his headquarters during the founding of Addis Ababa. St. Mary's church is also up the hill with a small museum open to visitors.

Events:

Addis Eats Walking Food Tour: a walking food tour to several restaurants where you'll sample dishes from regions far and wide in Ethiopia. Food tours concentrate in a single neighborhood for easy walk between each restaurant (less than 45 minutes on foot), including visits to markets to sample various ingredients and discuss with chiefs. For more info, please click [here](#).

List of events, for social as well as professional events around the city, please click [here](#).

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Coffee: traditional Ethiopian coffee, hand roasted and brewed in a traditional clay pot, as well as espresso shots are among Addis's exquisite treats. Seeking and exploring the best coffee shops around the city is one of the must do activities in Addis. A few suggested spots are: Tomoca, Galani, and Yeshe Buna.

More information will be posted on the MoFED FfD website on the social events, galleries, visiting outside of Addis Ababa etc.

ANNEX II: DIFFERENT FORMS

Annex 2.1

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
REGISTRATION FORM (Civil Society & Business Sector)
for the Addis Ababa International Conference on Financing for Development
13-16 July 2015
Addis Ababa
Ethiopia
(To be attached with the Note Verbal)

Country _____

Organization -----

Office Telephone _____

S.N	Type Badge	Full Name	Status/Job Position	Pass Port Number /ID Number	Email
I	Special Guest				
II					
2.1					
2.2					
2.3					
III	Academia				
3.1					
3.2					
IV	Non-Government Organization s/ CSOs				
4.1					
4.2					
V	Business Organizations				
5.1					
5.2					
VI					
6.1					
6.2					
VII	Press				

Annex 2.2

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
CAR PASS REQUEST FORM**

for Addis Ababa International Conference on Financing for Development
13-16 July 2015
Addis Ababa
Ethiopia
(To be attached with the Note Verbal)

Country/Organization _____
No _____

Tel _____

SN						
1.	Cars owned by Embassies/Organizations					
	<i>Particulars of the Driver</i>				<i>Vehicle details</i>	
	Full Name	Driver's License No.	Driver's Mobile No.	Name of driver's organization	Type of Car	Plate No.
2.	Hired Vehicles					
	<i>Particulars of the Driver</i>				<i>Vehicle details</i>	
	Full Name	Driver's License No.	Driver's Mobile No.	Name of driver's organization	Type of Car	Plate No.

Annex 2.3

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)**

FIRE ARM REGISTRATION FORM

for Addis Ababa International Conference on Financing for Development

13-16 July 2015

Addis Ababa

Ethiopia

(To be attached with the Note Verbal)

Country _____

Organization _____

Tel No _____

Family Name _____ **First Name** _____ **Nationality** _____ **Sex**

Job Title _____

Passport No _____

Make, Model and Caliber of Weapon _____

Serial _____ **Number** _____

Number of Rounds of Ammunition _____

Special Equipment _____

Signature _____

Annex 2.4

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

MINISTRY OF FOREIGN AFFAIRS (MFA)

RADIO COMMUNICATION EQUIPMENT FORM

for Addis Ababa International Conference on Financing for Development

13-16 July 2015

Addis Ababa

Ethiopia

(To be attached with the Not Verbal)

Country_____

Organization _____

Tel No _____

SN	Name of Holder	Passport No.	Type of Radio	Serial No.	Transmitting Frequency	Receiving Frequency

Annex 2.5

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
MEDIA ACCREDITATION FORM

for Addis Ababa International Conference on Financing for Development
13-16 July 2015
Addis Ababa
Ethiopia
(To be attached with the Note Verbal)

Country _____ Organization _____ Tel No _____

Family Name _____ First Name: _____

Nationality: _____ Sex _____ Job Title: _____

Media Organization: _____ PASSPORT No _____

PROFESSIONAL CARD NO: _____

* Duties to be performed in Addis (tick or enter as appropriate)

Journalist	Video Camera Person	Photographer	Technician	Other Pls Specify

Contact Address: _____ Telephones: _____ Fax: _____ E-Mail: _____

Time And Date of Arrival: _____

Flight No: _____

Signature of Application _____

Date _____

Annex 2.6

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)**

MEDIA EQUIPMENT FORM

for Addis Ababa International Conference on Financing for Development

13-16 July 2015

Addis Ababa

Ethiopia

(To be attached with the Note Verbal)

Country/Organization _____ Tel No _____

List of Equipment for Mr./Mrs./Ms.)other (Please specify) _____

Name of News Agency _____

NO.	Type of Equipment	Serial Number	Value (USD)

Annex 2.7

**THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
MINISTRY OF FOREIGN AFFAIRS (MFA)
OVER FLIGHT AND LANDING CLEARANCE REQUEST FORM
for Addis Ababa International Conference on Financing for Development
13-16 July 2015
Addis Ababa
Ethiopia
(To be attached with the Not Verbal)**

Country _____ Organization _____

Tel No _____

1	Country/Embassy/Int.Org./:-				
2	Type of Aircraft:-				
3	Call Sign:-				
4	Registration No. and Nationality:-				
5	Aircraft Operator and P.O. Box:- :				
6	Purpose of Flight:- To Carry on Delegations				
7	Captain's Name:- Swift air on Behalf of UN				
8	Numbers of Crew Members:-				
9	Name and Status of VIP:-				
10	OVER FLIGHT <input type="checkbox"/> LANDING <input type="checkbox"/>				
11	Route of Flight (From To):-				
12	Point of Departure/Destination:-				
13	Type of Cargo:-				
		Origin, Estimated Time of Departure and	Entry Point at Ethiopian Air Space, Time and	Exit Point of Ethiopian Air Space, Time and	Destination, Date and Time of Arrival (ETA)

14	Date of Flight	Date (ETD)	Date	Date	

For applicants only

Ref. No. _____ Signature and stamp _____

Date _____

For MFA purpose only

Flight permission number: _____ Signature and stamp _____

Ref. No. _____

Date _____

CC: Civil Aviation Authority

Ministry of National Defense

National Intelligence and Security Service

REMARK. Hazardous or Dangerous Cargo Description Must be Annexed to This Request

ANNEX III: HOTELS INFORMATION

Ministry of Culture and Tourism / Stakeholders Relations Directorate
List of Hotels and Guest Houses in Addis Ababa selected to provide accommodation for participants of
Financing for Development (FfD) Conference, July 12 -16/2015

June 10, 2015

<i>No</i>	<i>Name of Hotels and Contact person</i>	<i>Total no. of bed Rooms (Capacity)</i>	<i>Mobile no. Regular Tel.No.</i>	<i>E- Mail Web Site</i>	<i>Distance From UNCC In KM</i>	<i>Remarks</i>
1.	Abyssinia Hotel (Ms. Emebet Tekle) Subcity =Yeka Wereda= 09 Hno= <u>790/02</u>	12	0925903737 0116463000		6	Cash
2.	Adam`s Hotel (Ato. Yonas Demissie) Subcity =Kirkos Wereda= 04 Hno= <u>729</u>	35	0911161316	adamshoteladdis.com www.adamshoteladdis.com	1	Visa, Union pay Master Card
3.	Addissinia hotel (Mr. Addis Gebremariam) Subcity =Bole Wereda= 03 Hno= <u>172</u>	60	0911 511569 0116616861	info@addissiniyahotel.com www.addissiniyahotel.com	3	Visa, Master Card American express Union pay

4.	Adotina Hotel (Mr. Samuel Geremew) Subcity =Kirkos Wereda= 04/03 Hno= <u>New</u>	32	0913146431 0114673939	reservation@adottinahotel.com www.adottinahotel.com	5	Visa, Master Card American express Union pay
5.	Addis Regency Hotel (Mr. Mokonnen Kidane Mariam) Subcity =Arada Wereda= 05 Hno= <u>504</u>	33	0913141583 0111550000	www.addisregency.com	4	Visa, Master Card American express Union
6.	Addis View Hotel Mr.(Mesfin Negussie) Subcity =Arada Wereda= 07 Hno= <u>319/1</u>	18	0911 208829 0111249766/ 68	addisview@ethionet.et www.addisviewhotel.com	8	Visa, Master Card American express
7.	Afarnesis International Hotel (Mr.Mikiyas Tesfaye) Subcity =Bole Wereda= 05 Hno= <u>074</u>	76	0911624398	hotelifarensis@gmail.com www.hotelifaresis.com	4	Visa card, Master card American Express
8.	Africa Hotel(d' Afrique) Lideta Woreda 9/ 491	73	0911 122100 0911487868 0115 517385		7	
9.	Ambassador Hotel (Duncan Mwangi) Subcity =Bole Wereda= 03 Hno= <u>New</u>	123	0929418724 0116188284/ 81	reservation@ambassadorhotelethio pia.com www.ambassadorhotelethiopia.com	5	Blocked for UN Staff but later cancelled

10.	Aphrodite hotel Bole Mr.Addisu	42	0913 797670	reservation@aphroditeaddis.com	1	
11.	Ararat Hotel (Getamesay Girma) Subcity =Yeka Wereda= 09 Hno=New	94	0911137010 0116461166	Ararathotelethiopia.com www.ararathotelethiopia.com	7	Visa, Master Card Master
12.	Archi Hotel (Moti Mulgeta) Subcity =Yeka Wereda= 09 Hno=New	32	0911129083 0116466959	reservation@archihotel.com www.archihotel.com	7	Union pay Visa, Master Card
13.	Atlas Int. Hotel (BIItania Hailemariam) Subcity =Bole Wereda= --- Hno=03/05	55	0911 234933 0116187431/ 32	Atlashote_resort@yahoo.com	4	Visa, Master Card
14.	Axum Hotel (Gebreselassie Woldegebriel) Subcity =Yeka Wereda= 07 Hno=939	60	0911362638 0911 793969 0116613916	Axum.d@ethionet.et www.axumhotels.com	10	Visa, Master Card
15.	AG palace hotel Bole Mrs. Genet Tessema	19	0911405885 0930077085 011662056/ 57	agpalace.hotel@gmail.com www.agpalacehotel.com	6	Visa Master card American Express

16.	Astara Hotel Kirkos Woreda 10/ 023 Mr. Eshete Teroni	43	0930 099439 0911 056912 0114 670152	<u>Astarabusiness.plc@yahooo.com</u> <u>astarapl@yahoo.com</u> <u>www.astarahotel.com</u>	5	Cash
------------	---	----	---	---	---	------

17.	Avola Hotel (Ato Gebeyew Tegegn) Subcity =Nifas S/L Wereda= 01 Hno= <u>New</u>	33	0911615290 0114197979		10	
18.	Awraris Hotel (Anteneh Alemu) Subcity =Bole Wereda= 03/05 Hno= <u>1139</u>	34	0911428301 0116614933	awrarishotel@ethionet.et	8	Visa, Master Card American express Union pay
19.	Ayima International Hotel	38	0911 209260	ayimainte@hotmail.com	6	
20.	Belle vue hotel and Spa Messay Gebrehiwot) subcity=yeka wereda=05 Hno=556	35	0912459758 0116676700	Gmessay 2000@gmail.com www.bellevuehotel andspa.com	5	Visa, Master Card
21.	Bella Hotel (Mulugeta G/hiwot) Subcity =Nifas S/L Wereda= 01 Hno= <u>New</u>	44	0911218258 0114712885	Smilingethiopiatours@gmail.com www.belahoteltours.com	9	Visa, Master Card
22.	Bata hotel Bole Woreda 04 Mr. Belay Alemayehu	28	0911204358 0116 181044	info@batahotel.net reservation@batahotel.net www.batahotel.net	3	Visa Union pay Maestro Master card

23.	Beer Garden Inn (Ariane Addisita) Subcity =Bole Wereda= 03 <u>Hno=New</u>	32	0911511602 0116182595/ 97	manager@beergarden.com www.beergardeninn.com	5	Visa, Master Card American express Union pay
24.	Beshale Hotel (Mamushet Deneke) Subcity =Yeka Wereda= 09 <u>Hno=New</u>	64	0930033777 0116478189	info@beshalehotel.com www.beshalehotel.com	6	Visa, Master Card American express
25.	Bole International Hotel (Hailemeskel Bekele) Subcity =Bole Wereda= 03 <u>Hno=2346</u>	51	0911708603 0116188515	boleinternationalhotel@gmail.com	2	
26.	Broadway Hotel PLC (Debendra Nayak) Subcity =Bole Wereda= --- <u>Hno=2426</u>	15	0930013601		7	
27.	Bow Hotel (Getachew Zemeadi) Subcity =Kirkos Wereda= 02 <u>Hno=211</u>	12	0933706129 0114165334	info@bowaddis.com bawaddis.com	2	Visa, Master Card
28.	Bole Sky Gate Hotel	46	0116 183350/ 55 0912 623177 0910 839340	mail@boleskygatehotel.com www.boleskygatehotel.com	5	Visa America n Express Master

29.	Caravan hotel Teshome Abatu) Subcity =Bole Wereda= 13/06 <u>Hno=538</u>	37	0930019653 0116612297/ 98	caravanhotel@caravanaddis.com www.caravanaddis.com	4	Visa, Master Card American express Union pay
30.	Ceasars Court	16	0116 189600	Caesarscourt@ethionet.et		
31.	Corta International Hotel Mrs. Rawda Omar Kirkos Woreda 01/ 14	25	0115538601 /02/03 0911 524036	info@cortahotel.com www.cortahotel.com	1	Visa Master
39.	Capital hotel Wzt. Eyerusalem Getachew Kirkos	114	0912 503158 0116 672100	reservation@capitalhotelandspa.c o m	3	Blocked by MoFA For VIP
32.	Churchill Hotel (Shewangizaw Endale) Subcity= Arada Wereda 01 HNo119	51	0913139125 0111111212	churchilhotel@ethionet.et www.churchilhoteladdis.com	3	Visa, Master Card American express Union pay
33.	Classic Hotel (Anbesaw Zerihun) Subcity =Bole Wereda= 04 <u>Hno=493</u>	19	0911203636 0116613598	anbesawz@yahoo.com	3	
34.	Concord Hotel (Biruk W/Tinasae) Subcity =Kikos Wereda= 04 <u>Hno=888</u>	22	0911428744 0114654959	hotelconcorde@ethionet.et	5	

35.	Crown Hotel (Elias Tewolde) subcity=Akaki/Kality wereda=07 Hno=1559	72	0911607862 0114391444	info@crown hoteladdis.com www.crownhoteladdis.com	12	Visa master card union pay
36.	Cyan city hotel (Hailu Asefa) Subcity =bole Wereda= 03 Hno=245	40	0911517901 0116622121	info@cyancityhoteladdis.co m www.cyanciyhoteladdis.com	2.6	Visa union pay American express
37.	Damu Hotel (Gebbru Shire) Subcity =Kirkos Wereda= 01 Hno=New	20	0911875912 0115509828	damuhotel@ethionet.et www.damuhotelethiopia.com	3	Visa card
38.	Daki Hotel (Melesse Kore) Subcity =Nifas S/L Wereda= 12 Hno=3861	11	0911427085 0114192175		12	
39.	Debre Damo hotel (Matiyas Mekbebe) Subcity =Yeka Wereda= 07 Hno=New	110	0930106073 0116612630	reservation@debredamohotel.com www.debredamohotel.com	3	Visa, Master Card
40.	DE Leopold International Hotel (Nega Damena) Subcity =Kirkos Wereda=01 Hno=408	72	0911214054 0115507777	hoteldeleopol@ethionet.com www.hoteldeleopolint.com	1	Master Card

41.	Desalegne Hotel No.2/3 (Tadesse Berhanu) Subcity =Bole Wereda=03 Hno= <u>059</u>	88	0116624524	info@desalegnhotel.com www.desalegnhotel.com	2	Visa, Master Card
42.	Dimetri Hotel Yeka Woreda 09 Mrs. Senait Dimitri	19	0116 453307 0911 225688 09111604941	info@dimitrihotel.com	10	Visa Master
43.	Diplomat Luxury Apartment Hotel Nifas Silk Lafto	23	0113 729550 / 51/52 0116 453307 091126087 09111604941	addisdiplomat@gmail.com	7	Visa
44.	Destini Addis (Elias Ismael) Subcity =Kirkos Wereda=01 Hno= <u>992</u>	35	0911735804 0115521795	reservation@destiniyaddis.com www.destinyaddis.com	1	Visa, Master Card
45.	Dreamliner Hotel (Ephrem Degefu) Subcity =Kirkos Wereda=02 Hno= <u>New</u>	96	0911083810 0114674000	reservation@dreamlinerhotel.com www.dreamlinerlhotel.com	2	Master card visa card American express
46.	D.Z Hotel (Tsegaye Melka) Subcity =Gulele Wereda= 07 Hno= <u>176/7</u>	15	0912128180		Not Mentioned	

47.	Edena Addis Hotel Mrs Bilen Abraha Subcity-Yeka Wereda 06 Hno 197	33	0912067313 0115507003	www.ednaaddis.com reservation@ednaaddis.com		Visa and Master card
48.	Elille international hotel Kirkos Ato. Teklu Abate	155	0922 728318 0115 587777	info@elillyhotel.com.et	1	Blocked by MoFA For VIP
49.	Ethiopia Hotel (Assefa Seyoum) Subcity =Kirkos Wereda=07 Hno=285	110	0911202919 0115517400	ethhotel@ethionet.et www.ethiopiahotel.et.com	4	Visa, Master Card
50.	Emad Furnished Hotel Bole Mr. Abedella Ahmed Emmad	33	0116 294129 0911 235666	emmad.furnished@ethionet.et	12	Viaa Master
51.	Embilta Hotel (Yetaseb Seyoum) Subcity =Gulele Wereda= 10 Hno=New	39	0922404612 0112758787/ 57	Embiltahotel@yahoo.com www.embilta-hotel.com	10	Visa American express master card Union Pay
52.	Empire Addis Inter. Hotel (Fesseha Sahelle) Subcity =Bole Wereda=03 Hno=New	39	0911478580 0116614524/ 25	info@empireaddis.com www.empireaddis.com	7	Visa American express master card

53.	Eyerusalem Hotel (Hagezom tesfaye) Subcity =Arada Wereda=06 Hno=802	40	0911 218379 0111 551712	-	3	Cash
54.	Friendship hotel (Getabicha Dejene) Subcity=bole wereda=03 Hno=New	104	0911642097 0116670202	Marketing @friendshiphotel.com www.friendshiphotel.com.et	2	Visa America n express master union pay
55.	Getfam Hotel (Getahun Beshah) Subcity =Bole Wereda=04 Hno=New	115	0911517907 0922562456	contactus@getfamhotel.com www.getfamhotel.com	3	Visa Master Card
56.	Global Hotel (Azeb retta) Subcity =Kirkos Wereda=02 Hno=542/28	50	0911240091 0114664766	globalhoteladdisababa@gmail.com www.glaobalhotel.com.et	5	Master Card American express Union pay Visa,
57.	Golden Tulip Addis Ababa Hotel (Shousha Mohsen) Subcity =Bole Wereda=03 Hno=New	90	0941626351 0116183333	sales@goldentulipaddisababa.com www.goldentulipaddisababa.com	5	Master Card American express Visa
58.	Giovanni Hotel PLC (Giovanni Carlo) Subcity =Yeka Wereda=08 Hno=167	18	0911210889 0116187480		4	Visa,

59.	Ghion Hotel Enterprise (Mulugeta Eshete) Subcity =Kirkos Wereda= <u>Hno=999</u>	195	0911213110 0115513222	ghion@ethionet.et www.ghionhotel.com.et	2	Master Card American express Visa card
60.	Grand Yordanos Hotel	128	0115 512470	info@grandyordanoshotel.com.et		
61.	GG. Royal Hotel (Getachew Birsatu) Subcity =Bole Wereda=14 <u>Hno=0227</u>	38	0911211135 0116292329	99royalhotel@ethionet.et www.99royalbusinessgroup.com	10	Visa, Master Card
62.	Holiday Hotel (Yosef W/Gerima) Subcity =Yeka Wereda=07 <u>Hno=729</u>	33	0911744550	holidayhotel@ethionet.et	2	
63.	Hailu Negu and Family Hotel PLC (Zenash Gizaw) Subcity =Ledeta Wereda=07 <u>Hno=----</u>	18	0922739343		7	
64.	Haikan Hotel Addis Ketema Mr. Basit Abdulkarim	104	0111 567621	reservation@haikanhotel.com	8	
65.	Harambe Hotel (Ato. Worku Getaneh) Subcity= Ledeta Woreda=10 ,H.no 905	48	0920 722019 0115 514000 0115 514226	www.harambee.ethiopia2web.com harambee_hot@yahoo.com	1	Visa

66.	Harmony Hotel (Sileshi Debebe) Subcity =Bole Wereda=03 Hno= <u>New</u>	150	0911232934 0116183100	info@harmonyhotelethiopia.com www.harmonyhotelethiopia.com	8	Master Card Visa, American express
67.	Helzer Business PLC (Fikadu Kifay) Subcity =Bole Wereda=03/05 Hno= <u>077</u>	32	0911175303 0116670288	info@helzerinn.com www.helzerinn.com	3	Master Card Visa, American express Union Pay
68.	Hilton Addis Ababa Mr. Seifedien Badi Yeka	390	0911 208883	Seifedin.badi@hilton.com	2	Blocked by MoFA For VIP
69.	Hotel De Napoli (Ermias Seyum) Subcity =Kirkos Wereda=04 Hno= <u>891</u>	40	0911151403 0114671587	dinapoliaddis@yahoo.com www.dinapoliaddishotel.com	7	Visa card Master Card
70.	Ibex Hotel (Moges Kifle) Subcity =Bole Wereda=0 3 Hno= <u>1777</u>	23	0911207032 0114626210		7	
71.	Intercontinental Hotel Mrs Kelayat Aklilu Kirkos	151	0911 402695	gm@intercontinentaladdis.com	1	Blocked by MoFA For VIP

72.	Jupiter International Hotel (kazanchis&bole) (Antro Korajilan) Subcity =Kirkos	142	01194221104 0115526370	Reservation@jupiter international hotel.com www.jupiter international hotel.com	2/8	Visa Master card American express
73.	Kaleb hotel (Negash Gelan) Subcity =Bole Wereda=03/05 Hno=	50	0911690085 0116622200 0116622212	Reservation @kalebhotel.com www.kalebhotel.Com	4	Master card Visa card American express Union pay
74.	Kenenisa Hotel Bole Woreda 3 Mr. Frehiwot Daba	51	0937983333 0116672434	info@kenenisa-hotel.com www.kenenisa-hotel.com	5	Visa Master card American Express Union pay
75.	Kings Hotel (Abera Habiso) Subcity =Kirkos Wereda= 05 Hno=New	25	0911224650 0113711300	Kings27au@gmail.com	6	Visa, Master Card American express Union pay
76.	KZ Hotel (Daniel kebede) Subcity =Bole Wereda=03 Hno=445	30	0911203606 0116621677/ 81	kzhotel @yahoo.com www.kzfamlyhotel.com	9	Visa mastercard unionpay American Express
77.	Lalibella Hotel (Girma G/yes) Subcity =Bole Wereda=02 Hno=5311	36	0911 319145 0116 631197	lalibelahotel 14 @gmail.com www.mninternational hotel.com	8	Visa card American express

78.	Lanli China hotel Bole Woreda 02 Mr. Solomon Woldu	24	0912 625097 0911 218881 0911 871592	lanlichinaguangdonghotel@gmail.com	4	
79.	Lozan Hotel Subcity =Gulele Wereda=02 Hno=210	17	0913849645 0111220090		5	
80.	Mastem hotel (Balemelay Temesgen) Subcity = Wereda= Hno=1134	38	0912624560	Mastem 22@gmail.com	Not mentioned	
81.	Mekane selam hotel (Admasu Haile) Subcity =Addis Ketema Wereda=0 8 Hno=	42	0911209861		5	Only cash
82.	Merhabeate hotel (Tamrat Merga) Subcity =Gulele Wereda=08 Hno=008	7	0911880232		10	
83.	Mesobe Habesha Hotel (Teshome Tadesse) Subcity =Bole Wereda=14 Hno=New	10	0913599421 0118691876		5	

84.	MN International hotel (Melka Neda) Subcity =Yeka Wereda=6 <u>Hno=838</u>	78	0911203245 0116620831	info@mninternational hotel.com www.mn international hotel .com	3	
85.	MR Hotel (Getachew Ketema) Subcity =Nifas S/L Wereda=02 <u>Hno=New</u>	16	0911773134 0113698079/ 39	info@mraddishotel.com www.mraddishotel.com	8	
86.	Meridian Hotel Bole	28	0116 615050 0911 203487	lillyamohamed@gmail.com		
87.	Motera hotel (Lawey Alemayehu) Subcity =Addis Ketema Wereda=0 5 <u>Hno=716</u>	24	0911212661 0112754633	Motera hotel@gmail.com www.moterahotel.com	7	Master card
88.	Manreshewa Hotel Bole Mr. Referra Lemi	39	0911 259401 0116 677370	www.manrashiwahotel.com info@manrashiwahotel.com	6	
89.	Mayameh Hotel (Hiwot Tibebu) Subcity =Gulele Wereda=03/04 <u>Hno=074</u>	10	0911440589 0111225822		12	

90.	Monarch hotel (Yared Yemwedew) Subcity = Bole Wereda= <u>Hno=New</u>	50	0930109800 0116672472/ 38/80	info@monarchaddis.com www.monarchaddis.com	6	Visa card Master card Amex Union Pay
91.	National Hotel (Ethiopian Athletics Federation) (Gudeta Gurmessa) Subcity =Kirkos Wereda=09 <u>Hno=0001</u>	52	0913703199 01155166	info@nationalhotelethiopia.com www.nationalhotelethiopia.com	1	Visa
92.	Natty hotel (Haftom Muaz) Subcity = Bole Wereda=01 <u>Hno=New</u>	36	0912657141 0116263823	Habtom muaza gmail.com	6	
93.	Nazra hotel (Negussie Aweguchew) Subcity =Kirkos Wereda=02 <u>Hno=465</u>	30	0930105925 0114674465	msm@nazra hotel.com www.nazra hotel.com	4	Master card visa unionpay America n express
94.	Nexus hotel (Zena dawit) Subcity =Bole Wereda=06 <u>Hno=New</u>	66	0911525919 0116670067	info@nexus addis.com www.nexus addis.com	8	Visa card master card American express

95.	Nitsuh Hotel (Kinde Belete) Subcity =Kirkos Wereda=11 <u>Hno632/477</u>	20	0911659295		5	
96.	Oasis Hotel APT (Amdeasilassie Tilahun) Subcity =Bole Wereda=03 <u>Hno=759</u>	27	0911618735 0116672567/ 68	info@oasishotelapartment.com www.oasishotelapartment.com	4	Visa master card union pay American express
97.	Omedla Hotel (Getnet Abate) Subcity =Kirkos Wereda=04 <u>Hno=832</u>	37	0911471239 0114664749	Vivid @hotmail.com	3	
98.	Orange River Hotel Apartment Bole Mr. Brook Daniel	63	0116 627055 0911 203487 0114 667641/2	info@orangeriverapartments.com	8	
99.	Pacific Hotel (Hailemariam Betre) Subcity =Yeka Wereda=9 <u>Hno=808</u>	45	0911603637 0116456371	reservation@pacifichotelet.com www.pacifihotelet.com	7	Visa American express Master card
100.	Panaroma Hotel (Alazar Teklu) Subcity =Bole Wereda=4 <u>Hno=003</u>	45	0911502882 0116616070/ 80	info@panoramaaddis.com www.panoramaaddis.com	3	Master card Visa

101.	Paramount Hotel Akaki-Kaliti Woreda 7/937 Mrs. Wagaye Haile	27	0930 033774	etparahotel@ethionet.et	14	
102.	Plaza Hotel (yamnot mulugeta) Subcity =Bole Wereda= 4 Hno=767	39	0913817281 0116612200	ymulugeta@gmail.com www.plazahotele.com	2	
103.	Queen of Sheba Hotel (Atakilti GEBRU) Subcity =Yeka Wereda=97 Hno=935	49	0911252727 0116180000	queenshebahotel@ethionet.et	1	Visa credit card
104.	Radison Blue hotel Mrs. Hiwot Tefera Kirkos	204	0911 648671	Events.addisababa@radissonblu.com	1	Blocked by MoFA For VIP
105.	Ras Amba Hotel (Debebe worku) Subcity =Arada Wereda=07 Hno=594	25	0911645986 0111228080	rasambahotel@hotmail.com www.Hotelamba.com	3	Visa American express master card
106.	Ras Hotel Ato. Masresh G/Mariam Kirkos Woreda7/ H.no 023	108	0115 517060 0115 521202 0911 245548	info@rashotel.com rashotel@gmail.com www.rashotel.com	5	Visa Master Card

107.	Solish International Hotel Ledeta Mr. Eyob Solomon	33	0911243297 0911653580 0115 572441/45/47/48	Assaye.kibew@gmail.com info@solishinthotel.com	3	Visa American Express
108.	Salayish Hotel (Mekonnen Kassaye) Subcity =Nifas S/L Wereda=1 <u>Hno=New</u>	10	0911517801 0913166512		12	
109.	Sarem international hotel (Getachew Gobeze) Subcity =Arada Wereda=4 <u>Hno=001</u>	60	0935401734 011262076 011262086	reservation@saremhote.com www.saremhote.com	8	Master American express visa
110.	Saromaria hotel (Alemayehu Nigessie) Subcity =Bole Wereda=03 <u>Hno=New</u>	96	0116672167/ 68/69/70	info@saromariahotel.com www.saromariahotel.com	7	Visa Americanexpress master card
111.	SGS Hotel (Tadele Haile) Subcity =Gulele Wereda=10 <u>Hno=323</u>	44	0911672878 0111550128/ 30	Tadde.Haile3@gmail.com	12	
112.	Sheraton Addis Hotel Mr. Daniel Beyene Yeka	294	0911 200046 0115 171717	reservationaddisethiopia@luxurycollection.com	4	Blocked by MoFA For VVIP

113.	Sidra hotel (Melaku Birhan) Subcity =Bole Wereda=05 <u>Hno=165/m</u>	26	0911259008 0116617777 0116613333	info@sidrahotel.com www.sidrahotel.com	5	Visa master American express
114.	Seyonat hotel Mrs. Hilina Getachew Bole	40	0930 099821 0116 629744/41/48	info@seyonathotel.com reservation@hotelsiyonat.com	4	Visa Master Card American Express
115.	Solo Te hotel (Solomon tefera) Subcity =Yeka Wereda=9 <u>Hno=New</u>	39	0932177033 0116670021	info@solotehotel.com www.solotehotel.com	13	Visa master card American express union pay
116.	Soramba Hotel (Solomon Zewdu) Subcity =Arada Wereda=11 <u>Hno=New</u>	60	0911309453 0111565633/ 82	Sorambahotel@ethionet.et www.sorambahotel.com	3	Visa master card
117.	Southern Addis hotel (Tsfaye Adugna) Subcity =Bole Wereda=03 <u>Hno=646</u>	34	0911732297 0116610505/ 06	info@southernaddishotel.com www.southernaddishotel.com	1	Visa master
118.	Spa service Enterprise (G/Tsadikan Abay) Subcity =Kirkos Wereda=5 <u>Hno=New</u>	54	0911228655 0115519100		2	

119.	Tareq sabt Hotel and spa (Tareq sabt) Subcity =Yeka Wereda=05 <u>Hno=656</u>	36	0911210055 0116676700/ 01/02		5	
120.	TDS International Hotel Aato. Biniyam Berhane Bole Sub city Woreda 03 H.no 222	41	0912 926355 0116635816 01166358/57	BerBin14@yahoo.com	4	Visa America n Express
121.	Tegen Guest Accommodation Hotel (Mulatu Getachew) Subcity =Yeka Wereda=05 <u>Hno=343</u>	32	0911794842 0118602652	info@tegenhotel.com www.tegenhotel.com	3	Visa card master card
122.	Three Days International Hotel (Hailu Kifle) Subcity =Bole Wereda=04 <u>Hno=604</u>	24	0911205213 0116612582/ 83	<u>info@3daysINTHotel.com</u> <u>www.3daysinternationalhotel.com</u>	1	
123.	Teklai Hailu Hotel (tekalai Hailu) Subcity =Kirkos Wereda=7 <u>Hno=33</u>	25	0911219684 0115580090/ 91	Grand agar@yahoo.com www.grand.agar.com	7	

124.	The Residence Suit Hotel (Marta Adugna) Subcity =Kirkos Wereda= 01 Hno= <u>072</u>	16	0911234691 0115571075	info@theresidence@addis.com www.theresidence.addis.com	2	Visa American express master card union pay
125.	The Lion's Den hotel (Sosina Shiferaw) Subcity =kirkos Wereda= 01 Hno= <u>028</u>	16	0911516457 0115547734	info@thelionsdenhotel.com www.thelionsshotel.com		Visa America n express master card union pay
126.	Tiga Hotel (Bogale Tiga) Subcity =Bole Wereda=02 Hno= <u>2503</u>	14	0911 219354 0116 88851/52	tigahotel@yahoo.com www.tigahotel.com	4	
127.	Tizez hotel (Tefera Mucha) Subcity =Bole Wereda= Hno= <u>New</u>	30	0911735964 0116392000/ 01/02	Reservation @tizezehotel.com www.tizezehotel.com	3	Visa American express Master card
128.	Three Days International Hotel (Hailu Kifle) Subcity =Bole Wereda=04 Hno= <u>604</u>	30	0911205213 0116612582/ 83	info@3daysINTHotel.com www.3daysinternationalhotel.com	1	

129.	Top Ten hotel (Tarik Zewdie) Subcity =Bole Wereda=6 <u>Hno=New</u>	48	0911719947 0116460266/ 0116464449	info@topten Ethiopia.com www.topten Ethiopia.com	14	Visa Master America n express
130.	Trinity hotel Mr. Biniam Mhertab Bole	21	0911 620224 0911624776 0911 507824 0116670095/ 86/36		2	Visa Master Card
131.	Tsigeshet (Yonas Eshetu)Hotel Subcity =Addis Ketema Wereda=05 <u>Hno=454</u>	24	0913139877		10	
132.	Tsion Hotel(G/hiwot W/mariam) Subcity =Gulele Wereda=08 <u>Hno=113</u>	60	0911204254 0118962058		4	
133.	Umma Hotel Nifas Silk Lafto Woreda 03 Mr.Zuber Mohoammed	33	0911 507825 0911 507824 0113719444/ 45	request@ummahotel.com www.ummahotels.com	10	Visa Master card
134.	Veronica hotel (Tadsse Dori) Subcity =Yeka Wereda=08 <u>Hno=New</u>	30	0911232434 0116189695	Veronica hotel@gmail.com www.veronica hoteland tour .com	3	

135.	Wabi Shebelle Hotel Ledeta Mr.Solomon Amedemichael	94	0115 540758 0911732929	www.wabeshebellehotel.com.et info@wabeshebellehotel.com.e t	3	Visa
136.	Wassamar Hotel (mebratu g/cherkos) Subcity =Bole Wereda= Hno=416	66	0912212323 01166100551 59	info@wassamar hotel.com www.wassamarhotel.com	3	Visa master
137.	Washington hotel (Wagari Refu) Subcity =Bole Wereda=03 Hno=054	67	0913185467 0116392239	info@washingtonaddis.com www.washingtonaddis.com	5	Master card visa card American express
138.	Weberi Hotel (Tadesse Gudeta) Subcity =Bole Wereda=13 Hno=New	18	0911203150 0116298623/ 28		5	
139.	Ye-Afoli Hotel Plc Bp;e Woreda/ 02- 489 Mr.Moges Desta	37	0113 722602 0911 517981	yeafoliHotelgmail.com ye-afolihotel.com		
140.	Yetem Hotel (Ta.mirat Absher) Subcity =Kirkos Wereda=02 Hno=120	28	0911208751 0114667641/ 25	yetamhotel@gmail.com www.yetamhotel@addis.com	3	Visa card America Express

141.	Yoly Hotel plc (Tefera Zewdie) Subcity =Bole Wereda=03 <u>Hno=162</u>	18	0911631760 0116632828	reservation@yolyhotel.com www.yolyhotel.com	2.5	Visa master card
142.	Yonas Hotel (Letemeskel G/egizebher) Ato. Akalu Desalegn Subcity =Yeka Wereda=08 <u>Hno=140</u>	28	0911 735546 0116 626440	yonashotel@gmail.com	5	
143.	Zola international hotel (Zelalem Benty) Subcity =Bole Wereda=05 <u>Hno=1013</u>	24	0911243966 0116673333	Hotelzola@yahoo.com Zola hotel,Net	5	Visa master card

Hotels ,Total bed rooms= 8044

GUEST HOUSES

No	Name of Guest House and Contact person	Total no. of bed Rooms (Capacity)	Mobile no. Regular Tel.No.	E- Mail Web Site	Distance From UNCC in KM	Remarks
1	Bibe Guest House and Pension (Tilahun Tasew) Subcity =Yeka Wereda= 09 Hno=809/8	28	0911241210 0116675707	bibeguesthouse@gmail.com www.bibeguesthouse.com	6	
2	Bisrat Guest House (Bisrat Fantahun) Subcity =Nifas S/L Wereda= 12 Hno=New	14	0933219674	ohuitecenter@ordinaryhero.org	12	Debit credit card
3	Canan R & P (Sara Kelemework) Subcity =Nifas S/L Wereda= 03 Hno=587	18	0930003720 0113203598	canaanampizzeria@gmail.com www.canaanguesthouse.com	7	1.
4	Chilalo Guest House (Assefa Degefa) Subcity =Kirkos Wereda= 02, Hno=360	14	0911212709 0114663863	chilalo@ethionet.et		CBE Visa, Master Card
5	Hagsam Luxury Guest House (Haregewoin Lema) Subcity =Kirkos Wereda=02,Hno=434	17	0911408213 0114674299	Hagsam1@gmail.com www.hagsam.com	3	
6	KAl Guest house (Mehret Melese) Subcity =Nifas S/L Wereda=01 Hno=New	24	0911736778 0114712727	Kale –Guest house@ Yahoo.com WWW.Kalguest .com	12	VISA master card
7	Kebron Guest House (Teshale Girma) Subcity =Nifas S/L Wereda=12 Hno=New	20	0911213134	guests@kebron.guesthouse.com WWW.kebron.guesthouse.com	12	VISA mastercard American express

8	LA source guest house p.l.c (Menbre Tilahun) Subcity =Kirkos Wereda=02 <u>Hno=618</u>	8	0911 970936	lasource guesthouse @gmail.com	4	
9	Lulu Guest House (Konjit Tamene) Subcity =Kirkos Wereda=02 <u>Hno=462</u>	4	0933693448	yacobasfaw@gmail.com luluguest.com	3	
10	Weygoss guest house (senayGodefa) Subcity =kikos Wereda=02 <u>Hno=264</u>	14	0911517487 01115154966	reservation@weygossguesthouse.com www.weygossguesthouse.com	3	Visa master American express union pay
11	Yeka guest house plc (Elizabeth Moges) Subcity =Yeka Wereda=07 <u>Hno=352</u>	14	0911608782	yekaguesthouse@yahoo.com http://yeka-guesthouse.com		Visacard Master card unionpay American express
12	Tazina Guest House (Senay Godefa) Subcity =Bole Wereda=06 <u>Hno=New</u>	11	0911517487 01116465908	reservation@tazinaguesthouse .com www.tazinaguesthouse.com	5	Visa master card unionpay American express
13	Walya guesthouse(sebsebe shesema) Subcity =Kirkos Wereda=02, <u>Hno=New</u>	7	0911683494 0114700343	Walyaguest house@gmail .com jovojo.com..in.walyaguest house	3	
14	Addis Guest House	20	0116 189491 011 6 630580	info@addisguesthouse.net		
15	Nigist Towers Guest House	32	01 15 50 9770	info@nigisttowers.com		
16	Afro Land Guest House	12	011 4 669228	manager@afrolandlodge.com		
17	Agga Guest House	11	0 116 63 8484 0911 41 56 19	Aggeg.house@ethionet.et		

18	SRI SAI Guest House	18	0115 54 0218 0911 40 26 61 0911 51 77 01 0912 36 66 32	srisaiet@ethionet.et		
19	Aclana Lodge	14	011 618 4065			
20	Ethio German Guest House	10	011 663 2611 0911 465022			
21	WSG Guest House	15	0111 243545	wsg@ethionet.et		
22	Molla Guest House	14	0 11 663 3582			
23	Addis Work Guest House	12	011 646 6189			
24	Bole Guest House	43	0 11 663 4597			
25	DGZ Guest House	12	+251 11 6674222	Dgzguesthouse@yahoo.com		
26	Grand Guest House	11	0116634909/910 /911			
27	EKKO Apartments and Guest House	7	0 11 552 8720			
28	Briuk Bed and Breakfast	7	0116 - 611997			
29	Ankober Guest House	15	011 111 2350			
30	Ababa's Villa Guest House	6	0111 1140035			
31	Tazina Guest House	11	011 6 46 5905			
31	TDS Guest House	10	011 6 61 0057			
32	Ethio Comfort Guest House	13	0 116 29 5546			

33	Olympus Guest House and Apartment	23	0911 217901			
34	Grace Guest House	13	0911 658072 0911 476005			
35	Tina Guest House	12	011 5549090			
36	Jemimah Guest House	14	0116 263813/14			
37	Yedesta Flower Guest House	15	0116 47 91 21			
38	Michu Guest House	12	0 11 661 0847			
39	Woygoss Guest House	31	0 11 551 2205/ 115155766/ 5154966			
40	Zinash Apartment	14	0 912 78 0165			
41	Silus Guest House	12	0 11 618 9198			
42	Chilallo Guest House	13	0 11 467 2621			
43	Ebnezer Guest House	15	0 11 123 1276			
44	Amanaya Guest House	12	0 11 645 0018			
45	Bole Rock Addis	17	0 11 618 8171			
46	Yeka Guest House	12	0 11 651 8919			
47	Bjoe's Guest House	15	0 11 5519250			
48	Le Bon Bourgainvillier Guest House	10	011 4620208			
49	Life Pension No. 1	14	0 111 5710 01			

50	Life Pension No. 2	12	0111 55 26 79			
51	La Source Guest House	10	011 4 665510/0911 226537			
52	Daliz Guest House	13	911 058			
53	Ambober guest house) (Ermyas Tefera) Subcity =Yeka Wereda= 11 Hno= <u>1440</u>	42	0911055065 0118643003	Ermi2007@gmail.com		

Guest House, Total bed rooms =880