



13th African Regional Meeting

Addis Ababa, Ethiopia, 30 November–3 December 2015

AFRM.13/D.1(Rev.1)

Information note

Venue and address

United Nations Conference Centre (UNCC)
United Nations Economic Commission for Africa (UNECA)
Menelik II Avenue
PO Box 3001
Addis Ababa
Ethiopia

Tel: +251 115 517 200
Fax: +251 115 514 416
Website: www.uneca.org/uncc

Meeting website

www.ilo.org/afm2015

Registration

ILO identification badge

In order to enter the Meeting venue, participants in the 13th African Regional Meeting will be required to carry an official ILO identification badge. This must be collected in person at the Meeting Registration Desk at the UNCC Visitors' Centre (ID-room) on presentation of a valid identity document containing a photograph.

Time for registration

Registration will be open on Sunday, 29 November 2015, from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m., and will continue on Monday, 30 November 2015, from 8 a.m. onwards.

Registration requirements

Please note that in order to register the credentials of national delegations must arrive at the Office of the Legal Adviser of the ILO at the latest by Monday, 2 November 2015. The form for credentials is available on the Meeting website at: www.ilo.org/afm2015.

Rules of procedure

The *Rules for Regional Meetings (2008)* will govern the powers, functions and procedure of the 13th African Regional Meeting (www.ilo.org/public/english/bureau/leg/download/rules-regmtg.pdf).

Composition of delegations

In accordance with article 1, paragraphs 1 and 4.1, of the *Rules*, each member State taking part in the Meeting is invited to send a tripartite delegation composed of two Government delegates, one Employers' and one Workers' delegate, accompanied by such advisers as may be considered necessary.

Article 1, paragraph 2, stipulates that Employers' and Workers' delegates and advisers shall be chosen in agreement with the industrial organizations, if such organizations exist, which are most representative of the employers or workers in the State or territory concerned.

Furthermore, in accordance with the resolution concerning the strengthening of tripartism in the overall activities of the ILO, adopted by the International Labour Conference at its 56th Session (1971), member States must send tripartite delegations whose members are able to act in full independence of one another.

Gender equality at ILO meetings

The ILO is committed to promoting gender equality and appeals to governments of member States, as well as to national organizations of employers and of workers, to make every effort to ensure that women represent at least 30 per cent of the delegation, while working towards the ultimate aim of parity. This appeal gives voice to the resolution concerning gender equality at the heart of decent work, adopted by the International Labour Conference at its 98th Session (2009).

Women represented only 21.4 per cent of the total number of delegates and advisers at the 12th African Regional Meeting (Johannesburg, 11–14 October 2011), while 13 delegations contained no women delegates.

Financial arrangements

Each member State or territory must pay the travel and subsistence expenses of its tripartite delegation (article 1, paragraph 1, of the *Rules*).

Group meetings

Governments, Employers and Workers will meet on Monday, 30 November 2015, from 9.30 a.m. to 12 p.m. to elect their respective Officers and discuss issues dealt with in the Director-General's Report. The groups will continue to meet throughout the Meeting.

Summary of the programme

The Meeting will open at 2 p.m. on Monday, 30 November 2015, to elect its Officers: the Chairperson of the Meeting, and the Government, Employer and Worker Vice-Chairpersons. The Meeting will also appoint the members of the Credentials Committee and the members of the Drafting Committee.

The official opening session of the 13th African Regional Meeting will take place from 2.30 to 4.00 p.m. A High-Level Dialogue will then be held from 4.30 to 6.30 p.m.

As from Tuesday morning, 1 December 2015, activities will take the form of a general debate on the Director-General's Report: *Towards inclusive and sustainable development in Africa through decent work*. The discussions in plenary will be interspersed with two special plenary debates.

In accordance with a decision taken by the Governing Body of the ILO at its 320th Session (March 2014), a special session will be held on Wednesday, 2 December 2015, from 4.30 to 6.30 p.m. on the theme of the *Promotion and Application of the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy in Africa*. An information note on this topic will be published on the Regional Meeting website in due course.

The Meeting will adopt its report, conclusions and possible resolutions, and note the report of its Credentials Committee, on Thursday, 3 December 2015, from 11.15 a.m. onwards, after which the closing ceremony will follow.

Regular updates will be posted on the Meeting website (www.ilo.org/afrm2015) and on related ILO social media sites (Facebook, Twitter, YouTube) as the Meeting unfolds.

A wide selection of photos from the meeting will be made available.

Discussion in plenary

To allow as many speakers as possible to intervene in the discussion of the Report of the Director-General, article 10, paragraph 7, of the *Rules* stipulates that, except with the unanimous consent of the Officers of the Meeting, no speech shall exceed five minutes. Speakers are thus urged to make their interventions brief and to the point, reducing complimentary remarks to a strict minimum.

List of speakers

Speaking will be according to a list of speakers. Registration for those wishing to take the floor in the plenary discussion on the Report of the Director-General, as well as during the special plenary debates, can be done in advance of the Meeting by email to Ms May Ontal, ontal@ilo.org, Office of the Clerk of the Regional Meeting. It will also be possible to register to speak when in Addis Ababa. The times at which the lists of speakers close for registration for the discussion of the Report of the Director-General and for the dialogues will be announced in advance.

Interpretation

Simultaneous interpretation will be provided into Arabic, English and French in group meetings, the plenary and in the tripartite debates. It will also be possible to speak in Portuguese, which will be interpreted into Arabic, English and French. Interpretation will not, however, be provided into Portuguese.

In the interest of accurate interpretation into the other languages, a special facility has been put into place at interpret@ilo.org. Participants are strongly encouraged to send any prepared texts that they may wish to deliver during the Meeting to this address, in advance of taking the floor. Texts should be labelled giving the name, title, country/organization of the speaker and agenda item. The interpreters check against

delivery. Paper copies may also be handed over to the secretariat for transmission to the interpreters. This process will also ensure that statements are accurately reflected in the records of the Meeting.

Documents

The Report of the Director-General which will serve as a basis for the debates will be published in Arabic, English and French, and will be available on the Meeting website. The report of the Meeting, the report of the Credentials Committee and the conclusions and resolutions that may be adopted by the Meeting will also be published in these three languages.

Paper-smart document distribution

In line with the ILO greening policy, distribution of paper documents will be restricted during the Meeting. Very few copies of the report of the Director-General will be available in Addis Ababa. Delegations are therefore encouraged to take the copies received prior to the Meeting with them, or to download the document from the website: www.ilo.org/afm2015.

Meeting documents will be distributed to the delegations as follows:

- **four** copies for each delegation of member States represented at the Meeting (**one** copy for each of the two Government delegates, **one** for the Employers' and **one** for the Workers' delegates);
- **one** copy per delegation for all other delegations present at the Meeting (observers, intergovernmental organizations and non-governmental organizations).

In order to avoid excessive printing of documents, additional copies will only be available upon explicit demand by means of a specific request form.

All pre-session and in-session documents will also be posted on the Regional Meeting website. Wi-Fi connection will be available in the venue areas including all meeting rooms. All delegations are strongly encouraged to bring their laptops or tablets to the Meeting. Computers with Internet access will also be available at the venue.

Social events

The Government of Ethiopia will host a dinner on Monday, 30 November 2015, at 7 p.m., at the Sheraton Hotel. Travel to and from the event will be provided.

The ILO Director-General will host a reception on Tuesday, 1 December 2015, at 6 p.m., in the UNCC's Banquet room.

Practical information

Addis Ababa is the capital and largest city of Ethiopia. It is the home of the African Union and also hosts the headquarters of the United Nations Economic Commission for Africa (UNECA) and numerous other continental and international organizations. The ILO has its Regional Office for Africa in Addis Ababa as well as its Country Office for Ethiopia and Somalia.

Addis Ababa was founded by Emperor Menelik II in 1887 and is one of the highest capital cities in the world at 2,400 meters above sea level.

Out of the more than 80 languages spoken in Ethiopia, the predominant language in Addis Ababa is *Amharic*, but English is widely understood.

It is noteworthy that Ethiopia uses the Ethiopian calendar, which dates back to the Coptic calendar of 25 BC. One Ethiopian year consists of 12 months, each lasting 30 days, plus a 13th month of five or six days (hence the “Thirteen Months of Sunshine” tourism slogan). The Ethiopian new year begins on 11 or 12 September (in the Gregorian calendar), and has accumulated seven to eight years lag behind the Gregorian calendar.

Travel arrangements and hotel room reservations

Delegates are invited to make their own travel arrangements and to reserve hotel rooms as far in advance as possible in order to benefit from favourable conditions negotiated by the ILO with hotels in the vicinity of the Meeting venue. A list of such hotels, all of which are within walking distance from the Meeting venue, is provided on the Meeting website.

For practical reasons, delegates should contact the hotel of their choice directly using the booking forms that are available on the Meeting website.

Reservations must be made before the closing dates indicated in the list of hotels, after which it will no longer be possible to guarantee either the rooms or the rates that have been negotiated.

Delegates may prefer to choose other hotels but should note that transportation between such hotels and the Meeting venue would need to be arranged by the delegates.

Transport upon arrival

A welcome desk will be stationed at Bole International Airport immediately outside immigration on Saturday, 28 November, and Sunday, 29 November 2015, carrying a welcome sign indicating “13th African Regional Meeting of the ILO”. An official will escort participants to designated buses to transfer them to the hotel. Participants who are not staying at one of the designated hotels can obtain advice from the welcome desk as to the most appropriate transport.

Delegations are encouraged to contact their respective diplomatic missions accredited to the Government of Ethiopia for further arrangements at arrival and departure at the airport.

Baggage

For reasons of security, baggage may be subject to X-ray checks at the airport both at arrival and departure.

It is advisable for participants to declare their laptops and any other electronic equipment entering the country in order to comply with national customs regulations.

Transport during the Meeting

The designated hotels are all located within walking distance from the pedestrian gate (Visitors' Centre) of the UNECA compound and the UNCC. Accordingly, no transportation will be provided between the hotels and the venue.

Passports and visas

All foreign visitors to Ethiopia must hold a valid passport.

Participants should seek information from the Ethiopian embassies in their respective countries regarding formalities to be followed for entry into Ethiopia. A visa is required for all visitors to Ethiopia, except for nationals of Djibouti and Kenya.

Ethiopian embassies are present in Côte d'Ivoire, Djibouti, Egypt, Ghana, Kenya, Nigeria, Senegal, Somalia, South Africa, South Sudan, Sudan, Uganda and Zimbabwe. Delegates from these countries (except from Djibouti and Kenya) should apply for an entry visa for Ethiopia, as appropriate, before departing for Addis Ababa.

For participants at the Meeting arriving from a country with no Ethiopian embassy, a facility will be put in place to enable the issuance of visas upon arrival. Additional information on the required measures to request a visa upon arrival will be made available on the Meeting website.

For further information, please refer to the note entitled "Information on visa requirements", available on the Meeting's website through the following link: http://www.ilo.ch/global/meetings-and-events/regional-meetings/africa/arm-13/reports/WCMS_423369/lang--en/index.htm.

Currency restrictions

Directives issued by the National Bank of Ethiopia for inward and outward movement of foreign currency notes and Ethiopian birr (ETB) require any traveller, who is a non-resident of Ethiopia, to declare any amount of cash exceeding US\$3,000 or its equivalent in any other convertible foreign currency at the points of entry into Ethiopia by filling out the declaration form of the Ethiopian Customs and Revenue Authority.

A non-resident traveller is not allowed to carry more than US\$3,000 or its equivalent in any other convertible foreign currency in cash upon departure from Ethiopia, unless he/she produces a bank advice certifying the purchase of foreign currency from within Ethiopia or a Customs Declaration paper issued at the time of entering the country and the visa period has not expired. Receipts for currency changed at the airport upon arrival should be kept securely as these may be requested upon departure. Travellers entering or exiting the country may carry ETB in cash only up to ETB200.

Insurance

Participants are strongly advised to obtain insurance coverage, either at their own, their Government's or their organization's expense, against costs arising out of sickness, accident (including the cost of medical attention), temporary or permanent disability, death and third-party risks, for the entire duration of the Meeting, including travel time. The Office neither supplies insurance coverage nor accepts any liability for a participant's claim arising from a medical disorder arising before, during or after the Meeting. Participants are kindly advised that they should only travel when in good

health, and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

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 cholera-infected areas within six days prior to arrival in the country.

As Addis Ababa is situated at an altitude of 2,400 metres above sea level, it is advisable to take precautionary measures to avoid related health problems.

As from April 2015, Ethiopian health authorities carry out Ebola screening of passengers arriving at Bole International Airport.

Medical services

The United Nations Health Care Centre, situated on the ground floor of the UNCC, provides emergency medical services during working hours to participants attending meetings. Participants will be required to pay for the services in cash (ETB). In case of a medical emergency, please contact the United Nations Health Care Centre on +251 115 515 828 or +251 115 517 200.

Services available in the UNECA compound

These include:

- Banking (Commercial Bank of Ethiopia), including ATMs
- Post
- DHL office
- Souvenir shop
- Duty-free shop (upon presentation of valid return air ticket and passport)
- Ethiopian Airlines office
- Kenya Airways office
- Gashem Travel Agent
- Airlink Travel Agent
- Cafeterias
- Restaurants

There is free Wi-Fi services within the UNCC and computers will be made available for use by participants.

Security

In general, Addis Ababa is considered a safe city. Nonetheless, as with all major cities, discretion is advised. Participants are encouraged to take the necessary precautions whenever they venture out, to pay close attention to personal belongings in public places and to avoid being out alone late at night or in unsafe areas.

The telephone numbers for the UN Department of Safety and Security are: +251 115 511 726 or +251 115 444 428. The general number for the police is 991 or +251 116 610 505.

Taxis and public transportation

Participants are encouraged to book individual taxis through their hotel reception. Please note that the majority of Addis Ababa taxis do not have meters, and fares should be fixed at the moment of engaging the service.

Public buses and minibuses operate on scheduled routes. Buses tend to be crowded, however, and accidents occur, hence caution is encouraged.

Currency

The Ethiopian currency is the Ethiopian birr (ETB). There are bank notes of ETB100, 50, 10, 5 and 1. The ETB is divided into 100 cents (*santim*). Coins are available in the following denominations: 50, 25, 10, 5 cents and ETB1.

The US dollar exchange rate is roughly ETB20 to US\$1.

Foreign currency may be changed into ETB at banks or at most major hotels. There is a branch of the Commercial Bank of Ethiopia within the UNCC where foreign currency may be changed. The branch is open from Monday to Friday from 8.30 a.m. to 5.30 p.m.

ATMs are available for withdrawal of local currency, including within the UNCC. Some ATMs are also available for changing major currencies (USD and EUR) into ETB (e.g. at Bole International Airport).

Major credit cards, such as American Express, Visa and MasterCard are accepted in most major hotels, but not commonly at restaurants.

Purchase tax and tips

VAT is 15 per cent in Ethiopia and is normally included in the price of goods and services.

A 10 per cent service charge is commonly included in the bill at restaurants. If not included, a 10 per cent tip is common. Additional tipping is at customers' discretion, though in some establishments, waiting staff depend on tips.

Tourism and shopping

In general, shops, shopping centres and artisan markets in Addis Ababa are open daily (Monday–Saturday) between 9 a.m. and 6 p.m.

There are a number of tour operators in Addis Ababa who can be consulted for city tours or visits outside Addis Ababa. Hotel receptions will be able to put participants in touch with tour operators.

Communications

The international dialling code for Ethiopia is +251.

For mobile telephoning, participants are advised to bring dual-band or tri-band mobile phones (900/1800/1900 MHz). Participants can buy an Ethio Telecom SIM card with pre-charged airtime from licensed outlets upon arrival (a copy of the buyer's passport is required).

Please note that any phone with a data plan (i.e. iPhone, BlackBerry, etc.) may not work in Ethiopia except in areas with Internet connectivity.

Climate

Average daytime temperatures in Addis Ababa in the months of November–December are around 15–20°C, with maximum temperatures around 23°C and minimum temperatures around 7°C (at night). The Meeting takes place during the “dry season” in Ethiopia (November–December).

Food and drink

Addis Ababa offers a wide variety of traditional, Ethiopian local and international restaurants. Relevant online restaurant guides may be consulted for additional information.

Drinking water should be bottled.

Electricity

Ethiopia has a voltage of 220V and an electrical frequency of 50Hz and uses a two-pin European plug.

Contact information

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