

**Workshop on the occasion of the fifth anniversary of the Peace, Security and Cooperation (PSC)
Framework for the Democratic Republic of the Congo and the region and the Twentieth Meeting of
the Technical Support Committee**

Addis Ababa, Republic of Ethiopia
26 to 28 February 2018

Logistical Note

A. Location

1. **Arrival on Sunday, 25 February:** Participants are requested to arrive in Addis Ababa on 25 February.
2. **PSC Framework Workshop on 26-27 February:** The meeting is scheduled to take place at the African Union, Conference Room (tbc).
3. **20th TSC meeting on 28 February:** The meeting is scheduled to take place at the African Union, Conference Room (tbc).

B. Meals

4. **PSC Framework Workshop on 26-27 February and 20th TSC meeting on 28 February:** During the day meetings, refreshments including buffet lunch will be provided 26, 27 and 28 February respectively. Delegates are kindly advised to make provisions to cater for their other meals.

C. Accommodation

5. Special nightly rates have also been arranged for delegates wishing to be accommodated at the Magnolia Hotel and Conference Centre at the negotiated rate of US\$70/night, bed and breakfast, with free Wi-Fi included. Please confirm your meal requirements when making your own reservation directly with the hotel with the reference code: **“UNOAU”** at:

Magnolia Hotel and Conference Centre

Tel. +251-116-393777

Fax. +251-116-393844/0116-393976

Contact Name: Mr. Zebene Kurabachew, Sales and Marketing Manager

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D. Transportation

6. **Arrival on 25 February:** Addis Ababa Bole International Airport – hotel transfer will be arranged if your travel itinerary is confirmed by **12 noon on 20 February.**
7. **Departure on 28 February/1 March:** Hotel – Addis Ababa Bole International Airport transfer will be arranged if your travel itinerary is confirmed by **12 noon on 20 February.**
8. **There will be shuttle buses to transport delegates to/from the hotel and the African Union on a daily basis.**

E. Visa Requirements

- The Government of the Federal Democratic Republic of Ethiopia authorises the issuance of visas in the applicant's respective country of residence (i.e. it is essential that all meeting participants obtain visa in their respective countries); Participants who are nationals of or have permanent residence permit in one of the eligible countries can apply for e-Visa. Please check the following official visa website to see the eligibility and requirements <https://www.evisa.gov.et/#/home>.
- Visas will be gratis for those in possession of diplomatic IDs upon presentation of your letter of invitation to the meetings;

F. Vaccination Requirements

Delegates are advised to take their yellow fever vaccination card with them.

G. Attire

Business attire will be worn during the official meeting sessions.

H. Please share the below information by 12 noon on 20 February

- Your travel itinerary
- Passport copy
- Dietary restrictions

I. Questions

Should you have additional queries relating to administrative arrangements, please contact Ms. Naomi Scott-Dunne (scott-dunne@un.org or +254 700 330 140) or Ms. Lynn Muya (muyal@un.org or +254 716 114 148) – local Ethiopian numbers will be available ahead of time.