



ICAO



Ethiopian የኢትዮጵያ
Aviation Academy
PIONEER OF AVIATION EXCELLENCE

**Workshop on LOC-I and UPRT and Competency-based Training
(Addis Ababa, Ethiopia, 22 to 23, November 2022)**

INFORMATION BULLETIN

1. Venue

1.1 The ICAO LOC-I and UPRT and Competency-based Training Workshop to be held in Addis Ababa, Ethiopia, from 22 to 23, November 2022 will take place at the Ethiopian Airlines Aviation Academy (EAA) compound inside the Ethiopian Airlines group HQ.

1.2 The contacts of the ICAO Office are:

Eastern and Southern African (ESAF) Office
New Office Facility, Block 4, South wing, Ground floor
United Nations Office at Nairobi, Limuru Rd., Gigiri, Nairobi, Kenya
Mail: P.O. Box 46294, 00100 GPO, Nairobi, Kenya
Tel.: +254 20 7622 395, 7622 396
Fax: +254 20 7621 092, 7623 028
E-mail: icaoesaf@icao.int
Web-Site: <http://www.icao.int/esaf>

1.3 The contacts for the meeting Office are:

ICAO ESAF Office Contacts	
Papa Issa Mbengue Regional Officer, OPS	Wycliffe Owuor IT Assistant
ICAO ESAF Tel +254 771701056	ICAO ESAF Tel +254 723835009
Ethiopian Airlines Aviation Academy Contacts	
METASEBIA FANTAYE Mgr. Sales and Business Development-EAA	Kassie Yimam MD Ethiopian Airlines Aviation Academy
Ethiopian Airlines, Headquarters, Bole International Airport Tel: +251115174013, Fax: (251-011) 661 1474 MetasebiaF@ethiopianairlines.com,	Ethiopian Airlines, Headquarters, Bole International Airport Tel: +251115178129, Cell: +251911524933,

2. Registration

2.1 Applicants can register at <https://www.icao.int/ESAF/Pages/loc-i-and-uprt-2022.aspx>
Registration will continue until Monday 21 November 2022

2.2 The official opening of the Workshop will take place on Tuesday 22 November 2022 at **08:30am** .

3. Working Language, Instruction and Documentation



ICAO



Ethiopian የኢትዮጵያ
Aviation Academy
PIONEER OF AVIATION EXCELLENCE

- 3.1 The Workshop will be conducted in the English language only. Translation and interpretation facilities will not be available. The Workshop will be paperless. Accordingly, participants are required to bring their own portable computers/laptops for access. The workshop will also include practical observation sessions at the Ethiopian State of the art full flight training facility with in the same compound.

4. Transportation

4.1 *From the Airport*

Taxis are available from the Airport to the city centre and nearby hotels and the fare is normally between ETB200 to ETB500 with an approximate rate of ETB20/km. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desk/counters upon arrival. Alternatively, participants are encouraged to advise an airport pickup directly from their hotel as it is complementary and hotel booths at the airport just past immigration also facilitate same.

It is also advisable to download the Feres or Ride taxi hailing apps on the play store or app store.

4.2 *To the Meeting Venue*

Participants will make their own arrangements for Transport from hotels to the Workshop venue and back.

Usually most of the hotels will provide complementary if not an extra shuttle service for USD10 per day for a round trip fee with prior notice to pickup and drop off time.

5. Hotel Information

- 5.1 Participants are requested to make their own hotel reservations and a list of recommended hotels, lodges and guest houses near the venue is attached at the end of this bulletin.

6. Entry Visa

- 6.1 While all travellers arriving in Ethiopia should have a valid passport, Ethiopian entry Visas are required for most of nationals from around the globe. Participants are therefore advised to ascertain whether or not they are exempt from the Ethiopian entry visa requirements or if they are eligible for on arrival visa, e-visa or if they should apply at the Ethiopian consulate/Embassy at their home country. While applying for the e-visa, it is advisable to produce the letter of invitation from ICAO or host body, together with other documents which may be required by the High Commission or Embassy. **It is important to apply for visas well in advance to avoid delays and inconveniences.** For more information visit the Ethiopian Immigration department via the following link <https://www.evisa.gov.et/visa/apply>

7. Health

- 7.1 It is recommended that participants carry evidence of current health/hospitalization insurance and/or medical care reports so that such cards may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise. Further entry health protocols are also outlined by the Ethiopian Public Health institute as per below link. <https://ephi.gov.et>
- 7.2 Presentation of a valid **Covid 19 vaccination Certificate** at the point of entry is required. Those without Covid 19 Certificate shall be required to produce a **negative PCR test taken within 72 hours** before the date of arrival or departure. Persons who fail to produce a valid covid 19 vaccination certificate to the port health officials may be required to take the vaccination at the point of entry at their own cost or may be denied entry. The officials may take other action in accordance with applicable regulations and procedures. Further information may be accessed through the following link
- [https://www.ethiopianairlines.com/aa/travel-updates/updates-on-covid-19\(coronavirus\)](https://www.ethiopianairlines.com/aa/travel-updates/updates-on-covid-19(coronavirus))



ICAO



Ethiopian የኢትዮጵያ
Aviation Academy
PIONEER OF AVIATION EXCELLENCE

- 7.3 Presentation of a valid **yellow fever certificate** at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic, including the following States: *Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda*. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Ethiopia.

8. Weather and Local Time Information

- 8.1 The month of November falls in the Dry sunny season in Ethiopia with a non humid temperature of 17.9^o/27.9^o
- 8.2 Ethiopian local time is GMT+3.

9. Local Currency and Foreign Exchange Rates

- 9.1 The basic unit of currency is the Ethiopian Birr (ETB) (where 1 USD is equal to USD53.34 as per official national bank rate and may differ outside).
- 9.2 The ETB exchange rates are determined by the national Bank which varies slightly through time. Participants may wish to obtain current information from the internet or from the Commercial Bank of Ethiopia website.
- 9.3 Credit cards are normally accepted by banks and most hotels, restaurants and tourist shops. Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 8.00 am to 5.00 pm from Monday to Friday and between 9.00 am to 12.00 noon on the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at an extra fee and/or less favourable rates.

10. Telephone

- 10.1 Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Ethiopia, dial 251 followed by the area code (for landline numbers) and the required number.
- 10.2 There are 2 cellular phone (mobile) operators in Ethiopia: Ethio Tel (national Operator), Safaricom.

11. Security

- 11.1 Ethiopia is considered a very safe destination, but nevertheless, visitors are advised to take the following general precautions:
- (a) Do not leave your personal belongings unattended in public places.
 - (b) Avoid carrying large sums of money with you both ETB or hard currency.
 - (c) Avoid displaying expensive jewellery and valuables whilst sightseeing.
 - (d) At night, avoid deserted or poorly lit places.
- 11.2 It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use ride hailing taxis or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or travel for any other purpose.



ICAO



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
A LIST OF RECOMMENDED HOTELS IN ADDIS ABEBA, ETHIOPIA

NO	Hotel	Rates	Address/ Location	E-mail	Telephone	Distance to Meeting Venue
1.	Ethiopian Skylight Hotel (5 star)	101 USD	Ethiopian Skylight Hotel Airport Road Addis Ababa 1755	reservation@ethiopianskylighthotel.com	+251 11681 8181 +251 11661 1474	3mins
2.	Ambassador hotel (3star)	70USD	Cameroon street, Bole Sub City, Wereda 03, Bole road opposite to Millennium Hall	reservation@ambassadorhotelethiopia.com	+251-116-188-284 +251-116-188-281	7mins
3.	Momona Hotel (4 star)	60USD	836 Airport Rd, Addis Abeba	reservations@momonahotel.com	+251-116-672201/07/09 +251-922-776684	7mins
4.	Sheraton Addis Hotel (5 Star)	373USD	Taitu St, Addis Abeba 1000	reservationsaddisethiopia@luxurycollection.com	+251 11-517-1717	30min



ICAO



5.	Friendship International (4 star)	60USD	Bole friendship hotel 1st floor Addis Abeba, Addis Ababa 1000	marketing@friendshiphotel.com.et	+251 11-667-0202	10min
6.	Harmony Hotel (4 Star)	70USD	Cameroon Street, Bole, 10000 Addis Ababa, Ethiopia	info@harmonyhotelethiopia.com	+251 11-618-3100	10min
7.	Bonanza (4 star)	80USD	Cameroon Street Near Bole Medhanialem Church, Bole, 2519 Addis Ababa, Ethiopia	reservation@bonanzaaddishotel.com	+251 90-122- 6622	10min
8.	Damat (3 star)	65USD	Namibia Street, Before Edna Mall Roundabout Bole, 1234 Addis Ababa, Ethiopia	marketing@daamathotel.com	+251 11-550-9828	10min
9.	Sowirad (3 star)	45USD	Ring Road - in-front the airport next to skylight hotel, Bole, 1000 Addis Ababa, Ethiopia	info@sowiradhotel.com	+251116166262 +251912150524	5min