



Second United Nations Food Systems Summit Stocktake (UNFSS+4)

28-29 July 2025

(Action Day 27 July 2025)

Held at: the United Nations Economic Commission for Africa (UNECA)

Addis Ababa, Ethiopia

Information Note

26 July 2025

In partnership with Ethiopia and Italy



**Ethiopian
Food Systems
Transformation
and Nutrition**



**Food and Agriculture
Organization of the
United Nations**



IFAD

Investing in rural people



**UNITED NATIONS
DEVELOPMENT
COORDINATION
OFFICE**



**World Food
Programme**



**World Health
Organization**



**United
Nations**

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1. Welcome Message

The Federal Democratic Republic of Ethiopia is honored to host, along with co-host the Republic of Italy, the Second United Nations Food Systems Summit Stocktake (UNFSS+4) from 27 to 29 July 2025, with a dedicated Action Day taking place on 27 July 2025 at the United Nations Economic Commission for Africa (UNECA) headquarters in Addis Ababa. This landmark event brings together representatives of UN Member States, the UN system, and international, regional, and national governmental and non-governmental organizations, policymakers, scientists, the private sector, food producers, civil society, and other stakeholders to advance inclusive, resilient, and sustainable food systems for all.

UNFSS+4 provides a platform to assess progress since the inaugural 2021 UN Food Systems Summit. It is designed to promote accountability and drive action and investment, thereby also strengthening the collective commitment at all levels to achieving the 2030 Sustainable Development Goals (SDGs). An Action Day precedes the official Summit (27 July), featuring field visits and high-level advocacy events that showcase practical innovations and inter-organizational cross-sector partnerships collaborating on and jointly implementing programs to achieve food security and transform food systems.

The Summit will include plenary sessions, ministerial roundtables, High-Level panels, featured multistakeholder events, investment dialogues, and pitching sessions for countries and SMEs. A High-Level Closing session is also planned. The Summit programme is designed to offer ample spaces and opportunities for self-organized formal and informal networking, as well as bilateral meetings. The High-Level Opening will see the participation of the UN Secretary-General, the Prime Ministers of Ethiopia and Italy, as well as Heads of State and governments, and other high-level stakeholders.

The Government of Ethiopia extends a warm welcome to all participants and is fully committed to providing outstanding hospitality, seamless logistics, and a secure and productive environment for meaningful dialogue and collaboration.

2. UNFSS+4 Programme

Venue: United Nations Economic Commission for Africa (UNECA) (Address: UNECA Conference Center, Menelik II Ave, Addis Ababa, Ethiopia, [Location](#)).

2.1. Action Day (27 July)

Sunday, 27 July, is dedicated as an **Action Day**. This will involve a combination of field visits, side events, a special coffee event "High-Level Event on Advancing Transformation of African Coffee Systems" and a youth Event "Youth people as changemakers: how art and creativity are driving change and sustainable food systems", co-organized by the Governments of Ethiopia and Italy.

Field visits will be organized with the facilitation of the Governments of Ethiopia and Italy.

Six field visits have been organized by the Government of Ethiopia. Departure is set up for Sunday, 27 July at 08:00 hours from UNECA premises. Return is planned for 13:00 hours at UNECA premises. Field visit will be run in English only and no interpretation will be provided. Lunch will be offered. Please note that registrations for field visits closed on 24 July. More information can be found here: [UNFSS ET](#).

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The programme and more information about the Action Day can be found [here](#).

2.2. Main programme

The UNFSS+4 programme, aimed at optimizing opportunities for country-led networking, sharing, and learning while co-creating shared narratives and momentum on food systems transformation, is structured along four types of sessions, namely:

- Plenary Sessions (including the High-Level Opening, High-Level Closing, and High-Level Plenary segments)
- Ministerial Roundtables
- High-level Panels

Additionally, several parallel events and informal spaces will offer opportunities for more tailored interactions.

- Investment Dialogues
- Stakeholders' Action Sessions
- Side Events
- Pitching and Presentation Sessions
- Featured Events

Day 1 (28 July) of UNFSS+4 will provide an opportunity for the highest political leadership to reflect strategically on global developments and their relevance to achieving the right to food

globally. Global leaders will examine the multifaceted relationships between various drivers and root causes, reaffirming the need to pivot towards more sustainable food systems. Decision makers will share inspiring experiences of impactful policy convergence, while practitioners will reflect in depth on the enablers and barriers of ongoing transitions. A crucial enabler of accelerated efforts at scale, finance and investments will enjoy heightened focus, structured to operationalize the outcomes of the FfD4 Conference.

Day 2 (29 July) of UNFSS+4 will consider the emerging priorities from Day 1 under an action-oriented, accountability-driven lens. It will delve into concrete thematic approaches that act as catalysts for sustainable food systems. The closing plenary will bring together emerging global priorities, key accelerators of national transformations, and a growing consensus among committed and accountable food systems actors on the direction, objectives, and milestones for the next biennium, leading up to 2030.

The updated UNFSS+4 programme can be found [here](#).

2.3. Side Events

To enrich the high-level discussions, a curated set of self-organized in-person side events will be held, offering a space for players and stakeholders to showcase innovative practices, share country-level experiences, and spotlight evidence-based solutions. Side Events will take place from 27 to 29 July on the sidelines of the UNFSS+4 programme at designated venues within the UNECA compound.

More information on the side event programme can be found [here](#).

2.4. Languages

All main sessions will have simultaneous interpretation in the UN languages: Arabic, Chinese, English, French, Russian, and Spanish. The organizers of the side events will determine the language of their events.

2.5. Preparing delegation participation and contribution to UNFSS+4 sessions

UNFSS+4 is designed as a dynamic, highly interactive event, where **no pre-prepared Member State statements are foreseen**. To prepare for their participation and contribution, national delegations that wish to intervene from the floor are encouraged to review the different sessions

and identify the most relevant moments for short, focused, and concise contributions, which should be no longer than 2-3 minutes.

Session leads and co-leads designing the various UNFSS+4 sessions are encouraged to dedicate at least 50% of the session time to interactive discussions.

3. Invitations and Registration

3.1. Participants

The UNFSS+4 is open to all interested and able to participate, including:

- Member States
- United Nations entities
- Intergovernmental Organizations (IGOs)
- Civil society organizations (i.e., women and youth associations, community-based organizations)
- Private sector actors
- International financial institutions
- Academia and research institutions.
- UNFSS Coalitions of Action and other stakeholders
- The broader Ecosystem of Support, including bilateral and multilateral agencies
- Media

Member States may determine the size and composition of their national delegations. Each participating country delegation is expected to be headed by the country's Head of State or a Minister. Countries are encouraged to include the Food Systems National Convenors in their official delegation, as well as other relevant stakeholders (i.e., private sector, youth). While there is no limitation regarding delegation size, access to the High-Level Plenary sessions will be limited to a 1+1 presence per country. Delegations headed by a Head of State or Government and their security will be considered separately.

3.2. Registration

For all UNFSS+4 activities running from 27 to 29 July, all participants are required to register online via the official event portal at: <https://indico.un.org/event/1018311/registrations/>. Delegates are advised to register for the Summit as soon as possible, but no later than **20 July 2025**, to facilitate the smooth coordination of the issuance of photographic identification

badges and the compilation of the list of participants. **This online registration is mandatory**, in line with the standard United Nations security procedures required to facilitate security clearance. Only the names of duly registered participants will be included in the participant list. A **Note Verbale**, or formal institutional letter, is mandatory for the designation of members of official national delegations. In addition, the Note Verbale must be submitted via email to ECA-UNCC-AA at eca-uncc-aa@un.org, with UNFSS-Enquiries@fao.org in copy.

Once your profile is registered, you will receive a confirmation email with your registration details, which you will be required to present upon arrival at the airport to Ethiopian immigration authorities and at the UNECA Visitor Gate to collect your badge. You will not have access to the premises without registration.

Please note that the UN Food Systems Coordination Hub cannot register individuals on their behalf, and registration must be completed personally.

Delegations are kindly advised to coordinate with their embassies to ensure full registration of all members in INDICO and to collect badges ahead of the event.

3.3. Accreditation and Badging

Badges will be issued in the following categories:

- **Green:** Member States, Parliamentarians
- **Blue:** United Nations (UN)
- **Red:** Non-Governmental Organizations (NGOs), Intergovernmental Organizations (IGOs), Civil Service Organizations (CSO), Academia
- **Burgundy:** Youth, farmers, and other
- **Orange:** Research Institutes
- **Purple:** Private Sector
- **Pink:** Media

Badges for national official delegation members should be collected in person or by the respective embassies from the UNECA registration desk ahead of the event. Badges will be available for pick-up up to three days before the event (as of 24 July).

Badges are non-transferable and must be worn at all times. Venue access will be regulated according to badge classification.

3.4. Media Accreditation

- Accreditation will be coordinated **with the** Ethiopian Media Authority **and** UNECA Communication Services. **Accredited** Media representatives must submit their list of equipment by **22 July 2025**, refer to [Annex VIII](#)
- A fully equipped media center will be operational on-site.

Important for media representatives: The deadline for media registration passed on **10 July 2025**.

3.5. Entrance to UNECA premises:

The main entrance to the UNECA premises is located here: [Gate 2](#).

For security reasons, delegates will be required to show a valid badge to gain access to the venue and meeting rooms. Badges must be visible at all times. In the event of losing a badge, delegates must report immediately to the registration counter.

Visitors must arrive 45 minutes early, as security control can take some time.

The registration desk will be open on **24 July 2025**.

For any query regarding registration or accreditation, please use the following email address: UNFSS-Enquiries@fao.org.

3.6. Modality of participation in the UNFSS+4

Participation in the UNFSS+4 events is in-person only. Although virtual participation will not be possible, all Plenary and Ministerial Roundtables sessions will be livestreamed through [UN Web TV](#). Other segments of the main programme will be livestreamed via the [Hub's YouTube channel](#). Links will be released in the days leading up to the Summit and distributed widely.

4. Visa and Immigration Requirements

4.1. Visa Application Process and Entry Requirements

- All registered and approved participants **of the UNFSS+4 are eligible for a visa free of charge**. Visa will be issued upon arrival at Bole International Airport in Addis Ababa.
- Participants requesting a visa on arrival must carry their **copy of INDICO approved registration**, or a **copy of the Note Verbale** (for official delegation members). These

will need to be shown at airline check-in and to Ethiopian immigration authorities upon arrival. The Note Verbale should be sent to: ECA-UNCC-AA at eca-uncc-aa@un.org, with UNFSS-Enquiries@fao.org in copy.

- Dedicated immigration counters will be set up at Bole International Airport to expedite visa services for delegates and other participants of the Summit.
- Passports must be valid for at least **six months** from the date of entry, with **at least two consecutive blank visa pages**.
- A **Yellow Fever vaccination certificate** is required for entry. Please ensure your vaccination card is valid and up to date. For participants unable to have the vaccination in their own country prior to their travel, they are kindly requested to collaborate for temperature screening upon arrival at the airport in Addis Ababa.

4.2. Overflight and Landing Clearance

Requests for overflight and landing clearance for VIP flights must be submitted through a Note Verbale to the Ministry of Foreign Affairs **at least 3 days in advance**.

4.3. Arrival at Bole International Airport

- **Heads of State and Government** will receive full protocol honors on arrival.
- **Ministers and other delegates** will be received by assigned liaison officers.
- Delegations are required to submit arrival details at least **72 hours prior** to arrival.
- The Government of Ethiopia will provide a Liaison Aide/Attached Protocol Officer for delegations led by Heads of State/Government.
- An information desk at the airport, staffed with multilingual personnel (English and French), will be established to guide delegates and provide the required support.
- Conference signage and a dedicated visa counter will be established at the arrival terminal.

4.4. Airport-to-hotel Transportation

The Government of Ethiopia will provide the following:

- High-level representatives of Member States and the leadership of the UN will be provided with transportation, including a motorcade escort, for the duration of their stay in Addis for the Summit. The government will also facilitate access to the VIP Lounge for them at the airport.
- Other participants: Taxi and hotel shuttles will be available at the airport for transportation to and from the hotel (see [Annex VI](#)). Participants are responsible for

arranging and paying for their own taxis. Prepaid taxis are recommended for safety. Participants are advised to agree on a fare before departure to avoid any disputes. Some hotels may offer courtesy transport upon request.

- The Government of Ethiopia will arrange transportation to the field trips center for all participants.
- Shuttle bus services have been organized for all participants. Shuttle buses will depart at **07:15 AM on Sunday 27 July, 2025** and at **07:30 on 28 and 29 July, 2025** from the hotels listed below, with a possible 5–10-minute buffer.

Pick-up Hotels:

- Ellily International Hotel
- The Grand Palace Hotel
- Intercontinental Hotel
- Jupiter International Hotel (Kazanchis)
- Radisson Blu Hotel
- Hilton Addis Ababa
- Sheraton Addis Hotel
- Hyatt Regency Hotel
- Marriott Executive Hotel
- Best Western Plus Addis
- Skylight Hotel
- Ramada Addis Hotel
- Capital Hotel and Spa
- Haile Grand Hotel
- Best Western Premier Dynasty (Wello Sefer area)
- Shitaye Suite Hotel (Wello Sefer area)
- Elmos Hotel (Meskel Flower area)
- Monarch Hotel (Tewodros Square area)

Daily Shuttle Timing Overview

Sunday, 27 July

- 07:15 – Departure from hotels
- 07:45 – Arrival at UNECA
- 18:00 – Departure from Science Museum → Drop-off at designated hotels

Monday, 28 July

- 07:30 – Departure from designated hotels

- 08:00 – Arrival at UNECA
- 08:15 – Two additional shuttles from Radisson Blu to UNECA (separately assigned)
- 18:00- First round of departure from UNECA → Drop-off at designated hotels
- 20:15 – Second round of departure from UNECA → Drop-off at designated hotels
- 21:30 – Third round of departure from UNECA → Drop-off at designated hotels

Tuesday, 29 July

- 07:30 – Departure from designated hotels
- 08:00 – Arrival at UNECA
- 18:00 – Departure from UNECA → Drop-off at hotels

From **Sunday, 27 July at 12:00 until 18.00 29 July, 2025** , three shuttle buses will be stationed near the registration tents inside the UNECA compound to facilitate movement within the UNECA compound.

For any immediate questions or assistance related to shuttle transportation, please contact shuttle coordination focal point:

Mr Eshetu Tekltsadik

Mobile Phone: +251 91 152 32 77

tekltsadik.uneca@un.org

For any queries, please contact information desks located at Main Conference Entrance and Africa Halls of UNECA and information desks at Hilton and Radisson Blu.

5. Accommodation

All participants are responsible for booking their own accommodation. A list of recommended hotels is provided in the [Annex II](#).

6. Safety, Security and Health Protocols

6.1. Security Arrangements

The Ethiopian security apparatus and UNECA Security Services will jointly manage security for the Summit. UNECA Security Services will manage security within the UNECA premises. Off-premises, it will be the responsibility of the Ethiopian authorities (see [Annex V](#) and [Annex VII](#)).

All delegates must comply with security protocols, including maintaining visible badges and adhering to vehicle access procedures.

Delegations carrying firearms or communications equipment must declare and secure clearance at least **72 hours in advance** (see [Annex VI](#)).

6.2. Medical Services

- A fully equipped medical station and ambulance services will be available at UNECA and designated hotels.
- Emergency care will be provided free of charge to accredited participants.
- Red Cross Ambulance: at 907 or +251 118 722 140.
- For non-emergency medical needs, refer to [Annex III](#) for a list of recommended hospitals.
- Required and recommended vaccinations include Yellow Fever, Typhoid, and Meningitis.
- Health screening may be conducted at the airport and Summit venues, in line with WHO recommendations.

7. Bilateral Meetings

UNECA will make available rooms for bilateral meetings on a first-come, first-served basis. To request a room, a link will be shared shortly to allow booking a time slot.

8. Catering

Catering services will be available in several areas within the UNECA premises. Coffee stations will operate on a self-funded basis at the following locations:

- Banquet Hall, main conference building, second floor
- Cafeteria, main conference building, second floor
- Press bar, main conference building, second floor
- Exhibition Area, main conference building, ground floor
- Africa Hall Rotunda, Africa Hall building.

Coffee and light refreshments will be offered on four occasions throughout the duration of the event. Self paid catering will be available at the premises of UNECA on Monday and Tuesday. Coffee and light refreshments will be also available from Sunday afternoon, morning and afternoons of Monday and Tuesday.

Payments at UNECA can be made in cash (Ethiopian birr) or by credit card. For cash payments, automatic teller machines (ATMs) are available on site at UNECA and offer basic currency exchange services.

Annex I: List of Liaison Officers

Name	Telephone and Email	Remarks
Ministry of Foreign Affairs - Protocol Affairs Directorate General	Tel. +251-911-575-785 mfa.secretariat@mfa.gov.et	
Dr. Aziza Geleta - Chief of State Protocol, Ministry of Foreign Affairs	Tel. +251-911-575-785 protocol@mfa.gov.et	Contact point
Mr. Dejene Kebede - National Intelligence and Security Service on security issues	Tel.+251-911-463-752 +251-911-203-061	
Mr. Eshetu Legesse (MFA) - Director of State protocol, ceremony, & conference in the Ministry	<u>Tel:-</u> +251-911-210-234 eshetu.legese@mfa.gov.et	
Mr. Melaw Getachew, Director of ceremony & Conference Management in the Ministry	Tel. +251-938-917-113 melaw.getachew@mfa.gov.e t	For General information
Mr. Dawit Gidyelew, Secretariat (MFA)	Tel: +251-910-417-342 dawit.gidyelew@mfa.gov.et	For General Information
Mr. Nahom Biadgilign, Secretariat (MFA)	+251-912663747 nahom.biadgilgn@mfa.gov.et	For General Information
<u>Overflight, Landing and Other equipment related clearances</u> Mr. Mehari Anteneh (MFA) Mr. Nur Hussien (MFA)	Tel. +251-919-829-549 Tel. +251-930-077-080 situations@mfa.gov.et	For Flight and Weapon Clearance
<u>Presidential/Charter Flight Services</u> Mr. Abiy Asrat, Ethiopian Airlines Mr. Zelalem Teklu, International Cargo & Aviation Services	Tel: +251 91 135 8638 Tel: +251929908648 Tel: +251 91 121 9076 zelalemt@icasethiopia.com	Contacts for Presidential /Charter Flight Services
<u>UN Media Center Coordinator</u> Ms. Sophia Denekeew (primary) Ms. Alissa Collins	Tel: +251 911197696 denekeews.uneca@un.org Alissa.Collins@fao.org	
UN Food Systems Coordination Hub	UNFSS-Enquiries@fao.org	

Annex II: Contact Information for Major Hotels

LIST OF STAR-RATED HOTELS IN ADDIS ABABA

No.	Name of Hotel	Star	No. of Rooms	No. of Beds	Tel.	Email
1	Sheraton Addis Hotel	5	294	323	011 5171717	reservationsaddisethiopia@luxurycollection.com
2	Hyatt Regency Hotel	5	188	200	0115171234	www.hyatt.com
3	Sky Light Hotel	5	373	400	0116818181 0944337043	www.ethiopianskylighthotel.com
4	Radisson Blue Hotel	5	114	128	0115157600 0115170400 0115544412 0115544413	info.addisababa@radissonblu.com
5	Ellily International Hotel	5	155	163	0115587777 0911202904 0922728318	info@elillyhotel.com
6	Capital Hotel and Spa	5	114	114	0116672100 0930100714 0911639122 0116672100	sales@capitalhotelandspa.com www.capitalhotelandspa.com
7	The Grand Palace Hotel	4	84	105	0112770025	www.grandpalaceaddis.com
8	Marriott Executive Hotel	5	108	128	011 518 4600	reservation@marriothotel.com
9	Jupiter Int. Hotel (Kazanchis)	4	102	112	0115527333	info@jupiterinternationalhotel.com
10	Jupiter Int. Hotel (Bole)	4	40	52	0116616969	info@jupiterinternationalhotel.com
11	Golden Tulip Hotel	5	90	115	0116183333 0116612828	gm@goldentulipaddisababa.com www.goldentulipaddisababa.com
12	The Hub Hotel	4	85	95	0911243084 0911200408	gm@thehubaddis.com www.thehubaddis.com
13	Mado Hotel	4	81	81	0116393044	gm@madohotels.com www.madohotel.com
14	Intercontinental Hotel	4	151	190	0115505066 0115180444 0115540090	reservation@intercontinentaladdis.com

15	Sapphire Addis Hotel	4	80	104	0116393907 0116173710	-
16	Best Western Premiere Dynasty	5	89	110	0912050958	Melaku.t@bwpremieraddis.com
17	Saromaria Hotel	4	87	87	01116672167 01116672175	info@saromariahotel.com/reservation@saromariahotel.com stay@saromariahotel.com
18	Harmony Hotel	4	150	176	0116183100 0116612389	info@harmonyhotelethiopia.com
19	Friendship Hotel	4	104	104	0116670201 0116670202	marketing@friendshiphotel.com.et
20	Debredamo Hotel	4	102	102	0115509828 0116612630	reservation@debredamohotel.com
21	Momona Hotel	4	60	80	0116672201 0116672207	reservation@momonahotel.com
22	Ramada Addis Hotel	4	129	136	0116393939	-
23	Grand Eliana Hotel	4	80	98	0111262600	0911144761
24	Melka Hotel	4	60		0903335599	melekainternationalhotel@gmail.com
25	Cassiochia Hotel	4	120	126	0933160115	www.hotelcassiochiaaddisababa.com
26	Best Western Plus Addis	4	159		0944309157	<u>reservations@bwplusaddisababa.com</u>
27	Nexus Hotel	4	66	66	0111112345 01116670067	info@nexusaddis.com info@nexus hotel.com
28	Elmos Hotel	4	37	43	0114704902 0988010211	<u>info@elmoshotel.com</u> <u>reservation@elmoshotel.com</u>
29	Stay Easy Hotel (Adisu Gebeya)	5			0993010101	<u>reservation@stayerasyplus.com</u>
30	Shitaye Sweet Hotel	4			0966884400 0966882200 0114621000	<u>reservation@shitayesuitehotel.com</u>
31	Tulip Inn Olympia	4			0949282828 0114702847	<u>info@tolipolympiahotel.com</u>
32	Bonanza Hotel	4			0911421282 0901227722	<u>abebe@bonanzaaddishotel.com</u>

33	Magnolia Hotel	4	36	54	0116393777	-
34	Hilton Addis Ababa	3	360	400	0115170000 0115518400	reservation.addisababa@hilton.com
35	Azzeman Hotel	3	120	144	-	0911800602
36	Addissinia Hotel	3	60	60	0911511569 0116623634	info@addissiniahotel.com reservation@addissiniahotel.com
37	Best Western Plus Pearl	3	76	84	0911202227	gm@BWppaddis.com
38	The Residence Hotel	3	18	21	0115571025 0911503125	info@theresidenceaddis.com
39	Aselefech Merga Hetel and Spa	3	42	44	0963121307	contact@aselefechmergahotel.com om@aselefechmergahotel.com www.aselefechmergahotel.com
40	Monarch Hotel	3	95		0948332402 0911696416	info@monarchaddis.com
41	Haile Grand	5	157	189	0948732524	salesexecaddis@hailerresorts.com reservationaddi@hailerresorts.com

Annex III: Medical Facilities in Addis Ababa

CONTACT INFORMATION FOR MAJOR HOSPITALS IN ADDIS ABABA

GENERAL HOSPITALS

No.	Hospital Name	Key Contact
1	Addis General Hospital	0911208582 / Dr Ahmed
2	Addis Hiwot General Hospital	0911603171 / Mr. Kahas
3	Afran General Hospital	0966693626 / Dr. Jeilan
4	American Medical Center	0911247126 / Mr. Tewodros
5	Amin General hospital	0911752275 / Dr Mehamed
6	Betezata General Hospital	0911230048 / Sr. Kokebe
7	Ethio-Istanbul General Hospital	
8	Ethiotebib General Hospital	0911227555 / Dr Abdela
9	Genet General Hospital	0911246890 / Mrs. Wegahta
10	Girum General hospital	0911181298 / Dr. Milihon
11	Halleluiah General Hospital	0919184920 / Ms. Meron Getachew
12	Hayat hospital and Medical College	0911001785 / Mr. Azimache
13	ICMC General Hospital	0911250612 / Mrs. Rahel
14	Kadisco General Hospital	0912500997 / Sr. Meriem
15	Landmark General Hospital	0911412298 / Dr. Michael
16	Lanset General Hospital	0911829303 / Mr. Esayas
17	MeQrez General Hospital	
18	Myungsung Christian medical center	0911226751 / Dr. Solomon
19	National General Hospital	0911208700 / Dr. Mekonen
20	Silk Road Hospital	0911217692 / Sr. Medi
21	St Gabriel General Hospital	0911204396 / Mrs. Lulayna
22	St.Yared General Hospital	0911056573 / Mrs. Hiwet
23	Teklehaimoanot General Hospital	0911235528 / Mrs. Beza
24	TZNA General Hospital	0911218165 /Dr. Fikru
25	Washington Medical Center	
26	Yerer General Hospital	0911228941 / Dr. Eyob
27	Zenbaba General Hospital	0911222157 / Dr. Agraw

SPECIALIZED HOSPITALS

No.	Hospital Name	Key Contact
1	Addis Cardiac Hospital	0911669780 / Mr. Bisrat
2	Betsegah MCH hospital	0911230700 / Dr. Sisay
3	Brass MCH hospital	0911203344 / Mrs. Mulu
4	Christmas international brain and spine hospital	0911216445 / Dr Zenebe
5	Dinberwa MCH gynecology and obstetrics hospital	0967281525 / Mr. Arega
6	MuluG Specialty Center	0913540767 / Mr. Abel Gemechis
7	Samaritan Surgical Center	0911207619 / Mrs. Firewet
8	Yordanos Orthopedic and Trauma Services Hospital	0911420053/Col. Meles 0911204003 Dr. Worku

Annex IV: Relevant Logistics Information for your trip

For all participants

1. TRANSPORTATION

From the Airport to the Hotel in Addis Ababa and viceversa: Taxis and hotel shuttle services are available at Bole International Airport. Participants are responsible for arranging and paying for their own taxis. Prepaid taxis are recommended for safety. Participants are advised to agree on a fare before departure to avoid any disputes. Some hotels may offer courtesy transport upon request.

2. INFORMATION ABOUT ETHIOPIA

Ethiopia is a landlocked country in the Horn of Africa, with a diverse population that speaks over 80 languages. The capital, Addis Ababa, is situated at an elevation of 2,400 meters above sea level. Due to its altitude, some participants may experience mild altitude sickness. If you have a history of altitude sensitivity, consult your doctor before travel.

Agriculture is the cornerstone of Ethiopia's economy, with exports including coffee, flowers, and livestock.

Addis Ababa is a safe city for travelers and conference activities. The Government of Ethiopia will provide adequate security support at the meeting venue and hotels. Participants and visitors are advised to remain security-conscious, stay alert and vigilant, maintain a low profile, avoid going anywhere alone when possible, and refrain from going out at night. They are also encouraged to report any incidents to the security team.

3. LOCAL TIME

The time zone in Addis Ababa is GMT+3 all year long.

4. WEATHER FORECAST

27	28	29	30
			
24° 15°	24° 14°	24° 15°	23° 15°

Addis Ababa: Ethiopia has two main seasons. The dry season runs from October to February, followed by a short rainy season from March to May, during which rainfall is highly variable. The **main rainy season starts in late June and ends in**

September. Temperatures vary depending on the season and altitude. Since there is a possibility of cool weather at night and after heavy rains, participants may wish to bring a jacket or sweater with them.

We recommend checking [Accuweather](#) website for updated temperatures.

5. TOURIST INFORMATION

List of Tourist Destinations in the City

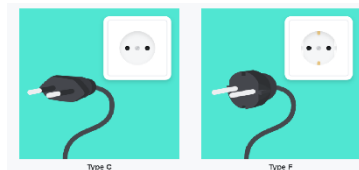
- National Palace Museum
- National Museum
- Addis Ababa Museum
- Unity Park
- Friendship Park
- Entoto Natural Park
- ADWA Victory Memorial Museum

List of Tourist Destinations Outside the City

- Wonchi Eco Lodge
- Chebera Churchura Elephant Paw Lodge
- Gorgora Eco Resort
- Beynuna Village
- Hallala Kella Resort

6. ADDITIONAL INFORMATION

- a) **ATTIRE:** Since there is a possibility of cool weather at night and after heavy rains, participants may wish to bring a jacket or sweater with them.
- b) **LOCAL CURRENCY:** The official currency of Ethiopia is the Ethiopian birr. Credit and debit cards, such as American Express, Diners Club International, Mastercard and Visa, are accepted in Ethiopia. Automatic teller machines (ATMs) are also available.
- c) **MONEY EXCHANGE:** all commercial banks and currency exchange offices provide currency exchange services. Participants should use these services and avoid illegal currency exchange spots and offers.
- d) **VOLTAGE & PLUGS:** The electricity supply in Ethiopia is 220 volts with a frequency of 50 Hz and alternating current (AC). Plug types C and F are used, as depicted below.
- e) **MOBILE PHONE COMMUNICATION:** Ethio telecom and Safaricom are the main mobile phone companies in the country that offer prepaid SIM cards, and they have roaming agreements with partners in many countries. Any purchaser of a SIM card must be registered in order to activate the card. Registration can be done at the time of purchase. You will need to show your passport when purchasing a SIM card from authorized vendors. You can purchase SIM cards and credit at the airport or at offices in town. At least one of the telecom operators is expected to be present and selling SIM cards, airtime and mobile devices at the conference venue.



- f) **INTERNET:** A free Wi-Fi Internet connection will be available in all areas of the conference venue.

WIFI: **UNFSS+4**

PASSWORD: **Unfss@2025**

- g) **TIPPING:** Tipping is a show of appreciation and depends on the discretion of the customer. It is advisable to check if bills include service charges.

- h) **HEALTH REQUIREMENTS:** Addis Ababa sits at an altitude of 2,400 m above sea level, which may induce altitude sickness in some people. If you have experienced altitude sickness in the past, consult your physician to obtain appropriate medication for the condition. The risks related to altitude sickness are higher for individuals with multiple health problems (comorbidities) and can result in serious health consequences. Please discuss your health issues with your physician before embarking on the trip.

Participants are advised to ensure that their vaccinations are up to date at least four to six weeks before travelling to Ethiopia. Vaccination against yellow fever is required for travelers who have departed from or transited through a country with a risk of yellow fever transmission within six days prior to arrival in Ethiopia. Please check the validity of your vaccination card and update it accordingly. For participants unable to have the **Yellow Fever vaccination** in their own country prior to their travel, they are kindly requested to collaborate for temperature screening upon arrival at the airport in Addis Ababa.

i) **EMERGENCY NUMBERS:**

United Nations Health Care Centre	+251 929908433 / +251 115443548
Ambulances	907
Firefighters	939 +251 11 186 968 67/+251 11 186 968 68
Police	911 or 991 / +251 11 111 01 11
Federal Police	816 / +251 11 552 6302
Traffic police	945

j) **TAXI HOTLINES AND CONTACTS:**

No	Taxi Service	Call Center Contact	Contact Address for AU guests
1.	Feres	6090	011-558-5869/ 011-558-5870
2.	Ride Taxi	8294	
3.	The Lucy	343	+251-993-822-529/+251-966-117-812
4.	Adika Taxi Service	7000	0905067000
5.	Pick Pick	6111	
6.	Taxiye	6055	

For participants covered by the Hub

- a) **Air Tickets:** The FAO Country Office in Ethiopia has arranged the purchase of air tickets for selected official participants based on established criteria. Along with this logistical note, each participant will receive a copy of their ticket.
- b) **Transportation from the Airport to the Hotel in Addis Ababa and viceversa: The Hub will offer courtesy shuttle service.** Hotel shuttle services will be available at Bole International Airport on the arrival date and at the hotel on the departure date.
- c) **Accommodation in Addis Ababa, Ethiopia:** The FAO Country Office in Ethiopia has arranged accommodation reservations at the **Radisson Blu Hotel** in Addis Ababa, Ethiopia, **for participants sponsored by the UN Food Systems Coordination Hub. These reservations** are already prepaid and include breakfast. The dates include check-in on 26 July and check-out on 30 July, 2025. Any additional expenses incurred by participants at the hotel must be covered by the participants themselves.
- d) **Information of the Hotel: Radisson Blu Hotel**
Address: 17/18, Kazanchis Business District Kirkos Subcity, 1000, Addis Ababa,
Phone: +251 11 517 0400
Website: <https://www.radissonhotels.com/en-us/hotels/radisson-blu-addis-ababa>

Please remember that you will need to arrange your transfer from the airport to the hotel for check-in, and once your stay is over, don't forget to check out and arrange your transfer to the airport.

- e) **Per Diem:** Each participant will receive per diem, which will be transferred either to their bank accounts.

With the per diem funds, each participant must cover their meals and transportation, as follows:

- Meals not directly covered by the event organizers. Exception is made for breakfast, which will be provided every day at the hotel for participants covered by the Hub. You will be responsible for managing your other meals using the per diem provided to you.
 - Transportation to/from the airport in your city of origin.
- f) **Travel Insurance:** For participants covered by the Hub, travel insurance will be provided to cover accidental injuries or illnesses. To activate it, you must pay for medical expenses and keep the invoices/receipts. This insurance is for reimbursement only and will operate according to the instructions provided to you.

TRAVEL SCHEDULE

- a) **Arrival in Addis Ababa, Ethiopia:** According to your flight schedule. Please review the air ticket sent to your email. Each participant is responsible for **flight check-in** to Addis Ababa, Ethiopia personally.
- b) **Departure from Addis Ababa, Ethiopia:** According to your flight schedule. Please review the air ticket sent to your personal email. Each participant is responsible for checking in for the departure flight from Addis Ababa, Ethiopia personally.

You must arrive at the airport at least 3 hours before your flight departure to ensure your travel. Any changes to the flight itinerary are the responsibility of each passenger, who must handle the procedures directly with the airline and pay any applicable fees/fines.

While you are on the UNECA premises and at the conference venue, please ensure that you adhere to the following guidelines:

- After registering through the designated United Nations registration system, all meeting participants must present a valid photo identification card or passport to collect their badges.
- Embassies are required to submit authorization letters to the Security and Safety Service for the collection of high-level officials' pins or badges. High-level officials are defined as ministers, ambassadors and anyone else at the same level, such as commissioners. A copy of a valid identification document issued to the high-level official should be presented along with the authorization letter.
- When registering, participants must be sure to spell their name exactly as it appears on their passport.
- Meeting badges will be distributed by security officers and meeting organizers at the Delegates Registration Building, which is next to Gate 2.
- All meeting participants and delegates must wear their badge visibly on the premises and in the conference rooms throughout the duration of the meeting.
- Participants are strongly advised not to lose their badges. If a lost badge is found, it should be reported to United Nations security personnel immediately.
- All meeting participants are subject to screening at security checkpoints and are to comply with the instructions given by United Nations security officers.
- Meeting participants are not allowed to come with infants or with other unauthorized persons to the conference rooms.
- Bringing your own food and beverages to the Conference Centre is prohibited.
- Movement on the UNECA premises is restricted; it is allowed within the conference area only.
- Participants are strongly advised to ensure that they have collected all their belongings when leaving the conference rooms. Left items may be confiscated or destroyed.
- Please look after your valuables. If you lose any personal or official belongings inside the ECA compound, report the loss immediately to the security lost and found office located at the United Nations Conference Centre security checkpoint.

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

- It is advisable to book a hotel room on the second floor or higher to enhance security.
- Always lock your door when entering or leaving your hotel room.
- Before leaving your hotel room, inspect the room to make sure that no money, jewelry, cameras or other valuables are visible.
- Before you leave your hotel, deposit valuables and any other important portable items at the reception desk and ask for a receipt or leave them in the safe in your hotel room.

- Should you observe anything suspicious or unusual, please inform the Security and Safety Service or a security officer.

Vehicle and pedestrian access:

- Entry and exit for Heads of State and Government and heads of delegation at the same level is through Gate 1 (on Menelik II Avenue).
- After having properly completed the accreditation and registration process, meeting participants will be able to enter the United Nations Conference Centre only on the designated days when the session will be held. They must collect conference badges in a timely manner from the pass and identification office at the Delegates Registration Building.
- Participants who have obtained a vehicle authorization permit in advance may enter through Gate 2, where they should collect a badge from the Delegates Registration Building, and then exit through Gate 3.
- Ministers will receive a pin in lieu of a badge, which may be collected from the ECA protocol office by their designated officials, such as a protocol assistant. Other high-level officials will need to collect a badge from the Delegates Registration Building.
- Participants with disabilities may enter through the gate for persons with disabilities at the Delegates Registration Building (next to the turnstile). They should be searched and registered at the Delegates Registration Building and can then be dropped off and picked up in their vehicles in front of the United Nations Conference Centre.
- Authorized or registered delegates and participants arriving on foot will enter and exit through the Delegates Registration Building.

Firearms:

- Carrying firearms or sharp objects inside the United Nations premises is strictly forbidden without the consent of the designated official or his or her designated representative. If such objects are found during a search, they must be confiscated by United Nations security officers.
- The secretariat of the Conference is required to advise high-level officials to respect this international regulation and to inform close protection officers that they should cooperate and comply with the instructions of United Nations security personnel at the entry gates.

Cargo and service provider vehicle access:

- Any authorized cargo and service provider vehicle coming to service any meeting, including catering services, should enter and exit only through Gate 3.
- In addition, vehicles are allowed inside the premises to drop off and collect exhibition materials and items associated with the meeting. Those vehicles will enter and exit only through Gate 3.

Annex VI: Airport Clearance Forms (To be attached with a Note Verbale)

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:				
7	CAPTAIN'S NAME:				
8	NUMBERS OF CREW MEMBERS:				
9	NAME AND STATUS OF VIP:				
1 0	TYPE OF REQUEST: OVERFLIGHT LANDING				
1 1	ROUTE OF FLIGHT (FROM -TO):				
1 2	POINTS OF DEPARTURE AND DESTINATION:				
1 3	TYPE OF CARGO:				
1 4	DATE OF FLIGHT	ORIGIN, ESTIMATED TIME OF DEPARTURE AND DATE (ETD)	ENTRY POINT AT ETHIOPIAN AIR SPACE, TIME AND DATE	EXIT POINT OF ETHIOPIAN AIR SPACE, TIME AND DATE	DESTINATION, DATE AND TIME OF ARRIVAL (ETA)

For applicants only

Ref. No. _____

Date _____

Signature and stamp _____

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 VII: Security Equipment and Firearms Clearance Forms

(To be attached with a Note Verbale)

No.	Country/ Organization	Full Name	Nationality	Sex	Passport No.	Job Title	Make, Model, and Caliber of Weapon	Serial No.	No. of Rounds of Ammunition	Special Equipment (Communication Devices)
1										
2										
3										

1. Tel No.

2. STAMP AND SIGNATURE _____

Annex VIII: Media Accreditation & Equipment Declaration Forms

RADIO COMMUNICATION EQUIPMENT FORM

(To be attached with a Note Verbale)

Country/Organization _____

Tel No _____

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

MEDIA ACCREDITATION FORM
(To be attached with a Note Verbale)

Country/Organization _____ Tel No _____

FAMILY NAME (MR/MRS/MS/): _____

FIRST NAME: _____

NATIONALITY: _____

SEX (M/F): _____

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 PLEASE SPECIFY

CONTACT ADDRESS: _____

TELEPHONES: _____

FAX: _____

EMAIL: _____

TIME AND DATE OF ARRIVAL: _____

FLIGHT NO: _____

SIGNATURE OF APPLICANT AND DATE _____

MEDIA EQUIPMENT FORM

(To be attached with a Note Verbale)

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)