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ECONOMIC COMMISSION FOR AFRICA
Fourth session
Addis Ababa, February - March 1962

NOTES FOR THE INFORMATION OF DELEGATIONS ATTENDING
THE FOURTH SESSION OF THE ECONOMIC COMMISSION FOR
AFRICA IN ADDIS ABABA, ETHIOPIA

61-1455

GENERAL

1. The fourth session of the Economic Commission for Africa will convene in Addis Ababa, Ethiopia, on 19 February 1962. It will be preceded by the Pre-session Meeting on the work programme for 1962-63 from 14 to 16 February 1962.

AIR TRAVEL TO ADDIS ABABA

2. The Ethiopian Airlines offers services to Addis Ababa on various international routes. Delegations are requested to make early reservations with their travel agents in order to reach Addis Ababa for the opening meeting of the fourth session of the Commission.

RECEPTION ON ARRIVAL

3. To facilitate transportation from the airport to hotels in Addis Ababa, it is important that advance information of arrival dates with flight numbers and airline is transmitted to the ECA Secretariat, P.O. Box 3001, Addis Ababa, not later than 21 January 1962.

ACCOMMODATION

4. Hotel accommodation in Addis Ababa will be in short supply for the number of participants expected to attend the fourth session. A joint effort by the Host Government and ECA will be made to apportion the available rooms in the most orderly and equitable manner. To this end it is imperative that the Secretariat of ECA be notified, by 21 January 1962 at the very latest, of the number of persons in each delegation and of their ranks. Accommodations cannot be guaranteed to participants whose arrival is notified to ECA at the last moment.

5. Room charges in hotels vary from Eth\$12 to 30 per day per person without board. The hotels provide full board at rates from Eth\$3 to 6 per day. Individual lunches and dinners range from Eth\$2.50 to 5.00.

LOCAL TRANSPORT

6. Buses will be provided for the transport of conference participants between their hotels and the conference site. Information will be available at ECA on the possibilities of commercial rental of chauffeur-driven motor cars by delegations wishing to provide themselves with this facility.

IMMIGRATION AND HEALTH REQUIREMENTS

7. Delegates are requested to obtain entry visas for Ethiopia from Ethiopian diplomatic or consular representatives prior to travelling to Addis Ababa. Should there be no such representatives in any of the delegation's country, will this fact be communicated please to the ECA Secretariat as soon as possible, together with the names of the members of the delegation.

8. Valid certificates of vaccination against smallpox and inoculation against yellow fever are essential.

FOREIGN EXCHANGE

9. There is no restriction on the amount of foreign currencies that may be brought into Ethiopia, but all such holdings should be declared at the Customs at Addis Ababa Airport on arrival. The maximum Ethiopian currency to be brought in or taken out without special authority is limited to Eth\$150.

The rate of exchange is approximately US\$ 1 - Eth\$ 2.50
UKL 1 - Eth\$ 7.00

RECEPTIONS

10. Delegations desiring to give receptions are requested to inform the ECA Secretariat sufficiently in advance, to facilitate an orderly programme of social events.

CREDENTIALS

11. It is requested that delegations bring with them their official credentials duly signed by the Head of the State or the Head of the Government or the Foreign Minister and to hand these papers to the Office of the Executive Secretary before the opening meeting or before the first meeting which representatives are to attend.

ADMISSION TO MEETINGS

12. Special badges or passes will be distributed to delegates and to official observers at the time of registration, and to press representatives upon application (see paragraph 20 below).

DOCUMENTS

13. ECA documents will be distributed, as issued, at the Distribution Desk which will be located in Africa Hall. In view of the limited number of copies it would be appreciated if delegates would bring complete sets of documents relating to agenda items for the fourth session previously issued to their Governments.

14. Delegations desiring to circulate the text of their statements made in the debate, should hand sufficient copies to the Documents Officer. The Secretariat regrets that it has no facilities to undertake the reproduction or translation of delegation statements or to provide secretarial help. Full conference distribution requires a minimum of 200 English and 200 French. Press distribution requires a minimum of 30 English and 30 French. Delegations wishing to submit draft resolutions should hand the texts in duplicate to the Secretary of the session.

15. A daily programme of events will be issued during the session.

RECORDS OF MEETINGS

16. Summary records of the discussions of the plenary meetings of the session will be made. The records are not intended to refer specifically to every intervention or to record it textually.

CORRECTIONS TO SUMMARY RECORDS

17. Summary records will be distributed in provisional form in the two working languages, English and French. Corrections to summary records should be sent in triplicate to Chief of Language Services within the time limit specified in each record, and should not cover points of style or include lengthy additions which would tend to turn the summary of a speech into a verbatim record. Corrections will not be distributed, but will be taken into account in the editing and preparation of final records for publication.

INTERPRETATION

18. The texts of prepared speeches should be made available to the interpreters in advance of delivery. For this purpose four copies of the speech should be handed to the Conference Officer on duty. After delivery of the speech, préciswriters will use these texts to help speed up the issuing of records of meetings. Whenever possible an advance copy should be handed to the United Nations Press Officer.

Speakers are requested to observe that the microphones before them are inoperative until the switchboard has noticed that they have been called upon to speak. In order to ensure the best possible recording and interpretation of their speeches delegates should speak directly into the microphone, clearly and not too fast, particularly in passages containing figures, quotations or highly technical material, and in speeches read from a prepared text.

SERVICE TO NON-GOVERNMENTAL ORGANIZATIONS

19. Liaison with representatives of non-governmental organizations will be maintained by an officer of the Office of the Executive Secretary as it was done during the third session. Representatives of non-governmental organizations are invited to refer to Rules 74 and 75 of the Rules of Procedure of the UCA regarding the submission and circulation of written statements.

PUBLIC INFORMATION SERVICES

20. The ECA Information Officer is responsible for liaison with press and radio correspondents and camera men.

Representatives of information media wishing to cover the session should apply for accreditation in the office of the Information Officer or in the Press Room.

OTHER FACILITIES

21. Branch offices of the Imperial Board of Telecommunications, the State Bank of Ethiopia, the Post Office and Ethiopian Air Lines will be established on the committee room floor of the Secretariat building. Participants are invited to confirm their return air reservations with the Ethiopian Air Lines representative at Africa Hall or in the Ghion or Ras Hotels at the earliest opportunity.

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