



**LOSS OF CONTROL IN-FLIGHT (LOC-I) AND UPSET PREVENTION AND RECOVERY TRAINING  
(UPRT) WORKSHOP (ADDIS ABABA, ETHIOPIA, 19-21 DECEMBER 2016)**

**INFORMATION BULLETIN<sup>1</sup>**

**1. Venue**

1.1 ICAO Loss Of Control In-Flight (LOC-I) and Upset Prevention And Recovery Training (UPRT) Workshop will be held in Addis Ababa, Ethiopia, from 19-21 December 2016 at the following venue:

**Ethiopian Airlines Aviation Academy  
Bole Road  
Website: <http://www.ethiopianairlines.com>  
Addis Ababa, Ethiopia**

**2. Organizers**

2.1 Ethiopia Civil Aviation Authority, Kenya Civil Aviation Authority and ICAO ESAF Regional Office:

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Ethiopian Civil Aviation Authority  
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<sup>1</sup> The ESAF Regional Office will make its best effort to provide information to participants in order to facilitate their stay in Addis Ababa, Ethiopia, and participation at the event to which they are invited. However, ICAO or its employees shall not be liable for any consequences arising from the use of information or views expressed in this bulletin, including but not limited to any loss or damage resulting from decisions taken on the basis of the information and associated views; or for any inaccuracies, omissions or errors it may contain.



### **3. Registration**

3.1 In addition to submission of completed forms online, the registration of participants will take place at the site of the Workshop on Monday, 19 December 2016, from 08:00 to 08:30 am.

### **4. Opening Session**

4.1 The opening session of the Workshop will take place on Monday, 19 December 2016 at 09:00 a.m. at the Ethiopian Airlines Aviation Academy where subsequent sessions will also be held. The formal workshop will be held daily from 08.30 a.m.

### **5. Local Transportation**

5.1 Transport will be made available to participants from the hotel to the Workshop Venue.

### **6. Visa**

6.1 Some countries are granted an Ethiopian Visa at Addis Ababa Bole International Airport on payment of requisite visa fees (USD 30 or Euro 27.10).

6.2 Participants should ensure that their travel documents are valid and have appropriate visa prior to departure from country of origin. Visas can be issued from any Consulate or Embassy of Ethiopia in your country of origin. Participants from States where an Ethiopian Embassy or Consulate is located are required to request and collect visa therefrom. However participants who are not located in their country of origin or whose country does not have an Ethiopian Diplomatic representation can still apply for visa on arrival on condition they send the scanned copy of their passport at least two weeks before. Any information request should be sent to Ethiopia Civil Aviation Authority National Continuous Monitoring Coordinator at the contact address as above provided.

### **7. Health**

7.1 Participants are informed that a valid certificate of vaccination against yellow fever is required especially for those coming from yellow fever infection areas. The participants should ensure that they have applied for valid health insurance coverage of any medical care during their staying in Ethiopia.

### **8. Weather and local time information**

8.1 The average minimum temperature in November in Addis Ababa is 22 degrees Celsius with a maximum of 27 degrees Celsius. It will be sunny and windy in early parts of the day, a bit warm in the day and windy and cooling in the night. Normal clothing is advisable during the Workshop.

8.2 Addis local time is GMT+3.



## 9. Local Currency and Foreign Exchanges Rates

9.1 The official currency is Birr (ETB). There are coins of 5,10,25,50 and 1 Birr. The notes are issued in Denominations of 1, 5, 10, 50 and 100 Birr.

9.2 The Birr exchange rate:

	<b>Buying</b>	<b>Selling</b>
 CAD	16.5689	16.9066
 EUR	24.5637	25.0617
 GBP	27.5767	28.1328
 USD	22.1874	22.6311

NB: These exchanging rates are subject to revision from time to time.  
There are private and government banks close to the venue and in the airport.

## 10. Language

10.1 The Workshop will be conducted in English language.

## 11. Hours of business

11.1 The working week in Ethiopia runs from Monday to Friday (0800-1700hrs) with Saturday and Sunday being the holidays.

## 12. Electrical Supply

12.1 Local voltage is 220/240 V 50 Hz

## 13. Telephones

13.1 Worldwide direct connections are available, using the international code or telephone operator if necessary.

13.2 From abroad dial +251 followed by required number. There is one mobile operator: Ethio Telecom.

## 14. Details of Arrival and Transport

14.1 In order to arrange for transportation to the course venue, delegates are requested to send their hotel preferences, at least three days before the course to the contact person.



## 15. Hotel Information

15.1 Participants are requested to make their own hotel reservation. A list of recommended hotels is Annex 1.

## 16. Additional information

16.1 Included for your information is a document entitled: the **Ethiopian Protocol on Ebola Outbreak in West Africa** issued by the State, at **Annex 2**.

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LISTS OF HOTELS

No	Lists of Hotels	AMOUNT SINGLE \$	AMOUNT DOUBLE \$	FAX	Tel/E-mail/Website address
1	Capital Hotel And Spa	King standard Room \$110.00	Superior Room \$ 130.00	+251116622697	+251 11 667 21 00 /+251 962 16 84 49 info@capitalhotellandspa.com reservation@captalhotel.com bfikre@capitalhotellandspa.com www.capitalhotellandspa.com
2	Jupiter International Hotel	Any Room Type \$100.00	-----	+251552 6418	+251 11 552 73 33 <a href="mailto:reservations@jupiterinternationalhotel.com">reservations@jupiterinternationalhotel.com</a> <a href="mailto:info@jupiterinternationalhotel.com">info@jupiterinternationalhotel.com</a> <a href="http://www.jupiterinternationalhotel.com">www.jupiterinternationalhotel.com</a>
3	Bole Ambassador Hotel	Corporate rate \$80.00	Corporate rate \$95.00	+251 116187096	+251 11 618 82 84/81 +251 11 651 35 21 <a href="http://www.boleambassadorhotel.com">www.boleambassadorhotel.com</a> <a href="mailto:info@boleambassadorhotel.com">info@boleambassadorhotel.com</a>
4	Friendship International Hotel	Standard Single \$70.00	Twin bed \$90.00	+251116670201	+251 11 6 67 02 02 <a href="mailto:info@friendshiphotel.com.et">info@friendshiphotel.com.et</a> <a href="http://www.friendshiphotel.com.et">www.friendshiphotel.com.et</a>
5	Kaleb Hotel	Corporate Rate \$80	Corporate Rate \$105	+251116622213	+251 662 22 00/12 <a href="mailto:reservation@kalebhotel.com">reservation@kalebhotel.com</a> <a href="mailto:desta.negussie@kalebhotel.com">desta.negussie@kalebhotel.com</a> <a href="http://www.kalebhotel.com">www.kalebhotel.com</a>
6	Harmony Hotel	Standard Sheba Queen \$100 Standard Twin \$100 Royal King \$150 Emperor Suite \$208	Standard Sheba Queen \$130 Standard Twin \$130 Royal King \$174 Emperor Suite \$232	+25111618 29 10	+251 11 618 31 00 <a href="mailto:Info@harmonyhotelethiopia.com">Info@harmonyhotelethiopia.com</a> <a href="http://www.harmonyhotelethiopia.com">www.harmonyhotelethiopia.com</a>



**International Civil Aviation Organization**



No	Lists of Hotels	AMOUNT SINGLE \$	AMOUNT DOUBLE \$	FAX	Tel/E-mail/Website address
		Furnished Deluxe Suite \$192	Furnished Deluxe Suite \$216		
7	Hilton Hotel	King Guest Room \$130	King Guest Room \$150	+251115529582	+251 11 517 00 00 <a href="mailto:tewodros.bayou@Hilton.com">tewodros.bayou@Hilton.com</a> <a href="http://www.addisababa.hilton.com">www.addisababa.hilton.com</a>
8	Dreamliner Hotel	Deluxe king \$70.00	Deluxe Twin \$120.00	+251114674001	+25111467 40 00 +251911 24 07 51/ +251938002288 <a href="mailto:reservation@dreamlinerhotel.com">reservation@dreamlinerhotel.com</a> <a href="mailto:gm@dreamlinerhotel.com">gm@dreamlinerhotel.com</a> <a href="mailto:marketingmanager@dreamlinerhotel.com">marketingmanager@dreamlinerhotel.com</a>
9	Intercontinental Hotel	King Deluxe Standard \$79.50 Junior/Corner Suite \$119.00 VIP Suite \$190	-----	+251115505066 +251115540 090	+251 11 5505066/ +251115180 444 <a href="mailto:amare.getahun@intercontinentaladdis.com">amare.getahun@intercontinentaladdis.com</a> <a href="http://www.intercontinentaladdis.com">www.intercontinentaladdis.com</a>
10	Kz Hotel	Single standard \$ 65.00	Twin rooms \$75.00	+251-11 6185138	+251-116621677/614836 <a href="mailto:kzhotel08@yahoo.com">kzhotel08@yahoo.com</a> <a href="http://kzfamilyhotel.com">http://kzfamilyhotel.com</a>
11	Radisson Blu Hotel	Standard/Single Occupancy \$158.00 Business Class Room \$190.00 Executive Suite Room \$320.00	Double Occupancy Standard room /Twin Bed Room \$176.00	+251 115157 601	Tel: +251 11 515 7600 or +251 11 517 0400 <a href="mailto:events.addisababa@radissonblu.com">events.addisababa@radissonblu.com</a> <a href="http://www.radissonblu.com">www.radissonblu.com</a> Rate quoted is subject to 10% service charge and 15% VAT
12	Elilly Hotel	Single and King \$130 Twin \$168	-----	Fax: +251115585200	Tel: +251 115587777 Mobile: +251 922728318 <a href="mailto:info@elillyhotel.com">info@elillyhotel.com</a>



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No	Lists of Hotels	AMOUNT SINGLE \$	AMOUNT DOUBLE \$	FAX	Tel/E-mail/Website address
		Junior Suite \$220			<a href="http://www.elillyhotel.com">www.elillyhotel.com</a>
13	Momona Hotel	Deluxe \$87 Twin \$95 Junior Suite \$100 Executive Suite \$ 120	-----	-----	Tel: +251116672201/7 Mobile: +251 947 735572 <a href="mailto:info@momonahotel.com">info@momonahotel.com</a> <a href="http://www.momonahotel.com">www.momonahotel.com</a>
14	Desalegn Hotel	Standard Room \$57	-----	+251116623884	+251116624524 <a href="mailto:info@desalegnhotel.com">info@desalegnhotel.com</a> <a href="http://www.desalegnhotel.com">http://www.desalegnhotel.com</a>
15	Golden Tulip Addis Ababa	Deluxe \$ 105 Executive \$ 155 Suite \$ 205	-----	+251116188880	Reservations@goldentulipaddisababa +251 116 183333 +251 941 626371
16	Foyat Hotel	Cozy Single \$ 70 Cozy Twin \$ 80 COZY King \$ 90 Foyat Suite \$ 110	-----	-----	+251 116 607096 +251 116 461770 <a href="mailto:reservation@foyathotel.com">reservation@foyathotel.com</a>
17	Hotel Lobelia	Suite room \$85 Twin room \$80 Deluxe room \$75 Standard room \$70	-----	-----	+251 1667 3850/51/53 +251 911 18 24 63 <a href="mailto:manager@hotellobeliaaddis.com">manager@hotellobeliaaddis.com</a>

NB: Participants are advised to make shuttle transport arrangements with the hotel during reservation.

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## **Ethiopian Protocol on Ebola Outbreak in West Africa**

As early detection and containment of suspected cases is the key to prevent introduction of the disease into currently unaffected countries. Ethiopia started the implementation of the following activities to prevent the introduction as well as to prepare for proper management of cases in case the diseases introduced. All the activities being taken by Ethiopia is based on WHO recommendations.

1. Ethiopia did not stop flights to West Africa and did not ban travel from and to affected countries. Ethiopian Airlines is operational on daily basis to Nigeria, Congo DRC, Senegal and other unaffected countries like Ghana, Mali, and Togo etc.
2. Screening of travellers is being implemented at the country of origin and in Addis Ababa. Therefore, all passengers travelling on any carrier from the above countries will be screened for temperature using infrared thermometers at Bole International Airport, Addis Ababa.
3. Passengers who have high temperature (38°C) will further be seen by a trained Doctor at the airport for the risk of Ebola exposure based on the standard (WHO and CDC) Ebola case definition. If no risk the person is allowed to go. If low risk the person will be allowed to go but with advise and continuous follow up by health team. If the person is of high risk he/she will be quarantined and pre-designated Ebola Isolation Centre in Addis Ababa. The laboratory result will determine for the person to or not.



4. All passengers who come to Ethiopia will be asked to fill their detailed information while on board based on the standard format developed and distributed by the Ministry of Health. The screening team at Airport will collect the filled format from the passengers.
5. Passengers who are transiting through Addis Ababa and who Ethiopian Airlines reserve Hotels for are obliged to stay only in Hotels that are reserved.
6. All passengers from affected or at high risk countries, who enter Ethiopia will be tracked and checked for their health status on a daily basis for at most 21 days by trained health workers.
7. People who will enter Ethiopia through major land crossings will also be subjected to screening for temperature. Those who have high temperature (38°C) will further be seen by a trained Doctor for the risk of Ebola exposure based on the standard (WHO and CDC) Ebola case definition. If no risk, the person is allowed to go. If low risk, the person will be allowed to go but with advise and continuous follow up by health team. If the person is of high risk, he/she will be quarantined and pre-designated Ebola quarantine centre at the nearest health facility.

**YOUR COOPERTION IS HIGHLY APPRECIATED.**

Federal Democratic Republic of Ethiopia  
Ministry of Health

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