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## INFORMATION CIRCULAR

### Regional Leather Trade Information Training-Workshop

25<sup>th</sup> - 27<sup>th</sup> September 2012  
Addis Ababa, Ethiopia

**Dear Workshop Participants,**

General information about the arrangements concerning the Training-Workshop is as follows:

**1. Venue of the Forum:** Ethiopian Red Cross Society (ERCS) Training Institute, 20 minutes drive from the Bole International Airport

Tel: +251-11-4421122/1130, 442-3810/3838

Fax: +251-11-4420513

E-mail: [ercs-ti@ethionet.et](mailto:ercs-ti@ethionet.et)

**2. Accommodation:** You are not required to make your own arrangements for accommodation. COMESA/LLPI has already booked you at the Ethiopian Red Cross Society Training Institute (ERCS-IT) with negotiated price; bed (single room), breakfast, lunch and dinner on the bases of a full-board accommodation. If you have any enquiry, please contact:



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E-mail: [MekonnenH@comesa-llpi.org](mailto:MekonnenH@comesa-llpi.org)  
<http://www.comesa-llpi.org>

**3. Registration of  
Participants:**

Will take place on Tuesday 25<sup>th</sup> September 2012  
between 08:30 AM and 09:00 AM at the ERCS.

**4. Lunch, Dinner  
and Coffee/Tea:**

Buffet Lunch and Dinner (with one non-alcoholic  
beverage) and two teas/coffees per day will be  
provided to all participants during meeting days  
only.

**5. Extra Expenses:**

All participants will be responsible for the full costs  
they incur, such as laundry, telephone bills, alcohol  
consumption and any others. Delegates will be  
subject to the full check out procedures of the  
Training Institute accommodation service.

**6. Country Information:**

Delegates who are supposed to prepare and  
compile information on Country, Tanneries, Leather



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Products, Factory Inventory, etc are requested to send and/or bring in hard and soft copies.

## **7. Daily Subsistence**

### **Allowance (DSA):**

The DSA aims to cover your accommodation, lunch, dinner and other expenses during the Training-Workshop and travel days (25 - 28 September 2012). The balance will be provided to each participant individually on the 3<sup>rd</sup> day, (Thursday, September 27) of the Workshop by the facilitators.

## **8. Transport:**

Your transport pick-up (shuttle) from Bole International Airport, Addis Ababa to the Training Institute, 24<sup>th</sup> September and back to the Airport, 28<sup>th</sup> September, will be organized by COMESA/LLPI.

## **9. Visas:**

You facilitate this on your own. However, the organizer of the event is processing visa facilitation on arrival for the delegates from the countries with no Ethiopian Embassies; provided that you send your valid scanned passport copy to the contact person before 15<sup>th</sup> September 2012.

## **10. Other Expenses:**

Visa expenses incurred by delegates will be reimbursed by the host Institute (LLPI) against official receipt.



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**11. Travel/Ticket:** COMESA/LLPI has already purchased the tickets. Medhin Travel Agency has sent your electronic ticket through your respective e-mail address. Those remaining will receive theirs next week.

Delegates are strictly requested to provide their Boarding Pass Stub for DSA payment to be effected.

**12. Laptop Computer:** Each delegate is requested to bring your laptop computer, as you will need it during the Training-Workshop.

**13. Weather:** The month of September is the end of the long rainy season in Addis Ababa, and the average temperature is between 17 - 19 Celsius. Please carry some light warm clothes. For details visit:

<http://news.bbc.co.uk/weather/forecast>.

**14. Other Useful Information:**

14.1 Electricity: The main voltage is 220 volts AC 50 Hz

14.2 Time: The time in Ethiopia is 3 hours ahead of GMT



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14.3 Security: Addis Ababa is relatively safe. However, like any other large cities in the world, safety is not guaranteed. Therefore, delegates should avoid walking alone at night and keep their valuables secure at all times.

14.4 Currency: The Ethiopian currency is Birr. The exchange rate against 1 US\$ = 17.9229 for buying, and 1 US\$ = 18.2814 for selling (9<sup>th</sup> September 2012).