



**(A MUST READ)**

## **INFORMATION CIRCULAR**

**For Delegates Coming to attend the 10<sup>th</sup> RLSCT and  
4<sup>th</sup> Stakeholders Consultative Workshop**

**Organized by COMESA – Leather and Leather Products Institute (COMESA/LLPI)**

**12<sup>th</sup> – 15<sup>th</sup> December 2016  
Hawassa Town, Ethiopia**

**Dear Workshop Participants,**

General information about the arrangements concerning the above Workshop is as follows:

### **1. Venue of the Meeting:**

The Workshop will start on 12<sup>th</sup> and close on the 16<sup>th</sup> December 2016, at Haile Resort /Hotel, Hawassa Town, which is located 222 Km (3.30 hours drive) South of the Metropolitan Addis Ababa.

**Hawassa** (also spelled **Awassa**), on the shores of Lake Awasa in the Great Rift Valley, serves as the capital city of the Southern Nations, Nationalities and Peoples' Region (SNNPR).

It lies on the Trans-African Highway 4 Cairo-Cape Town, and has a latitude and longitude of 7°3'N 38°28'E Coordinates and an elevation of 1708 meters above sea level.

Based on the 2007 Census conducted by the Central Statistical Agency (CSA) of Ethiopia, Awassa has a total population of 157,879 and the city is a home to Hawassa University.

### **2. Accommodation, Transportation and Registration**

- COMESA/LLPI - sponsored Delegates will arrive on the 11<sup>th</sup> of December 2016 in Addis Ababa and pass the night at **NEXUS HOTEL**, (10 – 15 minutes drive

from Bole International Airport), Telephone(+251)116-670-067/85,Email: [info@nexusaddis.com](mailto:info@nexusaddis.com),. On your arrival at the Airport, kindly look for a person from the NEXUS Hotel with “**COMESA/LLPI**” banner;

- Transportation (Bus) will be arranged for all delegates to the Workshop Venue, Hawassa (approx. 3:30 hrs. drive) on 12<sup>th</sup> December, starts at 04:00 AM early morning, and back to Addis Ababa on 16<sup>th</sup> of December;
- All **Ethiopian Delegates** are required to be at the **NEXUS Hotel on Sunday, 11<sup>th</sup> December @09:00 am, morning** to catch the bus, destined to Hawassa;
- Accommodation for all Delegates has been arranged at Haile Resort/Hotel, Hawassa;
- Registration for the Workshop Participants will start at 10:00 hours, 12<sup>th</sup> December (**Ref. Provisional Agenda**), at the Conference Hall of the same venue;

### 3. Catering Services

During the active Meeting days, catering services will be available at the same Resort/Hotel. Lunch, tea/coffee/water will be served by the Hotel. The Organizer of the Event is responsible for these services.

### 4. Banking Facilities

Banking service will be facilitated by the respective Hotel(s).

The exchange rates against major currencies are as follows (29<sup>th</sup> November 2016):

- 1 US\$ is about Birr 22.26 and 22.71 for buying and selling respectively;
- 1 GBP is about 27.77 and 28.34 for buying and selling respectively;
- 1EUR is about 23.51 and 23.55 for buying and selling respectively;

### 5. Visas

For ease of an entry visa application, Clearance Requisition Letter, through local Authority, MoFA, had been forwarded to the respective Ethiopian Embassy ahead of time. Delegates are required to apply for their Visas before travelling. However, for those Delegates with **no Ethiopian Embassies**, visa on arrival is under process, provided that they send their valid scanned passport to the COMESA/LLPI ahead of time;

Please note that the charge for a visa service is between **US\$ 30.00 – US\$50.00** for a passenger that will be refunded by the host Institute.

Please also be reminded that on arrival you may be requested to show your **International Certificate of Vaccination (Yellow Fever)** by the Ministry of Health Representative at Bole Airport.

## 6. Travel Ticket

For COMESAS/LLPI-sponsored Delegates, electronics travel tickets had been dispatched through “Medhin Travel Agency” to your respective addresses.

Delegates are strictly requested to provide their **Boarding Pass Stubs** for DSA payment and any reimbursement to be effected.

## 7. Country Presentations:

7.1. Delegates from MSs (**Burundi, Ethiopia, Kenya, Malawi, Rwanda, Sudan, Swaziland, Uganda, Zambia and Zimbabwe**) are expected to select their Representative to prepare and deliver (10 minutes) Country Presentation, highlighting the following:

- Expedite (Execution of) the implementation of the Country level Leather Value Chain Strategies:
- Identification of affordable finance sources for SMEs development;
- Identification of incentives available for SMEs to enhance trade and development;
- Creation of more opportunities to students at tertiary /vocational training.

(This is based on the Recommendation(s) of the 9<sup>th</sup> Triple Helix Workshop July 2015, Harare, to Member States)

7.2. Guests/invited Delegates from: **Djibouti, DRC and Tanzania** will also deliver Country Presentation (10 minutes), with emphasis on: **Livestock Resources and Economic Importance of the Leather Sector in their respective Country.**

7.3. Representatives of the Higher Learning Institutions (Academia) are expected to deliver brief and experience sharing notes on the **“Role of Higher Learning Institutions (Academia) in the Innovation and Transformation of Leather Technology: The Experiences of Respective Universities”**.

## 8. Other Helpful Information

8.1. **Weather:** Hawassa enjoys a bright sunny season (with irregular shower and scattered clouds?) during the month of December.

**Temperatures are:** day time 18-25°C, while during night time it is moderately cool 12°C – 15°C.

- 8.2. **Dress:** Please carry some light warm clothes for outdoors. For detailed weather forecast kindly visit: <http://news.bbc.co.uk/weather/forecast>
- 8.3. **Electricity:** The main voltage is 220 volts AC 50 Hz
- 8.4. **Time:** The time in Ethiopia is 3 hours ahead of GMT.
- 8.5. **Security:** Security wise, Hawassa is moderately safe, however, like any large town/city in the world, safety is not guaranteed. Therefore, delegates should avoid walking alone at night and keep their valuables secure at all times.
- 8.6. **Contact:** Tadesse H. Mamo (Dr.)  
Coordinator of the Workshop  
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**We warmly welcome you all to Ethiopia!**

**Safe Flight!**