



TOGETHER
for a sustainable future

OCCASION

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Seminar on Industrial Information
for ECA Region *countries*

Addis Ababa, Ethiopia, 17 - 26 April 1972

NOTE FOR PARTICIPANTS

We regret that some of the pages in the microfiche copy of this report may not be up to the proper legibility standards even though the best possible copy was used for preparing the master fiche

1. DATES

The Seminar on Industrial Information (for the ECA region) will be held in Addis Ababa, Ethiopia, from 17-26 April 1972.

2. LOCATION

The conference site is ECA, Africa Hall, Addis Ababa.

3. DOCUMENTATION

Copies of the Aide-mémoire and Provisional Annotated Agenda are attached. Additional documentation will be mailed to participants, or distributed at the Workshop.

4. WORKSHOP MANAGEMENT

The Workshop is being organized by the United Nations Industrial Development Organisation (UNIDO) in co-operation with the Economic Commission for Africa (ECA).

5. CORRESPONDING PROCEDURE

- (i) Official correspondence concerning the administration of the Seminar should be addressed to:

Mr. Leif G. Haug
Chief
Section for Inter-regional Projects and Fellowships
Technical Co-operation Division
UNIDO
P.O.Box 707
Vienna, Austria

- (ii) Official correspondence concerning technical matters, such as the documentation of the Seminar, should be addressed to:

V. Pavlov
Industrial Information Section
Industrial Services and Institutions Division
UNIDO
P.O.Box 707
Vienna, Austria

The cable address for both addresses is: UNIDO VIENNA (Austria).

- (iii) All correspondence to the host authorities as well as participants' personal mail, should be addressed to:

Mr. Sebhat Hable-Seleassie
ECONOMIC COMMISSION FOR AFRICA
P.O.Box 3001
Addis Ababa
Ethiopia

The cable address is: ECA, Addis Ababa

6. PARTICIPANTS' CONTRIBUTION

Each participant, as mentioned in the Aide-mémoire, is expected to present a paper on his country's experience in the organization and administration of one or more industrial information services. Should participants wish to make this paper available in print prior to their presentation of it, they could arrange to bring 30 copies of the text with them to the Seminar.

7. TRAVEL ARRANGEMENTS

Participants are expected to take the most direct route of travel and are requested to arrange their travel so as to arrive in Addis Ababa on, or as close to, Sunday 2 April 1972 as airline schedules permit, but not later than that date.

It is suggested that participants write or cable the Economic Commission for Africa (ECA) in Addis Ababa (at the address given above) detailing date, flight and estimated time of arrival, so that, as far as possible, arrangements can be made to meet them.

8. VISAS AND HEALTH REQUIREMENTS

In preparing for their travel, participants are requested to ascertain from the nearest Ethiopian diplomatic mission or travel agency, what visa and health requirements exist for citizens of the participant's country wishing to enter Ethiopia. Small pox, yellow fever, TAB and cholera vaccination certificates are required. (Participants should also consider health requirements which may be necessary for their route of travel).

9. FINANCIAL ARRANGEMENTS

UNIDO will provide:

- A. Round trip economy class air transportation between the airport of departure in the home country and Addis Ababa, Ethiopia.
- B. A subsistence allowance in the equivalent of US\$ 17 per day, for the duration of the Seminar.

ECA will provide:

An ECA staff member will be appointed as co-director of the Seminar. ECA will further provide conference space for 40 participants, offices for the secretariat and rapporteur, simultaneous interpretation from English into French and sound recording equipment with its operating technicians and secretarial services during the duration of the Seminar. ECA will also take care for transportation to and from the airport in Addis Ababa.

The participants' Government will be required to bear the following costs:

- (a) All expenses in the home country incidental to travel abroad, including expenditures for passports, the required medical examinations, inoculations and other such miscellaneous items and internal travel to and from the airport of departure in the home country;
- (b) Salary and related allowance for the participants during the period of the Seminar.

10. BOARD AND LODGING

ECA has kindly offered to assist in the reservation of hotel accommodation. Participants wishing to take advantage of this offer should communicate their requirements to the Office of ECA in Addis Ababa which will arrange that participants are informed of reservations made before their departure from their home country. In cases where this is not possible, participants are requested to contact the Office of ECA on their arrival in Addis Ababa.

11. NEITHER UNIDO NOR ECA WILL ACCEPT ANY RESPONSIBILITY FOR THE FOLLOWING:

- (a) Travel and other costs incurred by dependents who might accompany participants;
- (b) Costs incurred by participants with respect to travel and accident insurance, medical bills and hospitalisation fees in connection with their attending the Seminar;
- (c) Compensation in the event of death or disability of participants in connection with their attending the Seminar;
- (d) Loss or damage to personal property of participants while attending the Seminar.

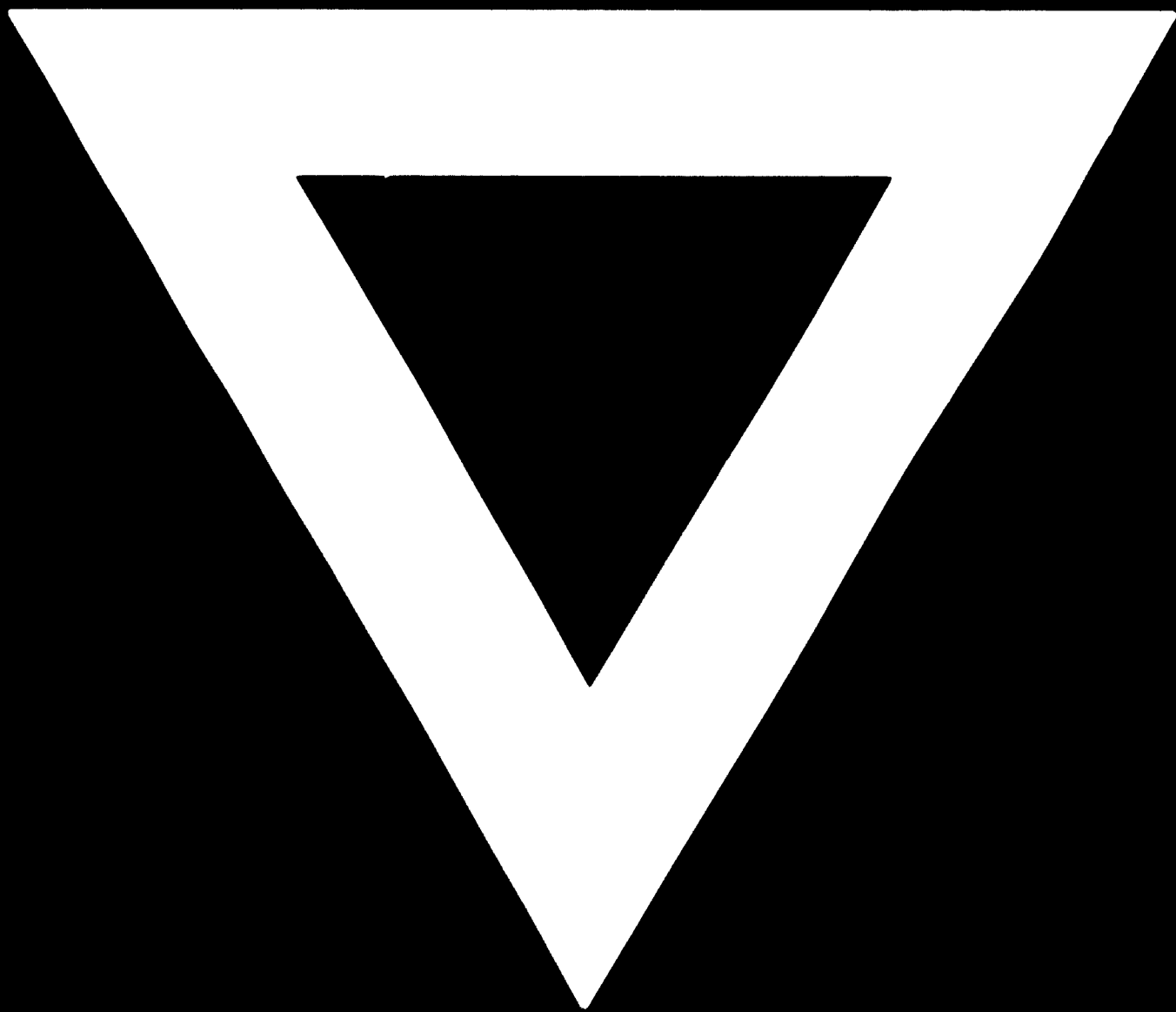
12. WEATHER CONDITIONS

April is spring time in Ethiopia. The weather varies between 22 and 25 degrees Centigrade during day-time. However, participants are advised to bring warm clothes.

13. CURRENCY

1 US\$ is equivalent to approximately 2,28 Ethiopian Dollars.





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