

# Logistics Note for GEF ECW Ethiopia



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## Expanded Constituency Workshop (ECW)

Addis Ababa, Ethiopia, Skylight Hotel

March 2-5, 2026

The Global Environment Facility (GEF), in partnership with Ministry of Planning and Development in Ethiopia will host the Eastern Africa Expanded Constituency Workshop. The workshop brings together GEF focal points, Convention focal points for the UNCBD, UNFCCC, UNCCD, Stockholm & Minamata Conventions, representatives from civil society organizations, GEF Agencies, and private sector, among other key stakeholders.

### Flights (GEF-funded participants)

- Travel arranged by American Express Travel after your registration is accepted.
- Plan to arrive Sunday March 1; depart Thursday March 5 evening or Friday March 6.
- Personal schedule changes (early arrival/late stay unrelated to the workshop): any extra costs are your responsibility and must be paid by credit card to Amex.
- Itinerary and tickets will be sent to the email used for registration, check your SPAM/Junk for Amex Travel emails (they may include your e-tickets).
- After ticket issuance, all changes must be made directly with Amex Travel and informed to the organizer (GEF) for approval; any fees or fare differences are your responsibility.
- Tickets are issued only after you confirm (authorized fare: economy).

- Verify your name exactly as on your passport and confirm your date of birth; some airlines do not allow name/order changes after ticketing.
- Print and carry your e-ticket receipt when traveling.

### Steps:

- ✓ Register ([Here](#))
- ✓ Send Your Passport (to Regine/Tigest/Valeria- emails at the end)
- ✓ Receive your formal invitation letter
- ✓ Apply for your E-visa (if needed)
- ✓ Receive your Itinerary
- ✓ Confirm your itinerary, make sure your name and Passport number are correct



## Hotel and meeting venue

- Workshop venue: White Building, Abyssinia Ballroom 4, Skylight Hotel, Addis Ababa, Ethiopia.
- Accommodation:
  - GEF-funded participants: Skylight Hotel (arranged by organizers).
  - Self-sponsored participants: arrange and book your own hotel.

## Transfer from/to Airport – hotel

- For GEF-funded participants arriving by air, a shuttle service will be arranged at the airport.
- Look for the GEF-ECW sign/logo or the Skylight Hotel sign upon arrival.

## Visa

- The GEF cannot obtain visas on behalf of sponsored participants. If you require a visa (**Comoros, Eritrea, Madagascar, Mauritius, Seychelles, Rwanda, Somalia, South Sudan, Sudan, Tanzania, Uganda**), you will receive a letter for visa purposes from our partners in Ethiopia with the link for the online visa application.

## Per diem/ Expense Reimbursement (GEF-funded participants)

- Hotel will provide full meals on all days.
- A modest fixed per diem will be provided to cover in/out expenses in your home country, based on WB guidelines. E-visa costs will be reimbursed (\$50) for all Participants

- For CSO's: Any extra expenses require original receipts and prior notification to organizers before 20 February 2026.

## Self-funded participants

- Responsible for all their costs

## Note

The Workshop will be in English with simultaneous translation to French.

## Questions?

### Regine Mpoyi

Senior Program Assistant  
+ 1 (202) 8737121  
[rmpoyi@thegef.org](mailto:rmpoyi@thegef.org)

### Tigest Tirfe

Program Assistant  
+1 (202) 4589297  
[ttirfe@thegef.org](mailto:ttirfe@thegef.org)

### Valeria Elizabeth Rodriguez Vega

Consultant  
+ 1 (703) 8625800  
[vrodiguezvega@thegef.org](mailto:vrodiguezvega@thegef.org)

## Google map Airport-Hotel

