
**Ninth Meeting of the African Flight Procedure Programme Steering Committee
(Lomé, Togo, from 23 to 25 October 2023)**

Information Bulletin

1. Venue of the meeting

1.1. The Ninth Meeting of the African Flight Procedure Programme (AFPP) Steering Committee will take place at the Sarakawa Hotel in Lomé, Togo, from 23 to 25 October 2023 at the kind invitation of the Government of the Togolese Republic through the Civil Aviation Authority (ANAC Togo).

1.2. The meeting focal points are:

For ICAO WACAF Regional Office:

Mme Aïssatou Mane N'Diaye

Telephone : +221 33 869 24 09

Fax : +221 33 820 32 59

Email : AMane@icao.int

Web Site : <http://www.icao.int/wacaf>

For AFPP:

Mr. Alexandre DAMIBA

Telephone :

Mobile : +221 77 646 95 83

Email : ADamiba@icao.int

Web site : <http://www.icao.int/WACAF/African-FPP/pages/default.aspx>

For Togolese Civil Aviation Authority (ANAC Togo):

Mr. Gnimdou KELEWOU

Telephone : +228 92 51 84 92

Mobile : +

Email : g.kelewou@anac-togo.tg

Mr. Yendoubouame LARE

Telephone : +228 90 95 74 11

Mobile : +

Email : y.lare@anac-togo.tg

1.3. For further information on the meeting or technical assistance, please contact:

Wycliffe OWUOR

ICT Associate / ESAF Regional Office

Telephone : +254 207 622 1558

Email : wowuor@icao.int

Fanfé BAMBA

Regional Officer AIM / WACAF Office

Email : Fbamba@icao.int

Téléphone : +221 33 869 24 05

Mobile : +221 77 319 92 86

2. Working Languages

2.1. The meeting will be conducted in the English and French languages with simultaneous interpretation.

3. Opening Session

3.1. The opening session will take place on Monday, 23 October 2023, at 09:00 hours UTC (local time).

4. Working Hours

4.1. The expected working hours of the meeting will be from 09:00 hrs to 15:00 hours local time.

5. Registration and Secretariat

5.1. The meeting can be attended virtually or in-person.

5.2. The registration link for participants is provided in the invitation letter. The list of Participants will be updated on a daily basis.

5.3. The Secretariat of the meeting will be provided by ICAO.

6. Documentation

6.1. All related documentation will be provided in an electronic format.

7. Weather

7.1. October is generally a rainy season in Togo, and the average temperature in Lomé during this period varies between 23°C and 29°C.

8. Entry visas

8.1. Entry visas can be obtained online at the following link www.voyage.gouv.tg. Please read the visa application guidelines very carefully before application.

8.2. No visa is required for the nationals of the ECOWAS member States.

8.3. All other participants are requested to check with Togolese Embassies or Consulates in their respective countries of residence whether or not they are exempted from the entry visa requirements for Togo.

9. Health

9.1. Covid-19 related control measures have been lifted in Togo. However, participants are advised to check the Covid-19 measures in force in their respective countries.

9.2. Participants are advised that valid yellow fever vaccination certificate is required for entry to Togo. They should also ensure that they are in possession of a valid health insurance cover during their stay in Togo.

9.3. It is recommended to wear sanitary masks in public places.

10. Banks and Currency

- 10.1. Banks are located not far from the venue of the meeting and are opened from 08:00 to 16:00 hours from Monday to Friday and 09:00 to 13:00 on Saturday. Local currency in Togo is the CFA Franc (XOF) and the exchange rate is approximately 1 USD for 700 XOF.

11. Hotels

- 11.1. A list of recommended hotels is attached hereto and participants are required to make their own reservation online or on phone directly with the hotel of their choice from the list. The list is not exhaustive as there are many lodges that participants can check by themselves on the internet.

12. Transport

- 12.1. Participants are informed that transport services will be made available from the airport to the hotels and from the hotels to the venue of the meeting.

13. Internet

- 13.1. Participants are kindly requested to ensure adequate internet connection during the meeting.

14. Safety information and guidance

- 14.1. Emergency numbers:

- Central police station : +228 22 21 28 71
- Police emergency : 117
- Fire department : 118
- Sylvanus Olympio Hospital : +228 22 21 25 01