



**INTERNATIONAL CIVIL AVIATION ORGANIZATION
WESTERN AND CENTRAL AFRICAN OFFICE**

**Nineteenth Meeting of the AFI Satellite Network Management Committee (SNMC/19)
(Accra, Ghana, 14-18 November 2011)**

INFORMATION BULLETIN

1. VENUE, HOST AND SERVICE

1.1 The nineteenth meeting of the AFI Satellite Network Management Committee (SNMC/19) will be held at the **HOLIDAY INN Hotel located within the Airport City about 4 minutes drive from the Kotoka International Airport, Accra** , from the **14th to 18th November 2011**.

1.2 The meeting will be hosted by GHANA CIVIL AVIATION AUTHORITY (GCAA) and the contact person of the meeting is:

Rev. **Samuel Tettey BANFRO**, Deputy Director ATSE, Ghana Civil Aviation Authority, Private Mail Bag , Kotoka International Airport ,Accra, Ghana
Tel :+233 302 77 61 71
Cell : +233 244 277 972
Fax: +233 21 77 32 93
E-mail: info@gcaagh.com.

1.3 The meeting will be serviced by Mr. **Francois Xavier SALAMBANGA**, Regional Officer Communication Navigation and Surveillance in the ICAO Regional Office for Western and Central Africa

2. REGISTRATION

The participants are requested to pre-register by filling the attached registration form and sending by fax or e-mail to icaowacaf@dakar.icao.int.

Based on the duly completed pre-registration form received by the secretariat, name badges will be issued on site. Participants will be required to reconfirm their registration at the registration desk on **14 November 2011 (08:30-09:30 Hours)**, during the first day of the meeting.

3. OPENING SESSION

The official opening of the nineteenth meeting of the AFI Satellite Network Management Committee (SNMC/19) will take place on **14 November 2011 at 09:30 a.m.** The formal meeting will be held daily from **08.30 a.m.**

4. WORKING LANGUAGE AND DOCUMENTS

The workshop will be carried in English language.

In order to avoid paper waste and to save environment, all the meeting documents will be available on line and displayed by video projector.

Participants are kindly requested to bring laptops.

5. HOTEL INFORMATION

A list of recommended hotels is attached herewith. Participants are requested to make their own hotel reservations or send the registration with the preferred hotel to GCAA to make booking. The following GCAA personnel could assist participants with Hotel bookings: Mr. **Eric Amaning** – (+233244731201 / **eamaning@gcaagh.com** or **kofi1122004@yahoo.com**) and **Michel kaampkor michelkam@yahoo.co.uk** -+233208111304

. A list of recommended hotels is attached.

6. TRANSPORTATION

Accra International Airport is situated about 5 kilometres from the city centre. Taxis are readily available; the taxi fare from the airport to the city centre is between **GHc10-GHc15**

Transport to and from **Holiday Inn Hotel** could be provided to all participants at their request. The practical arrangement for the transport will be firmed after participants' arrival and accommodation.

7. VISA

While all travellers arriving in Ghana should have a valid passport, Ghana entry visas are not required for nationals from **ECOWAS** and some other countries. Participants are therefore advised to ascertain whether or not they are exempt from the Ghana visa requirements at the respective Ghana embassies in their countries.

8. HEALTH

- 8.1 Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Ghana.
- 8.2 Presentation of yellow fever certificate at the point of entry is highly required for all participants.

9. WEATHER AND LOCAL TIME INFORMATION

November to January

- 9.1 November is usually dry. Accra's mean minimum temperature in November is 24 °C and the maximum is 32°C. The harmattan season sets in usually in December and continues through to January.
- 9.2 The local time in Ghana territory is Universal Time (UTC) or GMT time.

10. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

10.1 The basic unit of currency is the Ghana New Cedi (**GHc**). There are pesewa coins in **1 cedi, 50 pesewas, 20 pesewas, 10 pesewas, 5 pesewas and 1 pesewa** denominations. Notes are issued in denominations of **50, 20, 10, 5, 2 and 1 Ghana cedis**.

10.2 The parity of Ghana Cedi with US dollars is submitted to market fluctuation and its current average exchange rate is **1USD for 1.5624 GHc**.

10.3 There is no limit to the amount of foreign bank notes or traveller's cheques, which visitors may bring into Ghana. However, the export of Ghana currency by visitors is strictly forbidden..

10.4 Commercial banks provide exchange facilities. Most banks are open between **8:30. a.m to 12:30 pm** and from **13:30 to 17:30** from Monday to Friday. There are a few banks close to the Airport and in the Central Business District.

10.5 Credit cards and travellers cheques are accepted in most establishments. Most shops and hotels accept **Visa Cards**.

11. HOURS OF BUSINESS

The working week in Ghana runs from Monday to Friday (**8:00 -17:30**) Saturday and Sunday being a holiday.

12. ELECTRICAL SUPPLY

Local voltage is **220/240 V 50** Hz with British plugs and sockets. Participants from countries using French plugs may bring a suitable adaptor for their laptops.

13. TELEPHONES

Worldwide direct connections are available, using the international code or telephone operator if necessary.

From abroad dial **+233** followed by required number. There are several mobile operators including **VODAFONE, MTN, TIGO, GLO** and **AIRTEL**.

LIST OF HOTELS IN ACCRA

Country access Code: +233

HOTEL	TELEPHONE	AMOUNT \$ (SINGLE)	AMOUNT \$ (DOUBLE)	FAX	E-MAIL
La-Palm	021 771700	\$275	\$315	021 771654	www.gbghana.com lapalm@gbghana.com
Labadi Beach	021 772501	\$270	\$310	021 772520	
Novotel	021 667546	\$212-\$250	\$234-\$272	021 667533	reservations@accrahotel.com
Golden Tulip	021 775360	\$ 280	\$320	021 667563	info@goldentulipaccra.com www.goldentulipaccra.com
'M' Plaza	021 775922	\$180	\$200	021 763416	mplaza@ghmail.com
Shangrila	021 776993	\$110	\$150	021 774873	shangrila@4u.com.gh www.shangrila.com

Miklin	021 500708	\$80	\$10	021 500558	miklin@africanonline.com.gh miklin@ghana.com www.miklin-gh.com
Crown Appartamento	021 762941	\$207	\$230	021 762942	crown@apartmento.com www.crownapartmento.com
Alisa	021 910730/ 021 255493/ 021 768295	\$161	\$184	021 768300	info@alisahotels.com www.alisahotels.com
Airport View	021 769594	\$95	\$105	021 780342	Airporthotel@africaonline.com.gh
Airside	021 760480	\$100	\$120	021 785768	airside@africaonline.com.gh
Holiday Inn	021 780494	\$320	\$350	021 780212	www.holiday-inn.com

There are also a number of budget type hotels which can be arranged for you if you contact the hosts in good time.