



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

**Twenty-third Meeting of the AFI Satellite Network Management Committee
(SNMC/23)
(Accra, Ghana, 15-19 February 2016)**

INFORMATION BULLETIN

1. VENUE, HOST AND SERVICE

1.1. The twenty-third meeting of the AFI Satellite Network Management Committee (SNMC/23) will be held from the 15th to 19th at the **New Ghana Civil Aviation Training Academy (GATA) Conference Hall** located in the vicinity of the KOTOKA International Airport, Accra, Ghana.

1.2 The meeting will be hosted by the Ghana Civil Aviation Authority (**GCAA**) and contacts persons for the meeting are:

Mr. Isaac Yao Kumfo

Tel : +233-202010042

Email : ikumfo@gcaa.com.gh/ikumfo@gmail.com

Mr. Isaiiah Kofi Tefutor

Responsable des Opérations

Tel : +233-244221092

Email : itefutor@gcaa.com.gh/itefutor@yahoo.com

1.3 The meeting will be serviced by Mr. **François Xavier SALAMBANGA**, Regional Officer CNS for Western and Central Africa Office, Dakar (Senegal)

2. WORKING LANGUAGE

The work will be conducted in English only. The use of paper will be reduced to the strict minimum. It is therefore requested the participants to bring their laptops.

3. HOTEL INFORMATION

A list of recommended hotels is attached herewith.

Participants are requested to make their own hotel reservations or send registration with the preferred hotel to GCAA to make booking.

The following GCAA personnel could assist participants with Hotel bookings:

Mrs. Michele A.K Adubofour

Tel : +233 -26146038

Email : gata@gcaa.com.gh / m.adobofour@gcaa.com.gh

Mr. Isaiah Kofi Tefutor

Tel : +233-244221092

Email : itefutor@yahoo.com / istefutor@yahoo.com

4. TRANSPORTATION

Kotoka International Airport is situated about **10** km from the city centre. Taxis are readily available.

Means of transport will be made available to the participants for their transportation from the hotel to the meeting

5. WEATHER AND LOCAL TIME INFORMATION

February in Accra, the time is generally mostly sunny

Predominance of the wet mist in the early morning and **clear** sky can be observed the afternoon.

Relative humidity: variation on average between 63% and 87%.

The temperature is between 25 °C – 31°C.

The local time in Ghana is UTC

6. PASSEPORTS AND VISAS

ECOWAS Nationals can enter freely in Ghana, without a visa, with a valid passport or a valid national identity card.

Foreigners not members of ECOWAS countries must be in possession of a passport with entry visa into Ghana territory. However, there is a possibility to obtain the visa on arrival at the airport in Accra. The cost of visas with a maximum duration of one (01) month are variable according to the origin of area. These costs vary between **100** USD and **200** USD.

7. HEALTH

A valid yellow fever vaccination certificate is required.

Participants must have a valid insurance for coverage of all medical care during their stay in Ghana.

Accra national hospital is **11** minutes drive to the Kotoka International Hospital (37 military Hospital).

8. LOCAL CURRENCY AND FOREIGN EXCHANGE RATES

The currency used in Ghana is the **Ghana Cedi**. All banking institutions provide exchange facilities. All Banks operate between from **08: 30** to **16: 00** UTC from Monday to Friday.

There are few banks at the Airport and many in the Central Business District. Automated Teller Machine (ATM) services are available

Credit cards and traveler's cheques are accepted in most establishments. Most shops and Hotels accept visa cards.

9. ELECTRICITY SUPPLY (220V)

English electrical outlets are used in Ghana. It is therefore necessary to provide adapters where your electrical outlets are different.

10. TELEPHONES

From abroad dial +233 followed by the required number.

There are several mobile operators including **VODAFON, MTN, GLO, TIGO and AIRTEL**

The meeting room is equipped with internet access by Wi-Fi.

11. EMERGENCY NUMBERS

Police emergency: 191

Firefighters: 192/999

Ambulance: 193

LIST OF HOTELS IN ACCRA CLOSER TO THE SNMC/23 VENUE

No	Hotel	Website	Email	Telephone	GCAA Rate
1	Best western premier Accra airport hotel	http://www.bestwesternpremier.com.gh	reservations@bestwesternpremier.com.gh	+2333022216590	USD\$200
2	Ampomah Tourist Hotel	Http://ampomahhotel.com	Ampomaahgh@yahoo.com	+23330207487	GCAA Rate USD\$ 70
3	East Legon Guest House Lodge	Http://www.eastlegonguestlodge.com	Eastlegonguestlodge@yahoo.com	+233 24 214 2996	GCAA Rate USD\$ 70
4	Tenko Plaza Hotel	Http://www.tenkoplazahotel.com/	Info@tenkoplazahotel.com booking@tenkoplazahotel.com tenkoplazahotel@mynow.co.uk	+233 20 8595 072	GCAA Rate USD\$ 70
5	Miklin Hotel- Accra	Http://www.accra.miklinhotels.com/	Miklin@miklinhotels.com	+233 30 250 0708	GCAA Rate USD\$ 70
7	Golden Crest Lodge	Http://goldencrestlodge.com/	reservations@goldencrestlodge.com	+233-30 2-52 0-476	GCAA Rate USD\$ 70
8	Hotel Obama			+233 -30 2-50 0-577	GCAA Rate USD\$ 70
9	Grand Mensvic	http://www.mensvichotels.com/	info@mensvichotels.com	+233-302-507406	USD\$180
10	Ange Hill Hotel	http://www.angehillhotel.com.gh/	reservations@angehillhotel.com.gh	+233 302-517-514	USD\$ 100
11	Airport View Hotel	http://www.airportviewhotel.net	info@airportviewhotel.net	+233 302 769 594	GCAA rate USD \$120
12	Airside Hotel.	http://www.airsidehotel.com.gh	reservations@airsidehotel.com.gh	+2330302783844	GCAA rate USD\$140