



ICAO

SNMC 26 - IP/01

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**WESTERN AND CENTRAL AFRICA OFFICE**  
**Twenty-sixth Meeting of the AFI Satellite Network Management Committee**  
**(SNMC/26)**  
**(Ouagadougou, Burkina Faso 19-23 November 2018)**

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**INFORMATION BULLETIN**

**1. VENUE, CONTACT PERSON AND SECRETARAT**

1.1 The twenty-sixth meeting of the AFI Satellite Network Management (SNMC/26) will be held from the 19<sup>th</sup> to 23<sup>rd</sup> November 2018 in Ouagadougou, Burkina Faso at **Hotel Splendid** (<http://splendidhotelbf.com/accueil/Ouagadougou>; Tél: +226 25 31 72 78 / +226 25 31 72 79).

1.2 **Hotel Splendid** located in the centre of the city at : **1108 Avenue Kwamé N'Khrumah**, about **5** minutes' drive from the International Airport.

1.3 The meeting will be hosted by the **Agence pour la Sécurité de la Navigation Aérienne en Afrique et à Madagascar (ASECNA)** with the support of the **Burkina Faso National Civil Aviation Agency (ANAC)** and contact person for the meeting is :

**Name: Mrs. Habi Diangani**

**Cell: +226-70-269228**

**E-mail: [hdiangani@gmail.com](mailto:hdiangani@gmail.com)**

1.4 Mr. **Francois Xavier SALAMBANGA**, Regional Officer CNS, for the ICAO Western and Central African Office, Dakar- Senegal will service the meeting.

Participants who wish to make presentation are invited to send their Working/Information Papers/Presentation at: [Fsalambanga@icao.int](mailto:Fsalambanga@icao.int).

**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](mailto:icaowacaf@dakar.icao.int) with copy to [amane@icao.int](mailto:amane@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 **01 June 2010 (08:30-09:30 Hours)**, during the first day of the meeting.

### 3. OPENING SESSION

The official opening of the twenty sixth meeting of the AFI Satellite Network Management Committee (SNMC/26) will take place on **19 November 2018 at 09:30**. The formal meeting will be held daily from **08:30 to 16:00**

### 4. WORKING LANGUAGE AND DOCUMENTS

The workshop will be carried in English with translation into French.

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

Participants are requested to make their own hotel reservations or send registration with the preferred hotel **to the contact person** to make booking. She could assist participants with bookings.

A list of recommended hotels is attached below.

### 6. TRANSPORTATION

6.1 Ouagadougou International Airport is located 3 kilometers (about 5 minutes drive) from the city centre. Taxis are readily available; the taxi fare from the airport to the city centre is between **FCFA 2000 -3000**

6.2 For welcome schedule and room booking issues, each participant is invited to communicate his flight details and hotel to the following emails **hdiangani@gmail.com** and **zsieba@yahoo.fr** or to the phone number: **+22670269228**.

### 7. VISA

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

### 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 Burkina Faso.

8.2 Presentation of yellow fever certificate at the point of entry is highly required for all participants.

8.3 It is advisable to be vaccinated against meningitis.

### 9. WEATHER AND LOCAL TIME INFORMATION

#### End of hot wheat season –October to November

10.1 November is the beginning of the dry windy season with harmattan wind. Ouagadougou's mean minimum temperature on November is 20°C and the maximum is 38°C.

10.2 The local time in the Burkina Faso territory is Universal Time (UTC) or GMT time.

## **10. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES**

10.1 The basic unit of currency is the Francs CFA, which is used in the **Monetary Union of West Africa (MUWA)** states (Benin, Burkina Faso, Cote d'Ivoire, Guinea Bissau, Mali, Niger, Senegal and Togo). There are coins of **5 FCFA; 10 FCFA, 25FCFA, 50FCFA, 100FCFA, 500FCFA**. Notes are issued in denominations of **1000, 2000, 5000 and 10000 FCFA**.

10.2 MUWA franc CFA has a fixed parity with European Union Euro and its exchange rate is **1 Euro** for **655.957 FCFA**.

10.3 There is no limit to the amount of foreign bank notes or traveller's cheques, which visitors may bring into Burkina Faso. However, the export of Burkina Faso currency by visitors and precious minerals such as Gold is strictly forbidden. A maximum of 300 000 FCFA may be carried out of bank trade.

**10.4** Commercial banks provide exchange facilities. Most banks are open between 7h30.00 am to 12h30 pm and from 1530 to 17h30 from Monday to Friday. Main banks are close to Hotel Splendide.

## **11. HOURS OF BUSINESS**

The working week in Burkina Faso runs from Monday to Friday (7:30-15:30) with an one hour break at 13:00, Saturday and Sunday being a holiday.

## **12. ELECTRICAL SUPPLY**

Local voltage is **220/240 V 50 Hz** with French plug. Participants from countries using English plugs may bring suitable plug for their laptops.

## **13. TELEPHONES**

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

From abroad dial **226** followed by required number. There are 3 mobile operators: **TELMOB, TELECEL and ORANGE**. SIM cards are available at arrival and formal registration is needed prior to the activation and operation of the cards

# LIST OF RECOMMENDED HOTELS

## ACCOMMODATION ON THE MEETING VENUE

### HOTEL SPLENDID - OUAGADOUGOU

<http://splendidhotelbf.com/accueil/Ouagadougou/>

Tél: +226 25 31 72 78 / +226 25 31 72 79

\* SINGLE ROOM (60 000CFA)

\* TWIN ROOM (70 000CFA)

## OTHER ACCOMMODATIONS

### BRAVIA HOTEL

<http://www.braviahotels.com/>

Tél: +226 25 33 32 71 - 74 SINGLE ROOM (120 000CFA)

### RAMADA PEARL HOTEL

<https://www.ramadapearl-hotel.com/>

Phone: + 226 25 650301/ 25650300 SINGLE ROOM (60 000CFA)

### LAICO HOTEL OUAGA 2000

Phone: +226 25 49 98 03 SINGLE ROOM (100 000 FCFA)

### HOTEL DU MAIRE

Phone: +226 25 38 87 90 SINGLE ROOM (22 500 FCFA)

### RESIDENC E ANAEL

Phone: +226 78 87 93 16

SINGLE ROOM (22 500F CFA)

PALM BEACH: 40 000 FCFA

FASO HOTEL: 47 000 FCFA

HACIENDA: 55 000 FCFA

## RESTAURANTS / RESTAURANTS

ST MATHIEU +226 70 20 60 99

CAFE ONU +226 25 30 77 23 / +22670247273

FECTIVAL DES GLACES +226 25 33 20 32

CAPPUCINO +226 60 72 44 44

VERANDA +226 25 50 77 77

**HAMANIA +226 25 50 98 35**

**RESERVATIONS D' HOTEL**

Phone: +22670269228

Whatsap: +22670269228

Email: [hdiangani@gmail.com](mailto:hdiangani@gmail.com)

**CINEMA**

**CINÉ BURKINA (CENTRE VILLE)**

**CINÉ NERWAYA**

**CANALOLYMPIA (OUAGA 2000)**