



ICAO

Attachment A

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

**Twenty-Seventh Meeting of the AFI Satellite Network Management Committee
(SNMC/27)
(Accra, Ghana 25-29 November 2019)**

INFORMATION BULLETIN

1. VENUE, CONTACT PERSON AND SECRETARAT

1.1. The Twenty - Seventh Meeting of the AFI Satellite Network Management Committee (SNMC/27) will be held from the 25th to 29th November 2019 at the 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**). The contact persons for the meeting are:

Mrs. Joyce Asante

Tel: +233244886813

Email: jasante@caa.com.gh / naanajoyce@yahoo.com

Mr. Isaiah Kofi Tefutor

Tel: +233244221092

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

1.3. 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 presentations are invited to send their Presentations, Working/Information Papers at: Fsalambanga@icao.int.

2. REGISTRATION

The participants are requested to pre-register by filling the Attachment C and sending the completed forms by e-mail to icaowacaf@icao.int and amane@icao.int with copy to jasante@gcaa.com.gh and itefutor@gcaa.com.gh

3. OPENING AND WORKING SESSIONS

3.1 The official opening of the Twenty Seventh Meeting of the AFI Satellite Network Management Committee (SNMC/27) will take place on **25 November 2019** at **09:30**.

3.2 The formal meeting will be held daily from **08:30** to **16:00**



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4. WORKING LANGUAGE AND DOCUMENTS

4.1 The meeting will be conducted in English only and the documents will be available on line and displayed by video projector. Participants are kindly requested to bring their laptops.

5. HOTEL INFORMATION

5.1 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 assist with the bookings.

5.2 The following GCAA personnel could assist participants with hotel bookings:

Mr. Nana Yaw Kwakye

Tel: +233554021356

Email: nkwakye@gcaa.com.gh

Mr. Benjamin Newton Quao

Tel: +233246497200

Email: bnewtonkwao@gmail.com

6. TRANSPORTATION

6.1 Kotoka International Airport is situated about **8.3 km** from the city center. Taxis are readily available. Daily Transportation will be made available to the participants from the recommended hotels to the meeting.

7. VISA

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

7.2 However, participants, from non-ECOWAS State should ascertain the entry requirements for Ghana and obtain visas from the nearest Embassy/High Commission maintained by the Government of Ghana.

7.3 Participants wishing to get visas on arrival should email their passport biodata page to itefutor@caa.com.gh.

7.4 The cost of visas on arrival, with a maximum duration of one (01) month, varies from **100USD** to **200USD**.



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8. HEALTH

8.1 All persons arriving in Ghana **MUST** carry valid Yellow Fever Vaccination cards and the vaccine ought to have been administered at least ten (10) days before entry into the country.

8.2 In the event that someone enters the country without having undergone the vaccination, it may be administered at the Kotoka International Airport on arrival for a fee of \$20 (US).

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

9. WEATHER AND LOCAL TIME INFORMATION

9.1 November in Accra is mostly sunny with wet and misty conditions in the early morning.

9.2 Relative humidity: variation on average between 63% and 87%. The temperature is between 25°C and 31°C.

9.3 The local time in Ghana is UTC.

9.4 Accra's geographic coordinates are 7.9465 N, 1.0232W

10. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

10.1 The currency used in Ghana is the Ghana Cedi (**GHS**). The exchange rate is **5.5GHS** for **1USD** and may vary depending on international exchange rate fluctuations. All banking institutions provide exchange facilities.

10.2 All banks operate from **08:30** to **16:00** UTC from Monday to Friday.

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

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

11. HOURS OF BUSINESS

11.1 The working week in Ghana runs from Monday to Friday, Saturday and Sunday are holidays.

12. ELECTRICAL SUPPLY

12.1 Local voltage in Ghana is **220/240 V 50** Hz with English electrical outlets. It is therefore necessary for participants to provide adapters where electrical outlets are different.



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13. TELEPHONES

- 13.1 From abroad dial +233 followed by the required number.
- 13.2 There are several mobile operators including **Vodafone, AIRTEL TIGO, MTN** and **GLO**.
- 13.3 The meeting room is equipped with by Wi- Fi internet access.

14. EMERGENCY NUMBERS

- 14.1 Police emergency: 191
- 14.2 Fire Service: 192/999
- 14.3 Ambulance: 193

LIST OF RECOMMENDED HOTELS

N°.	Hotel	E-Mail	Telephone	GCAA Rate per Night Single	GCAA Rate per Night Double
1	Best Western Premier Accra Airport hotel	reservations@bestwesternpremier.com.gh	+233022216590	USD\$ 190	USD\$220
2	Ampomah Tourist Hotel	Ampomahgh@yahoo.com	+23330 250 7487	USD\$ 50	USD \$65
3	East Legon Guest House Lodge	Eastlegonguestlodge@yahoo.com	+233242142996	USD\$ 55	USD 60
4	Tenko Plaza Hotel	Info@tenkoplazahotel.com booking@tenkoplazahotel.com tenkoplazahotel@mynow.co.uk	+233208595072	USD\$ 65	USD\$90
5	Coconut Groove Regency Hotel	regencyreservations@coconutgrovehotelsghana.com	0302225155	USD\$129	USD\$153
6	Fiesta Royal	info@fiestahospitality.com	030 274 0811	USD\$ 149	\$174
7	Grand Mensvic Hotel	info@mensichotels.com	+233302507406	GHC 955	GHC993
8	Ange Hill Hotel	reservations@angehillhotel.com.gh	+233302517514	USD\$ 85	USD\$ 100
9	Airport View Hotel	info@airportviewhotel.net	+233302769594	USD\$ 120	USD\$ 167
10	Airside Hotel	reservations@airsidehotel.com.gh	+233302783844	USD\$140	USD\$160

N°.	Hotel	E-Mail	Telephone	GCAA Rate per Night Single	GCAA Rate per Night Double
11	Holiday In	<u>reservations1@holidayinnaccraairport.com</u> <u>accra@holidayinnaccraairport.com</u>	+233302 740930	USD 250	
12	Ibis Style Hotel	<u>HA0K0-RE@accor.com</u>	+23330 274 6600	USD\$ 140	USD \$260
13	Accra City Hotel	reservations@acc racityhotel.com	030 263 3863	USD\$ 120	USD\$193
14	Blue Royal Hotel OSU		+23330 278 3075	USD 55	USD 75
15	The African Regent Hotel	res@africanregent-hotel.com	030 276 5180	Club Double Room \$180 per night	Club Twin Room, 2 Twin Beds \$246 per night