

## Attachment A

INTERNATIONAL CIVIL AVIATION ORGANIZATION  
WESTERN AND CENTRAL AFRICAN OFFICE  
Coordination meeting of the AFI Satellite Network (AFISNET)  
(Accra, Ghana, 17-19 August 2022)

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### INFORMATION BULLETIN

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

1.1 The Coordination meeting of the AFI Satellite Network (AFISNET) will be held from 17 to 19 August 2022 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](mailto:jasante@caa.com.gh) / [naanajoyce@yahoo.com](mailto:naanajoyce@yahoo.com)

**Mr. Isaiah Kofi Tefutor**

Tel: +233244221092

Email : [itefutor@caa.com.gh](mailto:itefutor@caa.com.gh) / [istefutor@yahoo.com](mailto:istefutor@yahoo.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 Presentations, Working/Information Papersto: [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 e-mail to [icaowacaf@icao.int](mailto:icaowacaf@icao.int) and [amane@icao.int](mailto:amane@icao.int) with copy to [jasante@gcaa.com.gh](mailto:jasante@gcaa.com.gh) and [itefutor@gcaa.com.gh](mailto:itefutor@gcaa.com.gh) ).

#### 3. OPENING AND WORKING SESSIONS

3.1 The official opening of the meeting will take place on **17 August 2022 at 09:30**.

3.2 The formal meeting will be held daily from **09:00 to 15:00**

#### 4. WORKING LANGUAGE AND DOCUMENTS

4.1 The work will be conducted in **English** only.

4.2 In order to avoid paper wastage and save the environment, all the meeting documents will be available online and displayed by video projector. Participants are therefore, kindly requested to bring 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 booking.

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

### **Ing Mary Tagoe**

Tel: +233243837284

Email: [mtagoe@caa.com.gh](mailto:mtagoe@caa.com.gh)

### **Engr. Nana Yaw Kwakye**

Tel: +233554021356

Email: [nkwakye@gcaa.com.gh](mailto:nkwakye@gcaa.com.gh)

## 6. TRANSPORTATION

Kotoka International Airport is situated about **8.3 km** from the city center. Taxis are readily available.

Means of transport will be provided to participants to/from their recommended hotels to the meeting.

## 7. VISA

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

7.2 However, other participants 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 visa on arrival should email their passport biodata page to [mtagoe@caa.com.gh](mailto:mtagoe@caa.com.gh).

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

## 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 coverage of all medical care during their stay in Ghana.

## 9. WEATHER AND LOCAL TIME INFORMATION

9.1 August 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 average rate is **8.5 GHS** for **1 USD** 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

The working week in Ghana runs from Monday to Friday, Saturday and Sunday being a holiday.

## **12. ELECTRICAL SUPPLY**

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.

## **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 internet access by Wi- Fi.

## **14. EMERGENCY NUMBERS**

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

## LIST OF RECOMMENDED HOTELS

NO.	Hotel	E-Mail	Telephone	GCAA Rate per Night Single	GCAA Rate per Night Double
1	Best Western Premier Accra Airport hotel	<a href="mailto:reservations@bestwesternpremier.com.gh">reservations@bestwesternpremier.com.gh</a>	+233022216590	USD\$ 165	USD\$ 215
2	Ampomah Tourist Hotel	<a href="mailto:Ampomahgh@yahoo.com">Ampomahgh@yahoo.com</a>	+23330 250 7487	GHS 300	GHS 400
3	East Legon Guest House Lodge	<a href="mailto:Eastlegonguestlodge@yahoo.com">Eastlegonguestlodge@yahoo.com</a>	+233242142996		GHS 400
4	Tenko Plaza Hotel	<a href="mailto:Info@tenkoplazahotel.com">Info@tenkoplazahotel.com</a> <a href="mailto:booking@tenkoplazahotel.com">booking@tenkoplazahotel.com</a> <a href="mailto:tenkoplazahotel@mynow.co.uk">tenkoplazahotel@mynow.co.uk</a>	+233208595072	USD\$ 65	USD\$90
5	Coconut Groove Regency Hotel	<a href="mailto:regencyreservations@coconutgroovehotelsghana.com">regencyreservations@coconutgroovehotelsghana.com</a>	0302225155	GHS 750	GHS 880
6	Fiesta Royal	<a href="mailto:info@fiestahospitality.com">info@fiestahospitality.com</a>	030 274 0811	USD\$ 160	USD\$ 180
7	Grand Mensvic Hotel	<a href="mailto:info@mensichotels.com">info@mensichotels.com</a>	+233302507406	GHS 1200	GHS 1440
8	Ange Hill Hotel	<a href="mailto:reservations@angehillhotel.com.gh">reservations@angehillhotel.com.gh</a>	+233302517514	GHS 702	GHS 858
9	Airport View Hotel	<a href="mailto:info@airportviewhotel.net">info@airportviewhotel.net</a>	+233302769594	GHS 100	USD\$ 120
10	Airside Hotel	<a href="mailto:reservations@airsidehotel.com.gh">reservations@airsidehotel.com.gh</a>	+233302783844	USD\$ 90	USD\$ 120 USD\$ 160
11	Holiday In	<a href="mailto:reservations1@holidayinnaccraairport.com">reservations1@holidayinnaccraairport.com</a>	+233302 740930	USD\$ 180	USD\$ 200

NO.	Hotel	E-Mail	Telephone	GCAA Rate per Night Single	GCAA Rate per Night Double
		<u>accra@holidayinnaccraairport.com</u>			
12	Ibis Style Hotel	<u>HA0K0-RE@accor.com</u>	+23330 274 6600	USD\$ 170	USD\$ 290
13	Accra City Hotel	reservations@acc racityhotel.com	030 263 3863	USD\$ 130	USD\$ 150
14	Blue Royal Hotel OSU		+23330 278 3075	GHS 552	GHS 712
15	The African Regent Hotel	res@africanregent-hotel.com	030 276 5180	USD\$ 165 USD\$ 175 Club single	USD \$185 Junior Suit