



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

WESTERN AND CENTRAL AFRICAN OFFICE

Workshop on SSR Mode S 24 bits and II Codes assignment (Accra, Ghana 24-27 October 2023)

Appendix A

INFORMATION BULLETIN

1. VENUE, CONTACT PERSON AND SECRETARAT

1.1 The Workshop on SSR Mode S 24 bits and II Codes assignment will be held from the 24th to 27th October 2023 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. **Anani Adanlete-Adjanoh**

Cell: +233 24 4519224

Email: adanlete@caa.com.gh / ananiadanlete@yahoo.ca

Ms. **Mary Naa K. Tagoe**

Tel: +233243837284

Email: mtagoe@caa.com.gh

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 presentation 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 attached registration form and sending by fax or e-mail to icaowacaf@icao.int and sarmah@icao.int with copy to jasante@caa.com.gh and adanlete@gcaa.com.gh .

3. OPENING AND WORKING SESSIONS

3.1 The official opening of the Workshop will take place on **24 October 2023 at 09:30**.

3.2 The formal meeting will be held daily from **09:00 to 16:00**

4. WORKING LANGUAGE AND DOCUMENTS

4.1 The work will be conducted in English only.

4.2 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

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:

Mr. Mahama Asunga Abdulai

Tel: +233244969660

Email: mabdulai@caa.com.gh

Mr. Nana Yaw Kwakye

Tel: +233554021356

Email: nkwakye@caa.com.gh

Ms. Mary Naa K. Tagoe

Tel: +233243837284

Email: mtagoe@caa.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 made available to the participants for their transportation from 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 mabdulai@caa.com.gh, nkwakye@caa.com.gh, 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 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 71% and 83%. The temperature is between 25°C and 30°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 **11.4GHS** for **1USD** and may vary depending on international exchange rate fluctuations. All banking institutions provide exchange facilities.

10.2 All banks operate from **09:00** 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	reservations@bestwesternpremier.com.gh	+233302216570	USD\$ 165	USD\$ 205
2	Ampomah Tourist Hotel	Ampomahgh@yahoo.com	+233302507487	GHC 500	GHC 600
3	East Legon Guest House Lodge	Eastlegonguestlodge@yahoo.com Eastlegonguestlodge.com	+233242142996 +233547404559	GHC 600	
4	Tenko Plaza Hotel	Info@tenkoplazahotel.com booking@tenkoplazahotel.com tenkoplazahotel@mynow.co.uk	+233208595072	GHC 400	GHC 600
5	Coconut Groove Regency Hotel	regencyreservations@coconutgrovehotelsghana.com	+233302225155	USD\$ 108	USD\$ 125
6	Fiesta Royal	info@fiestahospitality.com reservations@fiestahospitality.com	+233302740811	USD\$ 180	USD\$ 200
7	Grand Mensvic Hotel	info@mensvichotels.com	+233302507406	USD\$ 150	USD\$ 180
8	Ange Hill Hotel	reservations@angehillhotel.com.gh angehill@yahoo.com	+233302517514	USD\$ 90	USD\$ 120
9	Airport View Hotel	reservations@airportviewhotels.com info@airportviewhotel.net	+233202252244	USD\$ 120	USD\$ 140
10	Airside Hotel	reservations@airsidehotel.com.gh	+233302783844	USD\$ 91.80	USD\$ 122.40

NO.	Hotel	E-Mail	Telephone	GCAA Rate per Night Single	GCAA Rate per Night Double
		airsidehotel@yahoo.com			
11	Holiday Inn Accra, Airport	giftyalinya@holidayinnaccraairport.com reservations1@holidayinnaccraairport.com accra@holidayinnaccraairport.com	+233302740930	USD\$ 200	USD\$ 230
12	Ibis Style Hotel	ha0k0-re@accor.com	+233302746600	USD\$ 164	USD\$ 174
13	Accra City Hotel	reservations@accracityhotel.com info@accracityhotel.com	+233302633863	USD\$ 150	USD\$ 170
14	Blue Royal Hotel OSU	blueroyalhotel@gmail.com	+233302783075	USD\$ 79	USD\$ 99
15	The African Regent Hotel	<u>res@africanregent-hotel.com</u> res@african-regent-hotel.com	+233302765180	USD\$ 180	USD\$ 230