



INTERNATIONAL CIVIL AVIATION ORGANISATION

First Meeting of Directors General of Civil Aviation

(Abuja, Nigeria, 19-21 March 2002)

INFORMATION BULLETIN

GENERAL INFORMATION

Hosting Organisation: The Government of Nigeria and the Nigerian Civil Aviation Authorities (NCAA, NAMA and FAAN)

Address: P.M.B. 21029, 21038
IKEJA – LAGOS
Nigeria

Tel./Fax: 234-1-4930026

1. Location and venue

The plenary sessions of the meeting will take place at the Conference Hall of ECOWAS Secretariat at:

60, Yakubu Gowon Crescent
Asokoro District
P.M.B. 401, Abuja – Nigeria
Tel.: 234(9)314 7647-9, 314 7427-9
Fax: 234(9)314 3005, 314 7646, 314 7662

2. Languages

The meeting will be conducted in English and French, and simultaneous interpretations will be provided.

3. Opening Session

The opening session of the meeting will take place at the venue as indicated above at **10.00 Hours** on Tuesday 19 March 2002 where all the subsequent sessions will also be held.

The provisional agenda is attached to the letter of invitation.

4. **Registration**

Delegates will be able to register as follows:

- a) registration desks will be provided at the lobbies of the selected hotels from Monday 18th March 2002 between 1100 and 1800 hours daily.
- b) For those delegates who have not had the opportunity to register at the hotels, a registration desk on the main floor of the Conference center will be open from Tuesday, 19 to 21 March, 2002 from 0830 to 1600 hours daily.

For security reasons, participants are requested to wear their registration badges at all proceedings and social functions.

5. **Officers and Secretariat**

The Secretary of the Meeting is **Mr. A. Cheiffou** ICAO Regional Director WACAF Office. He will be assisted by Mr. A. Mensah, Deputy Regional Director and the Regional Officers from Dakar Office of ICAO. **Mr. V. Zubkov**, Chief Regional Affairs Office, ICAO Headquarters will also assist the meeting. In attendance will be the Secretary General of ICAO, Mr. R.C. Costa Pereira.

6. **Hotel reservations**

The Civil Aviation Authorities, the Hosting Organizations, will negotiate accommodated rates for the following suggested Hotels, all located in Abuja.

Three (3) different hotels will be used by Conference delegates namely: Sheraton Hotel & Towers, Top Rank Hotel and Rosebud Hotel, all at discounted rates as in the attached.

Delegates are advised to make their reservations directly with the hotels at least 2 weeks before the commencement of the meeting while mentioning the name of the meeting and the discount negotiated by the Nigerian Civil Aviation Authority. It is advised that reservation information and itinerary of delegations be copied to the Nigerian designated contact persons.

Arrangements have been made with the Sheraton Hotels and Towers for delegates to take their lunch for the duration of the meeting, courtesy of the Nigerian Government. However, special rates for breakfast and dinner at delegates' expense is being negotiated.

S/N	NAME, ADDRESS & TELEPHONE/FAX	ROOM TYPE	SPECIAL RATE
1	Sheraton Hotel & Towers, Ladi Kwali Way P.M.B. 143, Maitama Abuja Tel: 234(9)523 8101-30 234(9)523 0225-44 Fax: 234(9)523 1570-1	Classic King Preferred Room Junior Suite Executive Suite	\$ 105.00 \$ 115.50 \$ 171.50 \$ 273.00

S/N	NAME, ADDRESS & TELEPHONE/FAX	ROOM TYPE	SPECIAL RATE
2.	Top Rank Hotel Plot 892, Gimbiya Street Off Ahmadu Bello Way Behind Area II Corner Shop Garki II, Abuja Tel. 234(9)314 8301-5 Fax: 234(9)314 8305	Standard Room Deluxe Room Diplomatic Suite Pent House	\$ 72 \$ 81 \$ 117 \$427.50
3.	Rosebud Hotel Plot 1471, PortHarcourt Crescent Off Ahmadu Bello Way Garki II, Abuja Tel.: 234(9)314 2010-3 Fax: 234(9)314 2013	Standard Room Standard Extra Deluxe Room Executive Room	\$34 \$68 \$85 \$127.50
4.	Sheraton Hotel & Towers 30, Mobalaji Bank Anthony Way P.M.B. 21189, Ikeja Lagos Tel: 4978660-9 Fax: 4970321-2	Classic Room Towers Room Business Room Junior Suite	\$285/\$300 \$330/\$350 \$490/\$505 \$620/\$640
5.	Lagos Airport Hotel 111, Obafemi Awolowo Way P.M.B. 21041 Ikeja Lagos Tel: (01)4978670-9 Fax: (01)4937573 E-mail: laph@rcl.nig.com	Standard Double Executive Double Mini Suite Business Suite Executive Suite	\$80 \$90 \$120 \$170 \$170

List of contact persons:

1. **Engr. Z.M. Haruna,**
Director – General
Nigerian Civil Aviation Authority (NCAA)
Murtala Mohammed Airports (MMA)
Ikeja – Lagos
Tel: (234-1) 4930026
Fax: (234-1)4930029
2. **Alhaji Y. Mohammed**
Managing Director
Nigerian Airspace Management Agency (NAMA)
Murtala Muhammed Airport
Ikeja – Lagos
Tel: (234-1) 4933413 / (01) 4933418
Fax: (234-1) 4970870

- 3. Dr. O.B. Aliu**
Director Air Transport Regulation
Nigerian Civil Aviation Authority (NCAA)
Murtala Mohammed Airports (MMA)
Ikeja – Lagos
Tel: (234-1) 4930027 / (01) 4708954
Fax: (234-1) 4930027
Mobile: 0803-403-0681
- 4. Mr. A.A. Famodimu**
General Manager
Air Transport Regulation
Nigerian Civil Aviation authority (NCAA)
Murtala Mohammed Airports (MMA)
Ikeja – Lagos
Tel: (234-1) 4963018
Fax: (234-1) 4930027
- 5. Mr. Sylvester Oputa**
General Manager
Public Relation
Federal Airports Authority of Nigeria (FAAN)
Murtala Mohammed Airports (MMA)
Ikeja – Lagos
Tel: (234-1) 4936297
- 6. Ms. I.O. Sosina**
Deputy General Manager
Air Transport Regulation
Nigerian Civil Aviation Authority (NCAA)
Murtala Mohammed Airports (MMA)
Ikeja – Lagos
Tel: (234-1) 4963018
Fax: (234-1) 4930027
- 7. Mr. Yerima Othman**
Regional Manager
Nigerian Civil Aviation Authority (NCAA)
Nnamdi Azikiwe Airport
Abuja
Tel: (234-9) 8100228
- 8. Mr. S. Jok**
Liaison Officer
Nigerian Civil Aviation Authority (NCAA)
5, Blantyre Street
Off Adetokunbo Ademola Street
Abuja
Tel: (234-9) 6700820

9. Mr. I.E. Awodu

Technical Assistant to the Honourable Minister
 Ministry of Aviation
 Federal Secretariat
 Shehu Shagari Way
 Maitama, Abuja
 Tel.: (234-9) 523 2112 / (09) 523 2053
 Fax: (234-9) 523 1603

7. Transportation

Arrangements are being perfected to ensure that **ALL** delegates are met on arrival in either Lagos or Abuja Airport. Those arriving Lagos during the day will be conveyed to their connecting flights to Abuja while those arriving in the evening will be taken to the hotel of their choice and put on any of the first flights out of Lagos.

Connecting Airlines, Lagos – Abuja, timing & tariffs

Find attached, the tariffs and timings of some of the airlines on the Lagos – Abuja route.

As mentioned above, there is an adequate number of buses earmarked to carry delegates between the two airports and their hotels as well as between the hotels and the venue of the meeting, throughout the duration of the meeting.

8. Exchange rate

The Naira (₦) is the Nigerian unit of currency with a US dollar changing for about ₦ 134 at the autonomous market.

9. Medicare

A clinic will be set up at the venue of the meeting – ECOWAS Secretariat, with a doctor available on a daily basis for the duration of the sessions. A smaller clinic will also be available for delegates' use at the Sheraton Hotels & Towers.

10. Electricity (at the Hotels)

220V/50Hz

11. Visa

Delegates should ascertain the entry requirement for Nigeria as it applies to their respective member States and where necessary, obtain a visa from the nearest embassy/high commission maintained by the government of Nigeria.

No visas will be issued on entry into Nigeria. However, the Ministry of Foreign Affairs has already been advised of the forthcoming meeting to facilitate issuance of visas by embassies/high commissions.

12. Weather and clothing

Abuja climate in March is very dry with temperature as high as 36 – 38 degrees centigrade. Lagos climate on the other hand is dry and slightly humid with temperature varying between 32 and 35 degrees centigrade.

13. Bank Services

Travellers cheques and currencies of most countries can be cashed at the commercial banks. International credit cards (Visa, Diners Club, MasterCard, American Express) are accepted at the selected hotels for the conference.

14. Documentation

The Documents for the meeting (WPs, IPs etc) may be obtained from the Document Distribution desk. Currently most WPs and IPs are posted on ICAO Web Site : <http://www.icao.int/wacaf>

Participants desiring to circulate any papers or literature are requested to coordinate with the Secretary of the meeting.
