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المدني الدولي

国际民用
航空组织

Bureau Afrique Occidentale et Centrale / Western and Central African Office

File Ref: - SR 3/76 - 0740

05 October 2011

Subject: **Nineteenth meeting of the AFI Satellite Network Management Committee (SNMC/19), Accra, Ghana, 14-18 November 2011**

Action Required: **To reply not later than 17 October 2011**

Sir /Madam,

I have the honour to invite your Administration /Organization to the Nineteenth Meeting of the AFI Satellite Network Management Committee (SNMC/19) which is being hosted by Ghana Civil Aviation Authority (GCAA) and will take place at the **HOLIDAY INN** Hotel located at **Kotoka International Airport, Accra, Ghana, from 14 to 18 November 2011.**

As the provisional agenda hereto attached indicates, the SNMC/19 meeting will, among other things, mainly review the follow-up actions taken by SNMC members on matters arising from SNMC/18 Conclusions; analyze and finalize the technical specifications for an external Technical Evaluation and for the network re-engineering aimed at modernizing AFISNET in line with **SP AFI/RAN Recommendation 6/18**; review and assess the networks performance (facilities and services availability) and discuss AFISNET integration and interoperability with its neighboring networks in the frame of **SP AFI/RAN Recommendation 6/19.**

In this regard, the attention of your Administration/Organization is being drawn to the need to participate actively by preparing Working Papers and providing the necessary inputs in relation to the individual Agenda items. Such inputs should include operational end-to-end circuit statistics, and updates on present network parameters and expected/future applications, with a view to facilitating the upgrading of the AFISNET performance and ensuring its smooth integration.

...

Within the framework of the implementation of the AFI Air Navigation Plan, the Conclusions and Decisions of the 17th APIRG meeting and the derived requirements to be provided by the network for the implementation of CNS/ATM components within the AFI Region will be presented to the meeting for implementation. In particular, the draft conclusions of the APIRG CNS/SG/4 meeting (Dakar, Senegal, 24-29 July 2011) related to AFISNET will be presented to the meeting for update with ongoing developments if necessary.

In line with the provision contained in the Form of Agreement of AFISNET Management Committee, observers such as facilities providers, satellite spectrum providers, Air Navigation Service Providers, Airline Associations have been invited to give information about the current technologies and their future development.

You will also find attached the List of Hotels in Accra. Meanwhile, be advised that Working Papers prepared by the Secretariat will be circulated in due course.

Kindly advise at your earliest convenience but not **later than 17 October 2011** through E-mail to icaowacaf@dakar.icao.int whether your Administration/Organization intends to participate in the SNMC/19 Meeting, and accordingly indicate the name and designation of your delegate(s).

Please accept, Sir/Madam, the assurances of my highest consideration.



Mam Sait Jallow
Regional Director

Attachments: Information Bulletin with list of Hotels
Provisional Agenda
Tentative Work Programme
Registration Form



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

**Nineteenth Meeting of the AFI Satellite Network Management Committee (SNMC/19)
(Accra, Ghana 14-18 November 2011)**

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INFORMATION BULLETIN

1. VENUE, HOST AND SERVICE

1.1 The nineteenth meeting of the AFI Satellite Network Management Committee (SNMC/19) will be held at the **HOLIDAY INN Hotel located within the Airport City about 4 minutes drive from Kotoka International Airport, Accra**, from the 14th to 18th November 2011.

1.2 The meeting will be hosted by GHANA CIVIL AVIATION AUTHORITY (GCAA) and the contact person for the meeting is:

Rev. **Samuel Tettey BANFRO**, Deputy Director ATSE,
Ghana Civil Aviation Authority,
Private Mail Bag, Kotoka International Airport, Accra, Ghana
Tel : +233 302 77 61 71
Cell : +233 244 277 972
Fax: +233 21 77 32 93
E-mail: info@gcaagh.com

1.3 The meeting will be serviced by Mr. **Francois Xavier SALAMBANGA**, Regional Officer Communication Navigation and Surveillance, ICAO Regional Office for Western and Central Africa

2. HOTEL INFORMATION

A list of recommended hotels is attached herewith. Participants are requested to make their own hotel reservations or send the registration with the preferred hotel to GCAA to make booking. The following GCAA personnel could assist participants with Hotel bookings: Mr. **Eric Amaning** – (+233244731201 / eamaning@gcaagh.com or kofi1122004@yahoo.com) and **Michel kaampkor** (michelkam@yahoo.co.uk)-+233208111304

A list of recommended hotels is attached.

M&D

3. TRANSPORTATION

3.1 Accra International Airport is situated about 5 kilometres from the city centre. Taxis are readily available; the taxi fare from the airport to the city centre is between **GHc10-GHc15**

3.2 Transport to and from **Holiday Inn Hotel** could be provided to all participants at their request. The practical arrangement for such transportation will be firming after participants' arrival and accommodation.

4. VISA

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

5. HEALTH

5.1 Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Ghana.

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

6. WEATHER AND LOCAL TIME INFORMATION

6.1 November is usually dry. Accra's mean minimum temperature in November is 24 °C and the maximum is 32°C. The harmattan season sets in usually in December and continues through to January.

6.2 The local time in the territory of Ghana is Universal Time (UTC) or GMT time.

7. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

7.1 The basic unit of currency is the Ghana New Cedi (GHc). There are pesewa coins in **1 cedi, 50 pesewas, 20 pesewas, 10 pesewas, 5 pesewas and 1 pesewa** denominations. Notes are issued in denominations of **50, 20, 10, 5, 2 and 1 Ghana cedis**.

7.2 The exchange of Ghana Cedi with US dollars is submitted to market fluctuation and the current average exchange rate is **1USD for 1.5624 GHc**.

7.3 There is no limit to the amount of foreign bank notes or traveller's cheques, which visitors may bring into Ghana. However, the export of Ghana currency by visitors is strictly forbidden..

7.4 Commercial banks provide exchange facilities. Most banks are open between 8h30 a.m. to 12h30 p.m. and from 13h30 to 17h30 from Monday to Friday. There are a few banks close to the Airport and in the Central Business District.

7.5 Credit cards and travellers cheques are accepted in most establishments. Most shops and hotels accept Visa Cards.

8. HOURS OF BUSINESS

The working week in Ghana runs from Monday to Friday (8:00 -17:00) Saturday and Sunday being holidays.

9. ELECTRICAL SUPPLY

The Local voltage in Ghana is **220/240 V 50 Hz** and standard British plugs and sockets are utilized. Participants from countries using French plugs may bring a suitable adaptor for their laptops.

10. TELEPHONES

Worldwide direct dial connections are available, using the international code of the destination or through a telephone operator if necessary.

From abroad dial **+233** followed by the required number. There are several mobile operators including **VODAFONE, MTN, TIGO, GLO** and **AIRTEL**.

LIST OF HOTELS IN ACCRA

Country access Code: +233

HOTEL	TELEPHONE	AMOUNT \$ (SINGLE)	AMOUNT \$ (DOUBLE)	FAX	E-MAIL
La-Palm	021 771700	\$275	\$315	021 771654	www.gbghana.com lapalm@gbghana.com
Labadi Beach	021 772501	\$270	\$310	021 772520	
Novotel	021 667546	\$212-\$250	\$234-\$272	021 667533	reservations@accrahotel.com
Golden Tulip	021 775360	\$ 280	\$320	021 667563	info@goldentulipaccra.com www.goldentulipaccra.com
'M' Plaza	021 775922	\$180	\$200	021 763416	mplaza@ghmail.com
Shangrila	021 776993	\$110	\$150	021 774873	shangrila@4u.com.gh www.shangrila.com

Miklin	021 500708	\$80	\$10	021 500558	miklin@africanonline.com.gh miklin@ghana.com www.miklin-gh.com
Crown Appartemento	021 762941	\$207	\$230	021 762942	crown@apartmento.com www.crownapartmento.com
Alisa	021 910730/ 021 255493/ 021 768295	\$161	\$184	021 768300	info@alisahotels.com www.alisahotels.com
Airport View	021 769594	\$95	\$105	021 780342	Airporthotel@africaonline.com .gh
Airside	021 760480	\$100	\$120	021 785768	airside@africaonline.com.gh
Holiday Inn	021 780494	\$320	\$350	021 780212	www.holiday-inn.com

There are also a number of budget type hotels which can be arranged for you if you contact the hosts in good time.



INTERNATIONAL CIVIL AVIATION ORGANIZATION
WESTERN AND CENTRAL AFRICAN OFFICE
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(SNMC/19)
(Accra, Ghana 14-18 November 2011)

EXPLANATORY NOTES

Agenda Item 1: Follow up on SNMC/18 Conclusions

Under this agenda item the meeting will analyze the status of implementation of SNMC/18 conclusions and make the suitable proposal to clear out those outstanding.

Agenda Item 2: Review of AFISNET operational and technical statistics of availability

2.1 Under this agenda item the meeting will examine the statistics of availability of the links supported by AFISNET and take the necessary decisions to develop a comprehensive programme to enhance the availability rate.

2.2 The meeting will also review and analyze the Network performance in term of:

Stations MTBF and MTTR performance

Turnaround time's statistics

Agenda Item 3: Review/Updating of AFISNET nodes

Under this agenda the meeting will update AFS nodes in terms of location, geographical coordinates, frequencies plan.

Agenda Item 4: Implementation of Special AFIRAN meeting recommendations 6/18 and 6/19

4.1 Under this item the meeting will analyze the status of implementation of AFI/RAN ***Conclusion 6/18: AFISNET Technical Evaluation and re-engineering***, that calls for AFISNET Evaluation and re-engineering. The meeting will analyze and finalize the technical specifications for an external evaluation of AFISNET.

4.2 The meeting will also review the status of implementation of ***Conclusion 6/19: Planning, implementation and operation of very small aperture terminal (VSAT) networks in the AFI Region*** that calls for regular meetings of all AFI networks managers. The meeting will be provided with the reports of the meeting of AFI VSAT Networks Managers.

Agenda Item 5: Review of the report of the of the Joint Technical Team

Under this agenda item the meeting will review the report of the first meeting of the Joint Technical Evaluation and re-engineering Team.

Agenda Item 6: AFISNET band width re-engineering;

Under this agenda item the meeting will discuss about the leased satellite band management and in particular the conversion of the old IBS band in order to ensure more flexibility of usage.

Agenda Item 7: Review of the CNS/SG/4 conclusion related to AFISNET

Under this agenda item, the meeting will examine the conclusions of APIRG/CNS/SG 4th meeting recently held in Dakar, Senegal from 24 to 29 July 2011 and related to AFISNET.

Agenda Item 8: AFISNET integration with other AFI regional networks (CAFSAT, NAFISAT, SADC/2)

Under this agenda item, the meeting will update the status of implementation of the interconnection between AFISNET and the neighboring Sub Networks.

Agenda Item 9: Required Communication Performance for AFISNET

Under this agenda the meeting will examine the way to comply AFISNET performance as necessary with the Manual on Required Communication Performance (RCP Doc 9869) requirements.

Agenda Item 10: Updating SNMC Form of Agreement.

Under this agenda item, the meeting will examine the updated the form of agreement of AFISNET

Agenda Item 11: Any other business

Under this agenda item, the meeting will examine any other topic which should have any interest for the meeting to debate about.



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(Accra, Ghana 14-18 November 2011)

Tentative Work-programme

Monday, 14 November 2011

Venue: HOLIDAY INN, Kotoka International Airport, Accra, Ghana

08:30 – 09:30	Registration of delegates
09:30 – 09:45	Opening Ceremony
09:45 – 10:00	Tea and Coffee break
10:00 – 13:00	Working session: Agenda item 1
13:00 – 14:00	Lunch
14:00 – 16:00	Working session: Agenda item 2 and 3

Tuesday 15 November 2011

08:30 – 10:30	Working session: Agenda item 4
10:30 – 10:45	Tea and Coffee break
10:45 – 12:45	Working session: Agenda item 4
12:45 – 14:00	Lunch
14:00 – 16:00	Working session: Agenda item 5

Wednesday, 16 November 2011

08:30 – 10:30	Working session: Agenda item 6
10:30 – 10:45	Tea and Coffee break
10:45 – 12:45	Working session: Agenda item 7
12:45 – 14:00	Lunch
14:00 – 16:00	Working session: Agenda item 8

Thursday, 17 November 2011

08:30 – 10:30	Working session: Agenda item 9
10:30 – 10:45	Tea and Coffee break
10:45 – 12:45	Working session: Agenda item 10
12:45 – 14:00	Lunch
14:00 – 16:00	Draft Conclusions by Secretariat

Friday, 18 November 2011

10:30 – 10:45	Working session: Review of Draft Conclusions
10:45 – 11:00	Closing ceremony



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NOMINATION FORM (to return to icaowacaf@dakar.icao.int)

First Name (in full) _____

Family Name (in full) _____

Title _____

State _____

Organization _____

Status
Member/Observer _____

Address _____

Telephone/Fax _____

E-Mail _____