



DGCA-3

INTERNATIONAL CIVIL AVIATION ORGANIZATION
WESTERN AND CENTRAL AFRICAN OFFICE

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EASTERN AND SOUTHERN AFRICAN OFFICE

Third Meeting of Directors General of Civil Aviation

(Lomé, Togo, 3 – 5 November 2009)

INFORMATION BULLETIN

Meeting host: The Government and National Agency for Civil Aviation Togo
Address: P O Box 2699 Lomé
Tél: 228 226 37 40 / 228 226 55 74
Fax: 228 226 08 60
e-mail: anac@anactogo.fr

1. Venue of the Meeting

The plenary sessions of the meeting will take place at the hotel Mercure Sarakawa whose address is given below:

Boulevard du Mono
Tél : 228 227 65 90
Fax : 228 227 71 80
E-mail: H2102@accor.com

2. Languages

The meeting proceedings will be conducted in English and French and simultaneous interpretation will be provided.

3. Opening Session

The opening session of the meeting will take place at the Hotel Mercure Sarakawa as indicated above at 09h00 on Tuesday 03 November 2009 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 at the registration desk on the main floor of the Conference centre to be opened from 08h00 to 09h00 on 03 November 2009. Advance registration will be available on Monday 02 November 2009 from 18h30 to 20h30.

For security reason, 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.O. Guitteye, ICAO Regional Director WACAF Office. He will be assisted by Mr. G. Moshabesha, ICAO Regional Director, ESAF Office.

6. Hotels reservations

Delegates are advised to make their reservations, directly with the hotels as soon as possible before the commencement of the meeting **while mentioning the name of the meeting**. The list of Hotels is attached here to. It is advised that reservation and itinerary of delegates be copied to Mr. Dobou or Mr. Latta at their respective email address: gdobou@yahoo.fr or anac@anactogo.fr.

7. Exhibition

As reserved space is made available to those requiring exhibition. It is located in the hall of the hotel Mercure Sarakawa which can be contact directly.

8. Transportation

Arrangement are being made to ensure that ALL delegates are met on arrival at Lomé airport

9. Exchange rate

CFA 1 Euro = 657 F CFA

10. Medicare

Medical Doctor services will be available at the venue throughout the meeting :

- | | |
|---|----------------------------|
| 1. Dr. Bassabi, (ANAC Lomé, Doctor), | contact : Cel. : 904 39 81 |
| 2. Dr. Tchangai, (Aeronautical medicine), | contact: Cel.: 904 06 68 |

11. Electricity (at the Hotels)

220V / 50 Hz

12. Visa

Delegates should ascertain the entry requirement for Togo as it applies to their respective member States is met and where necessary, obtain a visa from the nearest Embassy or Consulate of Togo. Visa can be obtained upon arrival at Lomé Airport.

13. Weather conditions

The temperature in Lomé in November varies between 20 and 25 degrees centigrade.

14. Banking services

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

15. Documentation

The meeting Documents (WPs, IPs etc) may be obtained from the Document Distribution desk. Working Papers (WPs) and Information Papers (IPs) will also be posted on ICAO Web site: <http://www.icao.int/wacaf> and <http://www.icao.int/esaf>

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

Attachment : List of Hotels

LISTE DES HOTELS

HOTEL	TEL/FAX (indicatif: +228)	TYPE DE CHAMBRES	TARIF EN F CFA PREFERENTIEL	LOCALISATION A PARTIR DE L'AEROPORT
PALM BEACH	Tél.: 221 85 11 Fax: 221 87 11 221 07 35	Single ou double Suite privilège Suite royale	55 000 120 000 150 000	Centre ville (7 km)
SARAKAWA	Tél.: 227 65 90 Fax: 221 87 11	Chambre exposition ville Chambre exposition mer Privilège Suite junior	89 800 100 600 107 000 150 000	Centre ville (5 km)
	Tél.: 221 24 85 Fax: 221 61 25	Single / double exposition ville Single / double côté mer	49 000 57 000	Centre ville (7 km)
DE L'AEROPORT	Tél: 261 04 46 Fax: 261 04 47	--	18 500 / 22 500 27 000 / 30 000	Aéroport (500m)
MEMORIAL	Tél: 261 16 84 Fax: 261 46 07	--	16 000	Aéroport (500m)
EXCELLENCE	Tél: 222 11 05 Fax: 222 11 07	Chbre privilège	25 000 / 35 000 / 55 000	Aéroport (500m)
NAPOLEON	Tél: 226 10 64 Fax: 226 22 32	--	21 600 / 18 800 16 300 / 10 800	Centre ville (4 km)
AHODIKPE	Tél: 222 13 99	Chbre single climatisée Chbre double climatisée Chbre ventilée	20 000 / 15 000 / 12 000 22 000 / 17 000 / 14 000 7 000 / 6 500	Centre ville (6 km)
AVENIDA	Tél: 221 46 72	Chbre simple Chbre double	18 000 / 16 500 35 000 / 30 000	Centre ville (4 km)
LA LICORNE	Tél: 251 51 83 Fax: 251 51 84	Chbre simple Chbre double	21 000 / 16 000 51 000 / 31 000 24 000	Route de Kpalimé (10 km)
KRIMAS	Tél: 222 30 04	Chbre simple côté ville Chbre côté mer Chbre large	35 000 40 000 50 000	Centre ville (3,5 km)
DU GOLFE	Tél: 221 02 78	Chbre climatisée single Chbre climatisée double	19 600	Centre ville (7km)
LE PELICAN	Tél: 271 95 16 Fax: 271 95 17	Chbres simples Chbres doubles Suite	39 000 / 33 000 / 26 000 61 000 / 51 000 / 46 000 83 000 / 76 000 / 61 000	Centre ville (5 km)

List of contact persons:

1. Mr. Dobou : Cel. (228) 904 30 01
2. Mr. Toitre : Cel. (228) 918 97 67
3. M. Namoni : Cel. (228) 917 04 19