



ICAO



Attachment B

**International Civil Aviation Organization
Western and Central African Office**

**Workshop on Regional Contingency Plan Development and
Implementation Coordination for Western and Central Africa (Accra,
Ghana, from 29 October to 2 November 2018)**

INFORMATION BULLETIN

1. Venue of the Workshop

The Workshop will take place at the Ghana Civil Aviation Authority Training Academy (GATA) in Accra, Ghana, from 29 October to 2 November 2018 under the kind invitation of Ghana Civil Aviation Authority. The contacts of the WACAF Office are:

1. Mr. Albert Aidoo Taylor

Tel: +221 33 869 2413

Mobile: +221 77 614 1116

Email: ATaylor@icao.int

2. Mrs. Aïssatou MANE-NDIAYE

Tel: +221 33 869 2409

Email: amane@icao.int

3. ICAO WACAF Office:

Tel: +221 33 869 24 24

Fax: +221 33 869 32 59

Web Site: <http://www.icao.int/wacaf>

Email: icaowacaf@icao.int

The meeting focal points at Ghana Civil Aviation Authority are:

Mr. Thomas Duopah

Mobile: +233277455790

Email: tduopah@gcaa.com.gh
tomduo@ymail.com



ICAO



Mr. Kennedy Blege

Mobile: +233208783826

Email: kblege@gcaa.com.gh
kenblege@gmail.com

2. Languages

The Workshop will be conducted in English.

3. Opening Session

The Opening Session of the Workshop will take place on Monday 29 October 2018 at 09:00 hours in the GATA conference room, where subsequent sessions will also be held.

4. Registration

The registration of participants will take place at the site of the workshop on Monday 29 September 2018 at 08:00 hours.

5. Instruction and Documentation

The Workshop will be facilitated by Expert from ICAO. The Workshop will be paperless and all related documentation will be on line at <http://www.icao.int/WACAF/Pages/meetings.aspx> and participants are therefore advised to bring along laptops for access to the electronic documents.

6. Weather and Clothing

The average temperature in Accra in October is around 29°C (the maximum temperature is 29°). The climate is therefore quite pleasant around the city during this period.

7. Health

A valid Yellow Fever Vaccination Certification is mandatory. If the certificate cannot be made available, vaccination will take place at the point of entry against payment of GHS 80.

Participants must ensure that they have valid health insurance to cover all their health expenses during their stay in Ghana.

8. Visas

Citizens of ECOWAS Member States can enter Ghana without a visa if they have a valid passport and Citizens from non- ECOWAS Member States can obtain visa on arrival, copy of bio data page of passport should be forwarded in advance to the focal points to facilitate the visa on arrival. The visa fee is GHS 720.

9. Transport from the Airport:

Transport to and from the airport, hotel and conference venue will be provided by the Ghana Civil Aviation Authority (GCAA).



ICAO



10. Banks

The currency used in Ghana is Ghana Cedi (GHS) and all banking institutions in the country have a currency exchange office. Banks and Foreign Exchange Bureaux (FOREX) are opened from 08:30 to 16:00 hours from Monday to Fridays. The exchange rate is USD1= GHS 4.7 Euro1= 5.4 and susceptible to changes.

11. Electricity

Voltage is 220 V. British Standard Sockets are used in hotels and conference venue. Participants are advised to have suitable adapters for the electric and electronic appliances.

12. Internet

The hotels and conference centres have free WI-FI networks. Photocopier, printer and desktop machine will be available in the secretariat established for the meeting at the conference centre.

13. Hotels

A list of recommended hotels is attached hereto.



ICAO



HOTEL LIST

HOTEL	TELEPHONE	AMOUNT \$ (SINGLE)	AMOUNT \$ (DOUBLE)	E-MAIL
'M' Plaza	+233 302 76 3417 +233 20 883 1978 +233 244 522 585	\$ 80	\$150	booking@mplaza-hotel.com evalove.mensah@mplaza-hotel.com
Miklin	+233 302 500708	\$80	\$100	miklin@africanonline.com.gh miklin@ghana.com www.miklin-gh.com
Airport View	+233 302 769594	\$140	\$150	Airporthotel@africaonline.com.gh
Airside	+233 302 760480	\$160	\$180	airside@africaonline.com.gh