



REPUBLIC OF GHANA



**The 4th African Union (AU) Specialised
Technical Committee (STC) on Finance,
Monetary Affairs, Economic Planning and
Integration, Accra, Ghana,
9th – 14th March 2020**

INFORMATION NOTE



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LOGISTICS NOTE

**The 4th African Union (AU) Specialised Technical Committee (STC) on Finance,
Monetary Affairs, Economic Planning and Integration, Accra, Ghana,
9th – 14th March 2020
Venue: Accra International Conference Centre, Accra, Ghana**

ORGANIZATION

The 4th African Union (AU) Specialised Technical Committee (STC) on Finance, Monetary Affairs, Economic Planning and Integration is organized by the African Union (AU) Commission and the Ministry of Finance Ghana.

OVERVIEW AGENDA

Date	Programme
9 th - 11 th March	Experts Meeting (Day-1 to 3)
12 th March	ATI/IMF & Four (4) other side meetings (Day 4)
13 th and 14 th March	Ministers' Meeting (Day-5 to 6)

WORKSHOP VENUE

The technical workshop sessions will be held at the Accra International Conference Centre, Accra, Ghana.



Accra International Conference Centre
Castle Rd,
Accra, Ghana
Tel: (+233) 24 445 2852



INFORMATION NOTE

ACCOMODATION/HOTELS

Participants of the Conference should kindly follow the link <http://www.austc.mofep.gov.gh/hotels> for recommended hotels for the Conference. Rooms have however been reserved at Movenpick Hotel and Kempinski Hotel at negotiated rates for Minister, Governors Senior Officials.

PROTOCOL INFORMATION

Please email your travel itinerary to austc-info@mofep.gov.gh

E-MAIL ADDRESS OF FOCAL POINT PERSON

Srn	Name	Email address	Phone No.
a.	Mr. Enoch Obeng-Darko	eodarko2000@gmail.com /eobeng-darko@mofep.gov.gh	+233 - 244424364
b.	Mr. Raymond Nazar	rnazar@mofep.gov.gh/ nazarraymond@gmail.com	+233 - 270331260
c.	Mr. Ernest Asare	ernestrasare@gmail.com	+233 - 270331260

VISA AND TRAVEL DOCUMENTS

All meeting participants to Ghana must hold a valid passport or legal travel documents with a minimum validity of SIX (6) months beyond the intended visiting period. Most nationalities must obtain a valid visa before travelling. While all **ECOWAS Member States** are visa free Ghana offers visas upon arrival to all nationals of AU member states for up to 30 days.

Categories of Persons Exempt from Entry Visa requirements to Ghana is available at below link:
<https://www.ghanahighcommissionuk.com/Passports/VisaApplication.aspx>
http://www.ghanaimmigration.org/visa_info.html

For others, visa must be obtained from Ghana Embassies/High Commissions, Consulates or other Embassies authorized by the Government of Ghana to issue visas on their behalf before entering the country

Basic documents for visa application:

1. Passport sized photograph (4 copies, any background color)
2. Company letter (4 copies) (All can be original copies or 1 original & 3 photocopies)
3. Letter of invitation from Ghana (4 copies)
4. Flight itinerary (4 copies)
5. Yellow fever certificate (4 copies of the 2nd page, the one with bio-data & yellow fever stamp)
6. Passport biodata page (4 copies)
7. Purpose of visit
8. Host or sponsor's Address



INFORMATION NOTE

All ECOWAS countries do not require a visa to Ghana.

African countries, which are not members of ECOWAS, and other countries outside Africa would have to receive their visa on arrival at a cost of One hundred and fifty dollars (\$150.00) each.

Processing of visa on arrival requires details of bio data of participants at least three weeks before arrival.

However, we recommend that you contact the nearest embassy or consulate office in your country if any other specific document is required. Visa application form is also obtainable from the Ghana High Commission website of your country. To avoid any inconvenience, it is recommended that you apply for the visa at least 3 weeks before your travel date.

For more information, please visit this [link](#) for more visa details.

Visa related questions and support please contact: austc-info@mofep.gov.gh

Participants who would want to apply for visa in their own countries should send their names / particulars to us to arrange [Confirmation Letters of Invitation](#).

GROUND TRANSFERS

The Government of Ghana will provide ground transportation for all delegates as well as airport transfers in Ghana. In this regard, participants are requested to provide or update their travel itinerary and full flight details by sending them to the protocol through austc-info@mofep.gov.gh

MEALS

Lunch and two cocoa breaks will be provided for participants for the duration of the meetings.

Participants are to choose hotels of their choice and pay for rent accordingly. Daily Breakfast is included in the room rate. Any additional cost at the hotel would be borne by the participant.

VACCINATIONS REQUIREMENT

A Yellow Fever Vaccination Certificate is mandatory. Please note that participants must get their vaccination 10 days before departure from their home country.

Courses or boosters usually advised: Hepatitis A; Tetanus; Typhoid; Yellow Fever.

Other vaccines to consider: Malaria; Cholera; Diphtheria; Hepatitis B; Meningococcal, Meningitis; Rabies



INFORMATION NOTE

INSURANCE

You are strongly advised to have travel or medical insurance in case of any emergency that requires medical attention or other forms of assistance during this trip. The organizers do not provide any coverage within this trip and accept no responsibility in this regard.

Medical Officers will be available onsite throughout the workshop. The Ghana Ambulance Service has a medical team from a clinic nearby to attend to emergency cases.

The nearest medical centres from the Accra International Conference Centre are:

- **Greater Accra Regional Hospital**
Address: Castle Rd, near the ridge roundabout
Accra
Phone: +233 (0)30 222 8315
- **37 Military Hospital**
Address: Negheli Barracks Liberation Rd 37, Accra Ghana
Phone: +233 (0)302 774 318; +233 (0)302 777 595

MEETING LANGUAGE

All sessions at the workshop will be conducted in four languages; English, French, Arabic and Portuguese. Translation and Interpretation would be provided for in these four languages.

ADDITIONAL INFORMATION

GENERAL TRAVEL INFORMATION

The Ghanaian Economy:

Ghana can be located on the West Coast of Africa. To the West she shares a border with Cote d'Ivoire, and is bounded to the East by Togo. Further up North, Ghana shares a border with Burkina Faso and to the South is the Gulf of Guinea. The Ghanaian economy is diverse and historically driven by commodities namely Gold, Cocoa and recently oil. With the discovery of oil and gas deposits, a thriving services industry has emerged. The country's cocoa is famous for its premium quality. Do not miss an opportunity to indulge your taste buds in a made in Ghana chocolate.

Climate:

The climate of Ghana is tropical but temperatures in June is slightly cool with the raining season beginning from April through to October. Generally, temperatures are between 21 (degree Celsius) and 32 (degree Celsius).

The People and Language: Ghana's population is over 29 million with Accra as its capital. English is the official language of Ghana and is universally used. The most widely spoken local languages are Ga, Dagomba, Akan and Ewe.



INFORMATION NOTE

Ghanaian cuisine:

It is one of the most delicious across West Africa comprising various staples and sauces and soups. From the south to the north, each region has a set of unique foods associated with the history and culture of the people. Notable amongst them is fufu, a staple made from cassava accompanied with soups; kenkey a staple from maize accompanied with fried fish and a spicy sauce, Jollof rice, Ampesi (boiled yam or plantain and palava sauce) and Banku.

Tourism:

Ghana is endowed with a unique natural landscape, which ranges from the savannah in the north, the forest zone in the centre and west, the mountains in the east and coastal plains in the south. There are beautiful tourist sites across the regions. For Accra, we have the Kwame Nkrumah Mausoleum, the Accra Cultural Centre among others. To have a relaxing evening, there is the Osu Oxford Street in Accra where there are all kinds of entertainment places available.

There is also the Africa's first canopy walkway in the Kakum National Park. This is a 350 km long suspended bridge comprised of six tree-platforms and seven connecting spans that stand 30 meters above the forest floor. The Volta Region, the most topographically varied part of Ghana, also hosts some of the most popular attractions such as the sacred monkeys of Tafi Atome, magnificent waterfalls around Amedzofe, the country's highest peak on Mount Afadjato, and the impressive forest-fringed Wli falls.

Ghana has amazing places of interest, the lengthy palm-fringed beaches and safe and accessible villages and community based tourism. Nzulezu, the "Village on water", is located 90 kilometres west of Takoradi with a population size of about 600 people. Aburi Botanical Gardens, Paga crocodile pond and the historic forts and castles are always interesting sites in Ghana.

Religion:

The main religion in Ghana is Christian who accounts for 71.2% of the total population and includes Roman Catholics, Protestants, etc. The Muslim population accounts for 17.6% of the total population and are located chiefly in the northern part of the country. Traditional religions accounts for 5.2% of the population.

Time Zone:

Local Time: Ghana is GMT/UTC + 0h Standard Time

Communications:

The dialling code for Ghana is +233. There are various mobile phone companies operating in Ghana: MTN, Airtel Tigo, Expresso, Glo and Vodafone. WIFI will be available at the workshop venue.

Currency:

The local currency is the Cedi which comes in denominations of GH¢200, GH¢100, GH¢50, GH¢20, GH¢10, GH¢5 and GH¢1. Coins come in denominations of 1 GH¢ and 50p, 20p, 10p, 5p & 1 pesewas. Credit/debit cards are accepted by most hotels and few shops. Foreign currency can be freely exchanged at any forex in the country. Rates of exchange are posted daily by banks and forex bureaux.



INFORMATION NOTE

Arts and Crafts:

Ghana is a great place for a wide variety of excellent handicrafts, traditional masks, drums and souvenirs of every kind. The colourful ceremonial Kente cloth which is woven by the Ashantis continues to be unique and admired by visitors all over the world. The Adinkra cloth, a dye stained fabric, is also associated strongly with the Ashantis and is often worn during funerals and important occasions. Each of the over 60 Adinkra signs imprinted in the Adinkra cloth has a different proverb assigned to it.

From Bolgatanga and the village of Daboya are the hand-spun Fugu cloth/smocks, as well as straw hats and baskets, which are their specialty. Also of interest are the wide varieties of beads from the Eastern Region of the Country.

Shopping:

The city of Accra has myriad of products and services for sale. There is the Accra Mall, A & C Mall, Achimota Mall and West Hills Mall, where you can get all types of products ranging from clothing, toiletries to groceries among others. There is also the popular Market “Makola” in Accra which is a local market where local foodstuffs and other items like local fabrics are sold. There is the Art Centre where local artefacts are also sold.

Electricity:

The electricity in Ghana is 230 V AC 50 Hz. Do bring an adaptor, if necessary. There are two types of power supply used in Ghana; these are type G and D with the primary power outlets being type G.





VENUE OF PROGRAMME:
ACCRA INTERNATIONAL CONFERENCE CENTER

INFORMATION NOTE

ACCOMMODATION ARRANGEMENT



ACCRA INTERNATIONAL CONFERENCE CENTER

It is the foremost conference centre in the country and its 1600-seated plenary hall. It is the most important meeting venue in Ghana, and often plays host to important international gatherings.

Address: Castle Rd, Accra

Digital Address: GHA-111-0646

Phone: +233 244 452 852 / 0302 669600

Capacity: 1,600



KEMPINSKI HOTEL GOLD COAST CITY – ACCRA

Kempinski Hotel Gold Coast City - Accra is the only five-star luxury hotel offering state of the art meeting facilities and services in the city. Conveniently located in the downtown area and in close proximity to the State House, the Accra International Conference Centre and the National Theatre.

Address: Gamel Abdul Nasser Avenue | PMB 66 - Ministries, Gold Coast City, Accra

Phone: 024 243 6000

Distance: 0.4 miles from Accra International Conference Centre

Rate: Junior Suit – GHS 3,705

Superior Room – GHS 1,824

Executive Room – GHS 2,536.5

Website: <https://www.kempinski.com/en/accra/hotel-gold-coast-city/>



MÖVENPICK AMBASSADOR HOTEL ACCRA

Mövenpick Ambassador Hotel Accra provides an atmosphere of ease and convenience where our guests can be perfectly in control of their time whilst taking advantage of everything on their doorstep. The Accra Financial Centre, World Trade Centre, International Conference Centre and Government Ministries are all close by.

Address: Independence Avenue | PMB CT 343, Cantonments Ridge, Accra, Ghana

Phone: 030 261 1000

Rate: Superior Room – USD 235

Deluxe Room – USD 255

Distance: 0.7 miles from Accra International Conference Centre

Website: <https://www.movenpick.com/en/africa/ghana/accra/moevenpick>



INFORMATION NOTE



GOLDEN TULIP ACCRA HOTEL

Golden Tulip Accra hotel, have reinvented the rules and are constantly adding new ways to keep our guests happy. Free WIFI in all the hotel rooms and public areas makes all the difference for a pleasant stay. We provide new experiences. Work as you play and play as you work.

Address: Liberation Road, Accra 16033, Ghana

Phone: 030 221 3161

Distance: 2.8 miles from Accra International Conference Centre

Rate: Standard Room – USD 200

Superior Room – USD 230

Premier Suite – USD 400

Website: <https://accra.goldentulip.com/en-us>



SWISS SPIRIT HOTEL & SUITES ALISA

Perfectly poised in a serene neighbourhood, Swiss Spirit Hotel & Suites Alisa has 199 magnificent rooms & suites, tastefully designed & showcasing a sophisticated urban feel with plush picturesque views of the capital. Guests can also experience the distinctive meeting & conference facilities alongside its state of the art technologies, designed to accommodate from small to large events & to making your event a success.

Address: 21 Dr. Isert Rd | North Ridge, Accra, Ghana

Phone: +233 302 214 233

Distance: 1.1 miles from Accra International Conference Centre

Rate: Superior Room – USD 170

Deluxe Room – USD 200

Junior Suite – USD 240

Website: <https://www.swisspirithotels.com/alisa-accra>



ACCRA CITY HOTEL

Accra city hotel harmonizes a unique concept with contemporary accommodation, fine dining restaurant, high- class facilities and legendary service. The Accra city hotel provides the perfect stay in downtown of Accra for a business meeting a magical holiday, or a romantic wedding and honeymoon.

Address: Barnes Road, Accra, Ghana

Phone: 030 263 3863

Distance: 0.8 miles from Accra International Conference Centre

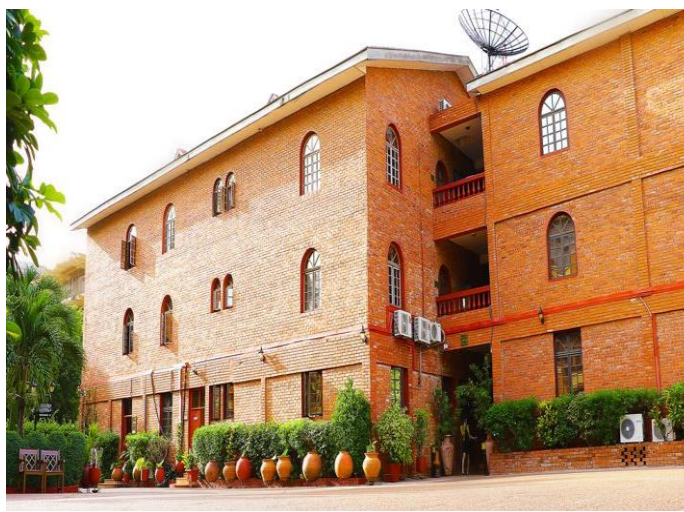
Rate: Standard Room – USD 150

Superior Room – USD 170

Website: <http://www.accracityhotel.com>



INFORMATION NOTE



COCONUT GROVE REGENCY HOTEL

Coconut Grove regency hotel is located in the business district of Accra. It's within 10-minute drive of the World Bank office, Danish, Canadian, German, Netherlands, British and American diplomatic missions, Ghana immigration service, the National Theatre, government ministries, National theatre and the Accra International Conference Centre all on "traffic free" routes.

Address: 5 John Kasavubu Rd, Accra

Phone: 030 222 5155

Distance: 1.1 miles from Accra International Conference Centre

Rate: Standard Room – USD 105
Suite – USD 115

Website: <https://coconutgrovehotelsghana.com/regencyhotel>



LA PALM ROYAL BEACH HOTEL

Since its commencement, La Palm has quickly become Accra's principal address for businessmen, government delegations and tourists on holidays. Hugging the shores of the Atlantic, La Palm is located inside 30 acres of lush lawns and landscaped gardens.

Address: Bypass, 1 Labadi Road, Accra

Phone: 030 221 5111

Rate: GHS 801

Distance: 6.3 km from Accra International Conference Centre

Website: <https://www.lapalmroyalbeachhotel.com>



INFORMATION NOTE



Labadi Beach Hotel

The Labadi Beach Hotel, Ghana's Premier 5* Hotel is set amidst tropical landscaped gardens and in close proximity of 10 minutes' drive to the Kotoka International Airport and 15 minutes' drive to the Central Business District.

Address: La Rd, Accra

Phone: 030 277 2501

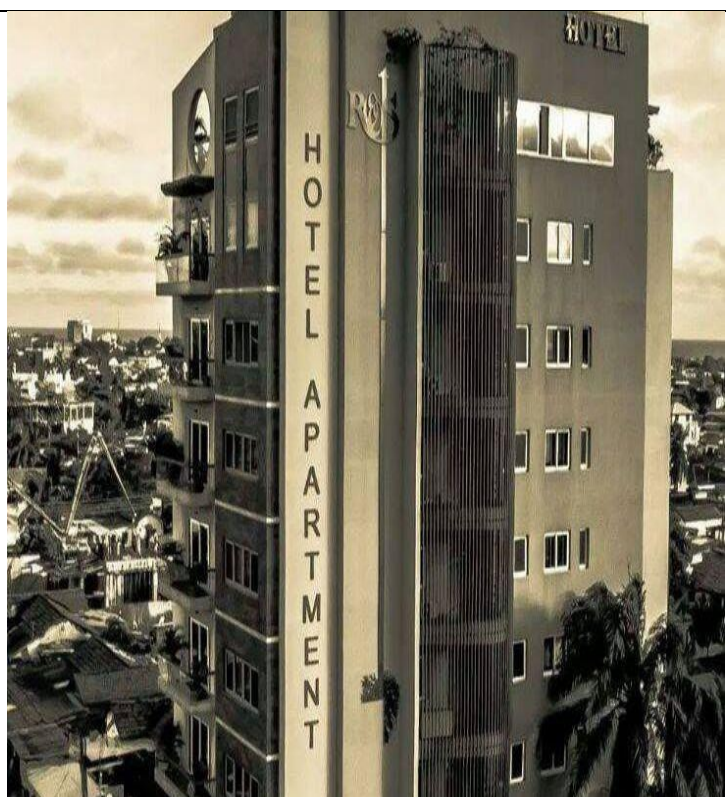
Distance: 4.7 miles from Accra International Conference Centre

Rate: Superior Room – GHS 1,368

Luxury Room – GHS 1,596

Junior Suite – GHS 4,560

Website: <https://labadi-beach-hotel.business.site/>



Roots Hotel Apartment

Located in Accra, Roots Apartment Hotel offers a fitness room, a business center and free Wi-Fi internet access in the entire property.

Address: H/N. F97/2, 15th Lane Osu Re,, Accra

Phone: 030 701 0274

Distance: 1.7 miles from Accra International Conference Centre

Rate: Standard Room – USD 100

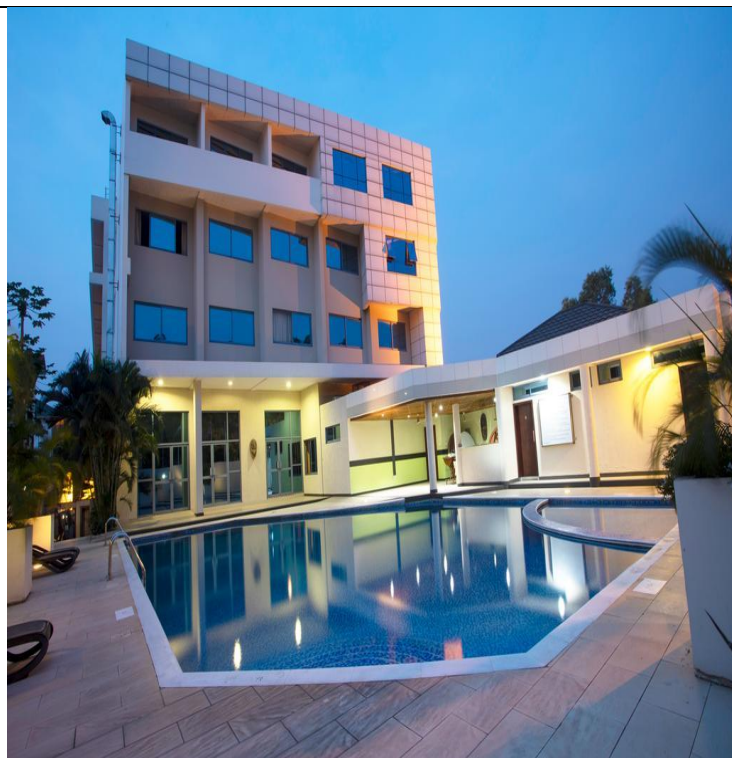
Superior Room – USD 135

Duplex Room – USD 150

Website: <https://www.roots-hotel.com/>



INFORMATION NOTE



Best Western Premier Accra Airport Hotel

The Premier Life experience is nothing short of exceptional. Driven by warm, friendly and professional staff, Best Western Premier Accra Airport Hotel is sure to keep you relaxed while conducting business at your own convenience.

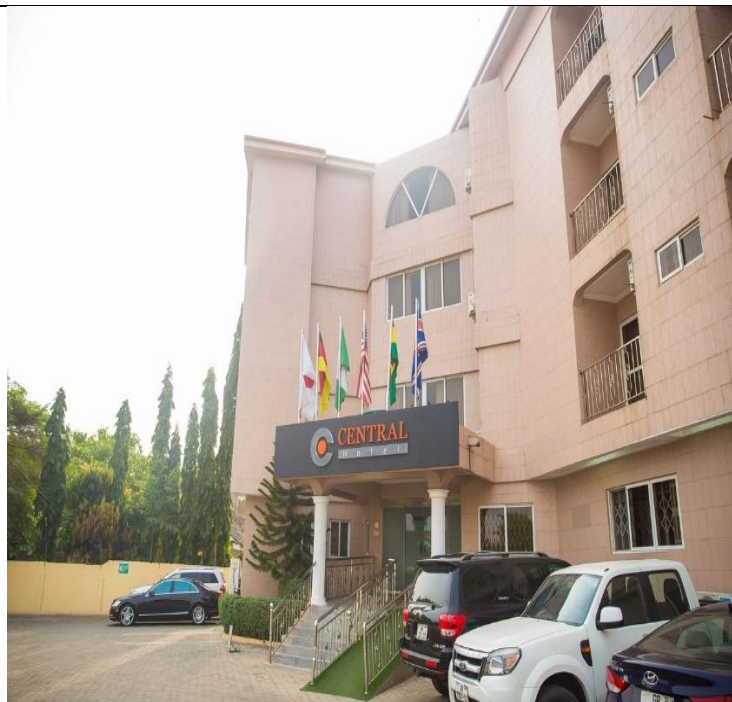
Address: 17 Quartey Papafio Ave, Accra

Phone: 030 221 6570

Distance: 4.1 miles from Accra International Conference Centre
Rate: Standard Room – GHS 1,000.80

Premier Room – GHS 1,1120.00

Website: <https://bestwesternpremier.com.gh>



Central Hotel Ridge

Central hotel branches at Osu & Ridge are both conveniently situated with access to the business district, modern restaurants and just 10 and 15 minutes, respectively, from Kotoka International Airport.

Address: 16 Lane, OSU Oxford Street Ridge, Accra 23321 Ghana

Phone: 030 225 8257

Distance: 1.3 miles from Accra International Conference Centre
Rate: Standard Room – USD 90

Deluxe Room – USD 100

Executive Room – USD 130

Website: <https://centralhotels.com.gh/>



INFORMATION NOTE

