

CANSO AFRICA OPERATIONS AND SAFETY WORKSHOP

LANCASTER HOTEL, ACCRA – GHANA

21ST – 24TH MAY, 2024

All times are Greenwich Mean Time (GMT)

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1. Venue

- 1.1. The workshop will be held at Lancaster, Hotel, Liberation Road, Accra – Ghana from 21st to 24th May 2024
- 1.2. The workshop will be hosted by the Ghana Civil Aviation Authority (GCAA). The contact persons for the workshop are

Name	Contacts
William Wilberforce Amoako Safety, Standards & Quality Assurance Manager GCAA	Tel: +233249423346 Email: wamoako@caa.com.gh
Derek Kofi Lartey Watch Manager, Air Traffic Services (ATS) GCAA	Tel: +233204382810 Email: dlartey@caa.com.gh
Michael K. Agbo-Ntibrey Area Controller, Air Traffic Services (ATS) GCAA	Tel: +233266576956 Email: mntibrey@caa.com.gh

2. On-Site Registration

- 2.1. Registration of delegates will take place on Tuesday, 21st May 2024 from 0800hours to 0900hours at Lancaster Hotel, Liberation Road, Accra.
Contact email:
mntibrey@caa.com.gh
Connie.Nkosi@canso.org

3. Opening Session

- 3.1. The official opening session of the workshop will take place at 0900hours.

4. Working Language

- 4.1. The workshop will be conducted in the English language.

5. Airport Transfers

- 5.1. Transport will be provided for the participants from the Kotoka International Airport. All participants should send their travel itineraries to the following persons to ease facilitation.

Name	Contacts
John Kwofie Area Controller, Air Traffic Services (ATS) GCAA	Tel: +233509416790 Email: jkwofie@caa.com.gh
Kwame Osae Adu Area Controller, Air Traffic Services (ATS) GCAA	Tel: +23326937006 Email: kadu@caa.com.gh
Mary Naa Tagoe Senior Engineer, Air Traffic Safety Engineering, (ATSE) GCAA	Tel: +233243837284 Email: mtagoe@caa.com.gh

6. Hotel Information

Please make your hotel accommodation reservation on the following recommended hotels.

a. **Lancaster Hotel, Liberation Road, Accra (4-star)-Workshop Venue**

Website: lancasteraccra.com

Email address: banquet@lancasteraccra.com (copy info@lancasteraccra.com)

Contact: +233302213161, +2335014223571, +233209981030

Rate: Standard room (Ghana Civil Aviation Authority) 150 USD. BB

Other Amenities: Swimming pool, GYM, Buffet Breakfast

b. **Airport View Hotel, Accra (3-star)**

Website: airportviewhotels.com

Email address: reservations@airportviewhotels.com

Contact: +233202252244, +233302769594, +233302780341, +233302780342

Special Booking Link: TBA

Rate: Standard room 105 USD. BB (limited time offer)

Other Amenities: Swimming pool, Gym, Buffet Breakfast

c. **Airside Hotel, Accra (2-star)**

Website: airsidehotel.com

Email address: reservations@airport-hotels.com.gh

Contact: +233302783844, +233501285746

Rate: Standard room 85 USD. BB

Rate code: GCAA_CANSO_2024

Other Amenities: Buffet Breakfast

7. Entry Visa

7.1. ECOWAS Nationals can enter freely in Ghana, without a visa, with a valid passport or a valid national identity card.

7.2. However, other participants should ascertain the entry requirements for Ghana and obtain visas from the nearest Embassy/High Commission maintained by the Government of Ghana. For those citizens who require a visa it is recommended to start the visa process early.

- 7.3. Visas on arrival are available for participants. Participants wishing to get visa on arrival should email their passport biodata page to
[William W. Amoako : wamoako@caa.com.gh](mailto:wamoako@caa.com.gh),
[Michael K. Agbo-Ntibrey: mntibrey@caa.com.gh](mailto:mntibrey@caa.com.gh),
[Eric Amaning: eamaning@caa.com.gh](mailto:eamaning@caa.com.gh)
- 7.4. If you require a letter of invitation to support your visa application, please contact GCAA at mntibrey@caa.com.gh

8. Health

- 8.1. It is strongly recommended that participants should have travel insurance (including health) for the duration of their stay in Ghana.
- 8.2. All persons arriving in Ghana must carry valid Yellow Fever Vaccination cards and the vaccine ought to have been administered at least ten (10) days before entry into the country.
- 8.3. In the event that someone enters the country without having undergone the vaccination, it may be administered at the Kotoka International Airport on arrival for a fee of \$20 (US).

9. Weather

- 9.1. Accra is expected to be humid and partly wet misty conditions in the early morning in May. Relative humidity varies on average between 80% and 84%. The temperature is expected to reach a high of 31 degrees Celsius and a low of 25 degrees Celsius.
- 9.2. The local time in Ghana is UTC.
- 9.3. Accra's geographic coordinates are 7.9465 N, 1.0232W

10. Transportation

- 10.1. Lancaster Hotel is situated about 5min drive from the Kotoka International Airport which is also about **8.3 km** from the city center. Taxis and Public Buses are readily available and most common. Ride-hailing company who offer transport services are also available.

11. Currency Information

- 11.1. The currency used in Ghana is the Ghana Cedi (**GHS**) and are in denominations of 5, 10,20,50,100, and 200GHS. The average rate is **13.25GHS** for **1USD** and may vary depending on international exchange rate fluctuations. All banking institutions provide exchange facilities and operate from **09:00** to **16:00** UTC from Monday to Friday except a few who operate to beyond 1600UTC.
- 11.2. There are few banks within the vicinity of the Airport and many in the Central Business District. Automated Teller Machine (ATM) services are available.

11.3. Other currencies can be changed for the GHS at Forex Bureaus found at the airport, in malls and in the city center.

12. Credit & Debit cards

12.1. Most international credit cards including Visa, MasterCard and American Express can be used at various outlets, shops and hotels including ATMs in Ghana.

13. ATM

13.1. ATMs are also available at the nearby Shopping centers and Malls that are near the venue and recommended hotels. Standard & Chartered bank, Stanbic bank, ECOBANK, SG bank, GCB, ZENITH bank and ABSA Bank have ATMs which accept Visa.

14. Banking hours

14.1. The hours vary from bank to bank. However, most are open Mon-Fri 8.30am to 4pm. Some are open on Saturdays from 8.30 to 12noon.

14.2. Generally, the working week in Ghana runs from Monday to Friday, Saturday and Sunday being a holiday.

15. Telephones

15.1. Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Ghana, dial +233 followed by the area code (for landline numbers) and the required number. There are three cellular phone (mobile) operators in Ghana namely, MTN, Airtel Tigo and Telecel (formally Vodafone).

16. Security

16.1. Accra is generally safe and hospitable both at day and at night. However, it is advisable to avoid carrying valuables around to avoid theft.

17. Electrical Supply

18. Local voltage in Ghana is **220/240 V 50** Hz with English electrical outlets. It is therefore necessary for participants to provide adapters where electrical outlets are different.

19. Emergency Numbers

19.1. The emergency number in Ghana for Police, Fire and Ambulance is 112.

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