

## Logistics Note



## ECOWAS GENDER AND ENERGY WORKSHOP

### Validation of the ECOWAS Directive on Gender Assessment in Energy Projects

26 – 28 June 2017

Kempinski Hotel  
Accra, Ghana

*Co- organized by:*



WEST  
AFRICAN  
GAS PIPELINE  
AUTHORITY

AUTORITE DU  
GAZODUC DE  
L'AFRIQUE DE L'OUEST



*In partnership with:*



WITH FUNDING FROM  
AUSTRIAN  
DEVELOPMENT  
COOPERATION



## VENUE

The workshop will be held in the Kempinski Hotel in Accra which is located at Game Abdul Nasser Avenue.  
Hotel contact person:

Ms Daryl Schandorf  
Phone number: +233 242 436 000  
Email: [daryl.schandorf@kempinski.com](mailto:daryl.schandorf@kempinski.com)

Or

Ms Fausta Juayibim  
Phone number: +233 302 218 956  
Email: [fausta.juayibim@kempinski.com](mailto:fausta.juayibim@kempinski.com)

## ACCOMMODATION

Funded and non-funded participants are advised to make their own hotel reservations at any of the hotels listed below.

| HOTEL NAME                           | NEGOCIATED RATE PER NIGHT  | CONTACTS  |
|--------------------------------------|--|---|
| Kempinski Hotel                      | US\$ 220 (superior room)   | Gamel Abdul Nasser Avenue<br>T +233 242 436 000<br>F +233 302 218 956<br><a href="mailto:fausta.juayibim@kempinski.com">fausta.juayibim@kempinski.com</a>   |
| Accra City Hotel                     | US\$150.00 (rate is inclusive of taxes, breakfast, free Wi-Fi free Airport shuttle services, and complimentary minibar)    | Mobile: +233 (0) 577 600 447<br>Barnes Road, P.O.Box 12720<br>Tel: +233 (0) 302 633 863<br>Accra - North / Ghana, West Africa<br>Fax: +233 (0) 302 667 533<br><a href="mailto:rdm@accracityhotel.com">rdm@accracityhotel.com</a><br><a href="http://www.accracityhotel.com">www.accracityhotel.com</a>              |
| Swiss Spirit Hotels and Suites Alisa | US\$120 (rate is inclusive of government taxes, free Airport shuttle services, free wireless internet)                     | 21 Dr. Isert Road, North Ridge<br>Accra, Ghana<br>Tel: +233 57 000 8237<br><br>Email: <a href="mailto:salesandmarketing.alisa@swisspsirithotels.com">salesandmarketing.alisa@swisspsirithotels.com</a><br>Website: <a href="http://www.swisspsirithotels.com/alisa-accra">www.swisspsirithotels.com/alisa-accra</a> |
| Coconut Grove Hotel                  | \$100(rate is inclusive of government taxes, free buffet breakfast, free Airport shuttle services, free wireless internet) | Office: +233 302 255 155 / 226 310 / 238 414<br>Cell: 0263 000 681/ 0263000676<br>Fax: +233 302 230 140<br><a href="mailto:sally.mbroh@coconutgrovehotelsghana.com">sally.mbroh@coconutgrovehotelsghana.com</a>   |
| Afia African Village                 | \$100(Bed & Breakfast, Wi-Fi)  | Cell: +233 247758685(Francis)<br><a href="mailto:info@afiavillage.com">info@afiavillage.com</a>   |

## VISA REQUIREMENTS

Please note that a valid passport or appropriate travel documentation is required to enter in Ghana.

Some participants (non-ECOWAS) may need a visa and hence participants are advised to contact the Embassy of Ghana in their respective countries to check whether they need to apply for a visa.

However, visa on arrival in Ghana is possible. Participants who will need visa on arrival for this event are requested to submit their passport copy and flight itinerary to: [adeoliveira@ecreee.org](mailto:adeoliveira@ecreee.org) at least one week before the event. Visa fees will have to be paid directly by participants to the Immigration Service at Kotoka International Airport, Accra.

## **VACCINATION REQUIREMENTS**

A valid yellow fever vaccination certificate is **REQUIRED** to enter the country. If for any personal health issue you cannot be vaccinated you should contact well in advance Embassy of Ghana and produce medical evidence as requested to obtain an exemption.

## **TRANSPORT**

Airport pick-up will be available on Sunday 25 June, 2017. Kindly pay attention to the Hostesses with the sign "ECREEE" and the meeting name "ECOWAS Gender and Energy Infrastructure Workshop".

For the workshop a bus is scheduled to pick participants in the morning (**from 8:00 am**) and after the workshop from the hotels on the list. (Schedule will be communicated)

## **DAILY SUBSISTENCE ALLOWANCE (DSA – PER DIEM)**

DSA will be paid to eligible participants after arrival in Accra, on 26 June 2017.

Please bring your **boarding pass, copy of passport photo page** and **immigration stamp** in order to receive your DSA payment. Funded participants will be paid in the ECOWAS rate.

## **LOCAL CURRENCY**

Local Currency is the GHC (Ghanaian Cedi). You can obtain GHC at the airport currency exchange desk.

## **CONTACTS**

### **ECREEE Focal Person**

Marie Claire Aliman Assiko

Email: [maaliman@ecreee.org](mailto:maaliman@ecreee.org)

Phone number: +233 273733137

### **Local transport Coordinator**

Name: Joseph Ayeh

Email: [josephayeh33@gmail.com](mailto:josephayeh33@gmail.com)

Phone number: +233244101165