

LOGISTICAL INFORMATION FOR DELEGATES
INTERNATIONAL AID TRANSPARENCY INITIATIVE (IATI):
REGIONAL WORKSHOP ON USE OF DATA AT THE COUNTRY LEVEL,
19-20 MARCH, 2015

General

The International Aid Transparency Regional Workshop on Use of Data at the Country Level will be held in Accra, Ghana from 19th-20th March, 2014. The conference will take place at the M Plaza Hotel, Accra.

Contact Details of Local Organizers

Name	Phone	E-mail
Gladys Ghartey	+233 (0) 202 030 296	gghartey@mofep.gov.gh
Nafisa W. Mahama	+233 (0) 501 290 153	nmahama@mofep.gov.gh
Samuel Aggrey	+233 (0) 246 555 533	saggrey@mofep.gh
Osei Oteng-Asante	+233 (0) 277 779 901	ooteng-asante@mofep.gov.gh
Sylvia Sefakor Senu	+233 (0) 247 565 361	sylvia.sefakor.senu@undp.org
Radhika Lal	+233 (0) 501 323 610	radhika.lal@undp.org

Contact Details of the Conference Centre and Hotel accommodation

LOCATION: No.8 Borstal Avenue (near Indian High Commission) Roman Ridge

WEBSITE www.mplaza-hotel.com

EMAIL: mplazahotel@4u.com.gh

TELEPHONE: +(233) 30 276 3417 - 9/ 276 3492 - 5/ 277 5922
+(233) 30 277 5922 / 763415

FACSIMILE: +(233) 30 276 3416 / 276 3417
+(233) 30 2763425

Hotel Contact Person: Evalove Mensah
evalove.mensah@mplazahotel.com) or +(233) 244-522585

Visa requirements

Delegates are expected to secure entry visas before departure. Where there is no Ghana Embassy or High Commission to obtain prior visas, point of entry visas will be processed at the Airport at a cost of US\$150 per delegate. This cost will be reimbursed for participants eligible for funding assistance (through the submission of an F10 form and relevant receipt of payment).

If a visa is required upon arrival, delegates should provide flight details, a copy of the picture page of their passport and passport number to: Nafisa Mahama at nmahama@mofep.gov.gh (Tel: +233 50-129-0153) and Victor Baidoo at vbaidoo@mofep.gov.gh (Tel: +233 277- 808175).

All delegates must possess valid travel documents recognized by the Government of Ghana.

See Annex 1 (Ghana Visa Requirements) for further details.

Arrival in Ghana

The entry point to Ghana by air is the Kotoka International Airport, Accra. There will be a Protocol Desk just before immigration to assist delegates.

Weather & Attire

The Weather in Accra is humid, and sunny. Cotton clothing would be appropriate. Average temperature in Accra is about 22 – 32 degrees Celsius in March. The Conference Hall maintains a temperature of 18 – 21 degrees Celsius. During the Conference, formal attire is recommended.

Health Advisory

- All delegates are expected to show certificates for yellow fever vaccination on arrival.
- You are also advised to see your doctor well in advance of your travel so that you may discuss the need for anti-malaria precautions.

Electricity

Delegates traveling with electrical appliances are encouraged to travel along with gadgets that operate on or are adaptable to 220/240 volts. Electricity outlets in Ghana accept 3-prong and 2-prong pins. British or continental European type plus or converters are recommended. More information can be found here <http://www.power-plugs-sockets.com/ghana/>.

Sim cards and airtime for phones

Sim cards for phones and airtime can be easily purchased from road side vendors and at designated outlets in markets and malls.

Time Zone

The time in Ghana is the same as GMT throughout the year (i.e., set your watch to the same time as London).

Registration and Identification Badge

On arrival at the M Plaza Hotel, delegates are requested to first call over at the Conference Registration/Help Desk (located in the main lobby of the hotel) and obtain Conference Identification Badges. Thereafter, the delegate can proceed to the Hotel Reception Counter for registration for accommodation.

Only the names of duly registered delegates will be included in the list of delegates. For identification and security reasons, all delegates are requested to wear their badges at all times during the sessions and social

functions. The loss of a badge should be reported personally to the Conference Secretariat Operational Room so that a new one can be issued immediately.

Conference Support Services

Secretariat Room – This room will be located on the ground floor of the hotel. Delegates may contact the Secretariat for all their Conference related requirements.

Paperless environment – Participants are encouraged to download and carry copies of any documents they wish to access at the conference. Paper copies of the final agenda only will be available at the venue.

Business Centre – This is located on the ground floor of the Hotel near the main lobby and will operate 24hrs. Computers and internet facilities are available.

Currency Exchange - On arrival, delegates can change money at the Forex Bureau at the Kotoka International Airport, Accra. Delegates may request for assistance from the Protocol Desk in this regard. Delegates can also change money at the M Plaza hotel.

Bank of Ghana Exchange rate of Aug 2014?

1 US Dollar = GH¢ 3.50*

1 Euro = GH¢ 3.92*

*As of 27.2.15 – kindly note that this rate may vary,

Medical Facilities/Assistance - Medical assistance will be provided on request.

Board and Lodging

Rooms for all participants who have registered formally are reserved at the M Plaza Hotel for two nights (18-19 March). Funded participants whose return flights leave 21 March due to flight availability will be reimbursed for hotel fees the night of 20 March either through their DSA or upon submission of an F10 claim form and relevant receipts. Participants are kindly required to settle all extra personally-incurred bills (mini-bar, room service, laundry etc.) with the hotel upon check-out. Government of Ghana will pay for the official expenses of conference venue, lunch and coffee breaks, and DSA for eligible participants will be reduced accordingly.

DSA collection

DSA for funded participants will be distributed prior to arrival in Accra and facilitated by the UNDP Country Office in the participants' country of residence.

Working languages of the meeting

Working languages of the meeting are English and French.

Cocktail Party

A cocktail party will be organized by the Honourable Minister of Finance, Hon. Seth E. Terkper for delegates and participants after the first day's session. Further details are forthcoming.

Departure

The drive from M Plaza Hotel to Kotoka International Airport, Accra is approximately 30min at peak traffic and delegates are required to be at the airport two hours prior to departure.

Things to do

See <http://ghanakey.com/>

Amongst other things, Ghana is famous for its fabrics and African prints, so do plan on exploring this.

Annex 1. Ghana Visa Requirements

1. Visa Arrangement details:

- Participants are advised to commence application for visas to Ghana as soon as possible in view of the time left for the conference to start. Participants should contact the nearest Ghana Consulate or Embassy to arrange visas before traveling to Ghana.

Participants who have difficulty in securing visas, or who do not have Ghanaian consular services in their country should revert to Nafisa Mahama at nmahama@mofep.gov.gh (Tel: +233 50-129-0153) and Victor Baidoo at vbaidoo@mofep.gov.gh (Tel: +233 277- 808175).

- Holders of ECOWAS Passports do not require visas to travel to Ghana.
- Many diplomatic passport holders do not require visas. Some do but are exempted from paying visa fees. Please see list of those exempt from visas below.

For full list of visa exempt countries and organizations, see

[http://www.ghanaimmigration.org/countries_not%20 visa.html](http://www.ghanaimmigration.org/countries_not%20visa.html)

COUNTRIES/ORGANIZATIONS WHO DO NOT REQUIRE VISAS

BENIN
BOTSWANA
BURKINA FASO
CAPE VERDE
COTE D'IVOIRE
EGYPT
GAMBIA
GUINEA
GUINEA BISSAU
KENYA
LIBERIA
MALAWI
MALI
NIGER
NIGERIA
SENEGAL
SIERRA LEONE
SINGAPORE
SWAZILAND
TANZANIA
TOGO
TRINIDAD AND TOBAGO
UGANDA
ZIMBABWE

OTHERS NOT REQUIRING VISAS

- **Holders of Diplomatic/Service passport of Brazil, Cuba, Germany, Iran and Hong Kong special administrative region (SAR) of China (for a period not exceeding three(3) months)**
- **Persons in direct Airside transit.**

- **Holders of official passport of the African Union, Regional Economic Communities in African, United Nations and its specialized agencies, The World Bank , African Development Bank, and IMF.**