



African
Union



REPUBLIC OF GHANA

PROTOCOL AND INFORMATION GUIDE

45th Ordinary Session of the Executive Council

6th Mid-Year Coordination Meeting

At The Accra International Conference Centre



MAIN BUILDING



GRAND ARENA

18th – 21st JULY 2024
ACCRA, GHANA



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1.0 GENERAL INFORMATION

1.1 Introduction

1.1.1 The Government of the Republic of Ghana and the African Union Commission (AUC) will jointly host the 6th Mid-Year Coordination Meeting and the 45th Ordinary Session of the Executive Council in Accra, Ghana, from 18th to 21st July 2024. The information contained, herein, is for the benefit of delegates and participants intending to attend the Meetings.

1.2 Dates and Venue of Meetings:

1.2.1 18th – 19th July 2024: 45th Ordinary Session of the Executive Council; and
21st July 2024: 6th Mid-Year Coordination Meeting.

1.2.2 Both Meetings will be held at the Grand Arena, Accra International Conference Centre (AICC).

1.3 Official Languages

1.3.1 The Official working languages for the Meetings will be the African Union working languages i.e. English, French, Arabic, Kiswahili, Portuguese and Spanish.

1.4 Seat Allocation

1.4.1 Member States: **1+4**

1.4.2 Other Delegations: **1+3**

2.0 MEETING LOGISTICAL INFORMATION

2.1 Conference Services

2.1.1 The plenary sessions will be at the Grand Arena at the AICC. Access to the plenary sessions will be by overlay passes. The passes will be collected by Delegation Coordinators (DCs)/Focal Persons (FPs) at the **Blue Mall, which is the designated Accreditation Centre.**

2.1.2 Access to the Meetings venue will be through the main entrance to the AICC, opposite the State House.

2.1.3 An Information Desk will be stationed at the AICC lobby area.

2.2 Offices and Bilateral Rooms

- 2.2.1 Offices will be allocated to AUC Officials and other VIPs near the Meeting venue.
- 2.2.2 A limited number of temporary rooms/booths will also be available for bilateral meetings. Request forms to be completed (for reservations) will be available at the Information Desk at AICC.
- 2.2.3 To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be for 20 minutes only. All requests should specify the date and time of each meeting and include the name and level of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same room. Working hours will be from 0800hrs to 1700hrs GMT from 18th July 2024 up to the end of the Meetings.

3.0 REGISTRATION, ACCREDITATION, SECURITY BADGES AND CAR PASSES

3.1 Registration of Participants

- 3.1.1 Online registration of all participants attending the Meetings will run from **24th June to 10th July 2024** through a dedicated link [here](#). This online system is designed to capture the biodata of participants, including their passport-size photographs and copies of their respective identification documents used for registration. **Delegates are advised to register using their passports as a means of identification.**
- 3.1.2 Additionally, provision will be made for limited physical registration for delegates who may have missed the online registration deadline on 17th July 2024 from 0730hrs to 2100hrs.
- 3.1.3 Each Member State/Delegation or entity shall designate in writing (Note Verbale) to the Ministry of Foreign Affairs and Regional Integration (MFARI) **and** the Meeting Secretariat at: ghsecretariat2024@gmail.com a DC/FP who will provide the respective country's/entity's delegation master list. The DC/FP shall be responsible for the registration of all members of their Delegation. Delegations are required to notify MFARI **and** the Meeting Secretariat of the name of the designated DC/FP by **24th June 2024**.
- 3.1.4 The DCs/FPs are, additionally, required to forward their Delegation lists under the cover of a Note-Verbale, or official letter to MFARI and the Meeting Secretariat at: ghsecretariat2024@gmail.com not later than **8th July 2024**.

3.2 Accreditation

- 3.2.1 Physical accreditation and collection of badges will be done at the Blue Mall from 16th July 2024 from 0730hrs to 2100hrs, through designated liaison officers.
- 3.2.2 Applications for the accreditation of AUC officials, AU Organs, and Regional Economic Communities (RECs) will be processed in advance [here](#) by the DC/FP of the Commission.

3.3 Special Lapel Pins

- 3.3.1 Heads of State and Government, Former Heads of State and Government, other Heads of Delegation of Member States, the Chairperson and the Deputy Chairperson of the AUC will be issued with special golden pins by the host country.
- 3.3.2 Ministers of Foreign Affairs, Commissioners and Heads of AU Organs & RECs will be issued with special silver pins.

3.4 Badge Labels

- 3.4.1 Ministers with other portfolios in a delegation will be issued with badges labelled 'Minister'.
- 3.4.2 All other delegates will be issued with 'Delegate' badges.
- 3.4.3 Security officers will be issued with badges labelled 'Security'. In addition, armed security officers will be issued with special pins (one per Head of State and Government).
- 3.4.4 Members of the media will be issued 'Press' badges.
- 3.4.5 Other participants will be issued with the appropriate category of badges.
- 3.4.6 The Ambassadorial badge will be issued only for the Permanent Representatives of the AU Member States who reside in Addis Ababa, Ethiopia.
- 3.4.7 All Member States can access their private registration link and other information only through their dedicated DC/FP.
- 3.4.8 Access to AICC will be highly restricted to delegates and participants with badges. Hence, all delegates and participants are required to be accredited.

Note: Conference badges are non-transferable. All delegates and participants are required to wear the badges at all times.

3.5 Registration and Access for Motor Vehicles

- 3.5.1 Car passes will be issued to all delegations. Different car passes will provide different access levels at the venue.
- 3.5.2 Access to the Meeting venue will be restricted to officially registered vehicles and drivers.
- 3.5.3 The registration of designated drivers will be done on site by the Liaison Officers at the Blue Mall.
- 3.5.4 Delegations will be required to submit details of their drivers and vehicles as per the prescribed format (see **Annexure I**).
- 3.5.5 A parking area will be available outside the premises, at the forecourt of the State House.
- 3.5.6 It is mandatory to have a car pass to go through different security checkpoints.
- 3.5.7 All delegations will be allocated four (4) car passes to ensure ease of access to the meeting venue.

4.0 MEDIA

- 4.1 The Department of Information and Communication (DIC) of the AUC will handle the accreditation and distribution of badges to the international press and media personnel.

4.2 Media Accreditation and Basic Guidelines

- 4.2.1 All media personnel intending to cover the meetings must fill and submit a registration form [here](#) by **10th July 2024**.
- 4.2.2 Each Presidential delegation will be allowed a maximum of three (3) official press crew who must be registered as part of the official delegation. Only the registered official Photographer/Videographer will be admitted to cover specific sessions.
- 4.2.3 A media centre with a seating capacity of over 100 people where journalists will follow the Meeting proceedings will be established within the AICC. A press briefing room, an Internet Protocol (IP) transmission space, a media assembly point and a monitoring centre for all accredited media personnel will be set-up.
- 4.2.4 Prior booking of individual press conference rooms is recommended and is available on a first-come-first-served basis. Booking can be done at the information desk.

- 4.2.5 The Government of Ghana will apply the pool system of media coverage. Journalists will be able to access live feed, including images from the national broadcaster, Ghana Broadcasting Corporation (GBC).
- 4.2.6 Journalists who wish to cover the arrival of Heads of State and Government at the venue will be required to gather at the media centre, at least one (1) hour before and liaise with the press liaison officers for further assistance as may be necessary.
- 4.2.7 The host Government reserves the right to vet all media equipment that will be used to cover the Meetings specifically, cameras and microphones. **The use of drone cameras is strictly prohibited.**

5.0 PROTOCOL SERVICES

5.1 General Information

- 5.1.1 Heads of State and Government will receive full protocol courtesies.
- 5.1.2 Foreign Ministers/Heads of Delegation will receive appropriate protocol courtesies.
- 5.1.3 The Chairperson and Deputy Chairperson of AUC will receive appropriate protocol courtesies.
- 5.1.4 Two (2) Close Protection Officers (CPOs) and one (1) Military Aide-de-Camp (ADC) will be assigned to each Head of State and Government as well as Vice President/Prime Minister.
- 5.1.5 One (1) CPO will be assigned to each Foreign Minister/Head of Delegation.
- 5.1.6 Each Delegation will be assigned a Liaison Officer (See **Annexure II** for the List of Liaison Officers).
- 5.1.7 There will be a Protocol and Security briefing for all advance teams, at a date to be communicated in due course.

5.2 Arrivals and Departures for Heads of State and Government

- 5.2.1 Heads of State and Government will receive appropriate protocol courtesies on arrival and departure at the port(s) of entry and exit. Unless otherwise advised, the main port of entry and exit will be the Kotoka International Airport (KIA), Accra.
- 5.2.2 Heads of State and Government will be welcomed upon arrival at the Jubilee Lounge by a Senior Government Official, the Chief of Protocol of Ghana and the Chief of Protocol of the AUC.

- 5.2.3 A maximum of five (5) officials per delegation will be granted access to the Jubilee and VIP Lounges to welcome and bid farewell to their Heads of State and Government and other Heads of Delegations.
- 5.2.4 Officially accredited Presidential press and corporate media of respective delegations will be allowed to cover arrivals and departures.
- 5.2.5 Delegations are advised to notify MFARI of the arrival details of Heads of State and Government via Note Verbale at least **72 hours** before arrival.
- 5.2.6 Official welcoming ceremonies will be conducted from 0900hrs to 1800hrs.
- 5.2.7 Departing Heads of State and Government will be seen off by Government officials of Ghana and the AUC officials.

Note: There will be an orderly departure at the airport to avoid overcrowding and long waiting times at the Lounges to avoid traffic jamming of Presidential planes at the airport.

5.3 Arrivals and Departures for Ministers of Foreign Affairs/other Heads of Delegation

- 5.3.1 Ministers of Foreign Affairs will be received by officials of MFARI at the VIP Lounge, KIA.

5.4 Arrivals and Departures for other Delegates

- 5.4.1 There will be dedicated immigration booths at Terminal 3, KIA, for delegates.
- 5.4.2 A help desk will be mounted at the arrival hall of Terminal 3, KIA, to provide delegates with the necessary information and assistance.

5.5 Special Aircrafts

- 5.5.1 Foreign Delegations arriving with Special Flights are advised to obtain relevant Overflight and Landing Clearances through MFARI of the Republic of Ghana for processing, at least **72 hours** ahead of departure.
- 5.5.2 The request should be submitted to the Protocol Bureau, MFARI by email: protocol@mfa.gov.gh or hand delivered.

5.6 Weapons/Equipment Clearance

- 5.6.1 Request for weapons clearance must be submitted to MFARI for processing **72 hours** before entering the Republic of Ghana.

- 5.6.2 Full particulars i.e. full names of bearers, nationalities, dates of birth, passport numbers, calibre of the weapons, serial numbers and rounds of ammunition should be provided.
- 5.6.3 Security officers who provide security for VVIPs by using radio frequencies for their communication devices should apply for necessary clearance **72 hours** before entering the Republic of Ghana. Each Delegation is advised to submit their request through a Note Verbale to the Protocol Bureau, MFARI by email: protocol@mfa.gov.gh at least **one (1) week** ahead of arrival.

Note: *Only one (1) CPO with a side arm per Head of State and Government will be allowed within the Meeting area.*

6.0 ACCOMMODATION

6.1 6th Mid-Year Coordination Meeting

6.1.1 Delegations led by Heads of State and Government (1+3) from 20th to 22nd July 2024:

- 1 Presidential Suite
- 1 Junior Suite
- 2 Standard Rooms

6.1.2 Delegations led by Vice Presidents/Prime Ministers (1+2) from 20th to 22nd July 2024:

- 1 Presidential Suite
- 1 Junior Suite
- 1 Standard Room

6.1.3 Delegations led by Foreign Ministers/other Heads of Delegation (1+1) from 20th to 22nd July 2024:

- 1 Executive Suite
- 1 Standard Room

6.2 45th Ordinary Session of the Executive Council

6.2.1 Delegations led by Foreign Ministers/other Heads of Delegation (1+1) from 17th to 20th July 2024:

- 1 Executive Suite
- 1 Standard Room

6.3 AUC Officials

6.3.1 AUC Chairperson and Deputy Chairperson (1+1) from 17th to 22nd July 2024:

- 1 Executive Suite
- 1 Standard Room

6.3.2 AUC Commissioners (1) from 17th to 22nd July 2024:

- 1 Deluxe Suite

6.4 Accommodation for other Delegates

6.4.1 All other delegates are responsible for booking and reserving their accommodation. However, Delegations have the option to reserve rooms where their Heads of State and Government will stay. DCs/FPs are advised to directly book these rooms for the remaining members of their Delegation (See **Annexure III** for information on recommended hotels).

Note: i. To be eligible for the negotiated rates, delegates are advised to quote the Code 'AU072024'.

ii. Delegates planning to stay in hotels not included in the recommended list, may note that hotels are generally priced at \$500, \$400 for doubles, \$280 for standard, and \$100 for 1-star establishments. A hotel license issued by the Ghana Tourism Authority should be displayed in the reception area of all hotels.

7.0 TRANSPORT

7.1 The Government of Ghana will provide vehicles for Heads of delegation in the format provided below:

7.1.1 VVIPs/VIPs

- Head of State and Government: 1+3+Van
- Vice-President/Prime Minister: 1+2+Van
- Chairperson of the AUC: 1+2
- Ministers of Foreign Affairs/AUC Deputy Chairperson: 1+1
- Other Heads of Delegation: 1+1
- Other Ministers: 1
- AUC Commissioners: 1

7.1.2 Courtesy Shuttle services will operate from **17th to 22nd July 2024**, from **0700hrs to 0000hrs**.

- 7.1.3 The shuttles will operate on predetermined schedules between AICC and respective hotels.
- 7.1.4 Delegates will be picked up from the airport on arrival to their respective hotels and dropped from their hotels to the airport during departures. Shuttle services will only cover the attached list of hotels (See **Annexure III** for list of recommended hotels).

8.0 ARRIVAL AND DEPARTURE CEREMONY AT THE VENUE (GRAND ARENA, AICC)

8.1 Arrival Formalities

- 8.1.1 The Chief of Protocol of the Republic of Ghana, Chief of Protocol of AUC will welcome Heads of State and Government, and other Heads of Delegation from the drop-off point (VIP entrance). They will be led to the VVIP holding room or straight to the Meeting hall.
- 8.1.2 Protocol staff will receive Ministers and other dignitaries through the entrance and escort them to the VIP holding room or straight to the Meeting hall.
- 8.1.3 Access to the waiting room will be restricted, due to the limited space available.
- 8.1.4 Movement of Heads of State and Government to and from the venue of the Meeting (Grand Arena) will be according to the order of precedence.

8.2 Departure Formalities

- 8.2.1 At the end of the Meeting, Heads of State and Government and other Heads of Delegation will be escorted to the holding room by the Chief of Protocol of the Republic of Ghana and the Chief of Protocol of AUC.
- 8.2.2 Convoys will be organised in order of precedence.

8.3 Photo Formalities

- 8.3.1 Venue of the photo ceremony will be in front of the Grand Arena at the AICC.
- 8.3.2 Heads of State and Government and Heads of Delegation will be arranged according to the order of precedence.

9.0 SECURITY AND SAFETY

- 9.1 The Government of Ghana will provide general and meeting venue security for the entirety of the AU Meetings as well as for all participating Heads of State and Government and delegates.
- 9.2 There will be some restrictions on movements, as the security services will regulate access to the restricted areas.
- 9.3 Delegates and participants must cooperate and follow the directives and advice of the security personnel in all circumstances.
- 9.4 All persons accessing the meeting venue will be subjected to security screening, except for Heads of State and Government, Foreign Ministers, Heads of Delegation and all other VVIPs.
- 9.5 The security risk level in Accra is low. However, minimum security measures are recommended. Delegates and participants are strongly advised to deposit their valuables and money in the safe in their hotel rooms. Delegates and participants are further advised to refrain from walking alone late at night and to always carry an identification paper/document.

10.0 MEDICAL SERVICES/HEALTH CARE PROTOCOLS

10.1 Medical Services

- 10.1.1 Emergency/first aid medical services including stationed/dispatch ambulances will be provided at the Meetings venue and designated hotels in lieu of rapid response for participating delegation. The ambulances will facilitate rapid referral, evacuation, transfer and transportation of delegates and participants if necessary.
- 10.1.2 Two (2) types of health clinics will be established and accessible to all the delegates and participants namely VIPs and other delegates. They will be located in areas visible and accessible to all the delegates and participants, including those with special needs and disabilities.
- 10.1.3 Additionally, the 37 Military Hospital, the Greater Accra Regional Hospital and the University of Ghana Medical Centre have been designated to attend to medical emergencies. A list of other recommended health facilities is contained [here](#).

10.2 Health Care Protocols

- 10.2.1 Delegates and participants coming from yellow fever endemic countries are required to have with them valid international vaccination certificates (vaccinated at least ten (10) days) and prophylaxis for Yellow Fever before departing from their destination countries. A list of countries with risk of Yellow Fever transmission is contained [here](#).

Delegates who have not been vaccinated or are not in possession of the certificates will be vaccinated upon arrival at the airport at a fee of **US\$20**.

- 10.2.2 A COVID-19 vaccination certificate is no longer an entry requirement for Ghana. Anyone with symptoms of flu should take the necessary infection prevention and control precautions, which include the wearing of a face mask and report immediately to the nearest health facility.
- 10.2.3 It is recommended that delegates and participants have either travel or health insurance and bring along any prescription medicines with them, in addition to insect repellents. Most medicines can be found in licensed pharmacies in Accra.

11.0 VISA AND ENTRY REQUIREMENTS

- 11.1 All delegates and participants arriving in Ghana must hold a valid passport or legal travel documents with a minimum validity of **six (6) months** beyond the intended visiting period. While all ECOWAS Member States are visa free, all other delegates and participants will be granted gratis visa.
- 11.2 Visa must be obtained from Ghana Embassies/High Commissions, Consulates or other Embassies authorised by the Government of Ghana to issue visas on their behalf before entering the country. Visas upon arrival will be to all nationals of Member States for up to **30 days**.

12.0 CUSTOMS FORMALITIES

- 12.1 Delegates and participants entering the Republic of Ghana will undergo customs checks and will be requested to declare the type of goods they are bringing along with them, including items subject to customs duty. The maximum amount each delegate is legally authorized to carry out of the country is Ten Thousand United States Dollars (US\$10,000) except for those who had declared and documented a larger amount on their arrival.

13.0 SIDE EVENTS

- 13.1 A number of side events have been scheduled during the Mid-Year Coordination Meeting.
- 13.2 The full list of side events, dates and the respective venues will be uploaded on the Meeting website.
- 13.3 All participants at side events must be duly accredited.

14.0 OFFICIAL FUNCTIONS BY THE GOVERNMENT OF THE REPUBLIC OF GHANA

14.1 Ministerial reception will be held on Monday, 18th July 2024 at 1800hrs.

14.2 The Presidential State Banquet will be held on Tuesday, 20th July 2024 at 1900hrs.

Note: Attendance will be strictly by invitation. Badges cannot be used in lieu of invitation cards. Invitation cards will be sent through Liaison Officers.

15.0 GENERAL INFORMATION ABOUT GHANA

- Official Name - Republic of Ghana
- Capital – Accra
- Head of State and Government – H.E. Nana Addo Dankwa Akufo-Addo
- Area – 239,567 km (92,497 sq mi)
- Population – 34,589,092 (2024 estimate)
- Languages – Ghana is a multi-ethnic State with a great variety of languages spoken. English is the official language.

15.1 Weather/Temperature

15.1.1 The month of July tends to be quite cool with varying levels of rainfall. The average temperature in Accra in July for a typical day, ranges from a high of 30°C to a low of 23°C.

15.2 Local Time

15.2.1 The local time in Ghana is Greenwich Mean Time (GMT).

15.3 Electricity – Voltage, Power Plug and Sockets

15.3.1 The electricity supply in Ghana is 220/240 volts at 50(Hz) cycles. US-made appliances may need adaptable step-down transformers i.e. to step down the voltage from 240 volts to 110 volts. Electrical sockets in Ghana accept either 3-pronged, 2-pronged British or continental (European) type plugs.

15.4 Telecommunication/Internet

15.4.1 The country code for Ghana is +233. A Wi-Fi internet connection will be provided at the Meeting venue.

15.5 Currency

15.5.1 Ghana's currency is the Ghanaian cedi (GHC) and pesewa (GHP). A dollar is equivalent to GHC15.00. Delegates and participants may check with accredited forex bureaux for the prevailing exchange rates.

15.6 Banks

15.6.1 There are many international banks in Ghana providing banking services. Normal business hours are from 0800hrs – 1600hrs, Monday to Friday. Some banks also operate on Saturdays. All the major banks have Automatic Teller Machines (ATMs), which dispense only local currency.

15.7 Traveller's Cheques

15.7.1 Even though most banks and forex bureaux accept traveller's cheques, the rate of exchange is always lower compared to cash transactions.

15.8 ATM & Financial Cards

15.8.1 Visa cards are widely accepted in nearly all major hotels, restaurants, supermarkets and shops. MasterCard and American Express cards are also accepted in some hotels and restaurants. Cash withdrawals can be made. However, it is advised that delegates and participants keep some amount of money with them for certain transactions.

15.9 Taxis

15.9.1 Taxis in Accra are identified in various colours with yellow on the sides. They are a little more expensive than commercial minibuses (trotros). Uber and Bolt services are also available.

15.10 Car Hire

15.10.1 Car hire services are available from a range of local and international car rental companies for delegates and participants. Avis Cars, Greenwich, Janaam and Eurostar are some of the most popular car rental companies in Accra.

15.11 Coaches and Buses

15.11.1 For travel between cities and nearby West African countries, coach companies operate regular scheduled and non-scheduled trips. The most popular are the State-owned Intercity STC coaches and the Metro Mass Transit System.

- **Intercity STC**

Tel: +233 (0) 302 221314/(0) 302 221912

Web: <https://stcticketing.gov.gh>

- **Metro Mass**

Tel: +233 (0) 302 221319

Web: <https://www.mmtgh.com/>

15.12 Domestic Airlines

15.12.1 There are currently two domestic airlines operating within the country: Passion Air and Africa World Airlines.

15.13 Tour Guides and Companies

15.13.1 Ghana is a fascinating tourist destination. Even though visitors can make their way from one attraction to the other, the use of experienced local tour guides and tour companies is highly recommended.

15.13.2 The Tour Guides Association of Ghana (TOGAG) can help plan your trip and allocate reputable guides. The contact of the President of the Association, Mrs. Alisa Asamoah is +233 (0) 27 758 4176 / (0) 24 922 3319.

15.14 A Culinary Experience

15.14.1 Restaurants in Ghana serve a diverse range of meals, from continental to African and Ghanaian dishes. There are also many speciality restaurants as well as coffee and tea lounges. As an alternative, there are smaller and often less expensive eating places to be found in all parts of the country that provide an interesting culinary experience.

ANNEXURE I – DRIVER/VEHICLE’S INFORMATION

Personal Information:

Name:

Date of Birth:

Nationality:

Gender:

Residential Address:

Digital Address:

Ghana Card Number:

Driver License Number:

Mobile Number:

Vehicle Information

Type of Vehicle:

Vehicle Registration Number:

Chassis Number:

Vehicle Colour:

ANNEXURE II – LIST OF LIAISON OFFICERS

NO.	NAME	EMAIL	CONTACT (reachable on WhatsApp)	COUNTRY
1.	Mr. Salim Ahmed	salim.ahmed@mfa.gov.gh	+233 555178174	People's Democratic Republic of Algeria
2.	Ms. Amma Owusua Amoako-Atta	amma.amoako-atta@mfa.gov.gh	+233 50 569 3391	Republic of Angola
3.	Ms. Georgina Konadu Frimpong	frimpong.konadu@mfa.gov.gh	+233 54 181 8568	Republic of Benin
4.	Mr. Steffast Smith	steffast.smith@mfa.gov.gh	+233 55 495 2521	Republic of Botswana
5.	Mr. Cyril Brocke	cyril.brocke@mfa.gov.gh	+233 55 394 6820	Republic of Burundi
6.	Mr. Isaac Botchwey	isaac.botchwey@mfa.gov.gh	+233 24 694 8626	Republic of Cameroon
7.	Ms. Precious Appiah	precious.appiah@mfa.gov.gh	+233 54 025 5549	Republic of Cabo Verde
8.	Mr. Kenneth Fiawoo	Fiawook55@gmail.com	+233 26 171 3983	Central African Republic
9.	Mr. Dzidzo Blagogee	dzidzooblagogee@gmail.com	+233 57 322 6969	Republic of Chad
10.	Mr. Alhassan Hadi	hadi.alhassan@mfa.gov.gh	+233 54 707 8416	Union of the Comoros
11.	Ms. Cindy Sarpomah Appiah	acindy522@gmail.com	+233 59 109 9312	Democratic Republic of Congo
12.	Mr. Francis Laari	laaritimbiamfrancis99@gmail.com	+233 54 564 5499	Republic of the Congo
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57.	Ms. Akua Asiedua Nyarko	asieduanyarko@gmail.com	+233 55 378 3647	Southern African Development Community (SADC)

ANNEXURE III – RECOMMENDED HOTELS

HOTEL	RESERVATION EMAIL/CONTACT	ROOM RATES (US\$)	DISTANCE TO EVENT VENUE
Kempinski Hotel Gold Coast Accra City	Favour Chimezie - +233 552558762 Reservations.accra@kempinski.com	<ul style="list-style-type: none"> • Superior room - \$465 • Deluxe king room - \$490 • Executive king room - \$590 • Junior Suite - \$668 • Executive Suite - \$858 • Executive Corner Suite - \$1,290 	1.4 KM
Movenpick Ambassador Hotel	Selom Bani - +233 202026603 Selom.bani@movenpick.com	<ul style="list-style-type: none"> • Superior room - \$250 • Deluxe king room - \$275 • Executive king room - \$330 • Executive suite - \$430 • Deluxe suite - \$400 	3.3 KM
Tang Palace Hotel	Jane Amoako - +233 550333819 info@tangpalacehotel.com.gh	<ul style="list-style-type: none"> • Superior room - \$185 • Deluxe room - \$460 • Executive room - \$475 	6.3 KM

Kwarleyz Residence Hotel	Godfred Gaogli - +233 577215200 g.gaogli@belfastafrica.com	<ul style="list-style-type: none"> • Classic suite - \$380 • Premium suite - \$580 • Two-bedroom king suite - \$680 	9.1 KM
BelAir Crest Hotel	Godfred Gaogli - +233 577215200 g.gaogli@belfastafrica.com	<ul style="list-style-type: none"> • Classic suite - \$380 • Premium suite - \$580 • Two-bedroom king suite - \$680 	7.9 KM
No. 1 Oxford Street Hotel	Godfred Gaogli - +233 577215200 g.gaogli@belfastafrica.com	<ul style="list-style-type: none"> • Classic suite - \$380 • Premium suite - \$580 • Two-bedroom king suite - \$680 	2.9 KM
Alisa Hotel	Yvone Izzo - +233 501631261 y.izzo@alisahotels.com	<ul style="list-style-type: none"> • Standard room - \$150 • Superior room - \$180 • Deluxe room - \$200 • Junior suite - \$220 • Ebony suite - \$240 • Royal suite - \$340/\$390 • Penthouse - \$590 	4.5 KM
Ibis Styles Hotel	Elizabeth Agonou - +233 578139133	<ul style="list-style-type: none"> • Superior room - \$140 	7.6 KM

	elizabeth.agonou@accor.com		
Lancaster Hotel	Henrietta Boakye - +233 501615987 h.boakye@lancasteraccra.com	<ul style="list-style-type: none"> • Standard room - \$180 • Superior room - \$210 • Junior suite - \$285 • Premium suite - \$395 • Executive suite - \$495 	7.4 KM
Accra City Hotel	Frances Arthur - +233 556644225 key@accracityhotel.com	<ul style="list-style-type: none"> • Standard room - \$140 • Superior room - \$160 • Junior suite - \$270 	3.7 KM
Central Hotel	Irene Lamptey +233 547736516 / +233 275305054 sales@centralhotels.com.gh/ book@centralhotels.com.gh	<ul style="list-style-type: none"> • Standard room - \$110 • Deluxe room - \$130 • Junior suite - \$160 • Executive suite - \$200 	3.1 KM