
Enhancing Gender Engagement in the Uptake and Use of Climate Information and Services (CIS)

Date: 11-12 December 2018

Labadi Beach Hotel: Accra, Ghana

Information for Participants

Venue of the Meeting

The Workshop will be held at the **Labadi Beach Hotel, Accra, Ghana**. Delegates are fully accommodated at the conference venue on bed & breakfast basis and accommodation expenses will be settled directly to the hotel by the organizers.

Kindly be informed that these accommodation costs will be directly deducted from your daily subsistence allowance to pay the Hotel. The appropriate incidental and meal allowances will be disbursed in good time. Due to Ghana Central Bank rules and regulations, all business transactions are strictly made in Ghana Cedi, therefore payment will be made in the local currency by the designated UN bank.

Forex exchange is widely available at hotels, the airport or any forex bureau in town for those wishing to exchange to hard currency.

Participants will be responsible for settling extra expenses including meals, telephone, Internet/fax, room service, mini-bar and laundry.



Address

Direct: +233 30 277 3026

Phone Number: + 233 30 277 2501

Address: La Rd, Accra, Ghana

E-Mail: labadigroups@legacyhotels.com

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

Visa Procedures

If you were able to secure your visa from your departure city using your invitation letters and flight bookings, that is excellent. But for those participants who do not have a Ghanaian embassy in their country would have to pay cash on arrival at Kotaka international airport. ECA will issue a Note Verbale that will allow them to apply for a visa upon arrival at the airport in Ghana. The same Note Verbale may also be used to board the airplane as some Airlines require a visa to board the aircraft.

**NB-Diplomatic passport holders are exempted and will get visa upon arrival*

Arrival and Transportation

Facilities at the airport include a bank and bureau de change, restaurants and bars, duty-free and gift shops, travel agents, a post office, a tourist help desk, Paid and Free Wi-Fi at departure lounge and transit area.

Shuttle service will be provided by Labadi Beach Hotel if participants communicate their arrival time in advance.

Taxis are also available at the arrival terminal. You may use taxi hailing mobile applications such as Uber to find a taxi. Kindly note that participants who will not stay at the venue will be responsible for their own daily transportation to and from the venue.

ICT Services

The Conference Secretariat is setup to provide Internet connectivity to WIFI enabled laptops and personal computers. Participants are welcome to take advantage of these services. Kindly note that technical support for presentations must be arranged in advance.

Mobile Phone Services

Participants are encouraged to come to Ghana with their dual band mobile handset. Ghana Telecommunication network operators (MTN, VODAFONE, TIGO, AIRTEL, GLO) operators offers SIM Cards.

Currency

Ghana Cedi in the following denominations: -

Notes: 50, 20, 10, 5, 2 and 1 (GH¢)

Coins: 50, 20, 10, 5, 1, pesewa(s)

Exchange Rate: UN rate (Four Ghana Cedi and Seventy-One Pesewas (GH¢4.71) is equivalent to one United States dollar (US\$1) and subject to fluctuation.

Health Requirements

Yellow card / vaccination certificates are mandatory in Ghana. Please travel with them and have them handy with your passports. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days prior to arrival in the country. For participants coming from Malaria non-endemic countries, prescribed dosages of Malaria prophylactics should be taken according to a physician's recommendation.

Hospital	Contact No
Korle Bu Teaching Hospital	+233 (0) 30 267 4072
Accra Regional Hospital (Ridge)	+233 (0) 30 222 8348
37 Military Hospital	+233 (0) 30 277 7595
University Hospital, Legon	+233 (0) 24 416 6387
The Trust Hospital	+233 (0) 30 276 1975
Lister Hospital	+233 (0) 30 340 9030
Nyaho Medical Centre	+ 233 (0) 30 708 6490
Achimota Hospital	+233 (0) 30 240 0553 +233 (0) 30 240 0211 +233 (0) 30 240 0212

About Ghana

Time Zone: GMT +00:00

Ghana, before the attainment of independence, was called Gold Coast. It is a republic in West Africa, on the Gulf of Guinea. It is bordered to the north by Burkina Faso, to the east by Togo, to the south by the Atlantic Ocean, and to the west by the Ivory Coast. Accra is the capital of Ghana and its administrative and communications centre. The country has a land area of 238,535 sq. km.

Shipping/Customs Clearance

Conference participants and/or journalists coming to Ghana with special equipment such as professional cameras, computers, exhibition equipment and materials should ensure that a list of these equipment, including model and serial numbers where applicable, are sent to the conference organisers in advance. Equipment that is not cleared by the Ghana Customs Service prior to their arrival may not be allowed into the country.

Electric Supply

Electric supply in Ghana is 220-240 volts, 50 cycles AC accessible via 13-amp. Recommended plugs are Type D and G, as shown below:



Type D



Type G

Getting Around in Accra

There is easily accessible transport network. A mix of taxi, private commercial bus (normally called “trotro”), Bus Rapid Transit, Metro Mass Transit and Uber services facilitate movement of people in and around the city. The cost ranges from GH¢10 for short trips, to GH¢50 or more for a longer trip or having the taxi wait for you.

Walking is the preferred method of transport within the city centre. There is a digital address system (GhanaPostGPS) to help you navigate around the city. This can be used on Phone, Computer, Laptop, and Tablet to search, explore and find your way around Ghana. On your computer, point your browser to www.ghanapostgps.com and on your phone or tablet use GhanaPostGPS app. It can be accessed on play store and App store. Car hire can be organised through international agencies in Ghana and hotels.

Guidelines on Personal Security and Safety

Ghana is generally a peaceful country with relatively low security risk. There is security provision at and around the conference venues. Personal security is an individual responsibility for private dealings. Being conscious of the environment and being alert can reduce risks. The aim of these security and safety guidelines is to provide visitors and conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within Ghana. Accra, unlike other developing State capitals, has a low record of common crimes. The city is considered to be one of the safest capitals in Africa. However, for your safety, please maintain a high state of vigilance at all times. Petty theft, pickpockets and purse snatching are common crimes when opportune. They can occur at any time of the day and night; be alert and follow these simple rules:

- Keep to the main parts of Accra and do not be tempted to go to places that you are not sure of.
- Keep to the main roads and avoid short cuts, down back alleys, etc.
- Do not display high value jewellery and large amounts of money, especially on the streets. It may lead to unnecessary attacks; and
- Never walk alone at night in the centre of Accra, even for a short distance. Always take a taxi.
- If you are in doubt contact the conference secretariat, which will be located at the conference venue.

Climate

The climate of Accra is tropical, but temperatures vary with season and elevation. There is not much rainfall in Accra all year long. Accra is close to the equator; the daylight hours are practically uniform during the year. Relative humidity is generally high, varying from 65% in the midafternoon to 95% at night. The temperature here averages 26.6 °C.

For further information about the meeting, please contact:

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African Climate Policy Centre
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Shopping

1. Accra Mall: The **Accra Mall** is a major shopping centre in Accra, Ghana, located on the Spintex road adjacent to the Tema Motorway. It is one of the most modern shopping malls in West Africa and the first large-scale shopping centre in Ghana. It is owned by Atterbury Property Development, Sanlam and the Morladza family.

The mall is an enclosed, fully air-conditioned shopping centre. It has 20,000 square meters of retail space with parking for over 900 cars. The Accra Mall accommodates 65 line-shops of which 30% are operated by Ghanaian retailers. It showcases a food court operated by international franchises such as Barcelos, Pizza Hut, Ocean Sting and Rhapsody's. The Accra Mall is anchored by two South African retail giants: Shoprite and Game stores. Participants can purchase items of all kinds from the Accra mall.

2. Osu Oxford Street Mall: Located at Osu Oxford Street. The mall has a wide range of consumer items. When it comes to household groceries shopping, you'll find some of the finest supermarkets here. The Mall is located on the Oxford Street which showcases a street mall where you can buy just about anything you need with locally owned shops and restaurants. Remember to negotiate on prices of items quoted.

3. West Hills Mall: is a 27 700m² mall incorporating popular South African brands as well as a mix of local and international retailers, restaurants, banks and a cinema complex. The site is situated on the Cape Coast highway on the western side of Accra, 20km from the existing Accra Mall in the east. Excellent access is provided via a dedicated underpass bridge structure from the highway to the shopping centre. West Hills Mall is situated in a rapidly developing middle-class residential area, which is a 30-minute drive from the Accra CBD. It forms the gateway into the greater Accra region from western Ghana.

4. Makola Market: is a renowned market place and shopping district in the centre of the city of Accra, the capital of Ghana. A wide array of products is sold in the markets and its surrounding streets. If you need anything you haven't been able to find, you can most probably find it at Makola Market.

5. Arts Centre (Centre for National Culture) Known locally as the Arts Centre and located in the central business district of Accra. It comprises of a theatre hall where local dance groups and actors perform and numerous stalls exhibit and sell traditional arts and crafts. Hawkers rush from all sides as soon as you arrive, but with care you can find carvings, baskets, drums, bags, beads, fabrics, sandals, sculptures, stools, rugs and occasionally antiques. It's a place to unearth some incredible finds and gifts. The best bet is to head past the hassle which you'll inevitably encounter at the entrance and make your way towards the back of the complex, where it is more relaxed. Negotiation is expected. There is also an art gallery, which sells prints and paintings at reasonable prices.