



Final Results Workshop for the UNEP/GEF project
‘Establishing the Tools and Methods to Include the
Nine New POPs into the Global Monitoring Plan’

Inception Workshop for the UNEP/GEF project
‘Continuing Regional Support for the POPs Global
Monitoring Plan under the Stockholm Convention in
the Africa Region’

Accra, Ghana, 6 – 8 July 2016

PRACTICAL INFORMATION FOR PARTICIPANTS

1. The Workshops

The Final Results Workshop for the UNEP/GEF project “Establishing the Tools and Methods to Include the Nine New POPs into the Global Monitoring Plan” and the Inception Workshop for the UNEP/GEF project “Continuing Regional Support for the POPs Global Monitoring Plan under the Stockholm Convention in the Africa Region” will be held from 6 to 8 July 2016 in Accra, Ghana.

Onsite registration will start at 8:30 a.m., Wednesday, 6 July. The workshops will open at 9:00 a.m., Wednesday, 6 July and are expected to close at 5:00 p.m., Friday, 8 July.

2. Venue

Swiss Spirit Hotel & Suites Alisa (Popularly known as ALISA HOTEL)

21 Dr. Isert Road

North Ridge,

P. O. Box 1111

Accra, Ghana

Tel: +233 30 221 4244

E-mail: reception.alisa@swisspirithotels.com

Website: <http://www.swisspirithotels.com/alisa-accra/>

3. Registration of participants

Participants will register at the venue at 8:30 a.m. on Wednesday, 6 July. Daily Subsistence Allowance (DSA) will be provided in the first day of the workshops. Passports are kindly requested for this purpose.

4. Discussion on the SSFAs

The discussions on the Small Scale Financial Agreements (SSFAs) to be concluded between UNEP and the countries participating in the GMP2 project will be held at the end of the workshop. Draft SSFAs will be provided at the beginning of the workshop.

In order to ensure the successful completion of the SSFAs by the end of the workshop, participants are kindly requested to:

- Provide details of the contact person(s) for implementation of the SSFA.
- Confirm the person who will sign the SSFA.
- Provide bank details (bank name and address, account number, etc.).

5. Paper smart meeting

The meeting will be paper smart; workshop documents will be available electronically via the project webpages. A memory stick containing relevant documents will be provided in the workshop.

To facilitate the paper smart nature of the meeting, participants are requested to ensure the following:

- Each participant should bring a laptop computer containing basic applications, including Microsoft Office Word, Excel and PowerPoint, Adobe Acrobat Reader and updated antivirus software.
- Laptops should be pre-checked for viruses and confirmed as virus-free prior to arrival at the meeting. Virus free laptops are crucial to the success of a paper smart meeting.
- Laptops should be configured for a standard wireless (wi-fi) connection. If in doubt, please check with your local information technology expert.

6 Working languages

The workshops will be conducted in English and in French

7. Time-table

Please refer to the agenda provided by UNEP.

8. Accommodation

Same as the venue.

9. Visas

It is the responsibility of each participant to obtain the required entry visa for Ghana. (More information is available from the Ghana Immigration Service at the following link: http://www.ghanaimmigration.org/visa_info.html).

Participants from the ECOWAS region (e.g. Mali, Senegal, Togo) as well as Kenya and Tanzania might not require a visa but need to have a valid passport.

Ghana authority also provides visa on arrival for participants to the workshops at the cost of USD 150. The following documents must then be provided by each participant:

- Valid Passport,
- 4 copies of passport size photos,
- Certificate of vaccination against yellow fever.

10. Insurance

It is strongly recommended that delegates take out international medical, accident and travel insurance. The United Nations does not cover life or medical insurance for participants. Therefore, it is the responsibility of all participants to ensure that they obtain adequate insurance prior to their travel to Accra. Participants travel at their own risk.

11. Local transportation and security

Hotel will pick participants from the airport as part of the arrangement at no extra-cost for participants.

Participants can also take taxis from the airport to ALISA HOTEL (recently changed its name to Swiss Spirit Hotel & Suites Alisa), which is more popular. Taxis should cost no more than GHC 40 from the airport to ALISA HOTEL.

12. Medical recommendations

The yellow fever vaccine is required to enter the Ghanaian territory.

The vaccines against diphtheria, tetanus, poliomyelitis, measles, and hepatitis A are recommended in all cases. In special circumstances, the vaccines against hepatitis B, typhoid fever, rabies, and meningococcal diseases are recommended.

Moreover, the malaria risk is high in Ghana and it is therefore recommended that participants use anti-malaria medication and personal protective measures against mosquito bites to reduce this risk.

13. Electricity

Participants are kindly requested to bring their own power adaptors.

Voltage: 220-240 volts

Frequency: 50 Hz

Plug/socket: Type D and G

14. Emergency telephone numbers in Ghana

It is generally safe to move about in Accra but participants should avoid going out in the evening after 10 pm.

The following are telephone numbers to call in case of emergency:

- Medical emergencies 193
- Fire 192 / 999
- Police 191

15. Currency

Ghanaian (New) Cedi (GHS). Average exchange rates: 1.00 United States Dollar (USD) \approx 3.86 GHS; 1.00 euro \approx 4.31 GHS.

16. Climate

Ghanaian climate is tropical. In Accra, average temperature is 25°C in July.

17. Other useful information

Accra International Airport: http://www.gacl.com.gh/kia_2.html.

Public transportation in Accra:

<https://www.justlanded.com/english/Ghana/Ghana-Guide/Travel-Leisure/Public-transport-in-Ghana>;

<http://www.timeout.com/accra/travel/getting-around-transport-information-in-accra>.

Map of Accra with search function:

<https://www.google.ch/maps/@5.5773646,-0.1773798,14.17z?hl=fr>.