

***A specialized agency of the African Union*** ***Une agence spécialisée de l’Union africaine***

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| **31st ANNUAL MEETING OF THE BOARD OF GOVERNORS OF ACBF**  ***Co-organized by ACBF Secretariat and the Ministry of Finance of the Republic of Ghana***  **23 May 2022**  **14:30 -17:30, Accra time (GMT)** |

**INFORMATION NOTE FOR PARTICIPANTS**

All participants are requested to take note of the information provided in this document and are urged to take necessary action in preparing for travel to Ghana and during their stay. **Please note that all expenses related to your participation in the 31st Annual Meeting of the Board of Governors of the African Capacity Building Foundation (ACBF) will be entirely at your own cost.**

VENUE

The meeting will be held in the Grand Arena at the **Accra International Conference Centre**

Castle Rd

Accra, Ghana

Tel: +233 24 445 2852

The meeting will be in Hybrid format (virtual and in-person) and will be held during the Annual Meetings of the African Development Bank Group (AfDB).

REGISTRATION AND ON-SITE IDENTIFICATION BADGE

***Online registration***

Participants must self-register to be able to access the **Venue** or the **online portal**. The registration form can be accessed from the following link: <https://us02web.zoom.us/webinar/register/WN_QtfvDWE5TWaAJXwcFDX1wQ>. Participants attending virtually will receive the connection parameters to join the meeting.

***Access pass***

A security pass will be issued to all registered and confirmed for in-person participants by the Government of Ghana to access the Venue. The Host Country has advised that a copy of Travel Document/ID is required for the registration purpose to be completed ahead of the meeting. Please send copy of the data page of your Travel Document/ID to Board Secretariat: [board@acbf-pact.org](mailto:board@acbf-pact.org) by 17 May 2022. On-site badging, for in-person participants, will open on 21 May 2022 at 9:00 a.m. at the registration area located in the Accra International Conference Centre (AICC).

ENTRY REQUIREMENTS INTO GHANA FOR IN-PERSON PARTICIPANT

***Visa and Immigration formalities***

A valid passport and Visa are required for non-ECOWAS countries’ citizens to enter Ghana. Participants that require a Visa to enter Ghana are responsible for arranging their own Visa from the Diplomatic Mission of Ghana in country of residence using the invitation letter provided.

***Health and COVID-19 Requirement***

* Participants must present a COVID-19 vaccination certificate showing that they were fully vaccinated at least 14 days before departure.
* Fully vaccinated delegates are no longer required to undertake PCR COVID-19 test before traveling
* A yellow fever vaccination card is required to be presented at the airport.

***Arrival***

Participants requiring assistance with immigration formalities and logistics for transport should look out for Staff with ACBF banners for the meeting.

ACCOMMODATION

Participants will cover their own accommodation and stay expenses. Please see hotel list in Accra, Ghana in Appendix 1. Please make your reservations directly.

INTERPRETATION

Simultaneous interpretation in English/ French will be provided for the meeting.

MEETING DOCUMENTATION

These will be sent electronically to participants. Useful information in connection with the Meeting will also be available on the ACBF Board of Governors’ website at <https://www.acbf-pact.org/bog2022>

LUNCH

Lunch will be offered at the conference Venue for all registered ACBF’s delegates.

CONTACT FOR INFORMATION

For any questions regarding the BoG Meeting and information provided herein, please contact:

Board Secretariat - board@acbf-pact.org; +263 77 222 8087 (also WhatsApp)

ADDITIONAL INFORMATION

* English is the official business language of Ghana. Other ethnic languages include Akan, Guan, Ga and Ewe
* Ghana observes a time zone of GMT (Central Africa Time) all year.
* The weather in May is rainy; cloudy or sunny. The average daily temperature is between 29oC and participants are advised to bring light clothing.
* The official currency is the Ghanaian cedi (GH₵). The current exchange rate is USD 1 = GH₵ 7.5 (as at 13 May 2022).International credit cards are generally accepted by most hotels, shopping centers and restaurant in Ghana.
* The country code for Ghana is +233. The major mobile providers: Vodafone Ghana (Ghana Telecom, OneTouch); MTN Ghana (formerly ScanCom, Spacefon Areeba); Sim cards are available for purchase from vendors at the airport for international travelers.
* The standard voltage in Ghana is 220 volts AC, 50Hz. All electrical equipment that normally use a different voltage must either have dual voltage compatibility (most modern razors and other small travel tools are equipped with such) or be used with a transformer. In Ghana the power sockets are of type D and G. Adapters for electrical equipment are readily available in Ghana.

**Appendix 1**

**LIST OF RECOMMENDED HOTELS IN ACCRA**

1. **MÖVENPICK AMBASSADOR HOTEL ACCRA**

Independence Avenue Accra.

Ghana

Tel: +233 (0)30 261 1000

Email: [reservations@movenpick.com](mailto:reservations@movenpick.com)

[www.movenpick.com/en/ghana](http://www.movenpick.com/en/ghana)

**Rate:**

Standard room with breakfast USD185

Distance from Kotoka International Airport 7.1 km

Distance from Accra National Conference Centre 1.8 km

1. **ACCRA MARRIOTT HOTEL**

Liberation Road, Airport City, Accra, Ghana

P +233 302738000

Email : [Ebenezer.Adzorgenu@marriott.com](mailto:Ebenezer.Adzorgenu@marriott.com)

<http://www.marriott.com/accmc>

Rate:

Standard Room with breakfast USD 360

Club Room with breakfast USD 432

Junior Suite with breakfast USD 660

Distance from Kotoka International Airport 0.7 km

Distance from Accra National Conference Centre 6.9 km

1. **ALISA HOTEL**

21 Dr. Isert Road, North Ridge,

P.O.Box 1111, Accra,

Ghana

Tel: +233 302 214 233

Email: sales@alisahotels.com/ [g.adams@alisahotels.com](mailto:g.adams@alisahotels.com)

**Rates:**

Superior room with breakfast USD 130

Superior room with breakfast USD 120

Distance from Kotoka International Airport 5.7 km

Distance from Accra National Conference Centre 2 km

1. **TANG PALACE**

Borstal Avenue, South Airport Residential Area

2.5 km from the Airport, Accra, Ghana

Phone: +233 30 278 8888 / +233 30 278 8886

Email: [reservations@tangpalacehotel.com.gh](mailto:reservations@tangpalacehotel.com.gh)

[info@tangpalacehotel.com.gh](mailto:info@tangpalacehotel.com.gh)

<http://www.tangpalacehotel.com.gh/>

**Rates:**

Superior room with breakfast USD 150

Distance from Kotoka International Airport 2.5 km

Distance from Accra National Conference Centre 5.9 km