



# **2023 Mid-Year Statutory Meetings of WAMA, WAIFEM & WAMI**

**5<sup>th</sup> - 15<sup>th</sup> September 2023**

**Accra, Ghana**

**INFORMATION NOTE**



**2023 WAMA, WAIFEM & WAMI MID-YEAR STATUTORY MEETINGS -Information Note**

**1. MEETING INFORMATION**

| Date  | Programme   | Venue           |
|---|---|-----------------|
| 5 <sup>th</sup> September                     | WAMA Audit Committee Meeting  | AICC            |
| 6 <sup>th</sup> & 9 <sup>th</sup> September   | WAIFEM Technical Committee Meeting  | AICC            |
| 7 <sup>th</sup> - 9 <sup>th</sup> September   | WAMA Technical Committee Meeting  | AICC            |
| 7 <sup>th</sup> -11 <sup>th</sup> September   | Meeting of the College of Supervisors of the WAMZ (CSWAMZ)                  | AICC            |
| 11 <sup>th</sup> - 12 <sup>th</sup> September | Meeting of the Technical Committee of WAMZ                                  | AICC            |
| 14 <sup>th</sup> September                    | Meeting of the Committee of Governors of Central Banks of WAMI              | Kempinski Hotel |
| 14 <sup>th</sup> September                    | Meeting of WAIFEM Board of Governors  | Kempinski Hotel |
| 14 <sup>th</sup> September                    | Committee of Governors of Central Banks of ECOWAS Member States, WAMA       | Kempinski Hotel |
| 15 <sup>th</sup> September                    | Convergence Council of Ministers and Governors of Central Banks of the WAMZ | Kempinski Hotel |



**Accra International Conference Centre**  
 Castle Rd,  
 Accra, Ghana.  
 Tel: (+233) 24 445 2852



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## 2023 WAMA, WAIFEM & WAMI MID-YEAR STATUTORY MEETINGS -Information Note



**Kempinski Hotel Gold Coast City**  
Gamel Abdul Nasser Avenue, Accra.  
Tel: (+233) 24 243 6000

## 2. REGISTRATION INFORMATION

### REGISTRATION

- Delegates attending the meetings are required to register on the website to enable the secretariat prepare identification badges to facilitate admission and participation in all sessions of the meetings and for security purposes.
- Delegates are required to present their passport and any other identification document at the accreditation centre to collect their identification badges.
- Kindly register to participate in the meetings by accessing the link below <https://wamz.mofep.gov.gh/registration/view.php?id=13821>

### LANGUAGES OF THE MEETING

- The meetings will be conducted in two ECOWAS official languages - English and French and simultaneous interpretation will be provided at all sessions of the meetings. Translation and Interpretation would be provided for in these two languages.
- WiFi will be available during the meetings. Login details will be shared at the venue.

### MEETING HOSPITALITY

- Lunch and two cocoa breaks will be provided for participants for the duration of the meetings.

**Note:** Meal coupons will be issued, and delegates are required to hand over the coupons at the service point before collecting their food.

- Gala Night: The date and location of the Gala Night will be confirmed during the Technical Committee Meetings.



**Note**

### **3. ARRIVAL IN GHANA AND GENERAL INFORMATION**

#### **ENTRY REQUIREMENTS: VISA AND TRAVEL DOCUMENTS**

- All meeting delegates travelling to Ghana must hold a valid passport or legal travel documents with a minimum validity of **SIX (6)** months beyond the intended visiting period.
- Citizens of the Economic Community of West African States (ECOWAS) do not require a visa to enter the country. Nationalities of Non-ECOWAS member states may be issued visa on arrival at the airport. **On-Site visa is administered at a fee of \$150 USD**. Ghana offers visas upon arrival to all nationals of member states for up to 30 days.
- Categories of Persons Exempt from Entry Visa requirements to Ghana is available at below link:  
<https://www.ghanahighcommissionuk.com/Passports/VisaApplication.aspx>  
[http://www.ghanaimmigration.org/visa\\_info.html](http://www.ghanaimmigration.org/visa_info.html)
- For others, visa must be obtained from Ghana Embassies/High Commissions, Consulates or other Embassies authorized by the Government of Ghana to issue visas on their behalf before entering the country.
- However, we recommend that you contact the nearest embassy or consulate office in your country if any other specific document is required. Visa application form is also obtainable from the Ghana High Commission website of your country.
- To avoid any inconvenience, it is recommended that you apply for the visa at least 3 weeks before your travelling date.
- Visa related question and support contact; Arthur Mills, Ministry of Foreign Affairs and Regional Integration at [arthur.mills@mfa.gov.gh](mailto:arthur.mills@mfa.gov.gh) mobile: +233-242134030 or Kwame Ntiamoah, Bank of Ghana at [kwame.ntiamoah@bog.gov.gh](mailto:kwame.ntiamoah@bog.gov.gh) mobile: +233 244365598.
- A Yellow Fever Vaccination Certificate is mandatory. Please note that participants must get their vaccination 10 days before departure from their home country.

#### **AIRPORT PROTOCOL**

- The Ministry of Finance in collaboration with the Bank of Ghana would provide airport protocol for all delegates upon arrival at the Airport and upon departure from Ghana. Kindly look out for the designated desk at the arrival terminal.



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## 2023 WAMA, WAIFEM & WAMI MID-YEAR STATUTORY MEETINGS -Information

### Note

- In this regard, delegates are required to provide their travel itinerary and full flight details by providing the information requested before Friday, September 1, 2023 on the website above.

### PROTOCOL INFORMATION

- Alternatively, you are requested to communicate your travel plan prior to arrival to [gpadi@mofep.gov.gh](mailto:gpadi@mofep.gov.gh) (+233-243275065) and [kwame.ntiamoah@bog.gov.gh](mailto:kwame.ntiamoah@bog.gov.gh) (+233-244365598) and copy [hfuseini@mofep.gov.gh](mailto:hfuseini@mofep.gov.gh) (+233-554415992) and [kwadwo.acheampong@bog.gov.gh](mailto:kwadwo.acheampong@bog.gov.gh) (+233-240118648).
- Delegates are requested to pay attention to Protocol Personnel outside the airport carrying “WAMA/WAIFEM/WAMI” signs.
- Any late changes in travel details after **Friday, September 1, 2023** need to be communicated immediately by contacting Kwame Ntiamoah, Bank of Ghana at [kwame.ntiamoah@bog.gov.gh](mailto:kwame.ntiamoah@bog.gov.gh) mobile: +233-244365598, and copy Getrude Padi, Ministry of Finance at [gpadi@mofep.gov.gh](mailto:gpadi@mofep.gov.gh) mobile:+233-243275065 Arthur Mills, Ministry of Foreign Affairs and Regional Integration at [arthur.mills@mfa.gov.gh](mailto:arthur.mills@mfa.gov.gh), mobile: +233-242134030.

**Please note:** Delegates would be responsible for the identification and transportation of their luggage prior to pick-up.

### TRANSPORTATION TO AND FROM AIRPORT

Arrangements will be made to transport all participants from the Kotoka International Airport to the approved hotels. On arrival, participants will be received by drivers carrying signs labelled “**WAMA, WAIFEM & WAMI MEETINGS**”. If for any reason you are unable to locate a driver, please contact one of the Protocol numbers listed above.

### TRANSPORTATION TO MEETING VENUE

Ground transport from the hotel to the meeting venue will be provided. Buses will leave an hour and half before the meeting starts and pick you up after the meetings.

### INSURANCE

- You are strongly advised to have travel or medical insurance in case of any emergency that requires medical attention or other forms of assistance during this trip. The organizers do not provide any coverage within this trip and accept no responsibility in this regard.



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## **2023 WAMA, WAIFEM & WAMI MID-YEAR STATUTORY MEETINGS -Information**

### **Note**

- A medical team will be available onsite throughout the meetings. The Ghana Ambulance Service will also be available. A designated hospital (The Bank Hospital) is also available to attend to emergency cases.
- The nearest medical centres from the Accra International Conference Centre and Kempinski Hotel are:
  1. **Greater Accra Regional Hospital**  
Address: Castle Rd, near the ridge roundabout, Accra  
Phone: +233 (0)30 222 8315
  2. **The Bank Hospital**  
Address: Block F6, Shippi Road, Cantonments Accra Ghana  
Phone: +233 (0)302 739 373, +233 (0)25 796 2450

## **4. HOTELS/ ACCOMMODATION**

- Ministers and Governors will be hosted at Kempinski Hotel. A list of **approved hotels** in Accra is provided in annex 1 below. You may contact the hotel directly by e-mail or telephone to make your own booking. If you need assistance with your hotel reservation, please contact the officers listed below.
- All the major hotels in Accra are equipped with free Wi-Fi. In addition to the cost of accommodation, you will be responsible for all other costs, such as room service, meals, telephone and fax bills, use of the mini-bar, and laundry.
- Please ensure you settle all your bills with your hotel before your departure.

## **5. ADDITIONAL INFORMATION**

### **BRIEF INFORMATION ON GHANA**

- The Ghanaian economy is diverse and historically driven by commodities namely Gold, Cocoa and recently oil. With the discovery of oil and gas deposits, a thriving services industry has emerged. The country's cocoa is famous for its premium quality. Do not miss an opportunity to indulge your taste buds in a Made in Ghana chocolate.
- Ghana's population is about 30.8 million with Accra as its capital. English is the official language of Ghana and is universally used. The most widely spoken local languages are Ga, Dagbani, Akan and Ewe.
- Ghana is endowed with a unique natural landscape, which ranges from the savannah in the north, the forest zone in the Centre and West, the mountains in the East and coastal plains in the South. There are beautiful tourist sites across the regions. For



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## 2023 WAMA, WAIFEM & WAMI MID-YEAR STATUTORY MEETINGS -Information

### Note

Accra, we have the refurbished and newly renovated Kwame Nkrumah Mausoleum, the Accra Cultural Centre among others.

- The climate of Ghana is tropical but temperatures in June is slightly cool with the raining season beginning from April through to October. Generally, temperatures are between 21 (degree Celsius) and 32 (degree Celsius).

### GHANAIAN CUISINE

- Traditional food is fun to try and easy to enjoy. It is one of the most delicious across West Africa comprising various staples and sauces and soups. From the south to the north, each region has a set of unique foods associated with the history and culture of the people.
- Rice dishes are also typical, but not considered a "real" meal by many Ghanaians, males especially. Jollof rice is a dish as varied as its chef, but generally consists of white rice cooked with vegetables, meat pieces, spices in a tomato-based sauce. Waakye is a mix of beans and rice, typically served with gari, a powder of ground cassava.

### COMMUNICATION

- The international dialling code for Ghana is +233. Cell phone providers include MTN, Vodaphone and AirtelTigo (AT). They offer GSM services. SIM cards are available at most commercial locations. Prepaid cards (Top-up cards) are available for AirtelTigo (AT) throughout the city.
- It is advisable to buy your SIM card outside the arrival hall at the Airport immediately you exit the customs area, and, in most cases, you will be required to provide your ECOWAS Card or the bio data of your passport.

### CURRENCY

- The local currency is the Cedi which comes in denominations of GH¢200, GH¢100, GH¢50, GH¢20, GH¢10, GH¢5 GH¢2 and GH¢1 for notes. Coins come in denominations of GH¢2, GH¢1, 50p, 20p, 10p, 5p and 1 pesewa. (**Exchange rate: \$1= GH¢11.30 as of 22<sup>nd</sup> August 2023**).
- Credit/debit cards (Visa, MasterCard; etc) are accepted by most establishments. Foreign currencies can be exchanged at the airport, the meeting venue and in local commercial banks or approved Bureaux de Change.

### TIME ZONE AND ELECTRICITY

- Local Time: Ghana is on the Greenwich Mean Time GMT/UTC + 0h Standard Time.

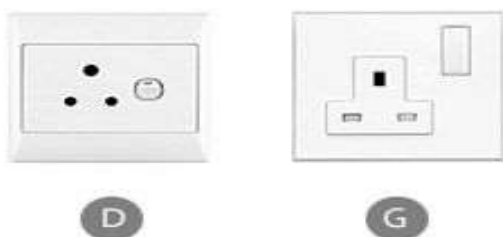


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## 2023 WAMA, WAIFEM & WAMI MID-YEAR STATUTORY MEETINGS -Information

### Note

- The electricity in Ghana is 220 /240 V AC 50 Hz. There are two types of power supply used in Ghana; these are type G and D with the primary power outlets being type G. Three (3) headed pin attachment plugs are in use.
- Please bring a universal adapter for your laptop and other electrical appliances, if necessary.




### WEBSITE, LOGISTICS AND ADMIN

- For additional details regarding the meetings, please refer to the website provided <http://wamz.mofep.gov.gh/>
- Alternatively, you can reach out to the officers listed below for more details about the meetings.
  1. Mr. Enoch Obeng-Darko  
Email: eobeng-darko@mofep.gov.gh  
Mobile: +233 24 442 4364
  2. Mr. Raymond Nazar  
Email: rnazar@mofep.gov.gh  
Mobile: +233 27 033 1260
  3. Ms. Freda Gyamfua Mensah  
Email: freda.mensah@bog.gov.gh
  4. Mr. Kwame Ntiamoah  
Email: kwame.ntiamoah@bog.gov.gh  
Mobile: +233 24 436 5598
  5. Mr. Ernest Asare  
Email: erasare@mofep.gov.gh  
Mobile: +233 27 763 7469
  6. Ms. Binta- Eba Osman  
Email: bosman@mofep.gov.gh






**ANNEX 1: LIST OF RECOMMENDED HOTELS: RACK & NEGOTIATED RATES**

| HOTEL   | TYPE OF ROOM   | RACK RATE (\$) | NEGOTIATED RATE (\$) (SINGLE OCCUPANCY) | NEGOTIATED RATE (\$) (DOUBLE OCCUPANCY) | COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK  |
|---|--|----------------|---|---|---|
| <p><b>KEMPINSKI HOTEL GOLD COAST</b><br/>                     Location: Ministries, Gamel Abdul Nasser Avenue<br/>                     Tel: +233 242 436000<br/>                     Website:<br/> <a href="https://www.kempinski.com/en/hotel-gold-coast-city">https://www.kempinski.com/en/hotel-gold-coast-city</a></p>  | <p>Executive Room<br/>                     Superior Room<br/>                     Deluxe Room</p> <p>Available Online.</p> |                |   |   | <p>Limited rooms available, rooms will be allocated on first come first serve basis.</p> <p>All rooms per night are Vat/Tax inclusive. Rooms also come with Bed and Breakfast. Complimentary Wifi service. Airport pick up and Drop off to the Airport.</p> |




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| HOTEL  | TYPE OF ROOM       | RACK RATE (\$) | NEGOTIATED RATE (\$) (SINGLE OCCUPANCY) | NEGOTIATED RATE (\$) DOUBLE OCCUPANCY | COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK  |
|--|--------------------|----------------|---|---------------------------------------|---|
| <p><b>MOVENPICK AMBASSADOR HOTEL</b><br/>                     Location: Independence Avenue, Accra<br/>                     Contact: +233-302611000</p>  | Superior king room | \$340          | \$240                                   |                                       | <p>The room rates are inclusive of:</p> <ol style="list-style-type: none"> <li>1. All taxes and breakfast</li> <li>2. Access to gym/Fitness centre</li> <li>3. Pool</li> <li>4. Transport from the airport both ways</li> <li>5. Internet.</li> </ol> <p><b>Booking reference: WAMZ 2023</b></p> <p>Booking Email: <a href="mailto:reservations.accra@movenpick.com">reservations.accra@movenpick.com</a><br/>                     Copy: <a href="mailto:jbrukum@mofep.gov.gh">jbrukum@mofep.gov.gh</a></p> |
|  | Deluxe king room   | \$370          | \$260                                   |                                       |   |
|  | Executive room     | \$380          | \$300                                   |                                       |   |




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|--|--------------|----------------|---|---------------------------------------|---|
| <p><b>NO 1 OXFORD STREET HOTEL &amp; SUITES</b><br/>                     Address: 1 Oxford St, Osu, Accra<br/>                     Contact: +233-559889252<br/>                     +233-596920856<br/>                     Website:<br/> <a href="https://1oxfordstreetaccra.com/">https://1oxfordstreetaccra.com/</a></p>  | One Bedroom  | \$560          | \$260                                   |                                       | The Suite has a cooking station and dining area, Complimentary Breakfast, and access to our leisure and wellness facilities (Pool, Gym, and Oxford Terrance), access to 5G internet access.   |
|  | Two bedrooms | \$700          | \$260                                   |                                       | Room rate rates per night is inclusive of taxes:<br><br>Booking Code: <b>ECOWAMZ-SEP23</b><br>Email to - <a href="mailto:sales@belfastafrica.com">sales@belfastafrica.com</a><br>Copy (Cc) - <a href="mailto:g.gaogli@belfastafrica.com">g.gaogli@belfastafrica.com</a> |




**2023 WAMA, WAIFEM & WAMI MID-YEAR STATUTORY MEETINGS -Information Note**

| HOTEL  | TYPE OF ROOM  | RACK RATE (\$) | NEGOTIATED RATE (\$) (SINGLE OCCUPANCY) | NEGOTIATED RATE (\$) DOUBLE OCCUPANCY | COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK   |
|--|---------------|----------------|---|---------------------------------------|--|
| <b>ALISA HOTEL</b><br>Location: 21 Dr Isert St, North Ridge<br>Tel: +233-302214233<br>Website:<br><a href="https://m.alisahotels.com/">https://m.alisahotels.com/</a><br> | Standard Room | \$210          | \$120                                   | \$140                                 | Complimentary buffet breakfast, leisure facilities; gym, swimming pool, tennis court, Airport shuttle service to and from the airport and hotel airport lounge, located at Terminal 3 arrival hall, high speed internet in room.<br><br>Room rate is inclusive of all room taxes 22% VAT/NHIL/Tourism Levy/Covid-19 levy.<br><br><b>Conference Code:</b><br>Group name: <b>ECOWAS (WAMZ) 2023</b><br><b>Check-in:</b> Open date 1st - 29th September 2023<br><b>Check out:</b> 30th September 2023<br>(You can kindly share actual check in and check out dates)<br><br><b>Cut-off date:</b> 1 <sup>st</sup> September, 2023.<br><br><b>Booking-Link:</b><br><a href="https://reservations.travelclick.com/113778?groupID=4023063">https://reservations.travelclick.com/113778?groupID=4023063</a> |
|  | Superior Room | \$259          | \$130                                   | \$150                                 |  |
|  | Deluxe Twin   | \$339          | \$150                                   | \$170                                 |  |
|  | Twin bedded   | \$339          | \$150                                   | \$170                                 |  |
|  | Junior suite  | \$410          | \$180                                   | \$200                                 |  |



**2023 WAMA, WAIFEM & WAMI MID-YEAR STATUTORY MEETINGS -Information Note**

| HOTEL  | TYPE OF ROOM          | RACK RATE (\$) | NEGOTIATED RATE (\$) (SINGLE OCCUPANCY) | NEGOTIATED RATE (\$) DOUBLE OCCUPANCY | COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK   |
|--|-----------------------|----------------|---|---------------------------------------|--|
| <p><b>ROOT HOTEL &amp; APARTMENT (OSU)</b><br/>                     Location: H/N. F97/2, 15th Lane Osu Re, 202 G Y Odoi St, Accra<br/>                     Contact: +233-307010274</p>  | Standard Room         | \$140          | \$110                                   |                                       | <p>Complimentary buffet breakfast, Airport transfer, high speed internet</p> <p>Room rate rates per night is inclusive of taxes.<br/>                     Room reservation email: <a href="mailto:urbanomarketing.hotel@gmail.com">urbanomarketing.hotel@gmail.com</a></p> <p>Reference: WAMZ 2023</p> |
|  | Superior Room         | \$170          | \$120                                   |                                       |  |
|  | One bedroom Apartment | \$200          | \$130                                   |                                       |  |



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|--|----------------------|----------------|---|---------------------------------------|---|
| <p><b>CENTRAL HOTEL,</b><br/>Address: Julius Nyerere Ave.,<br/>North Ridge, Accra<br/>GA-053-0153</p>   | Deluxe Room (20)     | \$180          | \$100                                   |                                       | <p>Complimentary buffet breakfast, leisure facilities; gym, swimming pool, Airport shuttle service to and from the airport, high speed internet in room.</p> <p>Room rate is inclusive of all room taxes- 22%VAT/NHIL/Tourism Levy/Covid-19 levy.</p> <p>Reservation Email: <a href="mailto:godfredgaogli@gmail.com">godfredgaogli@gmail.com</a><br/>Copy: <a href="mailto:jbrukum@mofep.gov.gh">jbrukum@mofep.gov.gh</a></p> |
| <p><b>COCONUT GROOVE HOTEL (NORTH RIDGE)</b><br/>Location: 5<sup>th</sup> Mozambique Link,<br/>North Ridge, Accra.<br/>Contact: +233 (307) 0602003</p>  | Suite Room           | \$158          | \$120                                   |                                       | <p>All rooms per night are Vat/Tax inclusive. Rooms also comes with Bed and Breakfast. Complimentary Wifi service. Airport pick up and Drop off to the Airport.</p> <p><a href="mailto:regencyreservations@coconutgroovehotelsghana.com">regencyreservations@coconutgroovehotelsghana.com</a></p> <p>Website:<br/><a href="https://coconutgroovehotelsgh.com/regency/">https://coconutgroovehotelsgh.com/regency/</a></p>     |
|  | Single Standard Room | \$100          | \$89                                    |                                       |   |




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|---|---------------------------|----------------|---|---------------------------------------|--|
| <p><b>FRANKIES HOTEL</b><br/>                     Location: Osu Oxford Street.<br/>                     Contact: +233-302773567<br/>                     +233-249680000<br/>                     Website:<br/> <a href="https://www.frankieshotel.com">https://www.frankieshotel.com</a></p>  | Single Standard Room (12) | \$95           | \$80                                    |                                       | <p>Rooms comes with Bed and Breakfast.<br/>                     Complimentary Wifi service.<br/>                     Airport pick up and Drop off to the Airport.<br/>                     All rooms per night are Vat/Tax inclusive.</p> <p>Booking Email- <a href="mailto:reserve@frankieshotel.com">reserve@frankieshotel.com</a><br/>                     Copy (Cc) - <a href="mailto:rex@frankieshotel.com">rex@frankieshotel.com</a></p> <p>The email should have - Ref: WAMZ 2023</p> |
|   | Deluxe Room (8)           | \$125          | \$110                                   |                                       |  |
|   | Double Deluxe Room (7)    | \$140          | \$120                                   |                                       |  |



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|--|---------------|----------------|---|---------------------------------------|--|
| <b>URBANO HOTEL<br/>(OSU OXFORD STREET)</b><br><br>Address - H/N F814/2 Oxford Street, Osu - RE, Accra.<br><br>Website - <a href="https://www.urbanohotel-ghana.com/">https://www.urbanohotel-ghana.com/</a><br><br> | Standard Room | \$110          | \$85                                    |                                       | Complimentary buffet breakfast, Airport transfer, high speed internet in room.<br><br>All room rates are Tax inclusive.<br><br>Booking email: <a href="mailto:urbanomarketing.hotel@gmail.com">urbanomarketing.hotel@gmail.com</a><br><br>(Ref: WAMZ 2023) - Urbano Hotel Osu<br><br>360 Tour of hotel - <a href="https://www.urbanohotel-ghana.com/360tour.html">https://www.urbanohotel-ghana.com/360tour.html</a> |
|  | Studio Room   | \$135          | \$100                                   |                                       |  |
|  | Superior Room | \$140          | \$110                                   |                                       |  |
|  | Duplex Room   | \$170          | \$130                                   |                                       |  |





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|--|-----------------------|----------------|---|---------------------------------------|--|
| <b>SSNIT GUEST HOUSE</b><br>Location: Julius Nyerere Rd, Ridge, Accra<br>Phone: +233-30222536<br>Website:<br><a href="http://www.ssnitguesthousegh.com/en/">http://www.ssnitguesthousegh.com/en/</a> | Standard Room (6)     | \$64           | \$60                                    |                                       | Buffet breakfast, DSTV, Free WIFI, Access to the pool, Two bottles mineral water each day, all rooms are air-conditioning, Tea items, Airport shuttle and 24 hours security.<br><br>All rates are tax inclusive.<br><br>SSNIT Guest house is about 10 minutes' drive from the airport and is in ridge (Osu) Opposite the Police Headquarters Julius Nyerere Street and is the center of Accra.<br><br><b>Booking Email -</b><br><a href="mailto:frontoffice@ssnitguesthousegh.com">frontoffice@ssnitguesthousegh.com</a><br><br>Booking code - <b>SGH/WAMZ</b> |
|  | Superior - deluxe (8) | \$80           | \$70                                    |                                       |  |
|  | Executive room (4)    | \$110          | \$100                                   |                                       |  |

