



REPUBLIC OF GHANA

MINISTRY OF FINANCE

The 2023 West African Monetary Zone (WAMZ) Mid-Year Statutory Meetings Accra, Ghana

6th -15th September 2023

INFORMATION NOTE



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THE 2023 WAMZ MID-YEAR STATUTORY MEETINGS

ACCRA, GHANA

6-15 SEPTEMBER 2023

1. DATES AND VENUE

- The 2023 West African Monetary Zone Mid-Year Statutory Meetings which will hold from 6th to 15th September 2023 in Accra, Ghana is being organized by the Ministry of Finance Ghana and the Central Bank of Ghana.
- The Technical Committee meetings will be held at the Accra International Conference Centre (AICC) and the Committee of Governors Meeting as well as the Convergence Council Meeting will be held at the Kempinski Hotel, Accra, Ghana.

2. REGISTRATION INFORMATION

REGISTRATION

- Delegates attending the meetings are required to register at the designated desk at the airport to enable the secretariat prepare identification badges which shall be always worn visibly to facilitate admission and participation in all sessions for the purposes of accreditation and security.
- Delegates are required to present an identification document (international passport and/or official identity card) to enable them to complete administrative and health formalities on arrival.

ONSITE REGISTRATION

- There shall be on-site registration of Delegates who are unable to register at the airport due to unforeseen circumstances.
- The administration desk will be open from 08.00 on the day before the meetings.



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3. MEETING INFORMATION

Date	Programme	Venue
6 th September	WAIFEM Technical Committee Meeting	AICC
7 th - 9 th September	WAMA Technical Committee Meeting	AICC
7 th -11 th September	Meeting of the College of Supervisors of the WAMZ	AICC
11 th - 12 th September	WAMI Technical Committee Meeting	AICC
14 th September	Committee of Governors Meeting	Kempinski Hotel
15 th September	Convergence Council (Day	Kempinski Hotel



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

MEETING AGENDA AND DOCUMENTS

- The Final Agenda will be sent to the emails of delegates in due course.
- All technical session documents will be sent to the emails of delegates as and when meeting documents are ready.

LANGUAGES OF THE MEETING

- The meetings will be conducted in the three ECOWAS official languages - English and French and Simultaneous interpretation will be provided at all sessions of



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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.
- Daily Breakfast is included in the room rate. Any additional cost at the hotel would be borne by the participant.

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 Nite will be confirmed during the Technical Committee Meetings.**

4. ARRIVAL IN GHANA AND GENERAL INFORMATION

ENTRY REQUIREMENTS: VISA AND TRAVEL DOCUMENTS

- All meeting participants 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. Most nationalities must obtain a valid visa before travelling. **On-Site visa is administered at a fee of \$150 USD.** Ghana offers visas upon arrival to all nationals of WAMZ member states for up to 30 days.
- Processing of visa on arrival requires details of bio data of participants at least three weeks before arrival.
- 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
- 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.



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- Basic documents for visa application:
 1. Passport sized photograph (4 copies, any background color)
 2. Company letter (4 copies) (All can be original copies or 1 original & 3 photocopies)
 3. Letter of invitation from Ghana (4 copies)
 4. Flight itinerary (4 copies)
 5. Yellow fever certificate (4 copies of the 2nd page, the one with bio-data & yellow fever stamp)
 6. Passport biodata page (4 copies)
- 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 or Kwame Ntiamoah, Bank of Ghana at kwame.ntiamoah@bog.gov.gh.
- Participants who would want to apply for visa in their own countries should send their names / particulars to us to arrange [Confirmation Letters of Invitation](#).

VACCINATIONS REQUIREMENT

- A Yellow Fever Vaccination Certificate is mandatory. Please note that participants must get their vaccination 10 days before departure from their home country.
- Courses or boosters usually advised: Hepatitis A; Tetanus; Typhoid; Yellow Fever.
- Other vaccines to consider: Cholera; Diphtheria; Hepatitis B; Meningococcal, Meningitis; Rabies.

AIRPORT PROTOCOL

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



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- In this regard, participants are required to provide their travel itinerary and full flight details by providing the information requested in the link below [xxxxxxxxxx](#).

PROTOCOL INFORMATION

- Alternatively, you are requested to communicate your travel plan prior to arrival to hfuseini@mofep.gov.gh , gpadi@mofep.gov.gh and kwame.ntiamoah@bog.gov.gh.
- Delegates are requested to pay attention to Protocol Personnel outside the airport carrying WAMZ signs.
- Any late changes in travel details after Monday, September 4, 2023 need to be advised immediately by contacting Kwame Ntiamoah, Bank of Ghana at kwame.ntiamoah@bog.gov.gh , mobile: +233 244 311 553 and copy Authur Mills, Ministry of Foreign Affairs and Regional Integration at authur.mills@mfa.gov.gh, mobile: +233 242 134 030.
- Complimentary transportation cannot be guaranteed in this case.
Please note: *Delegates would be responsible for the identification and transportation of their luggage prior to pick-up.*

GROUND 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 “WAMZ MEETINGS”. If for any reason you are unable to locate a driver, please contact one of the Secretariat or Protocol numbers listed below.

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.
- Medical Officers will be available onsite throughout the workshop. The Ghana Ambulance Service has a medical team from a clinic nearby to attend to emergency cases.
- Please contact Sylvia Ofori Twum at +233 243 640 725 or Issac Osafo at +233 552 478 848 for onsite medical assistance.



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- 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

5. HOTELS/ ACCOMMODATION AND RELATED INFORMATION

- All sponsored delegates would be accommodated at the Kempinski Hotel, which is the meeting venue. The Ministry of Finance has pre-booked and paid for the rooms at the venue for **only Ministers and Governors**.
- The accommodation arranged at the venue is for room and breakfast. The Secretariat will be responsible for Group Lunch **ONLY** during the working days.
- A list of approved hotels in Accra is provided in the annex. 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 us.
- 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.
- You must pay the hotel for these services before your departure.

6. ADDITIONAL INFORMATION

THE GHANAIAN ECONOMY

- Ghana can be located on the West Coast of Africa. To the West she shares a border with Cote d'Ivoire and is bounded to the East by Togo. Further up North, Ghana shares a border with Burkina Faso and to the South is the Gulf of Guinea.
- 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.

CLIMATE

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).

THE PEOPLE AND LANGUAGE

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, Dagomba, Akan and Ewe.

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.
- Fufu, the most widely served traditional dish, consists of pounded balls of yam, plantain, or cassava served with soup, and a side of goat meat or fish. Soups are typically made of groundnuts, palm nut, okra and other vegetables. Banku is a fermented corn version of the dish typically eaten with grilled tilapia fish or okra soup.
- 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.
- Plantains, yams, and sweet potatoes are prepared in various ways and serve as a small snack. Kelewele, a spiced fried plantain snack, is especially delicious.

TOURISM

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 Accra, we have the refurbished and newly renovated Kwame Nkrumah Mausoleum, the Accra Cultural Centre among others. To have a relaxing evening, there is the Osu Oxford Street in Accra where there are all kinds of entertainment places are available.



RELIGION

The main religion in Ghana is Christian who accounts for 71.3% of the total population and includes Roman, Catholics, Protestants, etc. The Muslim population accounts for 19.9% of the total population and is located predominantly in the northern part of the country. Traditional religions accounts for 3.2% of the population and other religions 4.5% whereas accounts pagans account for 1.1%.

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 throughout the city.
- It is advisable to buy your SIM card within 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.
- WIFI will be available at the meeting venue.

CURRENCY

- The local currency is the Cedi which comes in denominations of GH¢50, GH¢20, GH¢10, GH¢5 GH¢2 and GH¢1. Coins come in denominations of GH¢2, GH¢1, 50p, 20p, 10p, 5p and 1 pesewa.
- Credit/debit cards (Visa, MasterCard; etc) are accepted by most establishments. ATMs can also be located within bank premises.
- Foreign currencies can be exchanged at the airport and in local commercial banks or approved Bureaux de Change. Rates of exchange are posted daily by banks and forex bureaus.

Shopping

The city of Accra has myriad of products and services for sale. There is the Accra Mall, Achimota Mall and West Hill Mall where you can get all types of products ranging from clothing, toiletries to food stuffs among others. There is also the popular Market “Makola” in Accra which is a local market where local foodstuffs and other items like local prints are sold. There are the Art Centre where local artefacts are also sold.

Arts and Crafts



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- Ghana is a great place for a wide variety of excellent handicrafts, traditional masks, drums and souvenirs of every kind. The colourful ceremonial Kente cloth which is woven by the Ashanti's and Ewes continues to be unique and admired by visitors all over the world. The Adinkra cloth, a dye-stained fabric, is also associated strongly with the Ashanti's and is often worn during funerals and important occasions. Each of the over 60 Adinkra signs has a different proverb assigned to it.
- From Bolgatanga and the village of Daboya are the hand-spun Fugu cloth, as well as straw hats and baskets, which are their specialty. Also of interest are the wide varieties of beads from the Eastern Region of the Country.

TIME ZONE AND ELECTRICITY

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



LOGISTICS, PARTICIPATION AND ADMIN

For further information about the meeting, please contact the following.

1. Mr. Enoch Obeng-Darko
Email: eobeng-darko@mofep.gov.gh

2. Mr. Raymond Nazar
Email: rnazar@mofep.gov.gh

3. Mr. Ernest Asare
Email: erasare@mofep.gov.gh

4. Ms. Binta- Eba Osman
Email: bosman@mofep.gov.gh



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LIST OF RECOMMENDED HOTELS: RACK & NEGOTIATED RATES FOR WAMZ 2023

HOTEL	TYPE OF ROOM	RACK RATE (\$)	WAMZ RATE (\$)		COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK
			SINGLE OCCUPANCY	DOUBLE OCCUPANCY	
ALISA HOTEL Location: 21 Dr Isert St, North Ridge Tel: +233-30221423 Website: https://m.alisahotels.com/	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. Room rate is inclusive of all room taxes 22% VAT/NHIL/Tourism Levy/Covid-19 levy. Conference Code: Group name: ECOWAS (WAMZ) 2023 Check-in: Open date 1st - 29th September 2023 Check out: 30th September 2023 (You can kindly share actual check in and check out dates) Cut-off date: 1 st September, 2023. Booking-Link: https://reservations.travelclick.com/113778?groupID=4023063
	Superior Room	\$259	\$130	\$150	
	Deluxe Twin	\$339	\$150	\$170	
	Twin bedded	\$339	\$150	\$170	
	Junior suite	\$410	\$180	\$200	



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HOTEL	TYPE OF ROOM	RACK RATE (\$)	WAMZ RATE (\$)		COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK
			SINGLE OCCUPANCY	DOUBLE OCCUPANCY	
CENTRAL HOTEL, Address: Julius Nyerere Ave., North Ridge, Accra (GA-053-0153)	Standard Room (10)	\$120	\$100		Complimentary buffet breakfast, leisure facilities; gym, swimming pool, Airport shuttle service to and from the airport, high speed internet in room. Room rate is inclusive of all room taxes- 22%VAT/NHIL/Tourism Levy/Covid-19 levy. WAMZ Reservation Email - godfredgaogli@gmail.com
	Deluxe Room (10)	\$180	\$100		
FRANKIES HOTEL Location: Osu Oxford Street. Contact: +233-302773567 +233-249680000 Website: https://www.frankieshotel.com	Single Standard Room (12)	\$95	\$80		Rooms also comes with Bed and Breakfast. Complimentary Wifi service. Airport pick up and Drop off to the Airport. All rooms per night are Vat/Tax inclusive. WAMZ 2023 Booking Email- reserve@frankieshotel.com Copy (Cc) - rex@frankieshotel.com The email should have - Ref: WAMZ 2023
	Deluxe Room (8)	\$125	\$110		
	Double Deluxe Room (7)	\$140	\$120		



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HOTEL	TYPE OF ROOM	RACK RATE (\$)	WAMZ RATE (\$)		COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK
			SINGLE OCCUPANCY	DOUBLE OCCUPANCY	
MOVENPICK AMBASSADOR HOTEL Location: Independence Avenue, Accra Contact: +233-302611000	Superior room	\$340	\$240		Breakfast, gym access, sauna, access to 5G internet access. Complimentary shuttle from airport to hotel. *Executive to Deluxe suite will have access to the Movenpick Lounge at the 6th Floor of Hotel, One-time ironing, Meeting on 6th floor Room rate rates per night is inclusive of taxes. Waiting for Booking Code and Booking email.
	Deluxe king room	\$370	\$260	\$300	
NO 1 OXFORD STREET HOTEL & SUITES Address: 1 Oxford St, Osu, Accra Contact: +233-559889252 +233-596920856 Website: https://1oxfordstreetaccra.com/	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. Room rate rates per night is inclusive of taxes: Booking Code: ECOWAMZ-SEP23 Email to - sales@belfastafrica.com Copy (Cc) - g.gaogli@belfastafrica.com
	Two bedroom	\$700	\$260		



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HOTEL	TYPE OF ROOM	RACK RATE (\$)	WAMZ RATE (\$)		COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK
			SINGLE OCCUPANCY	DOUBLE OCCUPANCY	
ROOT HOTEL & APARTMENT (OSU) Location: H/N. F97/2, 15th Lane Osu Re, 202 G Y Odoi St, Accra Contact: +233-307010274	Standard Room	\$140	\$110		Complimentary buffet breakfast, Airport transfer, high speed internet Room rate rates per night is inclusive of taxes. Room reservation email: urbanomarketing.hotel@gmail.com Reference: WAMZ 2023
	Superior Room	\$170	\$120		
	One bedroom Apartment	\$200	\$130		
SNNIT GUEST HOUSE Location: Julius Nyerere Rd, Ridge, Accra Phone: +233-30222536 Website: http://www.ssnitguesthousegh.com/en/	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. All rates are tax inclusive. 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. Booking Email - frontoffice@ssnitguesthousegh.com Booking code - SGH/WAMZ
	Superior - deluxe (8)	\$80	\$70		
	Executive room (4)	\$110	\$100		



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HOTEL	TYPE OF ROOM	RACK RATE (\$)	WAMZ RATE (\$)		COMPLIMENTARY PACKAGE/CONFERENCE CODE/BOOKING LINK
			SINGLE OCCUPANCY	DOUBLE OCCUPANCY	
URBANO HOTEL (OSU OXFORD STREET) Address - H/N F814/2 Oxford Street, Osu - RE, Accra. Website - https://www.urbanohotel-ghana.com/	Standard Room	\$110	\$85		Complimentary buffet breakfast, Airport transfer, high speed internet in room. All room rates are Tax inclusive. Booking email: urbanomarketing.hotel@gmail.com (Ref: WAMZ 2023) - Urbano Hotel Osu 360 Tour of hotel -https://www.urbanohotel-ghana.com/360tour.html
	Studio Room	\$135	\$100		
	Superior Room	\$140	\$110		
	Duplex Room	\$170	\$130		

