

PRACTICAL INFORMATION FOR PARTICIPANTS

AFRICA REGIONAL MEETING IN PREPARATION FOR THE FOURTH MEETING OF THE
INTERSESSIONAL PROCESS CONSIDERING THE STRATEGIC APPROACH AND THE SOUND
MANAGEMENT OF CHEMICALS AND WASTE BEYOND 2020

27 TO 29 JUNE 2022, ACCRA, GHANA

I. General

1. The SAICM Africa Regional Meeting is scheduled to be held from 27 to 29 June 2022 in Accra, Ghana.
2. To make a positive contribution towards comprehensive climate neutrality, SAICM is committed to organizing and implementing sustainable, environmentally-friendly and carbon-neutral meetings, including for this fourth meeting.

II. Venue and Schedule

3. The three-day SAICM Africa Regional meeting takes place at the ***Holiday Inn Accra Airport***.

Venue: ***Pra Hall, Located on the Ground floor of the Holiday Inn Accra Airport***

Address:

Holiday Inn Accra Airport

Cantonments, PMB CT 97 (Plot 19 & 20 Airport City)

Accra, Ghana

Telephone: 0302 740 930

Web page: [Holiday Inn Accra Airport Hotel by IHG](#)

4. The meeting will be held as indicated in provisional annotated agenda - from (9 a.m. to 6 p.m). There will be two coffee breaks per day (*lunches are not provided*). There is a 1-hour lunch break slot provided for in the programme.
5. Two restaurants are present on-site at Holiday Inn Accra Airport, Wiase Restaurant and La Cabana Pool bar Restaurant and a choice of other restaurants are a few minutes walk only from the venue, such as:
 - La Tante DC10 Restaurant 007 street, Accra Airport, Opposite Marina Mall, [Latante DC10 \(latantedc10restaurant.com\)](#)



III. Online participation

6. Participants who are attending the Africa Regional Meeting remotely, can connect via the following link:

Topic: SAICM AFRICA Regional Meeting

Time: Jun 27,28,29 2022 09:00 AM Greenwich Mean Time

Join Zoom Meeting

<https://us02web.zoom.us/j/85437937094?pwd=UXG4WNIrWeB5-HvJBZ5awb2QBZTg6U.1>

Meeting ID: 854 3793 7094

Passcode: 566468

IV. Registration

7. Participants are invited to register for the meeting between (8.30 a.m. and 9 a.m) on Monday, 27th of June, 2022. In order to ensure easy access to the venue, we strongly recommend that all participants carry an ID card /passport and confirmation of registration in hand. Only the names of pre-registered individuals will be included in the list of participants. Only the names of pre-registered individuals will be included in the list of participants.
8. Participants should pre-register online well in advance by using the following link:
<https://indico.un.org/event/1001069>
to facilitate the issuance of badges at the meeting venue and compilation of the list of participants.
9. For identification and security reasons, all participants are requested to wear their meeting badges at all times during the meeting.

IV. Meeting documents and Language

10. Please note that the meeting will be a paper smart meeting and participants are kindly advised to bring their own laptop, as copies of meeting documents will not be printed or distributed. Meeting documents are available in English only.
11. The meeting will be conducted in English with simultaneous translation into French.
12. Documentation is available at: [Regional activities \(saicm.org\)](https://www.saicm.org/regional-activities)

V. Accommodation

13. Participants should consider staying in a hotel within walking distance from the Holiday Inn Accra Airport to avoid traffic and help reduce CO₂ footprints.
14. Rooms are available to participants on a first-come, first-serve basis. Hotels should be notified of any cancellations, postponements or other changes at least 48 hours in advance.
15. A number of rooms have been blocked for participants at the meeting venue (Holiday Inn Accra Airport) for the duration of the Africa Regional meeting (single room with breakfast for 150 USD/night/room). **Participants who are interested in booking a room at the Holiday Inn Accra Airport are required to contact the hotel to the following email giftv.alinya@holidayinnaccraairport.com book their own room with reference to the SAICM Africa Regional Meeting that will be held at Holiday Inn Accra Airport.**
- 16. All participants are responsible for paying their own hotel accommodation.**
17. For sponsored participants, their accommodation for the meeting days is covered by SAICM/UNEP through DSA, extra days have to be paid onsite by each participant.
18. Before departure from Accra, participants should settle directly with their respective hotel all accounts,

including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services.

VI. Financial & administrative arrangements including Daily subsistence allowance (DSA) (only if applicable)

19. Participants whose travel is sponsored by UN Environment, will be provided with a daily subsistence allowance (DSA) at prevailing United Nations rates. In order to facilitate the payment of the subsistence allowance, eligible participants are requested to submit copies of their passport and boarding pass(es) to the SAICM secretariat. **Please bring with you your passport, air-ticket or e-ticket receipt and boarding passes.**
20. The support will cover travel at most direct least costly airfare, accommodation for the days of the meeting, and the daily subsistence allowance (DSA) in accordance with the applicable UN regulations. The DSA will be paid to participants in GHS (Ghanian cedi) equivalent using UNROE (rate of exchange of the previous day). See the exchange rate in the “Currency” paragraph below.
21. Any participant unable to stay for the entire duration of the meeting are requested to inform SAICM secretariat as soon as possible after arrival, so that the subsistence allowance may be adjusted accordingly.
22. In cases where participation costs are borne by the UN Environment, UN Environment will provide only travel and DSA as expressed and will not assume responsibility for any other expenditures, including the following:
 - i. All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
 - ii. Salary and related allowances for the participants during the period of the meeting;
 - iii. Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
 - iv. Compensation in the event of death or disability of participants in connection with attending the meeting;
 - v. Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
 - vi. Any other expenses of a personal nature, not directly related to the purpose of the meeting.
23. DSA will be paid in cash and in GHS equivalent. Participants who want to change to USD or other currencies can do so at the hotel or any bank nearby or Forex Bureaux.

VII. Transport

24. The hotel situated only 1 Km from Kotoka International Airport (KIA) and 7 Km from Accra city centre.
25. How to reach the hotel:
 - From Kotoka International Airport: Holiday Inn Accra Airport offers free shuttle service from Kotoka International Airport (go to the Holiday Inn Accra Airport Arrival Lounge where pick-up service is available for participants)
 - Driving from Kotoka International Airport: Follow Road from airport to circle take 3 rd exit hotel is on your right 500 yards along road
 - Uber service is also available from the Kotoka International Airport [Accra Airport Transfers & Transportation | ACC | Uber](#)
26. Participants should make their own transport arrangements to and from the meeting venue.

VIII. Visa Requirements

27. Visa for entering Ghana can be obtained, depending on nationality, prior to arrival or at arrival. Participants are required to contact their respective Ghanaian Embassy/Consulate-General for accurate information regarding visa application procedures and required documents.
28. Updates on news and upcoming events in Ghana may be found through the website of the Ministry of Foreign Affairs <https://mfa.gov.gh/>

IX. Health and Vaccination

29. Vaccination against Yellow Fever is required.
30. Check the following <https://ghs.gov.gh/covid19/> for information on recommended vaccinations for travellers entering Ghana.
31. Prior entering Ghana, each participant is asked to fill a **Health Declaration Form**, that can be found here [GHS-HDF](#)
32. **COVID-19 rules for entry into Ghana:**
 - All non-Ghanaian or non-residents entering Ghana need to be fully vaccinated and will be required to provide evidence of full vaccination for a COVID-19 vaccine.
 - Fully vaccinated travellers into Ghana are not required to take a PCR test from their country of embarkation to allow them entry into the country through the Kotoka International Airport/other ports and will not be tested on arrival.
 - Ghanaians or residents, unvaccinated or partially vaccinated arriving to Ghana are required obtain a negative PCR test result not more than 48 hrs before departure, complete additional health declaration forms on arrival, and undergo a further COVID test on arrival.
 - A person is said to be fully vaccinated when he or she has taken the full dose of vaccines approved and registered by the Food and Drugs Authority (FDA) of Ghana. You need two doses of AstraZeneca, Pfizer, Moderna, or Sputnik V to be declared as fully vaccinated. One dose of Johnson and Johnson vaccine is required to be declared fully vaccinated.
33. The United Nations does not cover life or medical insurance for participants. Therefore, it is the responsibility of the participant or that of your Government to ensure adequate insurance coverage prior to travelling to Ghana.

X. Harassment free Meeting

34. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. UN system events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UN system event.
35. Prohibited conduct includes:
 - i. Harassment: any improper or unwelcome conduct that might be expected or be perceived to cause offence or humiliation to another person. Harassment in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, religion or any other reason is prohibited.
 - ii. Sexual harassment: any unwelcome conduct of a sexual nature that might be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders.
36. Further information on the Code of Conduct to prevent harassment, including sexual harassment, at UN system events may be consulted at: <https://www.un.org/en/content/codeofconduct/>

XI. Travel and Personal Security Advisory

37. Security Tips:

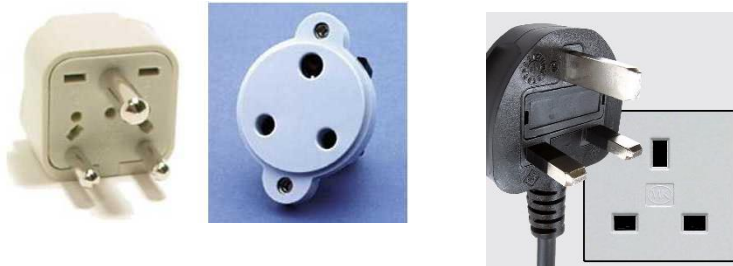
- General security threats are assessed as 'Low'.
- Security Briefing is mandatory for all new arrivals in Accra.
- Violent crimes, such as carjacking, street crimes involving mostly theft and mugging, do occur. These crimes often happen at night and in isolated locations. Exercise increased caution specifically due to crime:
 - In urban areas and crowded markets.
 - When traveling by private or public transportation after dark as criminal elements may use blockades to slow down and restrict movement of vehicles.
- It is advisable to use Uber taxi for commuting instead of normal roaming taxis.

XII. Currency

38. The currency in Ghana is the Cedi (GHS). The exchange rate is approximately 1 Euro = 8.40 GHS and 1 USD = 7.80 GHS as of 30 of May 2022. See the most recent exchange rate at: <https://www.bog.gov.gh/treasury-and-the-markets/daily-interbank-fx-rates/>

XIII. Electricity

39. Electrical sockets (outlets) in Ghana usually supply electricity at a standard voltage of 230V, and at an



electrical frequency of 50 Hz. The sockets are type D which has three round pins in a triangular pattern (left photo), and G which has three rectangular pins in a triangular pattern (right photo), of a British style.

XIV. Time zone

40. Ghana follows the Greenwich Mean Time, (GMT; UTC ± 00:00).

XV. Weather and daylight

41. The average temperature in Accra in June for a typical day ranges from a high of 82°F (28°C) and a low of 76°F (24°C). Some would describe it as pleasantly warm with a gentle breeze. For comparison, the hottest month in Accra, February, has days with highs of 89°F (31°C) and lows of 78°F (26°C).

XVI. MISCELLANEOUS

42. Contact details of local organizer:

- Participants requiring assistance with their flight can contact the Travel Agent: Hitesh Thawani, Satguru Travel & Tours Services Ltd, by phone (+233 302 215200; + 233 55 658 5163) or via email: reservation2.gh@satgurutravel.com
- When contacting the Travel Agent via email, the participant is asked to Cc the UNDP travel focal point: Ms. Ellen Attipoe: ellen.attipoe@undp.org
- For any other issue, please contact UNDP focal point Mr. Edem Adobe at 0240948252.