



ADMINISTRATIVE AND PROTOCOL INFORMATION NOTE

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INTRODUCTION

Recognising the dehumanising psychological impact of the slave trade and the lingering consequences of slavery and colonialism on the countries that were affected, Ghana tabled an Agenda Item on Reparations to Africa during the 36th AU Summit held in Addis Ababa in February 2023. This was endorsed by the Assembly of Heads of State and Government of the African Union at the Summit.

Thus, the Republic of Ghana was charged to host and co-organise, with relevant stakeholders, an International Conference in 2023 on **"Building a United Front to Advance the Cause of Justice and the Payment of Reparations to Africans."**

The objective is to seek the following from perpetrators of the Slave Trade:

- Acknowledgement of fault
- An apology and
- The decision toward repairing the damage.

For more information, please refer to the [Concept Note for the Reparations Conference](#).

Programme

The Reparations Summit will commence with a Welcome Reception/Banquet hosted by the President of the Republic of Ghana for the Heads of State and Government (plus ...) on 14th November 2023 at the Jubilee House. The full details of the provisional programme are available [here](#).

Venue

All sessions of the Conference will take place at the Kempinski Gold Coast Hotel ([66 Gamel Abdul Nasser Avenue](#)). Only a limited number of delegates would be allowed access to the conference hall.

Registration

Participating delegations are required to register via the registration link: [here](#) no later than 10th of November 2023

Accreditation

All delegations for the Accra Reparations Conference will be accredited and issued with identification tags. All participants are required to wear their respective passes to access the conference hall and at all times. Passes will be closely monitored for the security and safety of all participants.

Visa Arrangements

All participants travelling to Accra, Ghana, for the Reparations Conference will be issued with **Gratis Visa upon arrival at the Kotoka International Airport**. Official letters will be shared with all registered participants to facilitate their travelling from various departure cities. All participants must hold a valid passport or legal travel documents with a minimum validity of **SIX (6)** months beyond the intended visiting period.

Welcome Desk

A welcome desk will be available at the Kotoka International Airport to facilitate arrival and departure.

Arrivals and Departures

Arrivals and departures will be at the Jubilee Lounge and VVIP Lounge of the Kotoka International Airport for the Heads of State and Government. The Ghana Armed Forces will mount a ceremonial Guard of Honour for all participating Heads of State on arrival at the airport before **18:00 hrs GMT**.

a) Foreign Delegations arriving with Special Flights are advised to obtain relevant Overflight and Landing Clearances through the Ministry of Foreign Affairs and Regional Integration for processing, at least **72 hours** ahead of departure.

Weapons and Radio Clearance

a) Application for Weapons and Radio Clearance must be submitted to the Ministry of Foreign Affairs and Regional Integration for processing.

c) Full particulars i.e. full names of bearers, nationalities, dates of birth, passport numbers, calibre of the weapons, serial numbers and rounds of ammunition should be provided as early as possible for clearance purposes.

Accommodation/Courtesy

Accommodation for Heads of State and Government will be at the Kempinski Gold Coast Hotel and Mövenpick Hotel.

a) Delegation led by a Head of State (1+3)

- 1 Presidential Suite
- 1 Executive Suite
- 2 Standard Rooms

b) Delegation led by a Prime Minister/Vice President (1+2)

- 1 Presidential Suite
- 1 Executive Suite
- 1 Standard Room

c) Delegation led by a Minister/Special Envoy (1+1)

- 1 Executive Suite
- 1 Standard Room

Recommended hotels for delegates are:

- Kempinski Gold Coast Hotel
- Movenpick Hotel
- Tang Palace
- No. 1 Oxford Street
- Accra City Hotel
- Lancaster Hotel

Delegates planning to stay in hotels not included in the list of recommended hotels may note that a hotel license issued by the Ghana Tourism Authority should be displayed in the reception area of all hotels.

Transportation

The Government of Ghana will provide chauffeured vehicles for Heads of Delegation in the format provided for accommodation. All other delegates will be provided with a bus service from the recommended hotels to the meeting venue.

Interpretation

The conference will be conducted in English with simultaneous interpretation provided in French, Spanish, Portuguese and Arabic.

Bilateral meetings

Rooms for bilateral meetings will be made available at the conference facility for delegations that seek to have bilateral meetings with other delegations, in blocks of 30 minutes per meeting. The use of such booths would need to be

requested in advance by contacting the Secretariat at least a day before the proposed date of usage.

Press Centre

While access to the conference hall is restricted, media personnel will be able to access the media centre at the same venue. Delegations that will be accompanied by their national press will be required to accredit such press members as part of their delegation. A media centre will be provided to support the functions of the media during the conference. The media centre is a state-of-the-art facility, which has a newsroom, work station, high speed internet and screens where all relevant materials from the main conference hall will be streamed live.

All participating delegations are kindly advised to communicate the number of media personnel they would be travelling with to allow for adequate preparation.

Security

The Government of Ghana shall provide general and meeting venue security for the entirety of the conference as well as for all Heads of delegation. Heads of delegation that will be travelling with bodyguards are required to provide advance notification if they intend carrying weapons and to seek clearance for such weapons in accordance with Ghana Customs regulations. Escorting security of foreign delegations would not be permitted to enter the conference rooms with weapons. The security risk level in Accra is low. However, minimum security measures are recommended. Visitors are strongly advised to deposit their valuables and money in the safe in their hotel rooms or hand them over to the reception. They are also advised to refrain from walking alone in the streets late at the night and always carry a form of identification.

SPECIAL SECURITY

Close Protection Officers and (1) Military Aide-de-Camp (ADC) will be assigned to Heads of State and Government as well as Vice Presidents.

One Close Protection Officer will be assigned to other Heads of Delegation.

Medical Service

1. Two clinic stations will be set up at the conference venue and their locations will be sign posted:

- one base will be set up on the second floor of the conference venue; and
- the second will be a mobile clinic on the ground floor in the car park

2. Each Head of State and Government will have an attached medical team made up of a nurse, an EMT and an ambulance. All the teams will have a team of doctors in charge. In case of any emergency, the initial assessment will be done by the medical team and when required, the client will be transported to their hospital of choice.

3. Referral hospitals for the conference;

- a. University of Ghana Medical Centre, Legon Accra
- b. 37 Military Hospital, Accra
- c. Cardiothoracic Centre, Korle-bu Teaching Hospital Accra
- d. Bank of Ghana Hospital, Cantonments, Accra

Hospital

- Clients are to pay for their own medical expenses at the hospital
- Delegations can also contact their own local Embassies for details of other local hospitals

4. The medical staff accompanying delegations can contact the medical team in Accra via WhatsApp to discuss any specific needs for their heads of delegation. The contact numbers are as follows-

- **Dr Patrina Tekyi Ankrah tel +233554383333,**
- **Dr Martin Adu Adadey tel +233 244372030,**
- **Joyce Kumi (Lead nurse) tel + 233 208537689**

- **Isaac Osafo (Nurse) +233 55 247 8848**

5. Physicians to Heads of State/delegations can also contact the above number for Dr. Tekyi Ankrah for further information or discussions.

Health Information about travelling to Ghana;

- Presently there are no COVID-19 travel protocol restrictions for all passengers arriving in Ghana.
- However, this may be subject to change.
- Travellers may be asked to provide evidence of Covid-19 vaccination on arrival.
- Travellers will require a valid yellow fever vaccination certificate.

GENERAL INFORMATION ABOUT GHANA

a) Language

English is the official language and is, therefore, the medium of communication at all official meetings and programmes. There will be simultaneous interpretation from English to French, Spanish, Portuguese and Arabic.

CURRENCY

The Ghana Cedis is the national currency. Most international currencies are convertible to the Ghana Cedis (and vice versa) at Banks and Exchange Bureaux. Exchange rates float in accordance with market forces. As a guide, the following are average exchange rates as of 7th November 2023.

Currency	GHC
1 US Dollar	11.98
1 Pound	14.72

1 Euro	12.79
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Banks

There are many international banks in Ghana providing banking services. Normal business hours are from 8:30am to 5:00pm, Monday to Friday. Most of the major banks have Automatic Teller Machines (ATMs) which give only local currency. ATM and other Financial Cards such as Visa Cards are widely accepted in nearly all major hotels, restaurants, airlines, supermarkets and shops. MasterCard and American Express cards are also accepted in some hotels and restaurants. MasterCard cash withdrawals can be made at their ATMs.

TIME ZONE

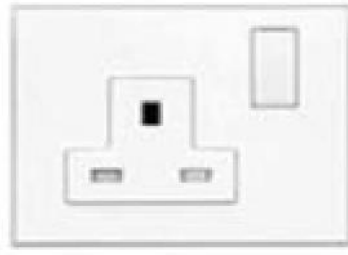
Time in Ghana is the same as GMT

ELECTRICITY SUPPLY

The power supply in Ghana is 220-240v (50-60Hz). Guests are advised to bring adaptable plugs. US-made appliances may need adaptable step-down transformers i.e., to step down the voltage from 240 volts to 110 volts. Note that some devices like laptops have this already built-in. Electrical sockets in Ghana are of Type D and G.



D



G

INTERNET SERVICE/ CONNECTIVITY

Internet connectivity is available at most hotels and will be provided at the conference facility.

**MINISTRY OF FOREIGN AFFAIRS AND
REGIONAL INTEGRATION, ACCRA,
OCTOBER 2023**