



## GENERAL INFORMATION PACK

The Cyber Security Authority (CSA) is pleased to provide you with the following information to aid in the safety and logistical preparations towards your period of stay in the country.

### 1. SITE OF THE MEETING:

The event will be held at the Kofi Annan International Peacekeeping Training Centre (KAIPTC) in Accra.

#### Address:

Kofi Annan International Peacekeeping Training Centre  
PMB CT 210  
Cantonments, Accra  
Ghana

#### Contact:

+233 (0)302 718 200/1082 - Reception

[info@kaiptc.org](mailto:info@kaiptc.org) or [corporate.affairs@kaiptc.org](mailto:corporate.affairs@kaiptc.org)

### 2. TRAVEL, SUBSISTENCE AND ACCOMMODATION

- The following hotels are recommended for participants' stay:

S/N	HOTEL	RATE	Contact Details
1	Labadi Beach Hotel <a href="http://Home-Labadi-Beach-Hotel-labadibeachhotelgh.com">Home – Labadi Beach Hotel (labadibeachhotelgh.com)</a>	\$220 per day	N/A
2	His Majesty Hotel <a href="http://www.hismajestyshotelgh.com">www.hismajestyshotelgh.com</a>	\$70 per day	<a href="mailto:hmarpartmenta@yahoo.com">hmarpartmenta@yahoo.com</a>
3	Mahogany Lodge	\$70 per day	<a href="mailto:mahoganylodge@yahoo.com">mahoganylodge@yahoo.com</a>

4	Hotel Green	\$70 per day	<a href="mailto:accounts@hotelgreenghana.com">accounts@hotelgreenghana.com</a>
5	La Palm Royal Beach Hotel <a href="#">LA PALM ROYAL BEACH HOTEL</a>	Single - \$150 per day	N/A

Kindly contact Mr. Osei Baah ([osei.baah@csa.gov.gh](mailto:osei.baah@csa.gov.gh)) for mobile contact details for the above-listed hotels

- The above hotel has been recommended due to the corporate rates for the conference
- There will be a shuttle to convey participants/facilitators from the recommended hotels to the event venue.
- Self-sponsored participants are advised to share their flight itinerary with the CSA's point of contact provided in point 12 below to facilitate transportation service.
- Lunch and Coffee break will be provided for participants throughout the duration of the event. Each participant/facilitator is responsible for settlement of any incidental expenses.

### 3. PASSPORT & VISA REQUIREMENTS

- While all travellers arriving in Ghana should have a valid passport and visa, entry visas are not required for nationals from Economic Community of the West African States (ECOWAS) states and some selected countries (please follow the link for details of the selected countries: [https://embassies.net/ghana-visa-exemption#google\\_vignette](https://embassies.net/ghana-visa-exemption#google_vignette) )
- Visas on arrival will be facilitated for participants who need them and make a prior request for them. Relevant details should be submitted to [cooperation@csa.gov.gh](mailto:cooperation@csa.gov.gh) at least a **month** to departure.
- Visa on arrival fee is US\$150.00 and is paid at the Kotoka International Airport, Ghana.
- For officials who require a visa support letter, the request can be sent to [cooperation@csa.gov.gh](mailto:cooperation@csa.gov.gh)

### 4. GEOGRAPHY

The Republic of Ghana is a West African Country located along the Gulf of Guinea, just a few degrees north of the equator. Covered by a landmass of area 238,535 km<sup>2</sup>, the country encompasses about 30million people of diverse cultures,

religions (predominantly Christianity and Islam), and languages. The predominant languages are English and Twi.

## **5. SAFETY & SECURITY**

Ghana is a very peaceful country and generally regarded as a hospitable destination with a warm and welcoming reception particularly for visitors. However, no country in the world is incident-free, therefore, the following safety and security procedures are advised to be observed during your stay in the country.

- Participants are advised to practice basic security awareness on personal items such as electronic gadgets, wallets and any valuable item especially when outside the hotel.
- It is advisable to keep valuable documents and excess money secured in the hotel safe.
- Take a licensed taxi and agree on the fare in advance and be vigilant. Ride-hailing services such as Uber, Yango and Bolt are also available
- Be conversant with the hotel number.
- Report serious security related incidents to your Conference/Workshop Coordinators as soon as possible.
- Be acquainted with general fire protection measures, natural disaster, and evacuation procedures of the hotel.
- Participants are advised to remain vigilant and extra cautions while visiting the city centre and tourist spots.

## **6. HEALTH**

- Passengers must ensure they acquire travel insurance (that includes health) from their home country for the duration of their stay in Ghana. Presentation of a yellow fever vaccination certificate at the point of entry is required of all passengers.

## **7. TRANSPORT**

- Kotoka International Airports is situated 10km (20 minutes' drive) from the city centre. Fares for licensed taxis from the airport to the city centre (Accra) are between GH¢100.00 and GH¢150.00. Licensed Taxi companies that are available at the airport include GOB Drive and Tour, Labour Enterprise Trust (LET) Drive, Mini Cab Company. Drivers can be identified in either a White, Pink or Blue coloured Polo T-shirt.
- A shuttle bus from the Hotel to the Event Venue will be provided to transport participants who will stay at any of the recommended hotels. Practical arrangements for such transportation will be finalised after participant's arrival and registration.

- Participants who may choose to reside in any other accommodation not included in the list provided are advised to make transpiration arrangements prior to their arrival in Ghana.

## 8. WEATHER AND LOCAL TIME INFORMATION

- Below is the general information on the Weather pattern in Accra for the month of **September**:

- i. Average Rainfall Amount - 69 mm
- ii. No. of Rainy Days - None ~ 13
- iii. Average Maximum Temperature - 29 Deg. Celsius / 84.2 Deg. Fahrenheit
- iv. Average Minimum Temperature - 22 Deg. Celsius / 71.6 Deg. Fahrenheit
- v. Average (Monthly) Temperature - 25.25 Deg. Celsius / 77.9 Deg. Fahrenheit
- vi. Average Rel. Humidity (RH) - 80%

- The local timezone is the Greenwich Mean Time (GMT).

## 9. LOCAL CURRENCY AND FOREIGN EXCHANGE

- The basic unit of currency is the cedi; there are coins of 1 pesewa, 5 pesewas, 10 pesewas, 20 pesewas, 50 pesewas and one cedi. Notes are issued in the denomination of GH¢1.00, GH¢2.00, GH¢5.00, GH¢10.00, GH¢20.00, GH¢50.00, GH¢100.00, and GH¢200.00. (GH¢ - Ghana Cedi).
- A unit value of the major Foreign Exchange Rates equivalence to the Ghana Cedis (GH¢) is as follows:
- For a list of currency exchange rates, please follow the link: ( <https://societegenerale.com.gh/en/your-bank/foreign-exchange-rates/> )
- Monies can be changed at banks and selected forex bureaus.  
**NB:** Currency rate is subject to daily fluctuations dictated by the market value.
- There is a limit to the amount of foreign currency or traveller's cheques which visitors may bring into Ghana. (**USD\$ 10,000**)
- Commercial banks provide exchange facilities. Most banks open between 08:30 UTC and close at 15:30 UTC from Monday to Friday.

## 10. WORKING HOURS

The standard working week in Ghana runs from Monday to Friday (08:00UTC to 17:00UTC).

## **11. ELECTRICITY EQUIPMENT**

Local voltage is 220/240V, 50 Hz with outlets taking British type 2 pin/ 3pin sockets.

## **12. CYBER SECURITY AUTHORITY (CSA) CONTACT FOR ASSISTANCE**

For assistance, participants may contact the Cyber Security Authority on 0303-972-522 or on [cooperation@csa.gov.gh](mailto:cooperation@csa.gov.gh)

