

Information Note

Invitation to the annual meeting with National Malaria Programmes for countries in the Western and Central Africa subregion, in Accra, Ghana, on 28-31 October 2024

Dear Participants,

The RBM Partnership to End Malaria, through its Country and Regional Support Partner Committee (CRSPC), is organising its annual meeting with National Malaria Programmes from Western and Central Africa in Accra, Ghana, from 28-31 October 2024.

Prior to this, on October 27, the CRSPC, in collaboration with the RBM Vector Control Working Group (VCWG), will host a one-day training session for NMCPs focused on strengthening the capacity of local private sector actors across various industries. Kindly note, country participation is required.

Please refer to the information below regarding the administrative and logistical arrangements made by the RBM Partnership to End Malaria / United Nations Office for Project Services (UNOPS) for participants sponsored through the RBM Partnership to attend this meeting.

1. VENUE

The workshop and meeting will take place at the Kempinski Hotel, while participants will be accommodated at the Number One Oxford Hotel. A shuttle service will run daily between the two locations. Please make sure to be on time for the shuttle to ensure you arrive at the venue for the start of each day's session.

Venue for Meeting Conference

Name: Kempinski Hotel Gold Coast City Accra

Located in: The Galleria Accra

Address: Ministries PMB, 66 Gamel Abdul Nasser Ave, Accra, Ghana

Phone: +233 24 243 6000

Email: reservations.accra@kempinski.com

Venue for Hotel Accommodation

Name: Number One Oxford Street Hotel & Suites

Address: 1 Oxford St, Accra, Ghana

Phone: +233 59 692 0856

Email: info@1oxfordstreetaccra.com

2. TRAVEL

RBM/UNOPS will manage the travel arrangements for all participants sponsored by RBM to attend the meeting. Economy class tickets will be purchased for each participant on the most direct and economical route.

If at any point a participant decides not to take the flight booked through RBM Partnership / UNOPS, please contact RBM/UNOPS immediately at keishaw@unops.org so that the ticket can be cancelled before the date of the trip.

3. AIRPORT TRANSFERS

For participants sponsored by RBM Partnership, transportation services will be provided to and from the airport, organised through the hotel. On the date of arrival, a hotel staff member will be waiting for you with a sign stating 'RBM Partnership' with its logo.

For airport transfer emergencies, please contact the transfer representative Ms. Rana Morsel at +961 3 575 941 or via email: rana.morsel@worldwidetravel-lb.com.

Note: Self-funded participants need to make their own transportation arrangements to and from the airport.

4. ACCOMMODATION

A single occupancy hotel room with breakfast is provided for all participants sponsored by RBM at the Number One Oxford Street Hotel:

- Check-in date: 26 October at 15:00 hrs
- Check-out date: 01 November at 12:00 hrs

Participants will be required to pay any additional expenses directly to the hotel, including phone charges, room service, minibar, and alcoholic beverages.

****Self-funded participants may book accommodation at the same hotel or any other hotel.****

To do so, you may contact Worldwide Travel and Tourism by reaching out to Ms. Rana Morsel at +961 3 575 941 or via email: rana.morsel@worldwidetravel-lb.com

Alternatively, you can contact the Number One Oxford street hotel directly at +233 59 692 0856 or via email: info@1oxfordstreetaccra.com

5. MEALS DURING THE MEETING

Lunch and two coffee breaks will be provided to both RBM-sponsored and self-funded participants during the meeting days on 27-31 October 2024. Participants with special dietary requirements (allergies, vegetarian, halal, etc.) should indicate them during booking or hotel registration.

6. PER DIEM

As accommodation and two meals (breakfast and lunch) are provided during the meeting, RBM-sponsored participants are entitled to 32% of the standard UN Accra per diem rate of USD 311 per night to cover dinner and other miscellaneous expenses. Per diems will be paid in cash directly to participants between the second and third day of the meeting, along with terminal expenses and other expenses such as visa fees upon presentation of original receipts.

7. VISA

Kindly find below a link to the [Ghana Immigration Service website](#) which has information on visas and permits to Ghana.

Please note that there isn't a single website where you can apply for a visa to Ghana, as the process varies depending on your country of residence.

Each country typically has its own specific procedures and websites for visa applications. Participants will therefore have to contact the Ghanaian embassy or consulate in their home country, as the application process and requirements can vary.

Visa expenses will be reimbursed upon presentation of official receipts at the meeting.

Upon request, UNOPS will issue invitation/visa support letters to participants if needed.

8. VACCINES

A Yellow Fever vaccine is required for entry into Ghana; please ensure you have your certificate of vaccination (Yellow Card). The fee will be reimbursed upon submission of official receipts.

9. COVID-19 TRAVEL REQUIREMENTS

There are currently no specific COVID-19 travel requirements to enter Ghana. However, please continue to check for any updates before your departure.

Note that different airlines may have different requirements, which you are required to comply with.

10. WEATHER

At the end of October, Accra, Ghana, typically experiences temperatures between 26.0°C and 31.0°C, with the possibility of rain that can typically last 2 days.

11. PERSONAL DEVICE AND HEADPHONES

All participants will be provided with standard single-jack headphones on the first day of the meeting for remote interpretation. Please bring your own device (laptop, mobile phone, or iPad) to access the virtual meeting interpretation provided via Zoom. If your device is not compatible with standard headphone plugs, please bring a compatible headphone.

12. REMOTE TRANSLATION AND VIRTUAL PARTICIPATION

Remote translation services will be provided for this event. During the face-face meeting days, please use [this link](#) provided to register and access the remote simultaneous translation.

****For participants who will be unable to join the face-to-face meeting, the same link will be used to join the event virtually.****

We look forward to supporting you. Should you have inquiries regarding the logistics of this workshop and meeting, please contact: Rayana Nehme at rayana.nehme@endmalaria.org