



Energy Commission Building, Ghana Airways Avenue, Airport Residential Area, PMB 76 Ministries Post Office, Accra – GHANA
TEL: (+233) 0302 817047, (+233) 0302 817049 FAX: (+233) 0302 817050 WEBSITE: www.erera.arrec.org EMAIL: info@erera.arrec.org

ADMINISTRATIVE NOTE

7TH FORUM OF THE ECOWAS REGIONAL ELECTRICITY REGULATORY AUTHORITY (ERERA)

1. DATE

The date for the 7th ERERA Forum is **November 9 – 10, 2022** (2 days). It will be preceded by the 19th Consultative Committee of Regulators and Operators (19-CCRO) from November 7 – 8, 2022.

2. VENUE

The venue for the 7th ERERA Forum is the Sir Dawda Kairaba Jawara International Conference Centre.. It is 10 minutes' drive from the airport.

Previous Forums

Forum	Venue	Year
1 st Forum	Accra, Ghana	Nov 2010
2 nd Forum	Abidjan, Cote d'Ivoire	Nov 2011
3 rd Forum	Dakar, Senegal	Nov 2012
4 th Forum	Banjul, The Gambia	Nov 2013
5 th Forum	Ouagadougou, Burkina Faso	Nov 2016
6 th Forum	Cotonou, Benin	June 2018

3. HOTEL ACCOMMODATION

For accommodation, standard rooms have been negotiated and reserved at two hotels for all participants at the following rates per night inclusive of buffet breakfast:

- **Sunset Beach Hotel - \$84.00**
- **African Princess Hotel - \$129**

Participants are to pay for their own accommodation as well as any expenses incurred during their stay.

4. ARRIVAL AND DEPARTURE

Arrangements have been made to pick up participants on arrival as well as departure.

Participants who are sponsored by their institutions should kindly send their tickets through info@erera.arrec.org for the necessary arrangements to be made for their pick-up.

5. MEETING ROOM

The meeting room will be set up to accommodate all participants.

There will be projectors mounted in the meeting room for participants to view and follow presentations in English, French and Portuguese.

Hand sanitizers will be provided for participants.

6. PROGRAMME

The Concept Note and Programme for the 7th ERERA Forum have been circulated via email. Hard copies will also be made available at the meeting.

7. MEALS

There will be 2 tea and snacks breaks each day (morning and afternoon) for the four days; that is, from 7 – 10 November, 2022 covering the 19th CCRO and 7th ERERA Forum. Buffet lunch will be available for all participants during the same period.

8. TRAVEL REQUIREMENT - COVID-19

All participants are required to show their COVID-19 vaccination cards at the time of boarding their flight. Same will be required on arrival at the Airport on arrival. The same COVID-19 vaccination card will be required at the point of departure.

9. PER DIEM

ERERA sponsored participants will be paid their per diem as indicated in their invitation letters. Therefore, sponsored participants are to make their boarding passes available for collection to facilitate the process.

10. NAME TAGS

Participants will be provided with conference tags on the first day. This is expected to be worn throughout the period of the two meetings.

11. IDENTIFICATION

Participants, especially, non-Gambian nationals, are entreated to carry a form of identification, preferable passports. This will be required at the hotel for check-in.

12. PAYMENT AT THE HOTEL

Payment can be made at the hotel by cash and by Visa Card.

13. MEETING ATTENDANCE

Participants are entreated to fill the attendance sheet to be provided every morning during the period of the meetings.

14. INTERNET ACCESS

There will be free Wi-Fi service which will be available at the meeting venue and hotel rooms.

15. LOCAL CURRENCY – *The local currency is Dalasi. In town, the exchange rate is between 5.7 and 6.1 dalasi to the dollar.*

16. Airport Tax

Travellers to The Gambia will be required to pay a fee of twenty dollars (\$20) at the point of entry and exit. However, travellers with diplomatic passports are exempted.

ERERA will be responsible for the payment of this tax. Please come with your receipts as they will be required reimbursements are made.

17. INFORMATION

For further information, please contact the following officials:

- Mr. Oumar Bangoura via obangoua@erera.arrec.org
- Mrs. Sylvana Apaloo-Kpeglo via info@erera.arrec.org
- Uwem Thompson via uthompson@erera.arrec.org