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ADMINISTRATIVE NOTE

10TH ERERA REGIONAL ELECTRICITY REGULATORY FORUM AND 24TH MEETING OF ERERA CONSULTATIVE COMMITTEES 21ST – 24TH OCTOBER 2025 COTONOU, REPUBLIC OF BENIN

Theme:

‘Energy Cooperation in West Africa: Current Dynamics and Integration’

1.0 BACKGROUND

The 10th ECOWAS Regional Electricity Regulatory Forum will take place in Cotonou, Benin. The list of previous forums is as follows:

Previous Forums

Forum	Venue	Year
1 st Forum	Accra, Ghana	2010
2 nd Forum	Abidjan, Cote d'Ivoire	2011
3 rd Forum	Dakar, Senegal	2012
4 th Forum	Banjul, The Gambia	2013
5 th Forum	Ouagadougou, Burkina Faso	2016
6 th Forum	Cotonou, Benin	2018
7 th Forum	Banjul, The Gambia	2022
8 th Forum	Niamey, Niger	2023
9 th Forum	Accra, Ghana	2024

The 10th Forum will be preceded by the 24th Consultative Committee of Regulators and Operators from 21 – 22 October, 2025 in Cotonou.

2.0 DATE AND VENUE

The 10th Forum will be held from **23 – 24 October, 2025** at **Golden Tulip Hôtel Le Diplomate, Cotonou, Benin.**

3.0 PARTICIPANTS

Participants are the stakeholders of ERERA including:

- a) The Directorate of Digitalization, Energy and Mines of the ECOWAS Commission.
- b) West African Power Pool (WAPP).
- c) The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE).
- d) Ministries responsible for Energy in ECOWAS Member States
- e) National Energy Regulators of ECOWAS Member States.
- f) Operators of the Energy Sectors in ECOWAS Member States.
- g) Regional organizations and institutions (CEB, OMVG, OMVS), technical and financial partners, civil society organizations and academics and scholars.

4.0 HOTEL ACCOMMODATION

For accommodation, standard rooms have been negotiated and reserved at the listed hotels for all participants at the following rates per night inclusive of buffet breakfast and airport transfers. The whatsapp lines are ideal for faster communication.

	Hotel	Contact details (Telephone – Whatsapp)	Standard room rate
1	Golden Tulip Cotonou	+2290163000037	CFA 80,000 Classic CFA 97,500 Principal
3	Benin Royal Hotel	+2290165909091	CFA 65,500
4	Azalai Hotel	+2290164940505	CFA 71,500
5	Hotel de l'entente	+2290197195638	CFA 45,000
6	Novotel	+2290199012857	CFA 95,500
7	Ibis	+2290199012857	CFA 68,000

Participants are required to check in at the hotels with their passports. Participants will pay for their own accommodation and any expenses incurred during their stay. ERERA-sponsored participants will be paid per diem for their duration of stay to enable them to settle their hotel bills. For that purpose, they should make their boarding passes available for collection to facilitate the payment process.

5.0 ARRIVAL AND DEPARTURE

Arrangements have been made for participants to be picked up on arrival at the airport in Cotonou by their respective selected hotels. Participants are to look for the hotel signage on arrival for the necessary assistance. Departure arrangements will also be made at the end of the meetings.

Participants who are NOT sponsored by ERERA are requested to kindly send their tickets to info@erera.arrec.org for the necessary hotel pick-up arrangements to be made at the airport on arrival in Cotonou, Benin.

6.0 TRANSPORTATION

Participants will be transported from the hotels listed above each morning to the meeting venue (CCRO and Forum) and back in the evening throughout the duration of the meetings.

The vehicles will depart from the hotels between **8:00 am and 8:15 am** daily to the venue of the CCRO and Forum. The distance between the meeting venue and the hotels is estimated to be a 15-minute drive.

7.0 MEETING ROOM AND INTERPRETATION

The meeting room will be set up to accommodate all participants. Projectors will be duly mounted in the meeting room for participants to view and follow the presentations in English and French during the CCRO and Forum. Also, simultaneous interpretation will be available during the two meetings.

8.0 REGISTRATION (NAME TAGS) AND ATTENDANCE

Participants are required to register through the link provided in their respective emails. Participants are entreated to sign the attendance list each day. On arrival of the first day, participants will be provided with name tags which should be worn throughout the sessions.

9.0 PROGRAMME

The programme for the CCRO and Forum will be made available to participants by email before the meeting. Hard copies will also be made available at the meeting.

10.0 MEALS AND SNACKS

There will be two snacks and one lunch for all participants each day during the two meetings.

11.0 VISA and TRAVEL REQUIREMENTS

There are no visa requirements for West African nationals. However, non-West African nationals are required to apply for a visa through the website evisa.bj.

12.0 SECURITY

Measures have been put in place to ensure the security and safety of participants. Participants need to carry a form of identification, especially a passport, when going out.

13.0 INTERNET ACCESS

Free wi-fi access will be available at the meeting venue and hotels.

14.0 INFORMATION

For information, kindly contact the following officials through the emails below:

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