

# **INTERNATIONAL TROPICAL TIMBER ORGANIZATION**

## **INTERNATIONAL CONFERENCE ON PROMOTION OF INTRA-AFRICAN TRADE IN TIMBER AND TIMBER PRODUCTS**

**La Palm Royal Beach Hotel, Accra, Ghana  
30 June – 2 July 2009**

The International Tropical Timber Organization (ITTO) in collaboration with the Ministry of Forestry, Lands and Natural Resources of Ghana are convening an international conference on Promotion of Intra-African Trade in Timber and Timber Products from 30 June to 2 July 2009 at the La Palm Royal Beach Hotel in Accra, Ghana.

### **Objectives**

- (1) An overview of the current level of the intra-African market for tropical timber and timber products (TTP) particularly in relation to products traded, their quality, price, and end uses;
- (2) An overview and analysis of the nature and trends of supply and availability of tropical timber and timber products in ITTO member countries in Africa in terms of quality, quantity, price and potential end uses;
- (3) Overview and analysis of the nature and trends of demand for tropical timber and timber products in ITTO member countries in Africa and other major markets in Africa, in particular in countries neighboring ITTO producing member countries in Africa and the Northern and Southern parts of Africa;
- (4) Identification and analysis of constraints to the expansion of the intra-African market for tropical timber and timber products, as well as options to overcome the constraints and key players who could help remove those constraints;
- (5) Concrete proposals to promote the intra-African market for TTPs, including the formulation of practical measures that could be implemented in the short, medium and long term period; and
- (6) Identification and analysis of regional initiatives that could be considered in order to build cooperation and synergies with a view to promoting the intra-Africa market for timber and timber products.

### **Who will attend**

This conference will bring together a wide range of stakeholders, including senior executives from major forest products companies, private and public sector financial institutions, forest product market development agencies, customs authorities, chamber of commerce and leading forestry and conservation agencies from around the world to facilitate information exchange and identify mechanisms for the promotion of intra-African trade in timber and timber products.

### **Venue**

The conference will be convened at the La Palm Royal Beach Hotel in Accra, Ghana. It is located only 10 minutes away from Ghana's main airport, the Kotoka International Airport in Accra, and 15 minutes away from the Accra city centre.



### **How to Get to Ghana**

All major international airlines from Europe, except Air France, have daily flights to Accra. Below are flights within Africa:

Virgin Nigeria; South Africa Airways; Ethiopia Airways; Kenya Airways; and Air Ivoire

### **Registration and Hotel Reservation**

Please see Annex III for Hotel Reservation Form and Annex IV for Conference Registration Form.

### **Immigration and Entry Requirements**

Generally, temporary visitors to Ghana are required to obtain an entry visa. Detailed information on visa requirements can be found at the nearest Embassy or Consulate of Ghana. In general, participants must hold passports which are valid for at least six months after the date of arrival. However, in the event that there is no Ghanaian diplomatic representation in the country of origin, the Government of Ghana will assist with the issuance of visas on arrival at the Kotoka International Airport in Accra or any border point of entry into Ghana. To facilitate these procedures, participants who wish to receive an entry visa to Ghana upon arrival should complete all the details in the attached form (see Annex I) and return it to the address shown below by fax or e-mail as soon as possible. **The information should reach Ramel two weeks before arrival date.**

Ramel Business Services, Accra, Ghana  
Email : [ramel@ramelghana.com](mailto:ramel@ramelghana.com)  
Fax : +233 21 241104

Please note that this form should be completed with full detailed information and any missing information on the form may seriously delay the processing. This form should reach the above address as soon as possible and not later than 15 June 2009. Please note that for visa issued upon arrival, the visa fee is USD 100.00.

ITTO Secretariat cannot assist in facilitating entry visas to be issued upon arrival.

### **Exemptions**

ECOWAS nationals and those of the Countries with which the Government of Ghana has specific bilateral agreements, are exempted. The following are so far considered exempted Countries.

Under Section 3 (Exemption) of the Ghana Visa Regulations, the following Countries and Categories of persons are exempted from entry visas to Ghana.

- a) Citizens of ECOWAS Countries with valid documents or the necessary visas.
- b) Nationals of the following Countries:
  - \* Kenya
  - \* Zimbabwe
  - \* Egypt
  - \* Singapore
  - \* Hong Kong specialized Administrative Areas
  - \* Mauritius
- c) Holders of Cuban Diplomatic Passport
- d) Holders of German Diplomatic and Service Passport for a period not exceeding three (3) months.
- e) Holders of Passports of Regional Economic Communities of Africa and African Economic Community

Nationals of the following Commonwealth East and Southern Africa Countries may obtain Ghana Entry Visas from Missions / Consulates abroad or may obtain visas at the point of Entry in Ghana.

The Commonwealth East and South African Countries include:

- \* Malawi
- \* Swaziland
- \* Tanzania
- \* Zambia
- \* Lesotho
- \* Uganda
- \* Botswana.

### **Inoculation**

In accordance with International Health Regulations all persons entering Ghana are requested to have valid certificates of Immunization against Yellow Fever.

Valid Certificate of inoculation against Yellow Fever will be inspected at point of entry into Ghana (at Kotoka International Airport and any other air or seaports).

### **Contact**

ITTO Secretariat,  
E-mail: [ahadome@itto.or.jp](mailto:ahadome@itto.or.jp)  
Fax: +81 45 223 1111  
Tel: +81 45 223 1110

Annex I

**DETAILS REQUIRED FOR FACILITATION OF ISSUANCE OF  
AN ENTRY VISA UPON ARRIVAL AT KOTOKA INTERNATIONAL AIRPORT, ACCRA**

Participants, who wish to receive an entry visa upon arrival at Kotoka International Airport, are requested to complete all the information below and return this form either by fax or by e-mail as soon as possible, to the following address:

Ramel Business Services  
Email : [ramel@ramelghana.com](mailto:ramel@ramelghana.com)  
Fax : +233 21 241104

**The information should reach Ramel two weeks before arrival date**

Please note that all information should be completed in full and any missing or incomplete information may seriously delay the procedures.

Name in full (as appeared on passport): \_\_\_\_\_  
(Family name / first name / middle name)

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
(day / month / year) (city / country)

Passport of (country): \_\_\_\_\_ Type of passport: \_\_\_\_\_  
(official / diplomatic / ordinary)

Passport No. \_\_\_\_\_ Issued by: \_\_\_\_\_

Date of issue: \_\_\_\_\_ Date of expiry: \_\_\_\_\_  
(day / month / year) (day / month / year)

Arrival date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Time: \_\_\_\_\_

Departure date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Time: \_\_\_\_\_

Name of hotel reserved in Accra: \_\_\_\_\_

Contact address of Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

Letter of confirmation can be sent to the Applicant:

by fax – at No. \_\_\_\_\_

or  by E-mail to: \_\_\_\_\_

Please add a scanned copy of the page of your passport which shows your picture, your Name, Date of Birth, Passport Number, Date of Issue of Passport, Expiry Date of Passport, Country of Origin and Current Citizenship.

## Annex II

### LIST OF HOTELS

Reservations should be made by participants with Ramel Business Services (see Annex III)

The room rates have been negotiated directly with the hotels in good faith, and ITTO will not be responsible for changes in room rates or charges for no-show by the hotels:

<p><b>LA PALM ROYAL BEACH HOTEL *****</b> <b>(Venue of the Meeting)</b></p> <p>1 La By-pass P. O. Box 0S 3000 Osu, Accra <b>Website:</b> <a href="http://www.gbghana.com">www.gbghana.com</a> <b>Tel:</b> (233-21) 771-666 (233-21) 771-700 <b>Fax:</b> (233-21) 771-717 <b>E-mail:</b> <a href="mailto:lapalmres@gbghana.com">lapalmres@gbghana.com</a></p> 	<p>Hugging the shore of the Atlantic, La Palm Royal Beach Hotel, Ghana's premier city – centre beach resort is located inside 30 acres of lush lawns and landscaped gardens. 2 miles away from the city center and only 9 minutes away from the airport. This hotel is a perfect combination of comfort, elegance, leisure and business facilities</p> <p>With a strong chalet-inspired architecture, each of the 152 rooms including standard deluxe rooms, presidential and Royal Suites are equipped with voicemail, electronic safe, IDD/data port, satellite-access TV system and an extensive mini bar.</p> <p>La-Palm's 8 restaurants and bars are inspired by the rich cultural diversity of the five continents for every palate; continental, African, oriental and alfresco dining.</p> <p>(70 Rooms Available)</p> <p>Deadline for Reservation: <u>15 June 2009</u></p> <p>Room Rates (including breakfast):</p> <p>Single Occupancy: US\$ 150 Double Occupancy: US\$ 200</p> <p>See the Attached Hotel Reservation Form, Annex III</p>
<p><b>HIS MAJESTY'S HOTEL</b></p> <p><b>Tel/Fax:</b> (233-21) 772-225 / 772-006 / (233-244) 315-380 <b>E-mail:</b> <a href="mailto:hmapartment@yahoo.com">hmapartment@yahoo.com</a> <b>Contact Person: Sandeep</b> <b>Tel : +233 24 4323546</b></p>	<p>With 30 Air-Conditioned Apartments and Rooms, Close To the Trade Fair site and about 5 minutes from La Palm Royal Beach Hotel.</p> <p>Has one Bar and Restaurant, about 10 minutes drive from the Airport. Rooms are double or single.</p> <p>Room facilities include:</p> <ul style="list-style-type: none"><li>• Direct dial telephone</li><li>• Room Service</li><li>• Laundry service</li></ul> <p>(25 rooms available)</p> <p>Room rates(including Breakfast)</p> <p>Single Occupancy: US \$100</p>
<p><b>KNUST GUEST HOUSE</b></p> <p>Ringway Estate, Osu P.O.Box G.P.4100, Accra – Ghana <b>Tel:</b> +233 21 250 708 / +233 21 286384 <b>Fax :</b> +233 21 286 383</p>	<p>Located in Osu, known as the hub of the city's entertainment, KNUST Guest House is only 20 minutes drive from the Kotoka International Airport.</p> <p>Rooms are equipped with TV with satellite channels, wireless internet connection and fridge</p> <p>Room rates (including Breakfast)</p> <p>Single Occupancy: US\$100 (5 rooms available)</p>

Annex III

**INTERNATIONAL CONFERENCE ON PROMOTION OF  
INTRA-AFRICAN TRADE IN TIMBER AND TIMBER PRODUCTS  
30 June – 2 July 2009, Accra - Ghana**

**HOTEL RESERVATION FORM**

Last Name of Participant:(Mr. Ms. Prof. Mrs.) \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Post code (if any): \_\_\_\_\_

Tel.No. \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Arrival and Departure Information:**

Arrival: Date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Time: \_\_\_\_\_

Departure: Date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Time: \_\_\_\_\_

**Hotel Reservation:** All hotels are within 10 minutes drive from the Airport.  
The recommended hotel is the **La Palm Royal Beach Hotel. (Venue of Conference)**  
Please mark your room choice and number of persons. Room rate includes taxes and full English breakfast.

**La Palm Royal Beach Hotel (4 star) -- No. of rooms available: 70 rooms**

Tel: + (233-21) 771-666/ (233-21) 771-700

Fax: + (233-21) 771-717

Email: lapalmres@gbghana.com

Single occupancy: US\$150.00

Double occupancy: US\$200.00

**HIS MAJESTY HOTEL -- No. of rooms available: 25 rooms**

Tel/Fax: (233-21) 772-225 / 772-006 / (233-244) 315-380

E-mail: hmapartment@yahoo.com

Suites (conference package): US\$100.00 (single occupancy)

**KNUST GUEST HOUSE -- No. of rooms available: 5 rooms**

Ringway Estate, Osu -- P.O.Box G.P.4100, Accra, Ghana

Tel: +233 21 250 708 / +233 21 286384

Fax : +233 21 286 383

Single occupancy: US\$100.00

**RESERVATION PAYMENT:**

I wish to pay for my stay using: (please complete credit card/charge card details)

American Express       Master Card       VISA

Other, please specify: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Signature code: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Cardholder Name as it appears on card: \_\_\_\_\_

(PLEASE ATTACH A COPY OF THE BACK AND FRONT OF YOUR CREDIT CARD)

**DECLARATION**

**I hereby guarantee and authorized my credit card be debited with an amount of US\$\_\_\_\_\_**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Hotel room reservation should be made by participants and sent to:**

**Ramel Business Services, Accra, Ghana**

Email :      ramel@ramelghana.com

Fax :      +233 21 241 104

Follow-up :    Tel:      +233 21-241 104

                  Mobile: +233 244-628-374

Annex IV

**INTERNATIONAL CONFERENCE ON PROMOTION OF  
INTRA-AFRICAN TRADE IN TIMBER AND TIMBER PRODUCTS  
30 June – 2 July 2009, Accra - Ghana**

**REGISTRATION FORM**

**Please provide all the information in this form accurately to facilitate an early distribution of the List of Participants and other conference materials.**

This form should be submitted by e-mail or fax to:

Mr. E. Collins Ahadome  
ITTO, Yokohama, Japan  
E-mail: ahadome@itto.or.jp  
Fax No.: (81-45) 223-1111

Surname of Participant: (Dr./Mr./Ms.) \_\_\_\_\_

First Name: \_\_\_\_\_

Organization or Company Name: \_\_\_\_\_

Type of business: \_\_\_\_\_

Title/ Occupation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City/State: \_\_\_\_\_ Country: \_\_\_\_\_

Tel.No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Arrival and Departure Information:**

Arrival: Date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Time: \_\_\_\_\_

Departure: Date: \_\_\_\_\_ Flight No.: \_\_\_\_\_ Time: \_\_\_\_\_

Hotel Reservation has been made with Ramel Business Services, Accra, Ghana,  
at the following:

La Palm Royal Beach Hotel

His Majesty Hotel

Knust Guest House

Single occupancy

Double occupancy

Sharing with: \_\_\_\_\_