

2023 UN PEACEKEEPING MINISTERIAL MEETING

INFORMATION NOTE

PART A: KEY DETAILS

1. Introduction

Ghana will host the next UN Peacekeeping Ministerial Meeting in Accra from **5th to 6th December, 2023**.

The Ministerial Meeting will bring together foreign and defense ministers to discuss the gaps in peacekeeping and the options available for change. The event will also focus on achieving concrete outcomes to improve peacekeeping operations in line with ongoing reform efforts, in particular the Action for Peacekeeping (A4P, A4P+). Building on the success of previous Peacekeeping Ministerial Meetings and taking into account the evolving context in which peacekeeping operates, the objective of the 2023 Ministerial is to strengthen UN peacekeeping through (i) the generation of high-performing and specialized capabilities and other pledges that meet UN needs, and (ii) new or expanded, sustainable capacity-building, training, and equipping partnerships in key areas. For more information, please view the [Concept Note for the 2023 UN Peacekeeping Ministerial](#).

2. Provisional Programme

The Peacekeeping Ministerial Meeting will commence with an afternoon reception jointly hosted by the Ministers of Foreign Affairs and Defence of the Republic of Ghana for all delegates on 5th December. Two side meetings on ‘Improving the Environmental Impact of Peacekeeping’ and on ‘Enhancing Women’s Participation in UN Peacekeeping: The Role of Gender-responsive Leaders’ will be held in the afternoon of 5th December. A dinner hosted by the President of the Republic of Ghana for heads of delegations (plus one person) will take place on 5th December. The plenary session and panel discussions on various thematic issues will be held on the second day of the conference. The full details of the provisional programme are available [here](#).

3. Venue

All sessions of the 2023 Peacekeeping Ministerial Meeting as well as the side events scheduled for the afternoon of 5th December 2023 will take place at the Accra International Conference Center (Address: AICC, [Castle Rd, Accra, Ghana](#)). Due to the constraints of space, only a limited number of delegates would be allowed access into the conference facility. The delegation of each member State should consist of not more than ten (10) delegates. The delegation size of each international organisation shall not exceed five (5). Delegations exceeding the recommended size should ensure that the delegates present in the conference hall at any one time remains within the limit.

4. Registration

Participating delegations are required to register via the registration link: <https://forms.office.com/r/mKNNvSAQFq> no later than **31st October, 2023**. Focal persons for each delegation may undertake the registration on behalf of the members of the delegation. During registration delegates are expected to indicate their participation in the side meetings to be held on the first day.

5. Accreditation

All participants for the 2023 Peacekeeping Ministerial Meeting would be accredited and issued with photo identification passes. Participating Ministers and Heads of Delegation would be issued with photo badges and a special meeting pin. All participants are required to wear their issued passes and

badges to access the meeting rooms for the Ministerial Meeting. Passes must be worn at all times and will be closely monitored for the security and safety of all participants. Photo passes will be handed over to focal persons upon arrival, before the first day of the conference. Any loss of a badge/pass should be reported immediately to the registration counter.

6. Cost of international travel and hotel accommodation

Participating delegations are responsible for the costs related to their international travel and hotel accommodation and are required to make necessary arrangements. It is recommended that participants arrange to arrive in Accra by 4 December and depart on 7 December.

7. Travelling to Ghana

Several airlines operate daily scheduled flights to Ghana. These include, Air France, British Airways, Delta Airlines, Emirates, Ethiopian Airways, South African Airways, Kenya Airways, KLM (Royal Dutch Airlines), Royal Air Maroc, Rwanda Air, United Airlines and many more.

8. Visa Arrangements

Every visitor to Ghana requires a visa or entry permit except ECOWAS citizens and nationals from the countries listed [here](#). Diplomatic and/or Service Passport holders from countries listed [here](#) are also exempted from entry visas. Participants from countries not listed [here](#) may apply for Ghana entry visas from the nearest diplomatic mission of Ghana. A full list of Ghana's Embassies, High Commissions, and Consulates is available on the Ministry's website: <http://mfa.gov.gh>. It is strongly advised that delegates applying for visas do so at least ten days before intended travel date. A visa fee may apply for delegates travelling on ordinary passports. Alternatively, participants may obtain a **visa on arrival** at the Kotoka International Airport at a fee of **US\$150**.

9. Customs Formalities

Travelers entering the Republic of Ghana usually undergo customs checks and are requested to declare the type of goods they are bringing along with them, including items subject to customs duty. Ten Thousand United States dollars (US\$10,000) is the maximum amount each foreign traveler is legally authorized to carry out of the country, except travelers who had declared and documented a larger amount on their arrival.

10. Accommodation

All participants will be responsible for the cost of their own hotel accommodation. The recommended hotels have agreed to block rooms for participants at discounted rates negotiated by the host country. Delegates may click [here](#) or refer to Annex B of this Note for the list of recommended hotels and discounted rates as well as codes for reservation.

Delegates planning to stay in hotels not included in the [list of recommended hotels](#) may note that hotels are generally priced at \$500, \$400 for doubles, \$280 standard and as low as \$100 for 1-star establishments. A hotel license issued by the Ghana Tourism Authority should be displayed in the reception area of all hotels.

11. Local Transportation

The Government of Ghana will provide chauffeured vehicles for all Ministers and heads of delegation. All other delegates will be provided a bus service for local transportation, with motor outriders from the recommended hotels to the meeting venue.

A help desk will be available at the Kotoka International Airport to facilitate arrival and departure as well as transportation from the airport to hotels and vice versa. To ensure sufficient capacity, delegations are required to indicate in their registration if transport is required.

12. Conference Documents

All conference documents will be available in electronic format on the website of the meeting (<https://accra2023pkm.mfa.gov.gh>) in English.

13. Interpretation

The 2023 Peacekeeping Ministerial Meeting will be conducted in English with simultaneous interpretation provided for all six United Nations official languages.

14. Statements

Delegations wishing to make statements are required to provide advance notice during registration for the Peacekeeping Ministerial Meeting. Delegations announcing new pledges or providing updates on old pledges will be given precedence on the speaking list. For the official records, copies of statements (in English if possible) should be sent electronically to accra2023pkm@mfa.gov.gh. All statements will be uploaded on the UN Secretariat's Ministerial archival page after the event, together with a pledge list.

Heads of delegation that are included in the speaking list will be invited to make a **maximum of three-minute statement** during the Peacekeeping Ministerial. The time limit will be strictly enforced. Delegations should kindly inform the focal point in Annex A no later than 25 November about the session their Head of delegation wishes to deliver a statement. Due to time limitations, not all delegations may be able to speak during the event. The determination of the speakers list will be based on the official precedence of the head of delegation, the significance of any pledges being announced, and the overall contribution made to United Nations peacekeeping by the relevant Member State. The speakers' list will be shared with the focal points of Member States prior to the Peacekeeping Ministerial Meeting.

15. Pledging process and focal points

As outlined in the [pledging guide](#), pledges should respond to the needs defined by the United Nations in the guide. A pledge by a Member State should be a **commitment from the highest political level with a tangible and concrete outcome** that can be tracked and will be implemented in the near term. Pledges typically involve personnel or technical contributions to UN peacekeeping, most notably pledges of uniformed units that will be registered in the PCRS. They can also be in the form of bilateral or triangular partnerships. Capacity building pledges should aim to build self-sustaining national capacity in a current or potential Troop or Police Contributing Country (T/PCC) and be delivered in the T/PCC's national training institution. A particular priority for the 2023 Ministerial is to build partnerships to strengthen mental health support for uniformed peacekeeping personnel.

A comprehensive list of **uniformed capability requirements**, including training and capacity-building, is updated quarterly and can be found on the [PCRS website](#). All the requirements are also included in this pledging guide. Member States are encouraged to discuss pledges with the Secretariat well in advance of the Ministerial. The Strategic Force Generation Cell (SFGC) is available to coordinate discussions between Member States and relevant Secretariat experts across the Department of Peace Operations (DPO), the Department of Operational Support (DOS) and the Department of Management Strategy, Policy and Compliance (DMSPC) for more detailed discussions of pledges. Please contact Adam Smith (smith57@un.org) and Ivo Werneck (werneck@un.org) for this purpose.

Steps and requirements for registering pledges

As in previous Ministerial conferences, pledges are collected by the host and the UN. These are shared live via social media once the announcement is made by the Member State during the Ministerial. A list of all pledges is also shared on the conference website. Detailed information for all pledges should be provided in advance of the Ministerial by email and Note Verbale to the Strategic Force Generation Cell. Member States must confirm pledges of uniformed capabilities (ahead of, during or after the Ministerial) by registering them in the PCRS. The PCRS allows the registration of pledges of military or police units, individual personnel, or capacity building contributions. Member States are requested to provide updates to the SFGC when the pledge is implemented.

16. Bilateral meetings and rooms for bilateral meetings

Bilateral meetings with Ghana: Requests for bilateral meetings with Ghana should be sent to accra2023pkm@mfa.gov.gh in advance of the meeting.

Bilateral meeting rooms will be made available at the meeting venue for delegations that seek to have bilateral meetings with other delegations, in blocks of 30 minutes per request. The use of such booths would need to be requested in advance.

17. Media accreditation and Press Centre

While actual participation in the Peacekeeping Ministerial and the room is restricted, media will be able to access the media centre in the same venue. Delegations that would be accompanied by their national press would be required to accredit such press members separately as part of their delegation.

A media centre would be provided to support the functions of the media during the Ministerial Meeting.

18. Security

The Government of Ghana shall provide general and meeting venue security for the entirety of the Peacekeeping Ministerial Meeting as well as for all ministers and heads of delegation.

Ministers and other heads of delegation that may be travelling with bodyguards are required to provide advance notification if they intend carrying weapons and to declare such weapons in accordance with Ghana customs regulations. Escorting security of foreign delegations would not be permitted to enter the conference rooms with weapons.

The security risk level in Accra is low. However, minimum security measures are recommended. Visitors are strongly advised to deposit their valuables and money in the safe in their hotel rooms or hand them over to the reception, refrain from walking alone in the street late in the evening, avoid hiring taxis or motorbikes and always carry an identification paper.

19. Protocol Assistance

A held desk will be positioned at the Kotoka International Airport to provide the necessary protocol assistance to arriving and departing delegates. A protocol officer will be at the immigration area to direct all delegates to the protocol desk. Delegates are also advised to look out for a sign directing them to the desk. Upon arrival, all delegations will be assigned a liaison officer to attend to the needs of the delegation.

20. Medical Service

A medical service would be maintained at the meeting venue during the Peacekeeping Ministerial Meeting to provide first aid response for participating delegations should the need arise. Additionally, the 37 Military Hospital has been earmarked to attend to medical emergencies. A list of recommended health facilities is contained [here](#).

PART B: GENERAL INFORMATION

21. Weather/Temperature

The early part of the month of December tends to be dry and slightly dusty. The average temperature in Accra in December for a typical day, ranges from a high of 31°C (87°F) to a low of 25°C (77°F).

22. Health Requirements

Participants are advised to consult their health care provider prior to their visit in order to acquire the necessary vaccinations and anti-malaria treatment. The immunization required to be shown for entry into Ghana is yellow fever. All others are optional.

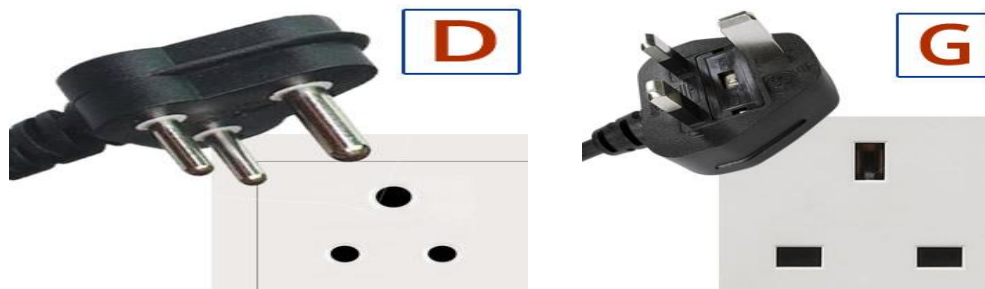
It is recommended that participants have either travel or health insurance and bring along any prescription medicines with them, in addition to insect repellent. Most medicines can be found in licensed pharmacies in Accra.

23. Local Time

The local time in Ghana is Greenwich Mean Time (GMT).

24. Electricity – Voltage, Power plug and Sockets

The electricity supply in Ghana is 220/240 volts at 50(Hz) cycles. US-made appliances may need adaptable step-down transformers i.e., to step down the voltage from 240 volts to 110 volts. Note that some devices like laptops have this already built-in. Electrical sockets in Ghana accept either 3 pronged, 2-pronged British or continental (European) type plugs.



25. Telecommunication/Internet

The country code for Ghana is +233. Wifi internet connection will be provided at the meeting venue.

26. Radio

Ghana prides itself on its vibrant and liberal media space. There are currently over 200 radio stations nationwide. The capital city, Accra has over 20 radio stations. A large number of these stations broadcast in English.

27. Currency

Ghana's currency is the Ghanaian cedi (GHC) and pesewa (GHP). A dollar is about 11.55 Ghana Cedi. Participants may check with accredited forex bureaux for the prevailing exchange rates.

28. Banks

There are many international banks in Ghana providing banking services. Normal business hours are from 8:30am - 5pm, Monday to Friday. Some banks also open on Saturdays. Most of the major banks have Automatic Teller Machines (ATMs) which give only local currency.

29. Travelers Cheques

Even though most banks and forex bureaux accept traveler's cheques, the rate of exchange is always lower compared to cash transactions.

30. ATM & Financial cards

Visa cards are widely accepted in nearly all major hotels, restaurants, airlines, supermarkets and shops. MasterCard and American Express cards are also accepted in some hotels and restaurants. MasterCard cash withdrawals can be made at their ATMs. However, it is recommended that you keep some cash with you for certain transactions.

31. Taxis

Taxis in the cities are identified in various colours with yellow on the sides and a Taxi advertising post on top. Taxis are a little more expensive than commercial minibuses (known as trotros, which serve as independent local buses) and the Metro Mass buses and coaches.

32. Car Hire

Self-drive car hire services are available from a range of local and internationally renowned car rental companies for visitors who have an international driving license. However, we recommend renters to make use of the local drivers from the respective companies due to their familiarity with the terrain. Avis Cars, Greenwich, Janaam and Eurostar are some of the most popular car rental companies in Accra.

33. Coaches & Buses

For travel between cities and nearby West African countries, coach companies operate frequent regular scheduled and non-scheduled trips. The most popular are the state owned Intercity STC coaches and Metro Mass Transit System.

Intercity STC

Tel: +233 (0) 302 221314/ (0) 302 221912

Web: stc.oyawego.com

Metro Mass

Tel: +233 (0) 302 221319

Web: <https://www.mmtgh.com/>

34. Domestic Airlines

There are currently two domestic airlines operating within the country; Passion Air and Africa World Airlines. These airlines serve a network of domestic destinations from the Kotoka International Airport in Accra to Kumasi, Takoradi and Tamale.

35. Tour Guides and Companies

Ghana is fascinating to explore with many tourist sites dotted around the country. Even though visitors can make their own way from one attraction to the other, the use of experienced local tour guides and tour companies are highly recommended.

The Tour Guides Association of Ghana (TORGAG) can help plan your trip and allocate reputable guides. The contact of President of the Association, Mrs. Alisa Asamoah Tel: +233 (0) 27 758 4176 / (0) 24 922 3319

36. A Culinary Experience

Restaurants in Ghana serve a diverse range of meals, from continental to African and Ghanaian dishes. There are also a number of specialty restaurants as well as coffee and tea lounges. As an alternative, there are many smaller and often less expensive eating places to be found in all parts of the country that provide an interesting culinary experience.

ANNEX A
LIST OF FOCAL POINTS

Event Coordinator	Mr. Mohammed Sheriff Iddrisu Email: accra2023pkm@mfa.gov.gh Tel: +233 244538829
New York Focal Point	Mr. Bismark Anyanah Email: bismark.anyanah@mfa.gov.gh Tel: +1(347) 429-4088
Pledges	Mr. Adam Smith Office: +1-917-367-6186 E-mail: smith57@un.org Mr. Ivo Werneck Office: +1-212-963-4453 E-mail: werneck@un.org
Programme and side events	Ms. Bridget Nambah Email: accra2023pkm@mfa.gov.gh Tel: +233 244724083
Conference registration and accreditation	Ms. Nana Ama Bima Quashie Email: accra2023pkm@mfa.gov.gh Tel: +233 500939855 Mr. Kwame Sissuh Email: accra2023pkm@mfa.gov.gh Tel: +233 245352325
Statements and speakers list	Ms. Karen Dufu Email: accra2023pkm@mfa.gov.gh Tel: +233 543691955
Luncheon and dinner	Ms. Nana Ama Bima Quashie Email: accra2023pkm@mfa.gov.gh Tel: +233 500939855
Media	Ms. Bridget Nambah Email: accra2023pkm@mfa.gov.gh Tel: +233 244724083
Security	Mr. Kwame Sissuh Email: accra2023pkm@mfa.gov.gh Tel: +233 245352325
Logistics	Ms. Nana Ama Bima Quashie Email: accra2023pkm@mfa.gov.gh Tel: +233 500939855
Hotels	Mr. Kwame Sissuh Email: accra2023pkm@mfa.gov.gh Tel: +233 245352325

**ANNEX B
RECOMMENDED HOTELS**

Name Of Hotel/ Star	Type Of Room	Discount Rate (\$)	Reservation Email Address	Booking Code / Link	Distance to event venue
Lancaster Hotel 4-Star ****	Standard Single	160	reservations@lancasteraccra.com	MINTLAN2023	7.3Km
	Standard Twin	190			
Accra City Hotel 4-Star ****	Standard	150	https://direct-book.com/properties/accracityhotellimiteddirect	UNPK1223 http://direct-com/ UN PEACEKEEPING CONFERENCE	2.9Km
	Double	170			
	Twin	180			
	Superior	190			
	Junior Suite	280			
Alisa Hotel 4-Star****	Standard Room, Single/Double	110/ 130	reservations@alisa hotels.com	UN Peacekeeping Conference	2.3 Km
	Superior Room, (Single / Double)	140/160	sales@alisahotels.c om		
	Deluxe Room, Single/ Double)	170/190	events@alisahotels .com		
	Junior Suite Room,(Single/Do uble)	200/270			
Holiday Inn 5-Star*****	Standard Room, Single occupancy	180	gift.alinya@holidayinnaccraairport.com	UN Peacekeeping Conference	6.9 Km
	Premium	250			
	Deluxe	300			
Accra Marriot Hotel 5- Star*****	Executive Room, Single occupancy	260			8.7km
Airport view Hotel 3-Star****	Standard Room	100	https://staahmax.staah.net/be/indexpackdetail?propertyId=Mzg0Nw==&individual=true&fixp=Mzg0N0BGb3JlaWdu	UN Peacekeeping Conference	6.4 Km
	Standard Twin	150			
	Deluxe Room	190			
	Deluxe Twin	220			
	Executive Room	240			
	Executive Plus	280			
Central Hotel 3- Star***	Standard Room	120	fom@centralhotels.com ghbook@centralhotels.com.gh	UN Peacekeeping Conference	1.4 Km
	Deluxe Room	140			
	Double Deluxe Room	170			
	Junior Suites	200			
	Executive Suite	250			

Number One Oxford Street Hotel & Suite 5*****	Single Occupancy	270			2.6 Km
	Double Occupancy	320			
	Double Occupancy	180			
Movenpick Ambassador Hotel 5-Star*****	Superior King Rooms	260	hotel.accra.reservations@movenpick.com	BOOKING FORM INDICATING MINISTRY OF TOURISM GUEST	2.5 Km
	Deluxe King Rooms	280			
	Executive King Rooms	320			
	Deluxe Suite	400			
	Executive Suite	450			
Best Western Hotel 3Star***	Single Occupancy	120	reservations@bestwesternplusaccra.com Theodora.boakye@bestwesternplusaccra.com	UN Peacekeeping Conference	6.8KM
	Double Occupancy	150			
	Seaside Suite	400			
	Family Suite	450			
	Royal Suite	500			
City Escape Hotel 3Star***	Standard	70	Alpha Tamakloe 0244269275 alphatamakloe@yahoo.com cc harriet.ofori@mota c.gov.gh	UN Peacekeeping Conference	6.8KM
	Standard deluxe	85			
	Executive Suite	110			
Africa Regent Hotel 3Star***	Standard Room 25	130	https://booking.pritofitroom.com/en/theadfricanregenthotel/details/offer/409566?code=UN2023&no-cache=	UN Peacekeeping Conference	10.0 KM
	Club Room 20	160			
	Double Room / Twin Rooms 6	185			
	Junior Suites 8	195			
	Executive Room 3	200			
Fiesta Royale Hotel 4Star*****	Single occupancy	160	reservations@fiestahospitality.com	UN Peacekeeping Conference	8.7km
	Double occupancy	180			
Tang Palace Hotel 4Star****	Superior rooms	185	info@tangpalacehotel.com.gh	PC/TPH-2023	5.9km
GS Plaza hotel 2 star**	Standard rooms	130	sales@gsplazahotel.com	UN Peacekeeping Conference	9.9km
	Twin rooms	150			
	Executive rooms	220			
Kempinski 5-Star Hotel *****			reservations.accra@kempinski.com +233242436000 +233540123042		1.1KM