



Attachment A

INTERNATIONAL CIVIL AVIATION ORGANIZATION

WESTERN AND CENTRAL AFRICA OFFICE

Twenty-Eighth Meeting of the AFI Satellite Network Management Committee

(SNMC/28)

(Abuja, Nigeria 22nd – 26th April 2024)

INFORMATION BULLETIN

1. VENUE, HOST AND SERVICE

1.1 The twenty-eighth meeting of the Satellite Network Management Committee (SNMC/28) will be held from the **22nd to 26th April 2024** at the **Rockview (Royale) Hotel** located within the central district, Abuja about **40 minutes' drive** from **Nnamdi Azikiwe International Airport, Abuja**.

1.2 The meeting will be hosted by the **NIGERIAN AIRSPACE MANAGEMENT AGENCY (NAMA)** and contact persons for the meeting are.

1. **Mr Jibrin Ibrahim** – General Manager (EC)
Nigerian Airspace Management Agency (NAMA)
Abuja Chamber of Commerce and Industry Complex,
Km 8, Umaru Musa Yar'Adua Road, Abuja
Cell +234 806 779 6096
E-mail: ogajibo@gmail.com, jokpanachi@nama.gov.ng

2. **Mr Hussaini Suleiman**
Nigerian Airspace Management Agency (NAMA)
Abuja Chamber of Commerce and Industry Complex,
Km 8, Umaru Musa Yar'Adua Road, Abuja.
Cell +2347068043377
E-mail : abuuumaamah@yahoo.com, hsuleiman@nama.gov.ng

3. **Mr Olukayode Sunmonu**
Nigerian Airspace Management Agency (NAMA)
Abuja Chamber of Commerce and Industry Complex,
Km 8, Umaru Musa Yar'Adua Road, Abuja.
Cell +234802998022
E-mail : kayolawale@gmail.com, osunmonu@nama.gov.ng

1.3 The meeting will be serviced by Mr **Francois Xavier Salambanga**, Regional Officer CNS, for ICAO Western and Central Africa Office, Dakar-Senegal

Tel: +221 33 869 24 15

E-mail : fsalambanga@icao.int

2. REGISTRATION

The participants are requested to pre-register by filling the attached registration form and sending it by E-mail to icaowacaf@icao.int and sarmah@icao.int with copy to ogajibo@gmail.com, jokpanachi@nama.gov.ng, abuuumaamah@yahoo.com, hsuleiman@nama.gov.ng and to kayolawale@gmail.com, osunmonu@nama.gov.ng.

3. OPENING AND WORKING SESSIONS

- 3.1 The official opening of the twenty eighth meeting of the AFI Satellite Network Management Committee (SNMC/28) will take place on **22 April 2024 at 09:30**.
- 3.2 The formal meeting will be held daily from **08:30 to 16:00**

4. WORKING LANGUAGE AND DOCUMENTS

- 4.1 The work will be conducted in English only.
- 4.2 In order to avoid paper waste and to save environment, all the meeting documents will be available on line and displayed by video projector. Participants are kindly requested to bring laptops.

5. HOTEL INFORMATION

- 5.1 Participants are requested to make their own hotel reservations or send registration with the preferred hotel to NAMA to make booking. The following NAMA Personnel could assist participants with hotel booking:

Mr. Fortune Nwankwo
Tel: +2348034415942
Email: fortune.nwankwo@gmail.com

Mr. Olukayode Sunmonu
Tel: Mr. +2348029998022
Email: kayolawale@gmail.com, osunmonu@nama.gov.ng

6. TRANSPORTATION

- 6.1 Nnamdi Azikiwe International Airport is situated about 35km from the city Centre. Taxis are readily available. Taxi fare from airport to the city center is between **N15,000 – N20,000**.
- 6.2 Arrangement for pickup by host will be available for **pre-scheduled arrivals**. Delegates can provide itinerary via WhatsApp or E-Mail to the following NAMA personnel:

Mr. Abdullahi Dauda
Tel: +2348050887247
Email: senddaudamail@gmail.com

Mr. Oluwole Akomolafe
Tel: +2348056181465
Email: omolafe2001@gmail.com

7. VISA

- 7.1 While all travelers arriving in Nigeria should have a valid passport, Nigerian entry visas are not required for nationals from ECOWAS members States.
- 7.2 Non-ECOWAS citizens require entry visas. You are advised to ascertain at the Nigerian embassy in your respective countries, whether you are exempted from the Nigerian Visa requirements or not.
- 7.3 If visa is required, then the following NAMA personnel could assist with visa on arrival: **Mr. Fortune Nwankwo** Tel: +2348034415942; E-Mail: fortune.nwankwo@gmail.com

8. HEALTH

- 8.1 Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Nigeria.
- 8.2 National Hospital Abuja is **15 minute** drive to the venue of the meeting.
- 8.3 Participants must have a valid insurance for coverage of all medical care during their stay in Nigeria.

9. WEATHER AND LOCAL TIME INFORMATION

9.1 Weather Situation in Abuja in April is the beginning of the raining season and is forecasted to be predominantly sunny.

9.2 The temperature is between 28°C and 31°C.

9.3 The local time in Nigeria is UTC +1

10. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

10.1 The basic unit of currency in Nigeria is the Naira (N). Notes are bound in denominations of N5, N10, N20, N50, N100, N200, N500, & N1000.

10.2 The exchange of Nigerian with the US dollars is subject to make fluctuations. However, current exchange rate is **N1,500 to 1USD**.

10.3 There is limit to the amount of foreign bank notes or travelers' cheque, which visitors may bring into Nigeria.

10.4 Commercial banks provide exchange facilities. All banks operate between **8:00am and 4:00pm (07:00UTC – 15:00UTC)** from Monday to Friday. There are few banks at the Airport and many in the Central Business District. Automated Teller Machine (ATM) services are available.

10.5 Credit cards and traveler's cheques are accepted in most establishments. Most shops and hotels accept visa cards.

11. HOURS OF BUSINESS

The working week in Nigeria runs from Monday to Friday (8am- 4pm), Saturday and Sunday being a holiday.

12. ELECTRICAL SUPPLY

Local voltage in Nigeria is **220/230 V 50 Hz** with English electrical outlets. It is therefore necessary for participants to provide adapters where electrical outlets are different.

13. TELEPHONES

13.1 From abroad dial +234 followed by the required number.

13.2 There are several mobile operators including **MTN, Airtel Nigeria, 9Mobile, Glo Mobile, Smile Communications Nigeria**, and **Ntel**

13.3 The meeting room is equipped with internet access by Wi- Fi.

14. EMERGENCY NUMBERS

14.1 Police emergency: 112/199

14.2 Fire Service: 112

LIST OF HOTELS IN ABUJA

Country access Code: +234

N°	HOTEL	ADDRESS	RATE IN NAIRA	TEL/FAX	WEBSITE/E-MAILS	Distance to Meeting Venue
1	Rockview Hotel (Royale Hotel)	No.194/196, Adetokunbo Ademola Crescent, Wuse II, Abuja, FCT Nigeria	62,000 – 116,466	+2348039043800 +2348099901125 +23494612800	www.rockviewhotelsltd.com reservationsroyale@rockviewhotels.com	0 Km
2	Rockview Hotel (Classic Hotel)	No.194/196, Adetokunbo Ademola Crescent, Wuse II, Abuja, FCT Nigeria	47,000 – 84,600	+2348099901127 +2348099901128 +23494614600	www.rockviewhotelsltd.com reservationsclassic@rockviewhotels.com	400m
3	Nicon Luxury Hotel	Plot 903 Tafawa Belewa Way Area 11 Garki Abuja	70,000 – 120,000	+2348065842460	www.niconluxury.com reservation@niconluxury.com	5 Km
4	Reiz Continental Hotel	9, Wole Olanipekun Street, Cadastral Zone, Central Business District, Abuja.	45,000 – 69,000	+2348068869965	www.reizcontinentalhotels.com reservation@reizcontinentalhotels.com	4.4 Km
5	Royalton Hotels	16, Gongola Street, Off Moshood Abiola Way, Area 2, Abuja.	35,000 – 80,000	+2348187664721	www.royaltonhotels.com.ng frontoffice@royaltonhotels.com.ng	7.1 Km
6	Abuja Continental Hotel (Former Sheraton), Abuja	1 Ladi Kwali Street Maitama, 970001 Abuja, Nigeria	110,000	+23402094612000	www.abujacontinental.com info@abujacontinental.com	4.7 Km
7	Chelsea Hotel Mohammadu Buhari Way, Abuja, Nigeria	Plot 123cadastral Zone Ao. Central Business District, Abuja.	51,000 – 90,000	+234915517109 +2347042328806	www.chelseahotelabuja.com info@chelseahotelabuja.com	5 Km

8	Bolton White Hotels Limited.	7 Gwandu Street, Beside Sahad Stores, Area 11 Garki 2, Abuja	90,000 – 130,000	+2348069167281 +2348052954910	www.boltonwhitehotel.com reservation@boltonwhitehotel.com	6.8 Km
9	Fritz Apartment Et Suites	Caledonian Suites 21 Usuma Street, Off Gana Street Maitama, Abuja, Nigeria	55,000 – 135,000	+2349030000118	www.apartmentfritz.com info@apartmentfritz.com	2.1 Km
10	Cubana Suites 20 Yedseram Street, Off Ibb Way, Maitama, 900271 Abuja, Nigeria	20 Yedseram Street, Off Ibb Way, Maitama, 900271 Abuja, Nigeria	55,000 – 135,000	+234903 000 0119 +234811 333 3341 +234818 140 0008	www.cubanasuites.com reservations@cubanasuites.com	2.9 Km