

Workshop under the auspices of the United Nations, in support of the Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects

Accra, Ghana, 3 to 4 December 2018

**Information for participants
Note by the secretariat**

I. Background

1. The programme of work for the period 2017-2020 for the second cycle of the Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects (the “Regular Process”), developed by the Ad Hoc Working Group of the Whole during its seventh meeting held in New York from 3 to 9 August 2016 and endorsed by the General Assembly later that year, includes in the activities for 2018 the holding of a second round of regional workshops. The workshops are intended to support the development of the second world ocean assessment by enabling the collection of regional-level data and enabling relevant members of writing teams to meet.
2. In accordance with the guidance to the Bureau adopted by the tenth meeting of the Ad Hoc Working Group of the Whole on 1 March 2018, the Bureau has finalized Guidelines for the second round of Workshops in 2018 to Assist the Regular Process (the “Guidelines”). Pursuant to the Guidelines, workshops are organized under the auspices of the United Nations, in coordination with the secretariat of the Regular Process, represented by the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, United Nations (the “Division”) and with the assistance of members of the Group of Experts and Pool of Experts, as appropriate.
3. According to the Guidelines, the objectives of the workshops are to:
 - (a) Support the development of the second world ocean assessment by enabling the collection of regional-level information and data for the preparation of the second world ocean assessment and to enable relevant members of writing teams for specified chapters to meet, and to interact with experts from the region in the fields covered by those chapters;
 - (b) Enable the regional experts to understand better the approaches of the Regular Process and to develop their skills in integrated assessment, covering environmental, social and economic aspects;

- (c) Enable the writing teams for the chapters selected for the workshop, with the help of the Joint Coordinators and the members of the Group of Experts of the Regular Process (“the Group of Experts”) who are present, to discuss the structure of their chapter, its relationship with the other chapters of the Outline for the second world ocean assessment (“the Outline”) and responsibilities for developing the chapter text;
- (d) Provide opportunities for the members of the Group of Experts present to highlight important issues within the Outline other than those of the selected chapters, in order to broaden understanding of the full range of the Regular Process;
- (e) Consider what learning points / needs and resources may be relevant to the inventory of capacity-building inventory of needs and opportunities relevant for the Regular Process being compiled and maintained by the secretariat, and to the multi-stakeholder dialogue (case studies of good practices) and capacity-building partnership event, to be held in early 2019.
- (f) Consider what capacity-building steps might be taken, both at global and regional levels, in relation to the issues covered by the selected chapters.

II. Host, venue and date of the Workshop

- 4. The Government of the Republic of Ghana offered to host a Workshop in support of the Regular Process, from 3 to 4 December 2018. It will cover the region of the South Atlantic (between the African and American coasts) and the wider Caribbean. The Workshop will be held under the auspices of the United Nations and is organized by the Government of the Republic of Ghana. The Workshop is being hosted with the technical support of the secretariat of the Convention for Cooperation in the Protection, Management and Development of the Marine and Coastal Environment of the Atlantic Coast of the West, Central and Southern Africa Region (Abidjan Convention).
- 5. The Workshop will take place at the Tomreik Hotel in Accra, Ghana, and will start at 9:00 am on 3 December 2018 and end at 6:00 pm on 4 December 2018.

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Telephone: +233 (0)302 510 307

Email: tomreikhotel@yahoo.com; info@tomreikhotel.com

III. Chair(s) and secretariat support

- 6. Pursuant to the Guidelines, the host will designate a Chair, or Co-Chairs of the Workshop. The Government of the Republic of Ghana may consider inviting a member of the Group of Experts and, as appropriate of the Pool of Experts, to be the

Chair, or a Co-Chair, of the Workshop. The host may provide guidance, where needed, on what the priorities for the region are, as well as on potential participants and other modalities for the Workshop.

IV. Agenda and activities of the Workshop

7. The provisional agenda of the Workshop, together with relevant documentation, will be posted prior to the Workshop on the website of the Division: <https://www.un.org/regularprocess/content/second-round-regional-workshops>.
8. Capacity-building is one of the core objectives of the Regular Process. Pursuant to the Guidelines, an important part of the Workshop will be the consideration of what learning points/needs and resources may be relevant to the inventory of capacity-building opportunities relevant for the Regular Process being compiled and maintained by the secretariat, and to the multi-stakeholder dialogue (case studies of good practices) and capacity-building partnership event, to be held in early 2019.

V. Interpretation

9. The Workshop will be conducted in English.
10. Any participant may make a statement in a language other than English. In that case, the participant must provide either interpretation services or a written text of the statement in English. The interpreted version of the statement or the translated version of the written text submitted in English will be considered to be the official text of the statement.

VI. Preliminary information and output of the Workshop

11. The official documentation of the Workshop will be issued in English.
12. The output of the Workshop will take the form of notes by the writing teams on the issues discussed in relation to each of the chapters selected for the Workshop. To deliver these, each writing team will be asked to designate one of its members to take responsibility for the production of these notes. The output will also take the form of a summary of other discussions and presentations taking place in the Workshop. The member(s) of the Group of Experts, of the Pool of Experts, as appropriate, and the secretariat of the Regular Process will help to produce this summary. Provision will be made for participants to comment on a draft of the summary and for the final version to be revised by the chair(s) and representative(s) of the Group of Experts and of the Pool of Experts, as appropriate, in the light of such comments.

13. The secretariat of the Regular Process will play an important role in ensuring that the output of the workshop is captured and presented in a way which will support the work of the second cycle of the Regular Process.
14. The final version of the summary of discussions, which could include (subject to the discretion of the relevant writing team) the notes on specific chapters, will be made publicly available on the Regular Process website.

VII. List of participants

15. The secretariat of the Regular Process, with the support of the Government of the Republic of Ghana, will publish a list of participants at the Workshop.

VIII. Visa requirements

16. It is the responsibility of participants to establish visa requirements for the host country and any transit countries as may be necessary, including the securing of such visas. Participants requiring visa on arrival at the Kotoka International Airport should forward the biodata page of their passport to adisayakubu@gmail.com and copy jewel.kudjawu@epa.gov.gh. They should indicate intended date of arrival and departure to and from Ghana

IX. Arrival in Accra, Ghana, and local transportation

17. Tomreik Hotel operates hotel shuttle and will pick up participants from Kotoka Int. Airport to the Hotel.

X. Climate and clothing

18. Ghana weather is warm and tropical. The daily high temperatures in Accra in December range from 31 -33 degrees Celsius. When visiting Accra in December, it is a good idea to pack light Clothing and body moisturizers as the region is likely to be under the influence of the dry hammattan winds.

XI. Voltage

19. Personal electric appliances can be used in Ghana if the standard voltage in your country is between 220V - 240V (as in the UK, Europe, Australia and most of Asia and Africa). A power converter is needed if the standard voltage in your country is in the

range of 100V - 127V (as in the US, Canada and most South American countries). To be sure, check the label on the appliance. If it states 'INPUT: 100-240V, 50/60 Hz', it can be used in all countries. The regular socket in Ghana is indicated below. You may need to bring your personal adaptor if your appliance does not match this.



XII. Currency

20. The official currency of Ghana is Ghanaian cedi.
The hotel will accept VISA or Master Card for payment.

XIII. Hotel accommodation

21. Accommodation is available for participants at a negotiated rate in Accra of 100 USD per night (exclusive of tax) at Tomreik Hotel. Participants are kindly requested to make their hotel reservations directly with the hotel. reservations@tomreikhotel.com and indicate EPA/REGULAR PROCESS as a reference) with copy to Jewel.kudjawu@epa.gov.gh

XIV. Health

22. All participants are required to obtain medical insurance for the duration of the Workshop.

The following vaccines are /required for travel to Ghana: Yellow Fever vaccine.

XV. Additional information

23. Information on the Workshop can be accessed through the Internet at the following website:
<https://www.un.org/regularprocess/content/second-round-regional-workshops>.

24. For participants whose travel is being funded by the United Nations, additional information regarding travel arrangements will be communicated directly to them by the secretariat.