

PARTICIPANT INFORMATION NOTE

Signing Ceremony of the United Nations Convention on Negotiable Cargo Documents

(the "Accra Convention")

and Commemorative Side Event Marking the 60th Anniversary of UNCITRAL

Monday, 26th October 2026

New Auditorium, Ministry of Foreign Affairs, Accra, Ghana

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1. Introduction

The United Nations General Assembly adopted the Convention on 15th December 2025 by resolution A/RES/80/162 and authorised its opening for signature at a formal ceremony in Accra. The Convention extends the negotiability traditionally associated with maritime bills of lading to road, rail, air and multimodal transport.

It provides a common legal framework for negotiable cargo documents, including electronic documents, to facilitate the transfer of rights in goods while in transit and support trade finance and cross-border trade.

Delegations may deposit instruments of ratification, acceptance, approval or accession on the day. The Convention enters into force 180 days after the tenth such instrument is deposited.

Accra, the capital of the Republic of Ghana and the seat of the AfCFTA Secretariat, is a major commercial and diplomatic centre in West Africa and the city after which the Convention is named.

Event	Signing Ceremony of the United Nations Convention on Negotiable Cargo Documents (the "Accra Convention") and Commemorative Side Event Marking the 60 th Anniversary of UNCITRAL
Date	Monday, 26 th October 2026
Venue	New Auditorium, Ministry of Foreign Affairs, Agostinho Neto Road, Accra
Format	In person, with live streaming
Working languages	Arabic, Chinese, English, French, Russian and Spanish

2. Ceremony Format and Programme

The programme comprises a high-level opening, the signing and statements, followed by the UNCITRAL 60th Anniversary side event. The final programme is settled with the Treaty Section and the UNCITRAL Secretariat and issued with the guidance note.

The ceremony and side event will be held at the New Auditorium of the Ministry of Foreign Affairs. The venue provides seating for delegations in United Nations order, a signing table and stage, holding and bilateral meeting rooms, media positions and controlled vehicular access.

Venue	New Auditorium, Ministry of Foreign Affairs
Address	Agostinho Neto Road, Accra
Distance from Accra International Airport (ACC)	Approximately 2 km. Thus, 5–15 minutes by car
Access	Access to the venue will be by badge only, with security screening conducted at all entry points.

2.1 High-Level Opening Segment

Arrival and seating of delegations, followed by the national anthem; a welcome address by the Honourable Minister for Trade, Agribusiness and Industry; remarks by the Honourable Minister for Foreign Affairs; an address by His Excellency the President of the Republic of Ghana formally opening the ceremony; remarks by the Secretary of UNCITRAL and the Office of Legal Affairs on behalf of the Secretary-General; a statement by the African Group or the AfCFTA Secretariat; and a short presentation on the Convention.

2.2 Signing Segment

Signatures will proceed in the order determined by the depositary, ordinarily English alphabetical order, with the host State's position agreed in advance. The depositary's staff, supported by Ghanaian protocol officers, will manage the signing table, original instrument, seating of witnesses and official photograph. Instruments of ratification, acceptance, approval or accession may also be deposited in this segment.

2.3 Ministerial and Ambassadorial Statements

Delegations may make statements of up to three minutes, delivered from a fixed podium. Arrangements for the speaking list and the submission of texts are set out in section 11.

2.4 UNCITRAL 60th Anniversary Side Event

Part of the Commission's global anniversary programme, the side event is a conference on negotiable cargo documents, with panels on trade finance, multimodal transport and the digitalisation of trade, and a segment on UNCITRAL's contribution to trade law in Africa. It is open to accredited participants, with invitations to the private sector, the banking and logistics industries and academia. The programme and any separate registration requirements will be issued with the guidance note.

2.5 Signature Procedure and Full Powers

In accordance with Article 7 of the Vienna Convention on the Law of Treaties, the depositary, in consultation with the UNCITRAL Secretariat, will advise delegations on signature and full powers. Delegations are encouraged to consult the depositary in advance.

3. Registration

All participants, including delegates, observers, media and support staff, are required to complete accreditation in advance through the online portal.

Registration portal	https://eventflow.cosabonita.tech/register/cmqi2ycp60017i7jqyyf6a5bw
Badge collection	Accreditation centre at the venue and at the designated hotels on Sunday, 25 th October 2026
Registration desk	Open from 07:00 (GMT) on the day of the ceremony

Badges must be worn at all times within the venue and are non-transferable.

4. Accreditation

Each participant will be issued a photo identification pass. Heads of Delegation and Ministers will also receive a special identification pin. Passes are distributed through the respective Liaison Officers. Any loss should be reported immediately to the Registration and Accreditation Desk, which will replace the pass on verification of identity.

Compliance with the requirement to wear passes will be monitored throughout the venue in the interest of the safety and security of all participants.

5. Entry Requirements and Visa Arrangements

Unless otherwise covered under the hospitality arrangements communicated by the Government of Ghana, participating delegations shall be responsible for their international travel arrangements to and from Ghana.

Accra is served by Accra International Airport (ACC), with direct flights from major African, European, Middle Eastern and North American hubs.

Following the launch of Ghana's electronic visa (e-Visa) regime on 25th May 2026, holders of African passports may enter Ghana without a visa fee, subject to obtaining an Electronic Travel Authorization (ETA) prior to departure. The ETA is issued free of charge and is generally processed within a maximum of three (3) days.

Holders of ECOWAS passports remain exempt from the ETA requirement and continue to enjoy visa-free entry into Ghana under the applicable ECOWAS free-movement arrangements.

Delegates who are neither holders of an African passport nor nationals of an ECOWAS Member State are advised that Ghanaian Diplomatic Missions will be granting courtesy (gratis) visas to participating delegations travelling to Ghana from UNCITRAL Member and Observer States for the Signing Ceremony and High-level Symposium.

Delegates are kindly requested to visit the nearest Ghanaian Embassy or High Commission with jurisdiction over their country of residence to complete visa applications.

6. Customs Formalities

Travellers may be subject to customs inspection and must declare items in their possession under Ghana's customs laws, including items liable to duty. Foreign currency above the prescribed threshold, currently US\$10,000 or its equivalent, must be declared, as must commercial merchandise and unaccompanied baggage. Delegations bringing conference or broadcasting equipment should notify the Coordination Team in advance for clearance.

7. Ceremony Courtesies

7.1 Hotel Accommodation

For the convenience of delegates, a list of suitable hotels, indicating their star ratings and proximity to the venue, is provided. Delegates are kindly requested to make their accommodation arrangements based on their individual preferences and requirements and to bear the associated costs, unless otherwise advised.

Five-Star Hotels

Hotel	Address	Contact	Distance from Venue	Rate per Night
Kempinski Hotel Gold Coast City	66 Gamel Abdul Nasser Avenue, Ridge	reservations.accra@kempinski.com +233 24 243 6000	Approx. 7 km	On request
Accra Marriot Hotel	Liberation Road, Airport City, Accra	mhrs.accmc.reservations@marriott-hotels.com	Approx. 0.5 km	On request

Four-Star Hotels

Hotel	Address	Contact	Distance from Venue	Rate per Night
Airport View Hotel	Dr. Amilcar Cabral Road, Airport Residential Area	+233 20 225 2244 +233 20 225 2242 (Attah) info@airportviewhotels.com	Approx. 0.3 km	Standard: GHS 1,440 Deluxe: GHS 1,680 Executive: GHS 2,400
The Palms by Eagles Accra	Liberation Road, Airport Residential Area	+2335510005 +2335500002 reservations@palmsbyeagles.com	Approx. 2.6 km	Standard: Ghs 2,4000
The Pelican Hotel	Cantonments Street	Gideon (0502973038) Gideon.owusu-ansah@thepelicanhotel	Approx. 4.8km	Standard: \$185 Double occupancy: \$215
Lancaster Accra	Liberation Road, Airport Residential Area	reservations@lancasteraccra.com	Approx. 1.5 km	Standard: US\$180 Deluxe: US\$210

Three-Star Hotels

Hotel	Address	Contact	Distance from Venue	Rate per Night
The Cabin Hotel	83 Akosombo Street, Airport Residential Area	reservations@thecabinhotelgh.com	Approx. 1.5 km	On request

Lavender Lodge Hotel	23 Third Close, Airport Residential Area	info@lavenderlodge.com	Approx. 1.5 km	On request
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Rates are quoted per room per night by the respective hotels, are subject to change and must be confirmed at the time of booking. Hotels will issue the event booking code only once a reservation has been made; Kempinski Hotel Gold Coast City issues a code only for group or corporate bookings of ten (10) or more guests. Where no rate is shown, delegates should contact the hotel directly.

7.2 Delegation Costs and Host Country Support

Except for the support expressly indicated below, delegations shall meet their own travel and accommodation costs, as is standard at United Nations treaty events.

International travel	Borne by the delegation.
Accommodation	Borne by the delegation at the negotiated rates at the designated hotels.
Airport reception	Protocol clearance and reception on arrival and departure for Heads of Delegation.
Ground transport	Shuttle transportation between the designated hotels and the venue for all delegates, with a dedicated vehicle and escort for each Head of Delegation.
Meals at the venue	Tea breaks and lunch will be provided on the day of the ceremony.
State reception	There will be a welcome dinner, with invitations extended to Heads of Delegation and one accompanying person.
Accompanying persons	Travel and accommodation borne by the delegation. Accompanying persons are welcome at the State Reception and the ceremony.

Delegations are requested to state their size and composition, including the name and title of the Head of Delegation and any accompanying person, at accreditation, together with any dietary requirements, so that transport, seating and catering numbers can be planned accordingly.

8. Transportation Arrangements

Chauffeured vehicles will be provided for Heads of Delegation and designated dignitaries, and shuttles will run between the designated hotels and the venue throughout the event. Delegates staying elsewhere arrange their own transport, and additional vehicles are at the delegation's expense through the car rental companies listed in Part B, section 9. A Help Desk at Accra International Airport will assist with arrival and departure formalities.

9. Ceremony Documents

Documents will be issued in English and distributed in the meeting rooms. Electronic versions, with the programme, seating plan and statements submitted in advance, will be available on the event page.

10. Interpretation and Technical Facilities

Simultaneous interpretation will be provided in the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Delegations are requested to submit statements, if any, in advance to assist interpreters.

The venue will provide Wi-Fi, media facilities, official photography and live streaming to UN Web TV. The guidance notes, including the programme and seating plan, will be issued no later than three weeks before the ceremony and posted on the event page.

11. Statements

The speaking list will open through the missions in Accra and New York and close one week before the ceremony. The order will follow the signing order, with regional and organisational statements first.

Copies of statements, in English where possible, should be sent to the Coordination Team in advance for the official record, and written statements may also be submitted.

12. Bilateral Meetings

Bilateral meeting rooms will be available at the venue on prior request. Requests should be routed through the Coordination Team at the contacts in section 17, indicating the delegations concerned, the preferred time and the number of participants. Rooms are allocated in the order requests are received.

13. Media Accreditation

Media representatives are accredited separately through the accreditation portal. Delegations bringing national media must ensure those representatives are accredited as part of the official delegation and indicate "Member of Official Delegation" on the registration form. Independent media organisations and freelance journalists should indicate their status accordingly.

Media positions, a filing area and a camera platform will be provided at the venue. Official photography and live streaming will be managed by the host country in coordination with the United Nations.

14. Security

A dedicated team drawn from the national security agencies will screen persons and vehicles within the secured perimeter, control access at all entry points and provide close protection for Heads of Delegation. Participants should arrive early to allow for screening.

Participants are advised to observe standard security precautions, to remain vigilant, particularly when travelling at night, and to take personal responsibility for safeguarding valuables.

- Accra is generally safe for business and diplomatic travellers. That notwithstanding, standard precautions and situational awareness are advised, particularly at night.
- Participants are advised to use hotel-recommended transport or reputable ride-hailing applications.
- Health, vaccination and insurance requirements are set out in section 16.

14.1 VIP Protection and Firearms and Equipment Clearance

Delegations travelling with armed security personnel must give prior notice to the Protocol Bureau of the Ministry of Foreign Affairs (protocol@mfa.gov.gh) and declare such items in accordance with applicable Ghanaian law and customs regulations. Armed personnel may not enter the auditorium or the meeting rooms with weapons. Communications equipment should likewise be declared in advance for clearance.

15. Protocol

A host-country Coordination Team will operate an information and protocol desk at Accra International Airport, at the designated hotels and at the venue, with a helpline for the duration of the event. Liaison officers will be assigned to each Head of Delegation and accompanying officers.

16. Medical Advisory

Medical services will be available at the venue throughout the ceremony to provide first-aid assistance to delegations as required. Health arrangements will include the following:

- Any health screening measures in force at the time of the ceremony will be communicated in the guidance note and will apply to all participants.
- A staffed medical post will operate at the venue throughout the event, with an ambulance on site and a designated referral hospital on standby.
- Delegates requiring medical provision should notify the Coordination Team, in confidence, during accreditation.
- Medications should be carried in their original packaging, together with the relevant prescriptions.

I. Entry Health Requirements and Recommended Vaccines

Yellow Fever vaccination is mandatory for travellers aged nine (9) months to sixty (60) years. Carry the International Certificate of Vaccination (Yellow Card) for inspection by Port Health Officers on arrival; a traveller without one will be vaccinated on arrival at their own expense.

A participant who is medically exempt from Yellow Fever vaccination must present an official medical report or letter from a licensed physician stating the reason for the exemption. The report should:

- be on official hospital or clinic letterhead;
- be signed and dated by a medical doctor; and
- include the doctor's contact details and professional registration number.

II. Health Advisories

Participants are advised to review the latest health and travel advisories issued by the Ghana Health Service and the relevant national authorities before travel, and to observe strict food and water precautions. An updated health advisory will be issued with the guidance note closer to the event.

III. Personal Medications and Travel Insurance

- Bring an adequate supply of personal medications in the original packaging, with copies of prescriptions, in hand luggage.
- Hold comprehensive travel and health insurance covering overseas treatment and medical evacuation; most facilities require immediate payment.
- Participants with known allergies should carry the prescribed treatment, such as antihistamines or an adrenaline auto-injector, and notify the Coordination Team or health personnel on arrival.
- Participants with disabilities or other specific needs should inform the Coordination Team in advance so that arrangements can be made.

IV. Emergency Contacts

Emergency response	112 (first point of call for all emergencies)
Ambulance	193, or Accra Control on 0291813236
Police	191
Fire Service	192
NADMO	0299350030
Airport support	Customer Service Desks, Terminals 2 and 3, Accra International Airport (ACC)

V. Hospitals

The following facilities have been designated for the management of medical emergencies:

University of Ghana Medical Centre	0596993838
37 Military Hospital	0244572868 / 0546199974 / 0302767691
Greater Accra Regional Hospital	0302428477
Korle Bu Teaching Hospital	0302739510
The Bank Hospital	0244547552
Police Hospital	0552333222

17. Contacts and Further Information

Coordination	Ministry of Trade, Agribusiness and Industry, in collaboration with the Ministry of Foreign Affairs, the Ministry of Transport and other relevant institutions.
Contact 1	Mr. Vincent W. Dumashie, Vincent.dumashie@moti.gov.gh +233 (0) 249 638 795 Mrs. Mercy Asabea Okyere Larbi, asabea.okyere@moti.gov.gh , +233(0) 54 705 8486

Mr. Kofi Baffour, kofi.baffour@mfa.gov.gh , +233 (0) 209 154 681 Ms. Nana Yaa Wadee, nanayaa.wadee@mfa.gov.gh , +233 (0) 277 033 343
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PART B: GENERAL INFORMATION

The following is offered to assist participants during their stay.

1. Weather/Temperature

Ghana's climate is tropical. Late October generally falls within the minor rainy season, and the weather is typically warm and humid, with temperatures ranging from approximately 24–31°C (75–88°F) and occasional showers, so a light umbrella is advisable. Business attire is appropriate and national dress is welcome.

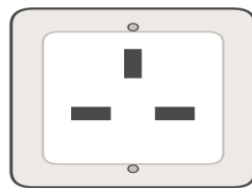
2. Local Time

The local time in Ghana is Greenwich Mean Time (GMT), observed year-round.

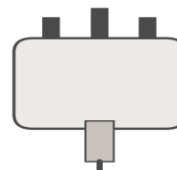
3. Electricity – Voltage, Power plug and Sockets

The electricity supply is 230 volts at 50 Hz, commonly quoted as 220/240 volts. Sockets take the three-pin British plug (Type G) and, in some buildings, two-pin continental plugs. Most laptops have built-in converters, but 110-volt appliances may need a step-down transformer. Participants should bring appropriate adaptors.

Ghana — 230 V, 50 Hz, Type G (three rectangular pins)



Type G socket



Type G plug

Type G socket and plug, as used throughout Ghana

4. Telecommunication/Internet

The country code for Ghana is +233. Wi-Fi will be available at the venue and the designated hotels. Local SIM cards are sold at the airport and across the city and require registration with photographic identification.

5. Currency

The local currency is the Ghana Cedi (GHS). Hotels and larger establishments accept Visa and Mastercard, and mobile money is widely used; carry cash for taxis and smaller establishments. Exchange is available at the airport, licensed forex bureaux and the banks. Rates fluctuate and participants should confirm the prevailing rate before travel; as at September 2026, US\$1 stood at approximately GH¢11.40.

6. Banks

Banking hours are generally 8:30 a.m. to 4:00 p.m. from Monday to Friday, with some banks open on Saturdays. Most banks operate ATMs dispensing local currency.

7. ATM & Financial Cards

Visa is accepted at major hotels, restaurants, airlines, supermarkets and retail outlets. Mastercard and American Express are accepted at some establishments, particularly hotels and restaurants, and Mastercard withdrawals are possible at certain ATMs. Carry some cash where cards are not accepted.

8. Ride Hailing Services

Taxis, ride-hailing services (Uber, Bolt and Yango) and hotel shuttles are widely available. Allow extra time during peak hours, ordinarily 6:30–09:30 and 16:00–19:00.

9. Car Hire

Self-drive hire is available from local and international companies to holders of an international driving licence, though renters are advised to engage a driver from the hire company familiar with the terrain. Avis, Janaam and Eurostar are among the established companies in Accra.

10. Domestic Airlines

Two domestic carriers, Passion Air and Africa World Airlines, operate from Accra International Airport to Kumasi, Sunyani, Takoradi, Tamale and Wa.

11. Shopping/Entertainment

Accra offers modern shopping malls, including Accra Mall and Marina Mall, and traditional markets such as Makola Market. The Accra Arts Centre offers crafts and souvenirs, and bargaining is acceptable in the open markets.

12. The People and Language

English is the official language and is widely spoken throughout the country. The major Ghanaian languages include Twi, Ga, Fante, Ewe and Dagbani, and Hausa is also widely spoken.

13. A Culinary Experience

Restaurants serve continental, African and Ghanaian dishes, alongside the affordable local eateries known as “chop bars”. Participants may wish to try local specialties such as jollof rice, kelewele and fufu with soup.

We look forward to welcoming delegations to Accra.