ADMINISTRATIVE NOTE

Second Annual Meeting of the Directors General of the National Statistical Institutes of ECOWAS.

Monrovia (Liberia) from 16 to 20 November 2026

1. MEETING VENUE

The meeting will take place at: **Sinkor Palace Hotel**



Address: 76RC+RPM, Tubman Blvd, Monrovia, Liberia

Tl : +231 55 577 7888

Email: fo@theroyalambassadorhotel.com

2. REMINDER: DON'T FORGET YOUR:

International Vaccination Certificate (yellow booklet)

Don't lose your boarding pass **(to be presented upon check-in at the meeting venue)**

3. AIRPORT RECEPTION

Upon your arrival at **Roberts International Airport (ROB)** in Monrovia, Liberia, approximately 50 to 60 kilometers from the city center.

A shuttle provided by the ECOWAS Commission will take you to one of the suggested hotels or to the workshop venue. You can also take a taxi directly from the airport; please keep a receipt for reimbursement.

If you have any difficulties, please contact Mr. Foulah at +234 816 577 6759 or Mr. Baba Ndiaye at +234 704 173 9997 via WhatsApp.

4. ACCOMMODATION

The rates include accommodation and breakfast. Accommodation costs are the responsibility of the participants.

1. D. Sinkor Palace Hotel, Congo Town **USD 130.00**

Contact for reservation: +231 777 300 085

e-mail: reservations@consolidated-group.net

2. Moima Plaza Guesthouse, Tubman Boulevard, 16th St, Sinkor, Monrovia, Liberia, **USD 60.00** without breakfast

WhatsApp contacts: +231 779 242 424 / +231 889 242 424

e-mail: info@moimaplaza.com

3. Murex Hotel, 10th & 11th Streets, Sinkor, Monrovia, Liberia, **US$90.00**

WhatsApp contacts: +231 77 065 5555 (or +231 770 655 555)

e-mail: reservation@murexplaza.com and contact@murexplaza.com.

Note: Each participant is free to choose their accommodation. In this case, transportation costs to the meeting venue are the responsibility of the participant.

A minibus will be available to shuttle between Sinkor Palace (mornings and evenings) and the **Murex Hotel** and **Moima Plaza Guesthouse**.

For all hotel reservations, please make your bookings directly to the addresses provided and copy efoulah@ecowas.int and baba.ndiaye@gmail.com

5. MEALS

The ECOWAS Commission will provide lunch and a morning coffee break for participants.

6. Daily Substance Allowances (DSA)

Participants sponsored by the ECOWAS Commission will receive their DSA in accordance with applicable regulations.

7. Security

Monrovia offers a generally satisfactory and stable level of security for a West African capital, with moderate crime. However, vigilance is still advised.

Avoid the beach and seafront after nightfall.

Avoid large public gatherings due to the risk of tension or unrest.

Respect the ban on photographing official buildings, military sites, or public figures.

8. CONTACT PERSONS

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Mr. Baba NDIAYE au +234 704 173 9997.

Email: baba.ndiaye@gmail.com

The team from the Research and Statistics, Directorate of the ECOWAS Commission wishes you a pleasant journey and looks forward to welcoming you to Monrovia.

Abuja, November 06, 2026