



INSUCO

Local understanding for sustainable solutions



Welcome - Woezon

**PAGENS launch workshop
9th and 10th February 2026**

Welcome to the PAGENS launch workshop – Woezon!

You are participating in the PAGENS launch workshop on 9th and 10th February, and we are delighted to welcome you. Insuco Togo is responsible for the logistical organisation of the event.

This short guide is intended to provide you with practical and logistical advice on preparing for your stay and your return home.

BEFORE THE TRIP

Airline tickets

We recommend Air France and Brussels Airlines.

Lomé is the hub of ASKY and Ethiopian Airlines. This is very convenient for those arriving from countries on the continent.

Entry into Togo

■ Conference/seminar/workshop visa - short term

Each person is responsible for applying for their own visa. This can be done online at <https://voyage.gouv.tg/>.

You must create an account (linked to your email address and telephone number), as you will need to access it again when you leave to complete the departure form.

The procedure is simple:

1. Click on "Visa application", then create an account and log in using the code sent by email or SMS.
2. Select "Come to Togo".
3. Fill in the form, selecting **"Conference/seminar/workshop"** as your reason for staying.
4. Upload the required documents: the first three pages of your passport, a passport photo, your plane ticket, the invitation letter (to be attached in the "Professional proof" section), and therefore the hotel reservation confirmation (which you must request from the hotel - it is not listed as mandatory, but the application will not be processed without it).

Once the application has been submitted, you will receive email notifications informing you of the status of your application. Visas are issued within 5 working days, as indicated on the platform when you log in, but allow at least 10 working days (2 weeks).

You will need to download and print a document called **'Bordereau de voyage'** with the **e-visa (QR code)** to present upon arrival at the airport. They are included on the same document.

Please note:

- **Passport validity:** Your passport must be valid for at least three months after your date of entry into Togo.
- **Vaccinations:** **Yellow fever** vaccination is mandatory. Please bring your international vaccination certificate, which may be required at the airport.

Insuco Togo will provide you with a letter of invitation, which will contain your travel dates (so a copy of your plane ticket must be sent to us).

Once the file has been finalised, a slip will be sent to you, which must be shown to customs upon arrival.

■ Form

Each time you **enter and/or leave** the country, you must fill in the information form on your account <https://voyage.gouv.tg/> before your departure.

Accommodation conditions

An Excel file provides a selection of hotels near the launch workshop venue.

The Insuco Togo office and the Agora Senghor, where we will be holding the seminar, are both located at Colombe de la Paix (a roundabout with a dove of peace in the centre), a major landmark that will help you find your way. Everyone knows this famous Colombe de la Paix.

The map at the link below lists the hotels and the seminar venue to help you make your choice.

https://www.google.com/maps/d/u/0/edit?mid=1XxF9FF2q7kIPzIWhA9GrX8Ox_w5Yfol&usp=sharing

Suitcase and climate

Lomé is a very pretty seaside city and a good place to live. The climate is relatively the same all year round. Although temperatures are mild (ranging between 25 and 30 degrees), they are accompanied by fairly high humidity – around 65%. It is therefore hot and humid. Bring light but relatively covering clothing, preferably made of cotton.

For those who easily feel, don't forget a light jacket or a nice scarf for working indoors in air-conditioned rooms.

There are mosquitoes in Lomé, so to protect yourself. You can simply use insect repellent spray, but also wear trousers and socks in the evening.

Documents to have with you on arrival

- Passport (the one used for the visa for dual nationals)
- E-VISA – must be printed
- 'Bordereau de voyage' – printed (they accept the electronic version, but as a precaution it is better to print it). Please note: the document includes the E-VISA on the same document.
- Signed letter of invitation sent to you by email
- Vaccination record – yellow fever

UPON ARRIVAL

Arrival at the airport

■ Border crossing

- Passing through customs can take a long time (depending on where you are arriving from). The signage is not always clear. Head for the arrivals hall and the counters marked "E-visa".
- You will need to show your passport again when leaving the border police area before collecting your luggage (if you have any).
- You will also need to scan your luggage before leaving (do not bring drones or binoculars, as they require authorisation and will be confiscated).

■ Communication

- The airport has functional Wi-Fi.

- We strongly recommend that you purchase a SIM card inside the airport, as shops in town have limited opening hours and very long queues. You will need a SIM card to get around (via the GOZEM app – see below).

■ Travel to the hotel

- When booking your hotel, you can ask them for an airport shuttle service. In this case, coordinate with them to arrange for them to pick you up.
- You will easily find taxis at the exit to take you to your hotel. Prices are by zone, so ask for the price before getting into the taxi. It should be around 6,000 CFA francs (€10) – otherwise, try GOZEM as soon as you arrive!

Currency

The currency in Togo is the CFA francs, which is not convertible outside the region. We recommend that you bring cash with you, which you can exchange upon arrival at the airport, where there are currency exchange offices. You can easily withdraw cash in CFA francs at the airport exit or in the city.

Contacts Insuco Togo

Name and position	Telephone number
Hélène CHERON-KIENTEGA, Executive Director Africa	+ 228 92 07 04 23 (also WhatsApp)
Simon PAUL, Africa Project Coordinator	+ 228 93 24 64 93 (also WhatsApp)

PRACTICAL INFORMATION FOR YOUR STAY

Means of communication

For general communications, you will need to top up your Yas Togo account in a shop or through an agent and explore the package that suits you best. Here are some useful codes:



Name	Number
* 444 #	Check your balance
* 555 #	Check your number
* 909 #	Explore packages

Means of transport

The **GoZem app** allows you to hire cars remotely. Thanks to your geolocation, they will pick you up wherever you are. This usually takes less than 5 minutes. The price of the journey is displayed on the app. You can pay in cash or by topping up your GoZem wallet from Mixx (the mobile money service of Yas Togo).



Safety

The security situation in Togo is generally satisfactory, except in the border area with Burkina Faso. There are no major security issues in Lomé. However, you are advised to remain cautious in your movements, in particular:

- Avoid walking alone after sunset in isolated neighbourhoods
- Avoid going to the beach at night (city centre)
- Avoid displaying wealth when going out
- Register upon arrival

■ Short-term mission: Register on the Ariane platform:

- <https://pastel.diplomatie.gouv.fr/fildariane/dyn/public/login.html>
- Provide the office with the name and telephone number of the person to contact in case of emergency.

Where to go out?

Restaurants and bars

- **Restaurant/Hotel Le Patio:** in the OUA district, a peaceful, magical haven. Very chic restaurant and swimming pool (10,000 CFA francs per dish)
- **La Table du GM:** in a villa. Excellent food and impeccable service. Reservations required (15,000 CFA francs per dish)
- **Napoléon Lagune:** pleasant setting on the edge of the lagoon, near the city centre. Very welcoming restaurant and swimming pool (7,000 CFA francs per dish)
- **Philipat:** in Kodjoviakopé, next to the French high school. Pleasant setting, good food. Dishes around 7,000 CFA francs. Very good tagliatelle with prawns.
- **Harmonie:** at the cash desk. A pleasant place.
- **Restaurant chez Oumy:** not far from the cash register, a cute little Algerian restaurant, very good and very pleasant. No alcohol. Around 5000 CFA francs/dish.
- **Chez Tcha tcha** in Kodjoviakopé: in a pleasant garden, the menu changes every week. Dishes around 6000 CFA francs. There is a craft shop.
- **L'intemporel (formerly Galion):** in Kodjoviakopé. The "uncles" restaurant with live music on Friday evenings. Around 7,000 CFA francs per dish.
- **Nopegali:** the classic Togolese restaurant that has been around for ages. A benchmark. Around 4,000 CFA francs per dish.
- **Chez Brovi:** A maquis where you can eat grilled fish.
- **Le Sunset:** Rooftop bar by the sea – aperitifs and evening entertainment.
- **Jazz at the Mawa Centre:** every Wednesday evening, in a family courtyard, with a friendly atmosphere and great music. Nadège: 96 56 66 79. She can add you to her WhatsApp group to receive the programme.
- **La Case des Daltons:** a simple bar with concerts, very friendly manager, Mr Kokou Nouwavi, tel. 90 87 48 86. He can add you to his WhatsApp group to receive the programme.
- **La Cabane:** amazing reggae concerts every Friday evening, £15 entry fee including one drink. Great atmosphere.

For healthcare

■ AMSFT Medical and social centre of the French Medical and Social Association in Togo

- Speciality: general medicine, consultations
- Opening hours: Monday to Friday from 7.30am to 12pm and from 2.30pm to 5.30pm
- Contact: +228 22 23 46 77
- Address: Avenue Charles de Gaulle (opposite the Ibis Hotel)

■ **BIASA Clinic**

- Speciality: hospital centre - emergency services
- Opening hours: 24 hours a day
- Contact: +228 22 21 11 37 / Emergencies (ambulance): +228 96 37 25 52
- Address: Nyekonakpoè

■ **Saint Joseph Polyclinic**

- Speciality: international polyclinic
- Opening hours: 24 hours a day, every day
- Contact: +228 22 26 72 23 / +228 22 26 94 42
- Address: Hédzaranawoé

Excursions: beach, monuments and other sites

- **Governor's Palace:** Lomé, open weekends only
- **International Museum of African Art:** Lomé
- **Pure Plage:** just outside Lomé. Beautiful setting, not too noisy, nice restaurant. It is possible to swim there if you are careful.
- **Blue Turtle Bay:** just outside Lomé, a pleasant place to eat on Sunday lunchtime.
- **Togoville:** you can take a pirogue from the lake shore at Agbodrafo to eat at the lakeside village (small platforms on stilts) and then go to Togoville by moped (3 km).

Shopping

- **Rue du Commerce:** at the large market in Lomé
- **Le Passager du Vent in Kodjoviakopé.** A little expensive but lots of beautiful, well-made items at Anne-Marie, a French shop.
- **The Korner shop.**
- **Jacque création:** in Kodjoviakopé, bags and jewellery
- **The craft market:** one or two shops at the Cacavelli market, quiet and pleasant.