



Convention on Biological Diversity

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SECOND WORKSHOP FOR AFRICAN LEAST DEVELOPED COUNTRIES ON THE FIFTH NATIONAL REPORT AND REGIONAL SCENARIO ANALYSIS

Yaounde, Cameroon, 15-19 April 2013

Information Note for Participants

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1. Opening and registration

The second workshop for African Least Developed Countries on the Fifth National Report and Regional Scenario Analysis will be held in Yaoundé, Cameroon, from 15 to 19 April 2013.

The workshop will start at 9:00 a.m. on Monday, 15 April 2013, and registration will take place at the venue of the meeting from 8:30 a.m. the same day at the venue.

2. Venue

The workshop will be held at:

Hotel Franco

Habib Farhat

Rue Onembele Nkou, Nlongkak

CM – Yaoundé

Tel: (237) 22 20 13 08/09/10

Fax: (237) 237 22 2013 11

Web site: <http://www.minotel.com/Cameroon-Hotels/Yaounde-Hotels/Franco-Hotel/>

3. Working language of the workshop

The workshop will be held in French.

4. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the workshop as there will be no extra copies made available on site during the workshop. Pre-session documents will be available on the Secretariat's web site at:



<http://www.cbd.int/doc/?meeting=RW5NR-AFR-LDC-02>

5. General information on access to Yaounde Cameroon



Cameroon is serviced by two airports, participants may arrive in Cameroon by the Nsimalen-Yaounde International airport or the Douala International Airport.

Transportation from the Nsimalen Yaounde airport to the hotel will be provided by the Organizers one day before the workshop starts and one day after the workshop closes. It takes 40 minutes to 1 hour from the Airport to the Hotel. Participants arriving earlier or departing later will self-sponsor their transportation to the Yaounde Nsimalen Airport. The cost of 5.000 CFA or US \$11 will be charged by a hired yellow cab.

Transportation will not be possible for arrivals at the Douala International Airport. You may travel to Yaounde by Air (30 minutes) or by any VIP Buses (3h 30 min). A VIP Bus ride will cost 6.000 CFA or US \$13.

There will be no transportation by organizers for participants who arrive at the Douala International Airport. Participants may choose to travel to Yaounde by Air or any VIP Buses. It

takes 30mins by Air from Douala to Yaounde and usually takes three hours and a half by VIP bus. A VIP Bus ride will cost 6.000 FCFA or \$13.

Participants are also advised that they will need to pay an airport tax of 10 000 CFA or \$22 when leaving Cameroon.

6. Visa information



Participants entering Cameroon will need to have a valid passport and required visas. Further information on visa requirements is available at: http://www.spm.gov.cm/showdoc.php?id_doc=64&rubr=6000&srubr=6111&lang=en&tpl=2.

Location of Cameroon embassies abroad can be searched at the website of the Cameroon's Ministry of External Relations at http://www.diplocam.cm/minrexsite/diplocam/index.php?option=com_gmapfp&view=gmapfplist&id_perso=0&Itemid=78&lang=fr.

However, the Ministry of Environment, Protection of Nature and Sustainable Development of Cameroon will provide assistance to participants who are not able to obtain visas before travel. Participants requiring assistance to have an entry visa to Cameroon should forward to Ms. Gisela Talamas of the CBD Secretariat by her e-mail Gisela.Talamas@cbd.int with copies to Mrs. Prudence Galega, Mr. Wilson and Ms. Cecilia Munji (see contact details under item 7) the following documents:

- A letter of invitation from the CBD Secretariat;
- Photocopy of valid passport – pages of photo and validity
- Information on: Date of arrival and departure, carrier airlines and port of entry

Once visa approval is granted by the immigration authorities of Cameroon, a confirmation letter will be communicated to participants and participants will present this approval letter to the immigration service upon arrival at the airport. The cost of a visa is FCFA 50,000 (approximately \$110).

7. Contact Persons

The contact persons in Cameroon are as follows:

Ministry of Environment, Protection of Nature and Sustainable Development (MINEPDED):

- 1) Mrs. Prudence Tangham Galega
(CBD Primary Focal Point)
First Technical Adviser
Cabinet of the Minister
Ministry of Environment and Nature Protection
Yaoundé, Cameroon
Tel/Fax: (+237) 22 22 94 80 / 77 97 63 67
E-mail: galegapru@yahoo.com

- 2) Ms. Cecilia Munji
Project Assistant- NBSAP
Support Staff – MINEPDED
Tel: (+237) 9972 7080
E-mail: amunji@yahoo.com
- 3) Mr. Wilson Shei
Project Assistant- ABS
Support Staff – MINEPDED
Tel: (+237) 7776 2065
E-mail: sheywilson@yahoo.fr

8. Health information

An international certificate of vaccination for yellow fever is required upon arrival from all countries. Recommended vaccinations include Hepatitis A and B, typhoid, polio, meningococcal diseases and rabies. Participants are also advised to take antimalarial drugs (Chemoprophylaxis) and to use insect repellent sprays and creams.

The International travel, health and vaccination requirements for travel to Cameroon can be obtained from the World Health Organization (WHO) web site: Further information is available on the World Health Organization web site at:

http://www.who.int/ith/chapters/ith2012en_countrylist.pdf.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

9. Hotel information



A block booking has been made on behalf of all **sponsored** participants at the Franco Hotel according to your respective flight plan. Participants are not required to confirm their reservation with the hotel (reservations will be confirmed with the hotel by the Secretariat's contact persons in Cameroon upon finalization of the participant's flight itinerary).

Bed and Breakfast will be provided for all participants lodged by the Hotel. At check-out please settle your personal bills for laundry telephone, mini bar etc...

Non-sponsored participants may wish to avail themselves of the hotel booking by contact the hotel directly.

10. Payment of the Daily Subsistence Allowance (DSA)

The portion of the DSA will be paid to sponsored participants by the Secretariat on the first day of the workshop.

11. Official languages in Cameroon

There are two official languages in Cameroon: French and English, although French is more commonly spoken and is the language of business.

12. Weather and Time Zone information

In April, temperatures range between a maximum of 28 degrees Celsius and minimum of 23 degrees Celsius. There is rain at this time of the year in Cameroon, kindly bring appropriate clothing. Current weather conditions can be found at: <http://www.worldweather.org/081/c00234.htm>, <http://www.theweathernetwork.com/weather/cmxx0000>.

The standard time zone is GMT + 1 hour (see <http://www.worldtimezone.com/>)

13. Electricity

The electrical currents in Cameroon are 220 volts, 50 Hertz. The power plugs used in are shown below.



14. Currency

The currency in Cameroon is the Central Africa CFA Franc (XAF). The current exchange rate as at 18 March 2013 is US \$1.00 = 507.05 XAF and (Euro) € 1 = SGD \$1.67. A currency converter is available at: <http://www.xe.com/>

Foreign currencies and traveller's cheques can be exchanged at banks, bureaux de change and airports, railway stations, ports and major hotels in Cameroon at the official exchange rates.

The city of Yaoundé has numerous banks such as BICEC BANK, SCG-Credit Lyonnais, Amity Bank, SGBC, Union Bank, Afriland Bank and many smaller financial institutions. Credit and debit card facilities and ATM machines are also located in Yaoundé for cash withdrawal at any time.

American Express, Diners Club, MasterCard and Visa are widely accepted in Cameroon, as are international traveller's cheques in Sterling Pounds, Euro, US Dollars.

15. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.
