



Convention on Biological Diversity

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Regional dialogue on biodiversity monitoring and reporting for francophone African countries
Yaoundé, Cameroon, 3-5 September 2025

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1. Opening and Registration

The Regional dialogue on biodiversity monitoring and reporting for francophone African countries will be held in Yaoundé, Cameroun from Wednesday, 3 September to Friday, 5 September 2025.

The dialogue will start at 9:00 a.m. on Wednesday, 3 September and registration will take place from 8:30 a.m. at the venue.

2. Venue

The dialogue will be held at:

The Auditorium of the Central African Forests Commission (COMIFAC) headquarter at Yaoundé

New administrative quarter, Etoudi

PO Box 20818, Yaounde Cameroon

Tel: +237 658 80 76 43

+237 694 39 16 50

Email: comifac@comifac.org

Website: www.comifac.org

 <https://maps.app.goo.gl/pMGSsw9VZgAbVc6KA>

3. Working language of the dialogue

The dialogue will be held in French, with interpretation provided for English, Spanish and Portuguese.

4. Documents



Participants are kindly reminded to bring their own copies of the pre-session documents for the meeting as there will be no extra copies made available on site during the conference. Pre-session documents are being made available on the Secretariat's website at the following link: www.cbd.int/meetings/NBSAP/OM/2025/03.

5. General information on Access to Yaoundé, Cameroon



Yaoundé is serviced by the Yaoundé Nsimalen International Airport (NSI), which is located approximately 20 km from the city centre. Taxis are readily available outside the arrivals hall, the cost is approximately FCFA 20.000 (US\$ 30-35), takes about 50-60 minutes depending on traffic. Private Hotel shuttle services are also available, and Yango  is available in Yaoundé and operating 24/24.

6. Visa Information



Participants from countries requiring a visa to enter Cameroon are strongly advised to contact the nearest Cameroonian diplomatic or consular mission **as soon as possible** to secure the required entry visa prior to departure. Airlines will not allow boarding without a valid visa.

A. Visa Application Links

- Official e-Visa Portal: Apply online at: <https://diplocam.cm/en/>
- Visa Requirements and Forms: Visit the website of Cameroon's Ministry of External Relations: <https://diplocam.cm/en/>.
- List of Visa-Exempt Countries: Check the latest exemptions at [Cameroon visa exemption: Countries that do not require a visa to enter Cameroon](#)

B. General Visa Requirements for Cameroon

- A valid passport with at least 6 months' validity and two blank pages.
- Completed visa application form (available online or at embassies).
- Payment of the prescribed fee (varies by nationality; confirm with embassy).
- Yellow fever vaccination certificate (mandatory for all travellers).
- Proof of accommodation (hotel reservation or invitation letter from COMIFAC/organizers).
- Return or onward flight ticket.
- Two recent passport-sized photographs (white background).
- Proof of financial means (bank statement or sponsorship letter).

C. Diplomatic/UN Passport Holders

- Participants traveling with UNLP (United Nations Laissez-Passer) or diplomatic passports (valid for at least 6 months) may be exempt from visas. Confirm with the Cameroonian embassy in your country.

Some COMIFAC countries are visa free entry in Cameroon which are Congo, Gabon, Equatorial Guinea, Chad and Central African Republic. For those countries which require a VISA can contact the Cameroon Embassy in their countries.

D. Cameroonian Diplomatic Missions Abroad

- Find the nearest embassy/consulate: [List of Cameroonian Missions Worldwide](#).

E. Important Notes

- e-Visa Processing Time: Apply at least 10–15 business days before travel.
- Airport Visa-on-Arrival: Limited availability; pre-approval is required. Verify eligibility via the e-Visa portal.

F. For urgent inquiries, contact:

- For more information or questions, please contact Dr. Olinga Guy Roland, diplomat for the Ministry of Environment, Protection of Nature and Sustainable Development, at guirolandolinga@yahoo.fr, with a copy to carolebonguen@yahoo.fr.
- Cameroon Ministry of External Relations: [+237 222 22 00 45](tel:+237222220045)
- COMIFAC Secretariat: [+237 658 80 76 43](tel:+237658807643) / [+237 694 39 16 50](tel:+237694391650)

G. Tips for Participants:

- Apply early to avoid delays.
- Keep printed copies of your e-visa, yellow fever certificate, and invitation letter.

7. Hotel information



Participants must make their own hotel reservations. Kindly refer to the accommodation options in **Annex** for the list of recommended hotels near the venue.

8. Health Information

All participants traveling to Yaoundé for the Regional Dialogue must comply with Cameroon's health regulations to ensure a safe and smooth stay. **Cameroon mandates proof of yellow fever immunization for all visitors, regardless of their country of origin.** This certificate must be obtained at least **10 days before arrival** and should be presented at immigration upon entry. The only exemption applies to infants under nine months old.

Before traveling, participants are strongly advised to **consult a healthcare provider specializing in travel medicine** at least four to six weeks in advance. This allows sufficient time for necessary vaccinations and preventive treatments. In addition to routine immunizations.

Travel health insurance is mandatory and should include coverage for medical emergencies, hospitalization, and medical evacuation.

Once in Yaoundé, participants should take precautions to avoid common travel-related illnesses. **Drinking only bottled or purified water** and avoiding raw or undercooked foods can prevent gastrointestinal infections.

In case of a medical emergency, Central Hospital Yaoundé ([+237 222 23 40 56](tel:+237222234056)) and Clinique Internationale de Yaoundé ([+237 222 21 24 25](tel:+237222212425)) are well-equipped facilities. The general emergency number in Cameroon is **119** for ambulance services.

9. Weather and time zone information



In September, Yaoundé experiences warm and humid conditions typical of its tropical climate. Daytime temperatures average **+25°C to +28°C**, while nights cool slightly to **+18°C to +22°C**. Rainfall is moderate during this period, with occasional showers, so packing a light rain jacket or umbrella is advisable.

For real-time weather updates, consult:

- **Climate Change National Observatory (WMO):** [Yaoundé Weather](#)
- **Local Forecasts:** [Cameroon Meteorological Service](#)

- ✓ **Time Zone:** Cameroon operates on **West Africa Time (WAT)**, which is **GMT/UTC +1 hour** year-round.

10. Official languages in Cameroon

Cameroon recognizes two official languages: English and French. However, the country's linguistic landscape is far richer, with approximately 250 indigenous languages spoken across its ten regions. Most urban hotels and restaurants operate in both official languages.

The constitution guarantees equal status to both English and French, making Cameroon one of Africa's few officially bilingual nations.

11. Payment of the daily subsistence allowances (DSA)

Participants eligible to receive daily substance assistance (DSA) will be paid in accordance with the United Nations financial rules.

All funded participants are kindly requested to bring **their passports and boarding passes** to the dialogue venue on the first day of the meeting. These will be copied and returned to participants during the meeting.

For participants who will receive DSA via the Swiss Bankers cards, please note that the funds can take up to 24 hours to be loaded on the cards. Therefore, it is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA.

IMPORTANT: If you were provided with a Swiss Bankers card for a previous meeting, please inform the Secretariat and bring it with you to the meeting (if it is still valid) as it will be reused. The Swiss Bankers will re-load previously issued cards, therefore, it is important to ensure that you communicate the information regarding your previous card. Please make sure you remember the PIN, otherwise contact the bank to request that they reset the PIN.

12. Electricity in Cameroon

Cameroon's electrical system operates on **220-240 Volts at 50 Hertz**. However, the plug types differ significantly.

Plug Types Used in Cameroon:

- **Type C** (Europlug): Two round pins (most common)
- **Type E**: Two round pins + grounding hole (French standard)
- **Type F**: Two round pins with side grounding clips (Schuko)

Power Reliability:

- Yaoundé experiences occasional outages. Pack a **portable charger/power bank** for essential devices.
- Major hotels/businesses often have backup generators.

Illustration of Cameroon's Plug Types:



Practical Tips:

- Purchase adapters locally or at Yaoundé's airport if needed.

Surge protectors are advisable for sensitive electronics

13. Currency in Cameroon

The official currency of Cameroon is the Central African CFA Franc (XAF), which is shared by six countries in the Central African Economic and Monetary Community (CEMAC). Exchange Rates (as at 21 July 2025):

- **1 USD $\approx$ 600 XAF** (subject to fluctuation)
- **1 EUR $\approx$ 655 XAF** (fixed peg to the Euro)
- For current rates, check www.xe.com or local banks.

Banknotes and Coins:

- **Banknotes:** 500 XAF, 1,000 XAF, 2,000 XAF, 5,000 XAF, 10,000 XAF
- **Coins:** 1 XAF, 2 XAF, 5 XAF, 10 XAF, 25 XAF, 50 XAF, 100 XAF, 500 XAF

Payment Methods:

- **Credit/Debit Cards:** Visa and MasterCard are accepted in major hotels, restaurants, and supermarkets in Yaoundé, but cash is preferred in smaller establishments.
- **ATMs:** Available in urban areas (Ecobank, Afriland First Bank, etc.) but may have withdrawal limits.
- **Currency Exchange:** Best done at banks or authorized bureaux de change. Avoid street money changers.

Practical Tips for Visitors:

- **Exchange at the Airport:** While rates may be less favourable, it's advisable to have some XAF upon arrival for immediate expenses (taxis, tips).
- **Carry Small Denominations:** Useful for markets, taxis, and small purchases where change may be scarce.
- **Notify Your Bank:** Inform your bank of travel plans to avoid card blocks on international transactions.
- **USD/EUR as Backup:** Some hotels/tour operators accept USD or EUR, but change will be given in XAF.

14. Security information for participants (Yaoundé, Cameroon)



To ensure the safety of all attendees during the Regional Dialogue, please adhere to the following security guidelines:

General Safety Measures:

- ✓ **Venue Security:** The COMIFAC headquarters will have controlled access with professional security personnel and registration checks. Always wear your conference badge.
- ✓ **Local Coordination:** A designated security focal point will be available 24/7 for emergencies (contact details to be provided on-site).

Personal Safety:

- ✓ **Transport:** Use only Yango, official taxis (identified by logos/phone apps) or pre-arranged hotel transfers. Avoid unmarked vehicles.
- ✓ **Valuables:** Store passports, cash, and electronics in hotel safes. Carry only essentials during the event.
- ✓ **Night Mobility:** Limit night-time travel; if necessary, move in groups or via trusted transport.

Health and Medical Security - Emergency Numbers:

- ✓ Police: **117**
- ✓ Ambulance: **119**

15. Disclaimer

The co-organizers of the dialogue disclaim all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

ANNEX - LIST OF HOTELS

(The rates are indicative and subject to change)

N°	HOTELS	ROOM RATES (US dollars) (Rates on certain dates may not be available)	DISTANCE TO MEETING VENUE
1.	HOTEL HILTON YAOUNDE 20 Mai Boulevard Tel: +273650565596 E-mail: reservations.yaounde@hilton.com Web site: https://www.hilton.com/en/hotels/yaohitw-hilton-yaounde/?SEO_id=GMB-EMEA-TW-YAOHITW  https://maps.app.goo.gl/zHvPaRYw8EazUqsH7	Single room starting from: U\$235 Other room types available	Hotel is approximately 11 min (5.3 km) from Meeting venue
2.	STAR LAND HOTEL YAOUNDE Bastos Tel: +237 673 44 49 49 / +237 671 00 08 88 E-mail: info@starlandhotel.com Web site: https://starlandhotel.com/ville/?zone=yaounde  https://maps.app.goo.gl/P1P7Jyvey89BeuE77	Single room starting from: U\$234 Other room types available	Hotel is approximately 6 min (3 km) from Meeting venue
3.	HOTEL DJEUGA PALACE, 1 Avenue Narvick, Yaoundé Tel: +237 650163979 / +237 2 22 22 64 57 E-mail: reservation@djeuga.com Web site: https://www.djeuga.com/  https://maps.app.goo.gl/sU6FEgtvxBuYA1s78	Single room starting from: U\$134 Other room types available	Hotel is approximately 9 min (4.6 km) from Meeting venue
4.	UNITED HOTEL INTERNATIONAL Derrière Direction Générale CNPS, Hippodrome, Yaoundé, Cameroun TEL: +237 680968096 / E-mail: reservations@unitedhotelinternational.com Web site: https://unitedhotelinternational.com/  https://maps.app.goo.gl/6NoKLMmpvyMNtbNvt8	Single room starting from: U\$194 Other room types available	Hotel is approximately 9 min (4.3 km) from Meeting venue
5.	HOTEL FRANCO Rue Onembele Nkou, Yaoundé TEL: +237 6 91 10 28 90 E-mail: reservation@hotel-franco.com Web site: https://www.hotel-franco.com/  https://maps.app.goo.gl/v9NdisDqM9TyLxzQ9	Single room starting from: U\$125 Other room types available	Hotel is approximately 6 min (3.4 km) from Meeting venue
6.	HOTEL MONT FEBE WF7W+38H TEL: +237 222214002 E-mail: info@hotel-montfebe.com Web site: https://www.hotelmontfbwg.com/  https://maps.app.goo.gl/AZPkMUPdhSrSePFw9	Single room starting from: U\$134 Other room types available	Hotel is approximately 10 min (5 km) from Meeting venue

N°	HOTELS	ROOM RATES (US dollars) (Rates on certain dates may not be available)	DISTANCE TO MEETING VENUE
7.	BOUN'S HOTEL Rue Narvick, Centre-ville Yaoundé TEL: +237 691000600 E-mail: contact@bounshotels.com Web site:  https://maps.app.goo.gl/PChpfhpH1aNfD5U27	Single room starting from: U\$148 Other room types available	Hotel is approximately 9 min (5.1 km) from Meeting venue
8.	TOU'NGOU HÔTEL YAOUNDE Rue Onembele Nkou TEL: +237 698 30 50 61 / +237 656 00 25 02 E-mail: info@tougouhotel.com Web site: http://www.tougouhotel.com/  https://maps.app.goo.gl/9kN7RjsqfjtLaa8K8	Single room starting from: U\$67 Other room types available	Hotel is approximately 6 min (3.6 km) from Meeting venue
9.	HOTEL VALLEE Carrefour Vallée Nlongkak, Yaoundé TEL: +237677357625 E-mail: hotellavallee@yahoo.fr Web site: https://hoteldelavalleesarl.com/  :https://maps.app.goo.gl/XcwXmElurtKnK1HH7	Single room starting from: U\$50 Other room types available	Hotel is approximately 5 min (1.5km) from Meeting venue
10.	MEUMI HOTEL PALACE YAOUNDE BP 1225 Yaoundé . TEL: +237686415265 / 866 430 2692 E-mail: meumipalace@leshotelsmeumi.com  https://maps.app.goo.gl/uQviPCwYKFvbXSZm7	Single room starting from: U\$108 Other room types available	Hotel is approximately 11 min (3.9km) from Meeting venue
11.	SIGNATURE HOTEL YAOUNDE Rue Onembele Nkou, Yaoundé TEL: +237658585849  https://maps.app.goo.gl/aCdSfS6WF3jXsCaA9	Single room starting from: \$ 50 Other room types available	Hotel is approximately 14 min (3.5km) from Meeting venue
12.	NOBLESSE HOTEL Rue Marcus Etoundi Nlongkak Yaoundé TEL: +237678202438 / 699738851  https://maps.app.goo.gl/6WoK55hKKhDygJCU6	Single room starting from: U\$50 Other room types available	Hotel is approximately 12min (2.8km) from Meeting venue

LOCATION SITE PLAN OF HOTEL DISTRIBUTION NEAR AND AROUND THE MEETING VENUE (COMIFAC)

DISTRIBUTION HOTEL MAP LINK: <https://maps.app.goo.gl/KueY4zAniU1zuVnx7>

Click the link above to view the hotel distribution map directly in the Google Maps app.

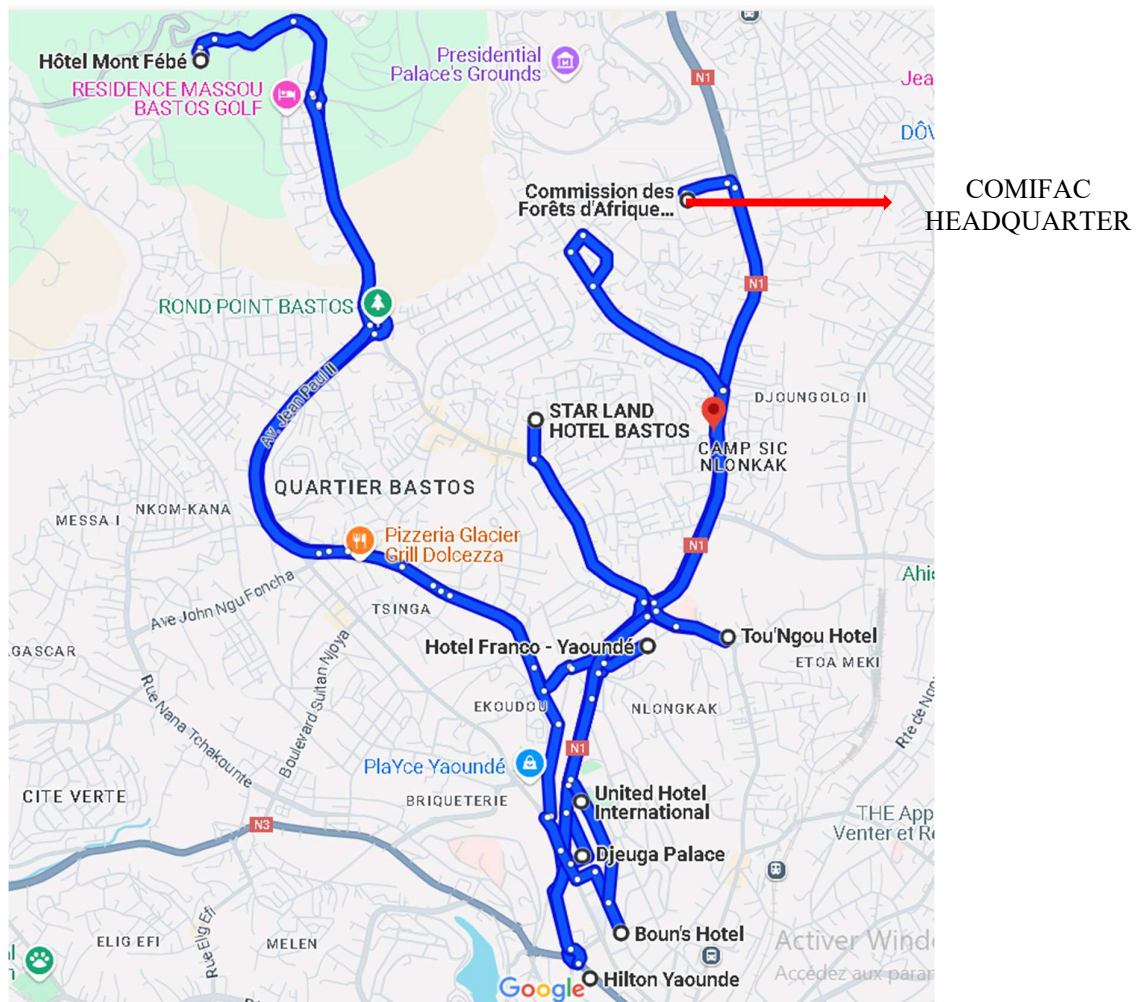


Figure 1: Map showing hotel distribution along road networks near the COMIFAC headquarters in Yaoundé, Cameroon.