



ICAO

International Civil Aviation Organization

African Flight Procedure Programme

Flight Procedure Design Initial Training Course

Yaoundé, 17 March – 11 April 2025

INFORMATION BULLETIN

1. Venue of the training

- 1.1. The Flight Procedure Design Initial Training Course will take place at the Cameroon Civil Aviation Training School, Yaoundé, Cameroon, from 17 March to 11 April 2025.
- 1.2. The Cameroon Civil Aviation Training School is located at the exit of the Yaoundé Nsimalen International Airport.
- 1.3. The training focal points are:
- 1.3.1. For ICAO WACAF Regional Office:

Ms Yacine DIOP

Mobile : +221 78 825 59 27

Email : Ydiop@icao.int

Web Site : <http://www.icao.int/wacaf>

Mr. Alexandre DAMIBA

Mobile : +221 77 646 95 83

Email : ADamiba@icao.int

Web page : <http://www.icao.int/WACAF/African-FPP/pages/default.aspx>

- 1.4. For the Cameroon Civil Aviation Authority's Training School:

Mr. Ernest CHI TSE

Telephone : +237 652 345 938

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M. Gérémie MENDJALA NDJOH

Telephone : +237 699 332 281

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Email : geremie.mendjala@ccaa.aero

2. Working language

- 2.1. The training course will be conducted in English.

3. Registration

- 3.1. The registration of participants will take place at the venue of the training on Monday 17 March 2025 from 08:00 to 08:30 hours UTC.

4. Opening Session

- 4.1. The opening session of the course will take place on Monday 17 March 2025 at 09:00 hours UTC.

5. Organization and facilitation

- 5.1. The training will be facilitated by the African Flight Procedure Programme (AFPP).

6. Documentation

- 6.1. The course will be paperless, and all related documentation will be posted on <https://www.icao.int/WACAF/African-FPP/Pages/Activities.aspx>. Participants are advised to bring their laptops.

7. Weather

- 7.1. The mean temperature in Yaoundé is 26° in March and April and the weather could be subject to rain showers. The local time in Cameroon is UTC+1.

8. Entry visa

- 8.1. Cameroon entry visa applications must be made online prior to travel. Participants are invited to apply for their e-visa via the official website: <https://www.evisacam.cm/>. We recommend that you consult the FAQ section of the site for detailed information on required documents and visa fees.

- 8.2. Visa exemptions:

- 8.2.1. Nationals of the following countries are exempt from visa requirements for entry into Cameroon:

- Member states of the Central African Economic and Monetary Community (CEMAC): Central African Republic, Chad, Equatorial Guinea, Gabon and Republic of Congo.
- Nigeria.

- 8.2.2. Holders of diplomatic or service passports are exempt from paying visa fees.

- 8.3. Important information :

- 8.3.1. In order to facilitate the processing of your visa, you are kindly requested to send a copy of your passport to the following address: training.school@ccaa.aero. Please submit your application at least 10 days before your arrival in order to anticipate possible delays. The CCAA Training School will provide invitation letters to support your visa application and will be able to assist you in case of difficulty when paying on the e-visa website.

9. Health

- 9.1. The Covid-19 control measures were lifted on July 13, 2025. These provisions are subject to change without notice depending on the health situation. It is therefore strongly recommended to check the applicable conditions with the airline you plan to travel with before any trip to Cameroon.
- 9.2. Participants are informed that a valid yellow fever vaccination certificate is required.
- 9.3. Participants must ensure that they have taken out valid health insurance to cover any medical care during their stay in Cameroon.

10. Banks and Currency

- 10.1. Banks are located at the city Centre and are opened from 08:00 to 12:00 hours and 13:00 to 15:00 hours from Monday to Friday and could be opened on Saturday morning. ATM machines are available in all banks. Local currency in CFA Franc (XAF) and the exchange rate is approximately 550 XAF for 1 USD, subject to fluctuation.

11. Socket type

- 11.1. The power plugs and outlets used in Cameroon are the types C or E.
- 11.2. The type C plug has two round pins. It is commonly known as the “Euro” plug, and its socket can work with the types E or F plugs.
- 11.3. The type E plug has two round pins, along with a hole for the type E make socket earthing pin. Cameroon operates on a 230 V supply voltage and 50 Hz



12. Hotels

- 12.1. A list of recommended hotels is attached hereto, and participants are required to make their own reservation online or on phone to the hotel of their choice from the list of hotels.
- 12.2. Participants are informed that a transport service will be made available from Felicia Hotel to the course venue.

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