



APIRG/14-IP/1
18/03/03

INTERNATIONAL CIVIL AVIATION ORGANISATION

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP
FOURTEENTH MEETING (APIRG/14)
(Yaoundé, Cameroon, 23 – 27 June 2003)

INFORMATION BULLETIN

GENERAL INFORMATION

Hosting Organisation: CAMEROON CIVIL AVIATION AUTHORITY (CCAA)

Address: P.O. Box 6998
Yaoundé
Cameroon

Telephone: +(237) 230 30 90 – 230 30 11
Fax: +(237) 230 33 62
E-mail: dgccaa@iccnet.cm

1. Location and venue

The APIRG/14 meeting will take place in Yaoundé, Capital city of Cameroon at the Hilton Hotel, Yaoundé:

HILTON HOTEL YAOUNDE

Telephone: (237) 223 36 46
Fax: (237) 222 32 10
E-mail: Info-Yaounde@hilton.com

2. Language

The meeting will be conducted in English and French and simultaneous interpretation services will be provided throughout the meeting.

3. Opening Session

The opening session of the meeting will take place at **10.00 Hours** on Monday 23 June 2003 at Hilton Hotel referred to above where all the subsequent sessions will also be held.

The provisional Agenda is attached to the letter of invitation.

4. **Registration**

The registration of participants will take place at the site of the meeting on Sunday 22 June 2003 from **1400 to 1700 hours** and on Monday 23 June 2003 from **0800 to 0945 hours**. Participants may wish to register early. They will be given a badge to be worn at all times during the sessions of the meeting.

5. **Officers and Secretariat**

The Secretary of the Meeting is **Mr. A. Cheiffou** ICAO Regional Director WACAF Office, Dakar. He will be assisted by **Mr. L. Mollel**, Regional Director ESAF and the Officers from Dakar and Nairobi Offices of ICAO. **Mr. V. Zubkov**, Chief Regional Affairs Office, ICAO Headquarters, Montreal, will also assist the meeting.

6. **Hotel reservations**

CCAA, the Hosting Organization, has negotiated accommodated rates for the following suggested Hotels, all located in Yaoundé. All prices include breakfast.

a) **HILTON HOTEL, (Site of the APIRG/14 Meeting)**

Rates: Single room: 89 400 FCFA HT
 Double room:
 (Prices include Breakfast)
 Accepted Credit Card: VISA
 Telephone: (237) 223 36 46
 Fax: (237) 222 32 10
 E-mail: info-yaounde@hiton.com
 Location on the map . **E5**

b) **MERCURE**

Rates: Single room: 41 000 FCFA HT
 Double room:
 (Prices include Breakfast)
 Accepted Credit Card: VISA/American Express
 Telephone: (237) 222 21 31
 Fax: (237) 222 21 61
 E-Mail: h3268@accor-hotels.com
 Location on the map . **E4**

c) **MANSEL Hotel**

Rates: Single room: 16 350 FCFA HT
 Double room: 18 350 FCFA HT
 (Prices include Breakfast)
 Accepted Credit Card: VISA
 Telephone: (237) 220 24 62 – 220 63 72 – 221 38 97
 Fax: (237) 220 63 73
 Location on the map . **C7**

d) **HOTEL JOUVENCE 2000**

Rates: Single room: 20 500 FCFA HT
 Double room: 24 500 FCFA HT
 (Prices include Breakfast)

Travellers cheques accepted

Telephone: (237) 223 02 59 / Cell: (237) 763 71 98

E-Mail: hoteljouvence 2000@yahoo.fr

Location on the map . **D6**

e) **Hotel TANGO**

Rates: Single room: 16500 FCFA HT
 Double room: 26 620 FCFA HT
 (Prices include Breakfast)

Accepted Credit Card: VISA International

Telephone: (237) 223 27 90 / 223 27 94 / 222 63 71

Fax: (237) 223 15 22

Location on the map . **D6**

f) **Hotel GRAND MOULIN**

Rates: Single room: 17 000 FCFA HT
 Double room: 18 000 FCFA HT
 (Prices include Breakfast)

No Credit Card

Telephone: (237) 220 68 19 / 220 68 21

Fax: (237) 220 68 20

Location on the map . **C6**

g) **PRESTIGE Hotel**

Rates: Single room: 20 700 FCFA HT
 (Prices include Breakfast)

Telephone: (237) 222 60 55 / 222 60 39 / 223 37 20 / 231 89 69

Fax: (237) 222 60 40

Location on the map . **F5**

h) **FELYDAC Hotel**

Rates: Single room: 24 800 FCFA HT
 Double room: 24 800 FCFA HT
 (Prices include Breakfast)

Telephone: (237) 221 07 28 / 974 28 11

Fax: (237) 221 07 29

Location on the map . **C8**

i) **MEUMI Palace**

Rates: Single room: 22 000 FCFA HT
 Double room:
 (Prices include Breakfast)
 Telephone: (237) 221 16 07
 Fax: (237) 221 16 22
 Location on the map . **B5**

j) **MEUMI Hotel**

Rates: Single room: 16 000 FCFA HT
 Double room: 20 000 FCFA HT
 (Prices include Breakfast)
 Telephone: (237) 220 28 37 / 220 02 21 / 221 16 06
 Credit Card: VISA
 Location on the map . **C5**

k) **AZUR Hotel**

Rates: Single room: 32 000 FCFA HT
 (Prices include Breakfast)
 Telephone: (237) 221 16 40
 Fax: (237) 21 16 39
 Location on the map . **B4**

l) **GIRAFE Hotel**

Rates: Single room: 20 500 FCFA HT
 Double room: 24 500 FCFA HT
 (Prices include Breakfast)
 Telephone: (237) 221 39 32
 Fax: (237) 221 16 23
 E-Mail: girafehotel@yahoo.fr
 Location on the map . **D6**

m) **MELI-MELO Hotel**

Rates: Single room: 17 500 FCFA HT
 (Prices include Breakfast)
 Telephone: (237) 221 98 51
 Fax: (237) 221 98 51 / Cell: (237) 981 94 57
 Location on the map . **D7**

CCAA is at delegate's disposal for their hotel reservation. For hotel requests delegates must contact, as soon as possible, the following address:

CCAA
 Air Navigation Directorate
 ATT: Mr. Manga Fouda
 FAX: (237) 230 33 62
 Tel.: (237) 230 30 90 – 230 30 11
 Mobile: (237) 797 87 46 – (237) 952 52 14
 E-mail : mangaff@yahoo.fr

Note: Booking up to 30 days before is strongly recommended. The Delegates who elect direct reservation must refer in their request that they are ICAO APIRG/14 Meeting participants.

7. **Transportation**

CCAA is honoured to provide transportation to the Meeting Delegates between Yaoundé Nsimalen and the selected Hotels and vice-versa for the departure. In this regard, Delegates are requested to inform arrival date as well as flight number to the above-referred address.

Note: Delegates transiting via Douala International Airport are requested to inform flight number and arrival date at that airport to the same address.

8. **Exchange rate**

The national currency is the CFA Franc. The exchange rates for the main currencies in March 2003 are:

•	US\$ 1.00 (US Dollar)	602.07 FCFA
•	1 EURO	655.957 FCFA
•	1 GBP	966.08 FCFA

9. **Hospital**

Central Hospital of Yaoundé
 General Hospital of Yaoundé
 University Hospital Center

10. **Electricity (at the Hotels)**

220V/50Hz

11. **Visa**

Visa is requested for citizens from certain countries. However they may be granted an entry visa valid for seven days at the airport, upon arrival, at the rate of 2.2 USD. In this regard, they are requested to send by fax, to the address referred to above, a photocopy of their passports (only pages with the photograph, name, validity and number) in addition to the details on the arrival date, airport of arrival and flight number.

12. Weather and clothing

Average maximum temperature in Yaoundé in June is 25°C/27°C. Normal light clothing are advisable during the meeting period. Formal attire or national dress are required for official social events.

13. Airport Tax

Normally all departing passengers are required to pay an Airport Tax of 10,000 FCFA or 500 FCFA respectively for international and domestic flights.

14. Bank Services

Banks located not far from the venue of the meeting are opened from 0800 to 1500 hours from Monday through Friday.

15. Documentation

The documents for the meeting (WPs, DPs, IPs etc) may be obtained from the Document Distribution desk.

Any participant wishing to circulate any papers or literature are requested to liaise with the Secretary of the meeting at the opening session.
