



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

**Project for the Cooperative Development of Aeronautical Meteorological Services for the AFI
Region (CODEVMET – AFI)**

Third Meeting of the Steering Committee

Yaounde, from 28 to 30 November 2022

Information Bulletin

1. Venue of the meeting

1.1. The Third Meeting of the Cooperative Development of Aeronautical Meteorological Services for the AFI Region (CODEVMET – AFI) Steering Committee will take place at the **Headquarters of the Cameroon Civil Aviation Authority Training School** in Yaounde (Cameroon) from 28 to 30 November 2022 at the kind invitation of the Cameroon Civil Aviation Authority.

2. Meeting focal points

2.1. The meeting focal points are

For ICAO

Mrs. Armah Sati Penda

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For Cameroon Civil Aviation Authority (CCAA)

Mrs Andeme Doriane

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Mr. Bekol Franck Aristide

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3. For further information on the meeting or technical assistance, please contact:

Fanfé Bamba

Regional Officer AIM / WACAF Office

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4. Working languages

- 4.1. The meeting will be conducted in English and French languages with simultaneous interpretation

5. Opening session

- 5.1. The opening session will take place on Thursday 26 July 2022 at 09:00 hours local time (12:00 hours UTC).

6. Working Hours

- 6.1. The expected working hours of the meeting will be from 09:00 hours to 15:00 hours local time.

7. Registration and Secretariat

- 7.1. The registration link for participants is provided in the invitation letter. Participants list will be updated daily.
- 7.2. The Secretariat of the meeting will be provided by ICAO.

8. Documentation

- 8.1. All related documentation will be provided in an electronic format.

9. Weather and clothing

- 9.1. The average temperature in Yaounde is around 26°C with a minimum of 21°C.

10. Procedures for obtaining entry visa for Cameroon

- 10.1. Cameroon visas are also obtainable at Cameroon Embassies, diplomatic missions and foreign offices.
- 10.2. Participants are advised that the COVID-19 valid vaccination certificate or Negative PCR test less than 72 hours before departure, are required at arrival.

11. Banks and Currency

- 11.1. Banks as well as Government offices are open from Monday to Friday from 7:30 to 15:00.
- 11.2. Shops are open from 9:00 to 12:00 and in the afternoon from 15:00 to 18:00 from Monday to Saturday.
- 11.3. Local currency in Cameroon is the CFA Franc (XAF) and the exchange rate is approximately 1 USD for 676.9 FCFA.

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 directly with the hotel of their choice from the list.
- 12.2. Participants are informed that no transport service will be made available from the hotels to the course place.

13. Internet

- 13.1. Internet connection will be provided during the meeting

No.	Prices in FCFA (XAF) – Breakfast included							
	Hotel / Hôtel	Single / Single	Double / Double	Suite / Suite	Internet / Internet	emails	Contacts / Contacts	Location / Pitch
1	HOTEL HILTON				https://www.hiltonhotels.com/fr/FR/cameroun/hilton-yaounde/	reservations.yaounde@hilton.com	+237-22-223-3646	Boulevard May 20
2	HOTEL MONT FEBE	78,000			http://www.hotel-montfebe.com/	info@hotel-montfebe.com	(+237) 699009932 (+237) 679516201	
3	THE CLIFF	89000	99,000	124,000	www.lafalaisehotels.com	reservations@lafalaisehotels.com	(+237 222 22 06 16)	Avenue Marechal Foch
4	DJEUGA PALACE	78,000			https://djeugapalacehotel.com-cameroon.com	-		917, rue NARVICK 1045, Yaoundé
5	BOUN'S HOTEL	126,000	146,000	262,000	http://www.bounshotels.com	-		
6	SUITA HOTEL		118,000	126,000	http://suita-hotel.com/	-	+237 658 85 85 85	Carrefour Bastos BP: 2723 Yaoundé, Yaounde - Cameroon, Carrefour Bastos.
7	MERINA HOTEL	80,000	90,000	187,000	https://hotel-merina.com	-	(+237) 699 89 02 20 (+237) 222 22 21 31	Avenue Ahmadou AHIDJO Yaounde - Cameroon
8	FELICIA	45,600	47,500	52,250	https://www.booking.com/hotel/cm/felicia-yaounde	-	(+237) 2 22 30 43 75	702, Rue 4005, Coron Yaoundé IV, Yaoundé, Cameroon
9	STAR LAND HOTEL BASTOS	117,000	127,500	288,050	http://www.starlandhotel.com	-	+237) 653 07 49 49 (+237)653 08 70 70	Avenue Embassy of Spain, Yaoundé, Cameroon
10	HOTEL FRANCO YAOUNDE	54,000	65,700	113,000	reservation@hotel-franco.com	-	(+237) 222 20 13 07 (+237) 222 20 13 08 (+237) 658 21 21 48	Onembele Street Nkou , Nlongkak , 14304 Yaoundé, Cameroon
11	UNITED HOTEL INTERNATIONAL		85,000	130,000	https://unitedhotelinternational.com/fr/	-	(+237) 680 96 80 96 (+237) 222 22 47 45	Bastos, Yaoundé , Cameroon