



Congo Basin Forest Partnership

CBFP Facilitation of the Kingdom of Belgium (2018-2019)

Follow-up Expert Meeting on the International conference on security, the fight against poaching, monitoring transhumance and armed groups circulating between the Sahel and Equatorial Africa

(Follow up to the N'Djamena conference)

Civil Society Day

Seventh meeting of the CBFP Council

Douala, Cameroon, 16-19 December 2019

Logistic information sheet no. 1

Some useful information

Dear Partner,

The Facilitation of the Kingdom of Belgium of the Congo Basin Forest Partnership (CBFP) thanks you for confirming your participation in the “Follow-up expert meeting on the International Conference on security, the fight against poaching, monitoring transhumance and armed groups circulating between the Sahel and Equatorial Africa”, and/or the “CBFP Civil Society Day” and/or the “Seventh CBFP Council Meeting” which will take place from 16 to 19 December 2019 in Douala, Cameroon.

If you have already confirmed your participation but will no longer be able to attend the Douala meetings, kindly notify the organizing team at the following address: registration@pfbc-cbfp.org

N.B. Participation expenses will be covered by the Participant. Delegates who are sponsored by the CBFP Facilitation will receive a written undertaking of sponsorship from the organizing committee.

Main headings of this logistic sheet no. 1

- Information documents on the Douala CBFP meetings
- Venue of meetings
- Opening and registration
- Accommodation-Hotel
- Visa application
- Invitation letter
- Some useful information about Douala, Cameroon
- Contacts

1. Documents of the Douala CBFP meetings

Please download the information documents on the Douala CBFP meetings from the links below:

Follow-up expert meeting on the N'Djamena conference

- [Terms of reference of expert meeting 16-17 December](#)
- **Draft agenda of the follow-up expert meeting on the N'Djamena conference:**
[ENG.Final Draft Agenda Réunion des experts.pdf \(184.2 Ko\)](#)

CBFP Civil Society Day

- [Terms of Reference of Civil Society Day 18 December](#)

CBFP Council

- [Agenda of CBFP Council meeting 19 December](#)

Information note on the Douala CBFP meetings

- [Information note](#)

2. Site – Venue of Douala CBFP meetings

Please visit the venue/site of the Douala CBFP meetings

HOTEL: Pullman Douala Rabingha

Tel: 35 Ave des Cocotiers, Douala near the French Consulate

Telephone: +237 233 43 50 00; Fax+237 233 42 35 07

E-mail: pullmandouala.sl1@gmail.com

Website: <https://www.booking.com/hotel/cm/pullman-douala-rabingha.fr.html>

3. Opening and registration

Registration of participants begins on **15 December** at the meeting venue: Pullman Hotel from **08.00 a.m.** in the meeting room to which you will be directed by the hotel's front desk. Registration will continue throughout the week.

4. Accommodation-Hotel

Please find attached a list of hotels with which the conference organizers have arranged preferential rates: the rates range from **53 Euros to 130 Euros**.

If you wish to book a room in a hotel of your choice, please note that the organizing committee has booked a limited number of rooms in each hotel for participants.

To book a room, please contact the hotel of your choice directly and provide the block code for this event: **PFBC-CBFP**. Rooms will be booked on a "first come, first served" basis.

Should you run into any difficulties, please send us an e-mail at the following addresses: **registration@pfbc-cbfp.org** with cc to pierre.proces@agreco.be and **ingrid.biwole@giz.de** indicating the hotel of your choice.

5. Visa application

Anyone wishing to travel to the Republic of Cameroon must have a passport valid for at least six months before the **expiry date**.

For participants traveling from a country in which the Republic of Cameroon has an embassy or consular office, the visa must be obtained in the country of departure, prior to travel. To this end, you are advised to apply for the visa well in advance of your travel date to avoid any last-minute hassles. Please visit the link below for useful information on countries with embassies: <https://www.diplocam.cm/index.php/fr/venir-au-cameroun>

Participants traveling from countries in which the Republic of Cameroon does not have an embassy are kindly requested to send a copy of their passport to the organizing committee at the following e-mail addresses: hamadbill@gmail.com with cc to registration@pfbc-cbfp.org latest by **30 November 2019**, to allow the organizing committee to obtain an authorization from the immigration authorities of the Republic of Cameroon for visas to be issued on arrival. Please note that the visa fee is 50,000 CFA F.

Participants from the CEMAC zone do not require entry visas into the Republic of Cameroon.

6. Invitation letter

Participants who need an **invitation letter**, should kindly contact registration@pfbc-cbfp.org with cc to dany.pokem@pfbc-cbfp.org.

7- Health information

Travelers must obtain an international certificate of vaccination and must be up-to-date on all routine vaccines prior to traveling to the Republic of Cameroon.

Travelers are advised to visit their doctor at least a week before their trip for advice on the necessary vaccines and medical safety during the trip, especially for persons with ongoing treatments, in order to identify their needs at the destination and during conference activities.

Yellow fever is a health risk in the Republic of Cameroon. Obtaining the yellow vaccine is therefore advised. Please do not forget your vaccination certificate which will be required on arrival in the Republic of Cameroon.

The cost of the yellow fever vaccine will be covered by each participant. The conference organizers will not refund these expenses. Each traveler will be required to provide proof of a yellow fever vaccine on arrival in Douala.

Health-related and travel insurance costs will be covered by the Participant. Participants are advised to make the necessary arrangements in this regard before arriving in Douala, Cameroon.

7. Some useful information about the Republic of Cameroon

[Welcome to Douala, Cameroon](#)

8. Contacts

For general information regarding logistical arrangements for the *7th Meeting of*

The Ministry of Forestry and Wildlife of Cameroon

E-mail: Haman Adama (hamadbill@gmail.com)

For the GIZ

E-mail: Ingrid, BIWOLE BEYALA

M + [237 699 95 50 81](tel:237699955081)

E ingrid.biwole@giz.de

For information regarding the overall organization of the conference

For any general information, we are always available to assist you: dany.pokem@pfb-cbfp.org and pierre.proces@agrecob.be with cc to registration@pfb-cbfp.org

*Welcome once more to the 7th CBFP Council Meeting, we look forward to welcoming you
in Douala, Republic of Cameroon!*

Best wishes from the CBFP Facilitation,

The Organizing Team