



COALITION *for* AFRICAN
RICE DEVELOPMENT
CARD Secretariat, c/o AGRA
Eden Square, Block 1, 2nd Floor
PO Box 66773, Westlands, 00800
Nairobi, Kenya

CARD 7th Steering Committee
Yaoundé, Cameroon
8-9 November 2012

< Information for Participants >

Venue

The Meeting will be held at Mont Fébé Hotel in Yaoundé, Cameroon.

Address: B.P. 711 Yaoundé, Cameroon
Tel: +237 22 21 40 02
Fax: +237 22 21 60 70
Website: www.hotel-montfebe.com

Schedule

Thu 8 November 9:00-16:30 Steering Committee Meeting Day 1
18:30 - Welcome Cocktail

Fri 9 November 9:00-17:00 Steering Committee Meeting Day 2

* Please see the attached tentative agenda for details. Lunch is provided on both days.

Air Tickets (*For CARD-sponsored participants from Ghana/Tanzania*)

The CARD Secretariat will book your flights and will send out e-ticket nearer the time.

If you don't receive your e-ticket by Monday 29 October, please contact the CARD Secretariat immediately.

Important: Please keep your boarding passes!

Outbound Boarding Pass – Please hand it in to CARD Secretariat when you receive your per diem.

Inbound Boarding Pass – Please send it to your local JICA office on your return.

Cameroon Entry Visa

<For those who cannot obtain visa prior to departure>

An entry permit letter will be issued by Cameroonians officials and delivered to you in advance.

Please make sure you take along those documents as they are necessary for your entry. You must present them at the customs and police offices.

VISA fee:

Visa will be delivered at the airport after handing the entry permit letter and a sum of 50.000 XAF as visa fees.

For CARD-sponsored participants:

Visa fee will be **reimbursed to you only on the presentation of the original receipt**. Please make sure to bring the original receipt with you. (Stamp on the passport is NOT accepted in lieu of receipt)

Yellow Fever Vaccination Certificate

You will need to present a Yellow Fever vaccination certificate on your arrival at Cameroon. The cost for the vaccination is to be covered by each participant. Please note that the vaccination will be deemed effective 10 days after the day of vaccination.

Insurance

Participants are advised to ensure that they have own travel/medical insurance.

Dress code

Business clothing is recommended at the meeting and the welcome cocktail.

Hotel Accommodation

For CARD-sponsored participants:

A room is booked for you at Mont Fébé Hotel. The CARD Secretariat will bear the cost for Bed and Breakfast only. Please settle any additional fees by yourself upon or before check-out.

Airport Transfers

For those who are booked in Mont Fébé, a free shuttle bus service is available. Airport – Hotel – Airport.

Please, do make sure you inform the hotel directly about your itinerary and flights information in order for them to arrange the schedule and pick you up from and to the airport.

For CARD-sponsored participants: CARD Secretariat will inform the flight information to the hotel.

Reconfirmation of Flights

Reconfirmation is not required for the flights booked by the CARD Secretariat. If otherwise, please contact your travel agent for information.

Daily allowance

For CARD-sponsored participants: Your per diem will be paid at Mont Fébé Hotel based on the CARD standard rate for the entire duration of your journey. **Please present your outbound boarding pass** when you collect your per diem.

The CARD Secretariat strongly recommends you to bring with you some cash worth US\$100 or so in addition to visa fee, as you may need money before you receive your Per Diem.

Facilities at Mont Fébé Hotel

<Medical Services>

A nurse is available at the hotel from morning till evening. Upon request of a guest, the hotel doctor can consult. Please do understand that, the doctor is available only few hours per day.

In case of an emergency, the hotel will arrange a transfer to a hospital around.

You will find a list of hospitals in Yaoundé attached.

<Internet and Telephone Communication Services>

The hotel provides the following services for the guests;

1. Wireless Internet

Internet is free of charge for all in-house guests and conference participants.

Please take the wireless password at the reception.

2. Internet in the Business Centre

Internet connection is also available at the business center.

One hour of internet connection costs 2000 XAF.

3. Telephone

All rooms are equipped with a telephone for both internal and external calls. Internal calls are free but external calls are charged to the final hotel room bill.

In case you want to make an external call, firstly call the reception.

<Business Centre>

For printing/photocopying, please use the service at Business Centre at the cost below;

- Black & white printing: XAF 500/page
- Colour printing: XAF 1000/page
- Black & white photocopying: XAF 100/page

<Foreign Currency Exchange Services>

Available at the hotel reception for the following currencies; the exchange rate at the hotel is fixed:

US dollar (Cash), Euro (Cash)

1 US dollar = 420 XAF

1 euro = 650 XAF

<Payment>

Cash (US dollar, Euro, BEAC Francs CFA: XAF) and credit card (VISA or AMEX) are accepted for payment at the hotel.

Information on Cameroon

<Currency>

Cameroon's national currency is the Central African Franc - BEAC (XAF). The exchange rates are as follows as of 15 October 2012 at www.xe.com/

1 US Dollar = 506.812 XAF (Franc CFA)

1 euro = 655.957 XAF

1 XAF = 0.00197 US Dollar

1 XAF = 0.00152

<Climate in Yaoundé>

The average low/high temperature in the month of November is 19°C/28°C (66/82°F). Precipitation mm (inches)= 117 (4.61)

<Electric Power in Cameroon>

Electric voltage in Cameroon is 220V, frequency 50Hz. The electrical plug types used are:

- Round Pin attachment Plug Type C European 2 pin electrical adapter plug and electrical outlet
- Type E French 2-pin electrical adapter plug and receptacle with male grounding pin

Contact person

If you have any enquiries, please do not hesitate to contact the following CARD Secretariat staff:

Kaz Fujiwara: kfujiwara@agra.org +254 20 367 5338 (Mob +254 717 643 456)

Michiko Kono: mkono@agra.org +254 20 376 5359

The CARD Secretariat looks forward to welcoming you all in Yaoundé.

CARD Secretariat