



United Nations
Economic Commission for Africa

2024 Session of the Intergovernmental Committee of Senior Officials and Experts (ICSOE)

UN Economic Commission for Africa - Central and Eastern Africa



**Rapid implementation of research and
innovation solutions to accelerate economic
diversification in Central and Eastern Africa**

Hilton Hôtel – Yaoundé, Cameroon
October 15-18, 2024

INFORMATION NOTE

✘ @ecasroca

✘ @eca-sro-ea

✘ @eca_official

www.uneca.org

#ICSOE2024



Date of the meeting: October 15-18, 2024

Venue: Hotel Hilton Yaounde – Cameroon, 20th May Boulevard

P. O. Box 11852 Yaounde-Cameroon

Office: +237 222 233 646

Mobile: +237 650 565 596

Email: reservations.yaounde@hilton.com

Website: www.hilton.com/en/locations/cameroon

1. Registration and badges

Registration will take place on the first day of the meeting before the official opening ceremony.

For security and logistical reasons, identification badges should be always worn by all participants during the meeting, as well as during official social functions.

2. Documentation

The documents of the meeting will be sent by email to the participants. The participants are invited to contact the secretariat for all questions concerning the Office publications or the distribution of documents during the meeting.

3. Immigration requirements

All participants who are nationals of CEMAC member countries do not need an entry visa to Cameroon.

Participants who are nationals of non CEMAC countries are requested to make the necessary arrangements to secure their entry visas to Cameroon with the assistance of ECA Administration Staff in Yaounde.

4. Hotel Accommodation

For accommodation purposes, hotels indicated on the Annex 1 will provide special rates for participants.

All participants are required to contact the hotel of their choice from the provided list for their booking and settle their accommodation fees directly to the hotels.

5. Per Diem

The daily per diem according to United Nations standards will be paid to participants supported by ECA. This includes living expenses and accommodation costs of XAF 126,000 per day which equivalent to \$213 USD at prevailing UN exchange rate.

A one-time payment in the amount of \$126 USD will also be paid to participants as terminal allowance.

A deduction of XAF 80,000 will be made to cover the cost of lunch for the duration of the Meeting.

Per diems for participants will be paid in the form of cash and in Cameroon local currency CFA Franc (XAF).

6. Climate

The time in Yaounde, Cameroon corresponds to Universal Time (GMT)+1. In October, Yaounde generally has moderate temperatures and heavy rainfall. Temperatures range between 20-25°.

Please review the weather forecast for Yaounde before your travel.

7. Money and Banks

The Cameroonian Currency is the "CFA Franc" (XAF). Recognized bank cards (Master card, and Visa Card...) are generally accepted in touristic areas, hotels and supermarkets in Cameroon.

Banks are open from Monday to Friday as follows: 8:00am to 4:00pm. Participants could make the exchange of the recognized foreign currencies (US\$, Euro, ...) in the banks, airport, and hotels.

8. Transport

Participants sponsored by ECA will receive their ticket.

Nsimalen International Airport is 19 km from Hilton Hotel. Transport from the airport to the Hotel and Hotel to the airport will be covered by the Government of Cameroon.

9. Health measures and requirements

Participants must inquire and comply with sanitary measures in Cameroon as needed.

Participants are requested to travel with their yellow fever vaccination records which will be required by the health authorities at the airport upon arrival.

Health desk with a physician will be available at the meeting venue for emergency purpose.

10. Contacts

Focal point:

SRO-CA

Name: Adama Ekberg Coulibaly, Chief, Sub-Regional Initiatives Cluster

Email: ekbergcoulibaly@un.org

SRO-EA

Name: Emelang Leteane, Chief, Sub-Regional Initiatives Cluster

Email: leteane.uneca@un.org

Invitations:

SRO-CA

Name: Marie-Delphine Fogang, Staff Assistant

Email: fogang@un.org

Name: Maffo Lucie, Staff Assistant

Email: maffo@un.org

Name: Catherine Mekegni, Staff Assistant

Email: catherine.mekegni@un.org

SRO-EA

Name: Liliane Muhayimana, Staff Assistant

Email: liliane.muhayimana@un.org

Presse / Communication

SRO-CA

Name: Mbarga Yene Zacharie Roger, Communication Officer

Email: zacharie.m bargayene@un.org

SRO-EA

Name: Didier Habimana, Communication Officer

Email: habimanad@un.org

Administration / logistics:

SRO-CA

Name: Aissatou Sene, Administrative and Finance Officer

Email: aissatou.sene@un.org

SRO-EA

Name: Bernard Patrick Bamin, Administrative and Finance Officer

Email: patrickbamin@un.org

Annex 1: Hotel list with preferential rates for UN

Type	Name of hotel and address	Room Tarif FCFA
4*	Hilton Hotel 20 th May Boulevard, centre ville Office : +237 222 233 646 Mobile: +237 650 565 596 Email: reservations.yaounde@hilton.com	Standard room XAF 128,000 with breakfast
3*	Hotel La Falaise Marechal Foch Avenue, Warda, Centre-ville Tel : +237 222 220 616 Email : reservations@lafalaisehotels.com	Standard room XAF 71,000 with breakfast
3*	Merina Hotel El Adj Hamadou Ahidjo street, In front of Katios, centre-ville Tel : +237 699 89 02 20/ +237 699 890 220 Email: reservations@hotel-merina.com	Standard room XAF 64,770 with breakfast Superior Room XAF 74,770 with breakfast
3*	Djeuga Hotel Rue Narvick 1045, centre-ville Tel : +237 650 163 979 Email: reservation@djeuga.com	Standard room <ul style="list-style-type: none">- XAF 80,000 with breakfast- XAF 68,000 without breakfast XAF 12,000Fper Person breakfast