



**INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
WESTERN & CENTRAL AFRICAN OFFICE**

**6th MEETING OF THE GENERAL DIRECTORS OF
CIVIL AVIATION (DGCA/6)**

INFORMATION BULLETIN

1. VENUE OF THE MEETING AND FOCAL POINTS

The meeting will take place at the following address:

Complexe Sportif de la Concorde,

Kintele, Brazzaville

Tel : +242 06 882 12 50

www.concordehotel-cg.com

Focal Point in Brazzaville

M. Marcellus Bongho

Deputy Regional Director

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Focal Point at WACAF Office

Mrs. Fatou Thioune-Sarr

Administrative Officer

Tel. : +221 33 869 24 03

Cell.: +221 77 553 89 08

Email address: fsarr@icao.int

2. REGISTRATION

Upon prior registration badges will be issued to participants on site on the first day of the meeting from 7:30.

Kindly note that registrations must be done online through the following link:

<https://events.icao.int/event-details?campaignID=842847A7-2374-E611-80D1-00155D000188>

3. OPENING CEREMONY

The official opening will take place Wednesday, November 2, 2016 at 9am.

4. LANGUAGES

Sessions will be in 2 languages: English and French. The documentation will also be provided in both languages wherever possible.

All documentation will be published on the ICAO website at the following address:

<http://www.icao.int/WACAF/Pages/DGCA-6.aspx>



5. TRANSPORTATION

5.1. *From Airport to Hotel*

Participants should make their own travel arrangements and communicate their arrival at the WACAF Office for facilitating their transfer from the airport to various hotels by the host country. Maya Maya International Airport is located about 15 minutes from the town Centre depending on the traffic. Taxis are available outside the airport and should be cost around FCFA(XAF) 2000 to 3000 for the town Centre.

5.2. *Transportation to the meeting venue*

Transportation will be done daily from the different points / hotels to the conference venue by the host country.

6. HOTEL INFORMATION

Participants are requested to make their own hotel reservations and indicate that they attend an ICAO meeting. A list of recommended hotels with certain negotiated rates is provided on our site. It is advisable to confirm the rates with the hotel at the time of reservation.

7. VISA OF ENTRY

7.1. All travelers entering Congo must have a valid passport. Entry visas are not required for nationals of certain countries. Participants are therefore advised to check with the respective embassies whether they are exempt from the requirement of visa for Congo. Participants from countries which require a visa are requested to bring the letter of invitation to the meeting to get the visa from embassies in their home countries. In the visa application, it is advisable to produce the invitation of ICAO, a nomination from your Government as well as the attached 'To whom it may concern' letter facilitating visa of all participants at the airport upon arrival.

7.2. Participants with UNLP or other diplomatic passports will be granted visa upon arrival at the airport.

7.3. Participants whose countries do not have diplomatic representation of Congo will obtain the entry visa upon arrival at Maya Maya airport in Brazzaville on presentation of their letter of invitation and the to 'Whom it may concern letter'.

8. HEALTH

8.1. Participants must take a travel insurance (including health) from their home country for their stay in Brazzaville and ensure that insurance is valid also in Brazzaville. In addition, participants must carry proof that they are insured for medical and hospital expenses. Participants are strongly encouraged to provide, upon registration, information about someone who can be contacted on their part when needed.

8.2. The presentation of a valid certificate of vaccination against yellow fever is required for nationals of African countries where yellow fever is described by the World Health Organization (WHO) as endemic, including the following states Angola, Benin, Burkina Faso, Burundi, Comoros, Congo, Cote d'Ivoire, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Equatorial Guinea, Kenya, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Uganda , Rwanda, the Central



African Republic, Democratic Republic of Congo, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, Tanzania, Chad and Togo.

- 8.3. Participants are required to take necessary actions in accordance with applicable regulations and procedures. Kindly visit the World Organization website of the Health (WHO) at <http://www.who.int/ith/> for more information about Congo.

9. CLIMATE

- 9.1. The maximum temperatures for the month of November are between 30 ° and 32 ° but they may fall to 20 ° overnight.
- 9.2. Brazzaville is in the GMT +1.

10. LOCAL CURRENCY AND EXCHANGE RATE

- 10.1. The base currency is the CFA Franc XAF of the Central Bank of Central African States.
- 10.2. The exchange rate is about 1 US dollar for 588FCFA (the UN rate of September 2016).
- 10.3. Commercial banks, ATMs and currency exchange are available at the City Center and the airport.
Thank you to note that there is no bank or exchange office on the site of the meeting in Kintele, participants are encouraged to do their transactions on their arrival at the airport or downtown.

11. TELEPHONE

Direct connections with the world are available using the international code or telephone operator if necessary. From abroad, dial 242 followed the code number and the required number. Telephone operators on site are Airtel and MTN.

12. SAFETY

It is advisable to inquire at the hotel reception desk about the security situation in the area. It is recommended that participants wishing to visit shopping centers, do excursions or travel for any other reason, to take a taxi or transportation arranged by the hotel reception.