

**APPENDIX B**

**AFI SAR SERVICES INTEGRATION TASK FORCE (ASSI TF/3)**

(Yaoundé, Cameroun, 30-31 July 2013)

**Draft Agenda**

| <b>STRATEGIC OBJECTIVES</b> | <b>AGENDA ITEM NO.</b> | <b>SUBJECT</b>   |
|-----------------------------|------------------------|--|
| A                           | 1                      | <b>Adoption of the Agenda and Election of Chairperson</b>  |
| A                           | 2                      | <b>Review and follow up of Recommendations, Conclusions and Decisions applicable to the Task Force</b>                           |
| A                           | 3                      | <b>SAR Regional Performance Objectives; Update on Actions</b>  |
| A                           | 4                      | <b>Review SAR Guidelines</b>   |
| A                           | 5                      | <b>SAR legislation and Regulations</b>   |
| A                           | 6                      | <b>Review/update of the deficiencies in the Search and Rescue</b>  |
| A                           | 7                      | <b>Review of Terms of Reference (TOR) of the ASSI Task Force and Work Programme</b><br><b>Date and Venue of the next meeting</b> |
|                             | 8                      | <b>Any other business</b>  |

-----

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**Workshop on the provision of SAR services in the AFI region and Third Meeting of the AFI**  
**SAR Services Integration Task Force (ASSI TF/3) (Yaoundé, Cameroon, 29 to 31 July 2013)**

---

**INFORMATION BULLETIN**

**1. Venue of the Meeting**

The workshop on the provision of SAR services in the AFI region and the Third Meeting of the AFI SAR Services Integration Task Force (ASSI TF/3) will be held at **Hotel Mont Fébé, Yaoundé, Cameroon** from 29 to 31 July 2013.

The focal points contacts for the organization of these events are as follows:

**ICAO WACAF Regional Office Contact**

Mr. Sadou Marafa  
Regional Officer ATM/SAR  
Tel. +221 33 8692413  
Email: [Smarafa@icao.int](mailto:Smarafa@icao.int)

**ICAO ESAF Regional Office Contact**

Mr. David Labrosse  
Regional Officer ATM/SAR  
Tel. +254 20 7622368  
Email: [DLabrosse@icao.int](mailto:DLabrosse@icao.int)

**Cameroon Civil Aviation Authority (CCAA)**

Mr. Bemba Koudaou Patrick  
Head of Search and Rescue  
Tel. +237 96 42 97 55  
Email: [patrick.bemba@ccaa.aero](mailto:patrick.bemba@ccaa.aero)

**2. Registration**

The registration of participants will take place at the site of the meeting on Monday 29 July 2013 from 08:00 to 09:00 a.m.

**3. Opening Session**

The Opening Session of the two events will take place on Monday 29 July 2013 at 09:00 am.

**4. Documentation**

The meeting will be paperless and all related documentation will be on line at <http://legacy.icao.int/wacaf/meetings> and participants are advised to bring laptops for access.



### **5. Weather and Clothing**

The month of July is rainy and the average temperature in Yaoundé is around 26 °C.

### **6. Passport and visa requirements**

Entry visa for temporary visitors to Cameroon may be obtained by participants from the Cameroonian Embassy or Consulate in their country. Participants with no Cameroonian embassy or consulate may forward a copy of their valid passport **at least one month before their** travel to [patrick.bemba@ccaa.aero](mailto:patrick.bemba@ccaa.aero) for assistance only, and they must provide 50 000 XAF for visa fees. Visas are not required for Nationals from CEMAC zone.

### **7. Health**

Participants are informed that a valid certificate of vaccination against yellow fever is required. Participants should also ensure that they have arranged for a valid health insurance for the coverage of any medical care during their stay in Cameroon. Participants should particularly ensure that their insurance is applicable in Yaoundé. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise

### **8. Banks, Local Currency and Foreign Exchange Rates**

Banks are located downtown, at about ten minutes from Mont Fébé hotel, and are opened from 09:00 AM to 04:00 PM from Monday to Friday. The local currency is the Central African CFA (XAF) Franc and the exchange rate is about 505 XAF for one US dollar, subject to fluctuation.

### **9. Hotels**

A list of recommended hotels is attached hereto and participants are kindly requested to make their own reservation. Furthermore, the participants are informed that transport service from the hotels to the meeting place will be made available by the CCAA.



**1. WORKSHOP ON THE PROVISION OF SEARCH AND RESCUE (SAR) SERVICES IN AFI  
(YAOUNDÉ, CAMEROON, 29 JULY 2013)**

**2. THIRD MEETING OF THE AFI SEARCH AND RESCUE SERVICES INTEGRATION  
TASK FORCE (ASSI TF/3) (YAOUNDÉ, CAMEROON, 30-31 JULY 2013)**

---

**ATTENDANCE NOTIFICATION AND REGISTRATION FORM**

- ✓ Please fill and forward the form in the same (MS Word) format. Do not fax, scan or change format to PDF.
- ✓ Insert information in the grey empty boxes
- ✓ Where appropriate, click to make the appropriate selection

|                 |                 |
|-----------------|-----------------|
| 1. SAR Workshop | Click to select |
| 2. ASSI TF/3    | Click to select |

|                       |                       |
|-----------------------|-----------------------|
| 3. Surname            | Click to select title |
| 4. Given Name (s)     |                       |
| 5. Job Title          |                       |
| 6. State/Organization |                       |
| 7. Mailing Address    |                       |
| 8. Telephone          |                       |
| 9. Fax                |                       |
| 10. E-mail address    |                       |
| 11. Hotel             |                       |

**Note: As indicated in the information bulletin, participants are expected to make their own hotel/visa arrangements. Hotel information is provided in the information bulletin.**

**Please complete and return this form to:**

The Regional Director  
ICAO WACAF Regional Office, Dakar  
Email : [icaowacaf@icao.int](mailto:icaowacaf@icao.int)  
Fax: +221 33 820 3259



### HOTEL LIST

| Hotel                            | Rate in XAF  | Adress / Location  | E-mail   | Telephone  | Fax              |
|----------------------------------|--|--|--|--|------------------|
| HOTEL HILTON<br>(★★★★)           | - Chambre standard : 104 950 XAF<br>- Chambre Executive : 180 500 XAF  | Boulevard du 20 Mai,<br>P.O. Box 11852 Yaoundé   | <a href="mailto:reservations.yaounde@hilton.com">reservations.yaounde@hilton.com</a> | +237 22 23 36 46   | +237 22 22 32 10 |
| HOTEL DJEUGA<br>PALACE<br>(★★★★) | - Single: 85 000 XAF<br>- Suite junior: 120 000 XAF<br>- Suite senior: 195 000 XAF   | P.O. Box 2659 Yaoundé<br><a href="http://www.djeuga.com">www.djeuga.com</a>  | <a href="mailto:reservation@djeuga.com">reservation@djeuga.com</a>                   | +237 22 22 46 46   | +237 22 22 47 00 |
| HOTEL MONT<br>FEBE<br>(★★★★)     | - Single: 63 000 and 73 000 XAF<br>- Suite junior: 140 000 XAF<br>- Suite senior: 210 000 XAF  | P.O. Box 711 Yaoundé<br><a href="http://www.hotel-montfebe.com">www.hotel-montfebe.com</a>                             | <a href="mailto:info@hotel-montfebe.com">info@hotel-montfebe.com</a>                 | +237 22 21 40 02   | +237 22 21 60 70 |
| HOTEL FRANCO<br>(★★★★)           | - Single: 75 000 XAF<br>- Double: 90 000 XAF<br>- Suite avec Jacuzzi: 120 000 XAF<br>Breakfast included                                | Rue Onembele Nkou,<br>Nlongkak<br>P.O Box 3336 Yaoundé<br><a href="http://www.hotelfranco.net">www.hotelfranco.net</a> | <a href="mailto:Hotelfranco@iccnnet.cm">Hotelfranco@iccnnet.cm</a>                   | +237 22 20 13 07<br>+237 96 88 06 15<br>+237 75 09 48 09                     | +237 22 20 13 11 |
| HOTEL MERINA<br>(★★★)            | - Single bain: 48 000 XAF<br>- Single douche: 37 000 XAF   | Avenue El hadj Ahmadou<br>Ahidjo,<br>P.O Box 14304 Yaoundé<br><a href="http://www.merina.cm">www.merina.cm</a>         | <a href="mailto:reservations@merina.cm">reservations@merina.cm</a>                   | +237 22 22 21 31<br>+237 99 89 02 20<br>+237 77 50 09 15                     | +237 22 22 21 61 |
| HOTEL<br>TOU'NGOU<br>(★★★)       | - Single: 20000, 25000 and 35000<br>XAF<br>- Double: 30 000 XAF<br>- Suite junior: 30 000 XAF<br>- Suite senior: 40 000 and 45 000 XAF | Carrefour Etoa-Meki<br>P.O Box 3626 Yaoundé<br><a href="http://www.toungouhotel.com">www.toungouhotel.com</a>          | <a href="mailto:info@toungouhotel.com">info@toungouhotel.com</a>                     | +237 22 20 10 25<br>+237 22 20 72 99   | +237 22 20 10 26 |
| HOTEL DES<br>DEPUTES<br>(★★★)    | - Single: 40 000 and 45 000 XAF<br>- Suite junior: 50 000 and 55 000 XAF<br>- Appartement: 75 000 XAF                                  | P.O. Box 24 Yaoundé  | <a href="mailto:Hotel.deputes@yahoo.fr">Hotel.deputes@yahoo.fr</a>                   | +237 22 23 15 55<br>+237 79 52 86 36<br>+237 98 00 90 30<br>+237 98 00 90 40 |                  |



|                               |   |  |  |  |                                      |
|-------------------------------|---|--|--|--|--------------------------------------|
| HOTEL PRESTIGE<br>(★★)        | - Single douche: 22 800 XAF<br>- Single bain: 25 900 XAF<br>- Appartement: 32 300 XAF<br>- Double: 35 500 XAF   | Mess des officiers,<br>P.O. Box 2697, Olezoa,<br>Yaoundé   | <a href="mailto:Info.prestigehotel@yahoo.fr">Info.prestigehotel@yahoo.fr</a> | +237 22 22 60 55<br>+237 22 22 60 39   | +237 22 22 60 40<br>+237 22 21 39 69 |
| HOTEL MEUMI<br>(★★)           | - Single: 25 000 XAF<br>- Double: 35 000 XAF<br>- Appartement: 35 000 XAF<br>Breakfast included   | P.O. Box 1225, Bastos,<br>Yaoundé<br><a href="http://www.leshotelsmeumi.com">www.leshotelsmeumi.com</a>      | <a href="mailto:meumihotel2000@yahoo.fr">meumihotel2000@yahoo.fr</a>         | +237 22 20 02 21<br>+237 22 20 28 37<br>+237 97 09 89 99                     | +237 22 20 67 46                     |
| HOTEL COMMERCIAL<br>HUALIAN   | - VIP: 68 000 XAF<br>- Chambre commerciale: 38 000 XAF<br>- Chambre normale: 28 000 XAF<br>- Chambre simple: 18 000 XAF                                 | Bastos, Yaoundé  |  | +237 22 20 78 16<br>+237 22 20 78 15<br>+237 96 66 68 55<br>+237 96 37 34 62 |                                      |
| HOTEL MIRADOR<br>(★★)         | - Suite: 45 000 XAF<br>- Suite junior: 35 000 XAF<br>- Single: 12 500 XAF<br>- Chambre moyen confort: 20 000 XAF<br>- Chambre grand confort: 25 000 XAF | Montée SNI,<br>P.O. Box 12811 Yaoundé,<br><a href="http://www.lemiradorhotel.com">www.lemiradorhotel.com</a> | <a href="mailto:mirador@lemiradorhotel.com">mirador@lemiradorhotel.com</a>   | +237 22 23 21 45<br>+237 22 22 66 48   |                                      |
| HOTEL LE<br>DIPLOMATE<br>(★★) | - Chambre maxi: 17 000 XAF<br>- Suite junior: 25 000 XAF<br>- Suite senior: 30 000 XAF  | Rue Joseph M'Balla<br>Eloundem<br>P.O. Box 4764, Bastos,<br>Yaoundé  |  | +237 91 94 94 85<br>+237 77 98 31 74   |                                      |
| HOTEL CLAMANTIS<br>(★★)       | - Appartement: 35 000 XAF<br>- Suite junior: 35 000 XAF<br>- Chambre standard: 25 000 XAF<br>- Chambre double: 30 000 XAF                               | Rond Point Nlongkak,<br>P.O. Box 7115 Yaoundé  | <a href="mailto:hotelclamantis@yahoo.fr">hotelclamantis@yahoo.fr</a>         | +237 22 00 53 99<br>+237 99 99 71 17   | +237 22 20 40 03                     |
| HOTEL GRAND<br>MOULIN<br>(★★) | - Single douche: 20 000 XAF<br>- Single bain: 23 000 XAF<br>- Mini suite: 26 000 XAF<br>- Suite ministérielle: 35 000 XAF                               | Elig-Essono<br>P.O. Box 4336 Yaoundé   | <a href="mailto:hotelgrandmoulin@yahoo.fr">hotelgrandmoulin@yahoo.fr</a>     | +23722 76 06 65  | +237 22 20 68 20                     |
| HOTEL LE TANGO<br>(★★)        | - Single: 20 000 XAF<br>- Appartement: 30 000 XAF   | Elig-Essono<br>P.O. Box 1336 Yaoundé   | <a href="mailto:hotel-le-tango@yahoo.fr">hotel-le-tango@yahoo.fr</a>         | +237 22 23 27 90<br>+237 70 49 62 79   |                                      |