

Conseil des Ministres des
Affaires Etrangères de l'OIC
OIC Council of Foreign Ministers
لمنظمة الخارجية وزراء مجلس
الإسلامي التعاون

YAOUNDÉ, AUGUST 29–30, 2024

50th SESSION OF OIC Council of Foreign Ministers

YAOUNDÉ, AUGUST 29–30, 2024

Palais des Congrès

PARTICIPANT'S GUIDE



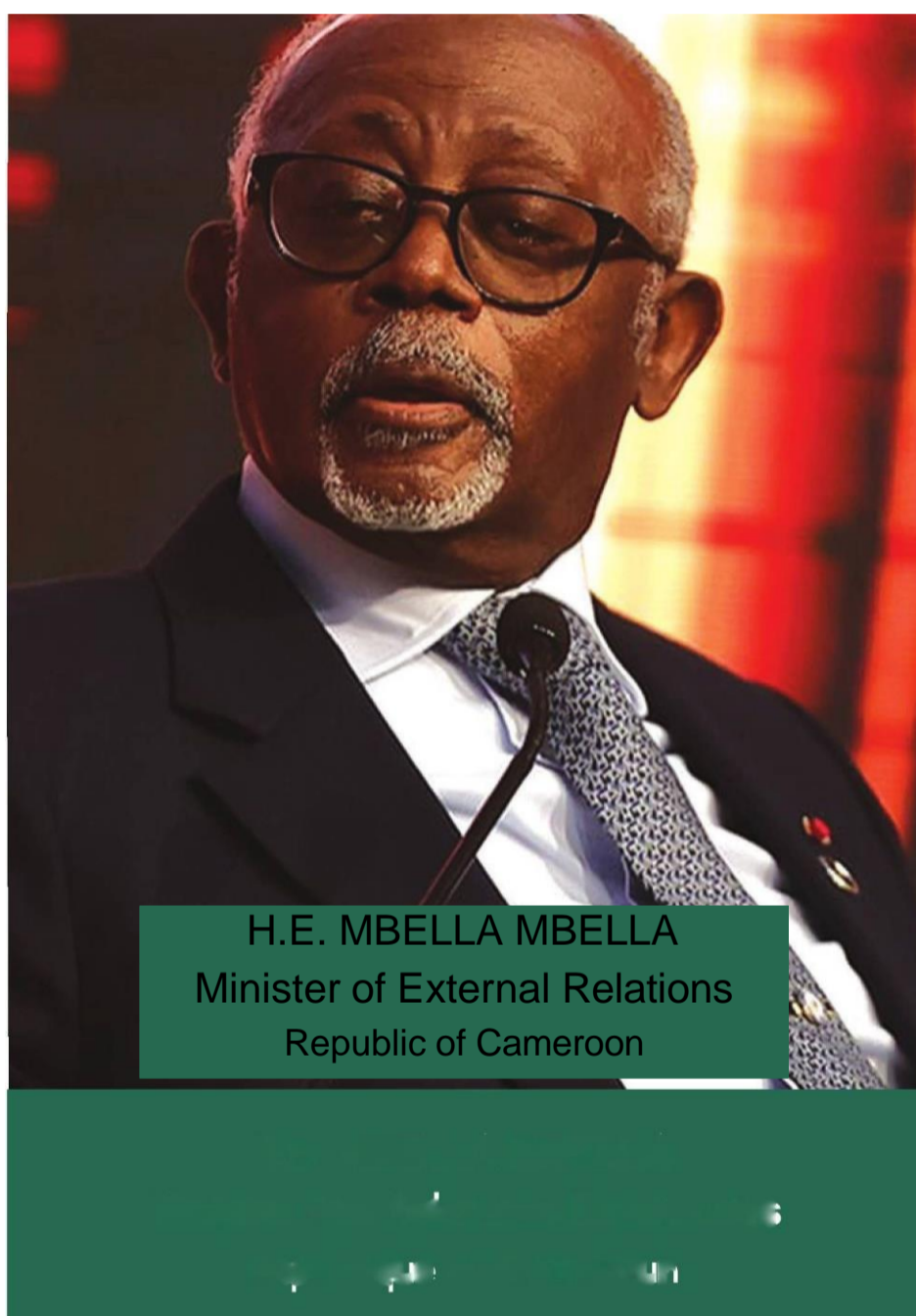
contact@cmaeociyaounde2024.cm



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1. WELCOME ADDRESS



H.E. MBELLA MBELLA
Minister of External Relations
Republic of Cameroon

Your Excellencies, Ladies and Gentlemen,

Distinguished Guests,

Esteemed Delegates,

Cameroon is honored to host the 50th Ordinary Session of the Council of Foreign Ministers (CFM) of the Organization of Islamic Cooperation (OIC), on August 29 and 30, 2024, under the leadership of H.E. PAUL BIYA, Head of State and Head of Cameroonian diplomacy.

It should be noted that it was by Resolution **13/49-LO**, adopted unanimously at the 49th CFM, that our country was designated to host this strategic OIC meeting on behalf of the African Group, thus confirming its commitment and attachment to the objectives and principles of the Islamic Organization, since its accession in 1974, 50 years today.

As usual, the Yaoundé meeting will serve as a forum for reflection on the implementation of the major guidelines formulated at the Islamic Summits, in particular the 15th ordinary session held in Banjul, Republic of the Gambia, on May 4 and 5, 2024.

The theme chosen for the 50th CFM is: ‘**development of intra-OIC transport and communication infrastructures: major instruments in the fight against poverty and insecurity**’. This theme is particularly topical at a time when the OIC is facing major challenges linked to the socio-economic development and security of its member states.

It is fully in line with the objectives of our common Organization, notably the promotion of economic and commercial cooperation between Islamic countries with a view to achieving economic integration leading to a common Islamic market as a guarantee of development and fulfillment for the peoples of the Islamic Ummah.

The Local Organizing Committee and the OIC General Secretariat are working in close collaboration and remain mobilized to ensure the Yaoundé CFM is a resounding success.

This guide will give you an overview of the practical information you need to take part in this strategic meeting of our joint organization.

With that in mind, I’d like to welcome you and wish you a pleasant stay in Yaoundé, the ‘**City of Seven Hills**’.



S.E. HISSEIN BRAHIM TAHA.
Secretary General, Organisation of
Islamic Cooperation



Yaoundé Seat of Institution

This guide is designed specifically for participants at the fiftieth Session of the Council of Foreign Affairs Ministers of OIC Member States scheduled **on August 29 and 30, 2024** in Yaoundé, Cameroon. It contains information related to administrative and logistical redeployment as well as all related procedures.

The information contained in this guide may be modified as preparations progress; should this be the case, subsequent notes will be issued in this regard and published on the following Session platform sites:

Session platforms:

www.oci-oci.org

www.cmaeciyaounde2024.cm

www.cmaeciyaounde2024.cm/accreditation

OIC General Secretariat website:

2. GENERAL ORGANIZATION

The management of matters concerning the Organization of Islamic Cooperation has been entrusted to a Directorate in the Ministry of External Relations, hereinafter referred to as the 'Directorate', in charge of organizing the fiftieth Session of the Council of Foreign Ministers of OIC Member States, in cooperation with the various Cameroonian public sectors and the Conferences Department of the OIC General Secretariat in Jeddah.

In this respect, the Directorate will make all protocol, organizational and logistical arrangements relating to accreditation, hotel reservations, transport and other related matters for Delegations.

For more information, please visit the website: www.cmaeociyaounde2024.cm

Diplomatic missions of OIC member states and other participants can contact the Directorate of Protocol, Ceremonial and Consular Affairs of the Ministry of External Relations via the following e-mail addresses: d11minrex@cmaeociyaounde2024.cm

For emergency assistance, please contact the focal points at the following addresses:

E-mail: contact@cmaeociyaounde2024.cm, pointfocal@cmaeociyaounde2024.cm, samira@cmaeociyaounde2024.cm; kammi@cmaeociyaounde2024.cm.

Telephone: + 237 222 204 505 / + 237 222 203035 / +237 222 207 915

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General Secretariat of the Organization of Islamic Cooperation:

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Phone: +966 126 515 222

Fax: +966 126 512 288

Email: bo.cabinet@oci-oci.org

3. PROTOCOL AND SECURITY

3.1 PROTOCOL MANAGER

To facilitate the flow of information and ensure better coordination of the activities of the Heads of Delegation, a Mission Attachée is appointed for each Delegation. The person designated as Mission Attachée will, where necessary, be assisted by a protocol officer, responsible for the Delegation's protocol and administrative arrangements. He or she acts as the focal point between the Delegation and the Ministry of External Relations.

3.2 SECURITY

In addition to the two above, each Head of Delegation is assigned a security officer and assistants to coordinate all security-related matters.

3.3 SECURITY AND PROTECTION OF VIPS

The Government of the Republic of Cameroon is primarily responsible for the security and protection of the Heads of Delegation and other Conference participants. Only one unarmed member of security is authorized to accompany the Head of Delegation during official ceremonies.

For further information on security issues, please contact:

E-mail: securite@cmaeociyaounde2024.cm

NB: It is forbidden to have weapons in the halls during official ceremonies.

3.4 PERMIT TO CARRY

The issuance of a temporary permit to carry a weapon on Cameroonian territory must be requested in advance through diplomatic channels, two (2) weeks in advance. The same applies to security personnel accompanying Delegations.

NB: it is forbidden to bring weapons into the official halls. In addition, it is strictly forbidden to use any equipment that would interfere with the communication systems of the Palais des Congrès Conference Hall and the Hall of the Special Commission.

4. ACCREDITATION

All participants in the Fiftieth Session of the Council of Foreign Ministers of OIC Member States must register on the electronic platform dedicated to the Session.

Participants will also receive personal, non-transferable badges on arrival.

Participants are asked to wear their personal badges visibly throughout the Conference. Only participants with badges will be allowed access to the Conference Center of the Palais des Congrès.

4.1 ACCREDITATION PROCEDURES

The platform can be accessed for registration and accreditation purposes at the following link: www.cmaeociyaounde2024.cm/accreditation

Each delegation must appoint an accreditation coordinator, and all delegation members must register via the platform. The protocol officer, or any other authorized person, will hand out badges to each Session participant on arrival in Yaoundé.

The coordinator of each Session is responsible for liaising with the Technical Accreditation Committee on all relevant matters.

The Technical Accreditation Committee requests participating delegations to provide the contact details of the coordinator of each delegation, before **August 16, 2024** at the following email addresses: accreditation@cmaeociyaounde2024.cm

Registrations via the platform are open from August 1 to August 25, 2024.

NB:

- Personnel badges are essential for security control, and their misuse can have security and legal consequences.
- If the badge is lost, the accompanying protocol officer must be notified immediately.
- The badge is for personal use only and is not transferable.

4.2 VEHICLE PASSING AUTHORIZATIONS

Vehicle passes are granted to participating delegations. For further information, please contact: pointfocal@cmaeociyaounde2024.cm

4.3 JOURNALISTS AND PRESS EQUIPMENT

Journalists must complete the registration form on the platform www.cmaeociyaounde2024.cm/accreditation in the media accreditation area to obtain the necessary accreditations and permits for themselves and their equipment, bearing in mind that journalists accompanying official delegations are registered by the coordinator of each delegation.

A press center will be set up inside the Palais des Congrès to provide journalists with optimum coverage of the CFM. This workspace will have all the equipment required to facilitate their work. Communication on social networks will be dedicated to this CFM.

For further information on media accreditation, please contact:

Mr. BOUNGUEN Hortense

E-mail: hortyongtokon@yahoo.fr
Phone: + 237 6 99 72 34 39
Whatsapp: + 237 99 72 34 39

4.4 PINS AND ACCREDITATION BADGES

Pins will be given to the Heads of Delegation, the Secretary General of the Organization of Islamic Cooperation and other invited personalities.

For other participants, access to the conference will be conditional on wearing:

- Blue badges for delegates;
- Green badges for organizers (OIC - MINREX);
- Black badges for security personnel;
- White badges for escorts.

4.5 ACCESS TO MEETING HALLS

Access to the Plenary session hall is reserved for Heads of Delegation + 4 only. On the other hand, access to the Special Commission Hall will be limited to Heads of Delegation + 2. It should be noted that only holders of blue and green pins and badges have access to the work halls.

5. PRIVILEGES AND FACILITIES

The Government of the Republic of Cameroon provides the Heads of Delegation, the Secretary General of the Organization of Islamic Cooperation, the staff of the General Secretariat and other participants with the following privileges and facilities:

5.1 Transport

The various delegations and participants will be provided with means of transport according to the following specifications:

Description

A delegation led by the Minister of Foreign Affairs

VIP vehicle with security + 1 motorcyclist

Buses will be available for other members of the Delegation

A delegation led by another personality

A luxury vehicle with a security guard + 1 ceremonial vehicle

Secretary General of the Organization of Islamic Cooperation

VIP vehicle with security + 1 motorcyclist

Ceremonial vehicle + 1 motorcyclist

Guest personalities

Luxury vehicle + security guard

OIC Assistant Secretaries General

Luxury vehicles for everyone

General Directors (OIC)

One vehicle for two people

Directors (OIC)

One vehicle for two people

Luxury minibus

Professionals:

Technical team members

Small bus

Light vehicles / 2 large buses / minibus

Other delegates

Transport (Airport - Hotel - Airport)

Delegates are informed that, for security reasons, the formation of the procession will be limited and access to security zones will be authorized by the Cameroonian authorities only for convoy vehicles.

Delegates or participants wishing to rent vehicles can do so through offices approved by local agencies.

5.2 Accommodation

The Government of the Republic of Cameroon grants privileges and facilitation to the following personalities:

Head of Delegation of Member States led by the Minister of Foreign Affairs

Suite + two standard rooms for members of the Delegation

Head of Delegation of a Member State led by another personality

Deluxe room + 1 standard room

Head of Observer State Delegation led by the Minister of Foreign Affairs

Suite + 1 room for the Member of Delegation

Head of Observer State Delegation led by another personality

Luxury room

High-ranking guest

Suite / Deluxe rooms

Secretary General of the Organization of Islamic Cooperation

Suite

The 25 members of the official OIC delegation (06 SGA, 06 DG and 13 Directors):

Luxury room

The 25 members of the OIC professional and administrative categories:

Standard room

Members of the Organization of Islamic Cooperation technical team

Standard room

Representative of a Muslim community

Standard room

Representative of a subsidiary organ of the Organization of Islamic Cooperation

Standard room

Representative of a University affiliated to the Organization of Islamic Cooperation

Standard room

Representative of a specialized institution affiliated to the Organization of Islamic Cooperation

Standard room

Representative of a Standing Committee of the Organization of Islamic Cooperation

Standard Room

Representative of an Islamic Organization or Association

Standard room

Delegates or participants can book additional rooms in hotels approved by the authorities (the list is specified on the platform), if they so wish.

NB: The Government of the Republic of Cameroon will cover the accommodation costs of the delegations, as indicated above, from August 28 to 31, 2024.

- The delegation will cover the costs of early arrival or extended stays.
- Should a delegation decide to book rooms in a higher category, the associated costs will be borne by the delegation
- Should a delegation decide to book rooms in a location other than the one allocated to it, the related costs will be borne by the delegation.
- Should a delegation decide to book rooms for additional members, the related costs will be borne by the delegation.

5.3 Booking System

The Government of the Republic of Cameroon will cover the costs of all Official Delegate bookings in the format indicated above. The Organizing Committee takes care of bookings for Official Delegates at the hotels listed below.

The accommodation costs covered being (1 + 2) for Member States and (1 + 1) for Observer States, the other members of the various Delegations will be able to stay at their own expense in the same hotels, subject to room availability, or they can refer to the recommended hotels in the list below.

For assistance or information, please write to the following e-mail address: hebergement@cmaeociyaounde2024.cm

5.4 HOTEL LISTS

A. LIST OF 4- AND 5-STAR HOTELS IN YAOUNDÉ TO ACCOMMODATE OFFICIAL DELEGATES OF THE 50th SESSION OF THE OIC CFM

| No. | NAME/CATEGORY | LOCATION | ADDRESS |
|-----|-------------------------------|----------------------|--|
| 01 | HILTON 5* HOTEL | Boulevard du 20 Mai | Tel : +237 650 00 29 29 / 675 90 19 57 www.hilton.com |
| 02 | DJEUGA PALACE 4* HOTEL | Avenue Narvick | Tel : +237 699 612 757 sales@djeuga.com reservation@djeuga.com |
| 03 | LA FALAISE 4* HOTEL | Avenue Marechal Foch | Tel : +237 222 22 06 16 / 679 62 34 37 lafalaiseyaounde.com hotel-la-falaise-yaounde.com |
| 04 | UNITED INTERNATIONAL 4* HOTEL | Centre Commercial | Tel: +237 222 22 47 45 / 699 23 17 81 / 680 96 80 96 info@unitedhotelinternational.com |
| 05 | FRANCO 4* HOTEL | Nlongkak | Tel : +237 222 20 13 08 / 691 10 28 90 / 651 99 95 25 www.francohotel.cm |
| 06 | SUITA 4* HOTEL | Bastos | Tel : +237 658 85 85 85 / 678 1 97 43 www.suita-hotel.com dircommc@suita-hotel.com |
| 07 | STAR LAND 4* HOTEL | Boulevard de l'URSS | Tel: +237 671 000 888 / 673 44 49 99 reservationsyaounde@starlandhotel.com www.starlandhotel.com |

B. LIST OF RECOMMENDED HOTELS FOR DELEGATES WHOSE ROOMS ARE NOT COVERED

| No. | NAME/CATEGORY | LOCATION | ADDRESS |
|-----|--------------------|-------------------|---|
| 01 | MONT FEBE 4* HOTEL | Mont Fébé | Tel: +237 222 21 40 02 +237 222 21 40 99 696 20 58 68 Email : mnyuyki@gmail.com www.hotel-montfebe.com |
| 02 | BOUN'S 4* HOTEL | Rue de Narvick | Tel: +237 691 00 06 00 secretariat@bounshotels.com www.bounshotels.com |
| 03 | MERINA 4* HOTEL | Carrefour SHO | Tel : +237 222 22 21 31 / 699 89 02 20 reservations@hotel-merina.com www.hotel-merina.com |
| 04 | DJEUGA APPARTS | Centre Commercial | Tel: +237 676 563 726 sales@djeuga.com réservation@djeuga.com |



HILTON Hôtel

<https://www.hilton.com/fr/hotels/yaohitw-hilton-yaounde/>



UNITED Hôtel

<https://unitedhotelinternational.com/>



Hôtel la FALAISE

<https://hotellafalaiseyaounde.com-cameroon.com/fr/>



Hôtel FRANCO

<https://www.hotel-franco.com/>



Hôtel STAR LAND

<https://www.starlandhotel.com/>



Hôtel MONT FEBE

<http://hotel-montfebe.com>



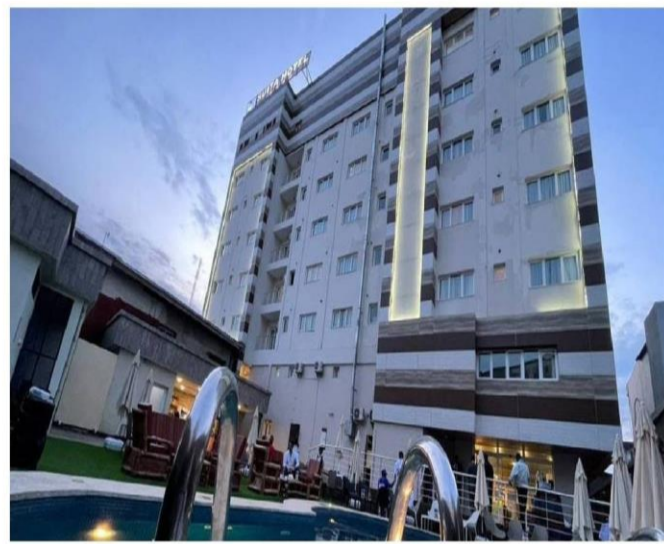
Hôtel MÉRINA
<https://hotel-merina.com/fr>



BOUN'S Hôtel
non disponible



Hôtel DJEUGA
<https://www.djeuga.com/>



Suita Hôtel
<https://suita-hotel-yaounde.hotelmix.fr>



DJEUGA Apparts
<https://www.djeuga.com/>

6. ARRIVAL AND DEPARTURE

All delegations will fly in and out of Yaoundé-Nsimalen international airport in Cameroon. However, should an Official Delegate be travelling on a commercial flight landing in Douala, he/she is kindly requested to make himself/herself known so that the Protocol and Consular Office in Douala can take the necessary steps.

6.1 FORMALITIES ON ARRIVAL

- a) Protocol officers will welcome the Heads of Delegation, the Secretary General of the Organization of Islamic Cooperation and invited personalities;
- b) Protocol staff will welcome and guide other participants;
- c) Offices will be allocated to enable participants to carry out security procedures;
- d) An office will be set aside for sanitary procedures;
- e) Baggage handlers will assist participants in collecting and transporting their luggage;
- f) The VIP lounge is reserved for VIPs.

6.2 OVERFLIGHT CLEARANCES

Delegations travelling on private flights are requested to send their flight plans by Note Verbale no later than 72 hours before arrival. Overflight clearance and landing authorizations for official, private or leased aircraft should be addressed to the following e-mail address: **j.stanislasoyono2@cmaeociyaounde2024.cm**. In addition, requests for diplomatic overflight clearance and landing authorizations must be formally submitted via an Official Note Verbale addressed to the Cameroon Ministry of External Relations through diplomatic channels.

For any further inquiries concerning arrival procedures at Cameroon airports, please write to the following e-mail address: **j.stanislasoyono2@cmaeociyaounde2024.cm**

6.3 VISAS AND STAY PROCEDURES

Delegation members will receive courtesy visas on request from Cameroon's Diplomatic Missions abroad, or visa authorizations (QR Code) that will enable them to obtain their visas on arrival at Cameroon airports.

Delegations should therefore apply for their visas either at the Diplomatic Missions in their country or at the Diplomatic Mission covering their country, or at the Ministry of External Relations at the address: **visas@cmaeociyaounde2024.cm** following the procedure below:

- Note verbale requesting a visa;
- Mission Order;
- Copy of passport;
- Proof of accreditation.

For other participants applying for an entry visa (the list of countries whose nationals are visa-exempt is indicated on the platform), they can obtain it online at www.evisacam.cm, subject to payment of the visa fee and uploading the required documents. (Cf. list of Cameroonian embassies able to issue visas according to participants' countries of origin).

6.4 Departure

Protocol staff will be on hand at the airport to assist Heads of Delegation and the Secretary General with departure formalities. Check-in desks have been set up for delegations departing from Yaoundé-Nsimalen or Douala international airports, to help them move around and register their belongings.

Heads of delegation, the Secretary General of the Organization of Islamic Cooperation and invited VIPs will have access to the airport's VIP lounge.

7. RECEPTION AND MEETING VENUE

The Directorate of Protocol, Ceremonial and Consular Affairs of the Ministry of External Relations will welcome Heads of Delegation, the Secretary General and guests of honor at the meeting venue at the times indicated in the agenda, and will seat them in the hall.

8. MEDICAL SERVICES

The health authorities of the Republic of Cameroon will provide medical and sanitary coverage throughout the Conference. All cases requiring hospitalization will be transferred to the specialized hospitals listed below:

| GENERAL HOSPITAL | CONTACT INFORMATION |
|---|--|
| HOPITAL CENTRAL DE YAOUNDE | Tel: (+ 237)222 23 40 20/222 21 20 20 |
| YAOUNDÉ GENERAL HOSPITAL | Tel: (+ 237)222 21 20 20 / 222 21 20 19 /222 21 |
| NGOUSSO GYNECOLOGICAL-OBSTRUCTURAL HOSPITAL | Tél: (+ 237) 242 059 294 / 222 212 433 / 222 212 |
| CURY: YAOUNDÉ EMERGENCY CENTER | Tel : (+ 237)222 22 25 25/ 699 82 82 55 / 677 |
| POLYCLINIQUE DU PALAIS SARL | Tel :+237 698 009 899 /679 713 816 / 222 219 |
| POLYCLINIQUE MEDICOCHIRURGICALE | Tél: + 237 22 22 85 72/ 690 071 379 |
| "CHU": University hospital | Tel: (+ 237) 222 31 25 65/ 222 31 25 36 + 237 22 |
| LE JOURDAIN MEDICAL CENTER | Tel: +237 656 340 165/222 22 45 33 / 222 23 |

The airport, the conference venue and the hotels where participating delegations will be staying will also be equipped with emergency medical facilities. A health guide will be prepared with a list of compulsory and recommended vaccines and other conditions for entering Cameroon with medication.

9. GENERAL INFORMATION

9.1 Telecom Operators

Participants can choose between the following mobile operators:

- Camel – Orange Cameroun - MTN

All the telecom operators mentioned provide an Internet service.

However, activation of any new SIM requires registration of the user's identity, in accordance with the laws in force in Cameroon, and the registration process takes place when the SIM card is purchased using the passport.

9.2 Currency and banking services

The currency of the Republic of Cameroon is the CFA Franc (FCFA). There is a fixed parity CFA / EURO (EUR 1 = FCFA 650). However, exchange rates are volatile when it comes to other currencies.

Currency exchange is available at major banks and hotels designated to host conference participants.

Exchange

Most banks open their doors between 8 a.m. and 5 p.m. Some adopt a half-time system, with a break between 12:00 and 1:30 p.m., closing at 5:45 p.m. Some banks remain open non-stop between 8 a.m. and 4:30 pm. Some don't open on Mondays. Most commercial banks accept the following credit cards:

- o Visa
- o Master Card

9.3 Weather

The 50th CMAE coincides with a very wet period. In August, the weather is mild, with temperatures fluctuating between 21 and 26 degrees Celsius. On any given day, they can drop to 18° C and rise to 32° C.s

9.4 Time

The time in the Republic of Cameroon is Greenwich Mean Time (GMT+1).

9.5 Electric current

Cameroon uses 220-volt electricity at a frequency of 50 Hz.

9.6 Emergency services

In case of emergency, please refer to the toll-free numbers listed below:

- o Civil protection. 222 214 606
- o National Gendarmerie..... 1501
- o Ambulance ('SAMU')..... 119
- o Police 117
- o Firefighters..... 118

9.7 Working hours

Offices are open from 7:30 a.m. to 3:30 p.m., Monday to Friday.

The main malls are open every day from 8 a.m. to 10 p.m.

9.8 Local Cuisine

In addition to international cuisine, Cameroon is an Africa in miniature even in culinary terms, offering a wide variety of local cuisine, generally based on meat, fish and vegetables. However, ndolè can be considered Cameroon's national dish. Other well-known dishes include Eru with waterfufu, corn/manioc/rice couscous in okra sauce with beef or fish, and so on. Chikwangué, commonly known as manioc stick with braised fish, plantain French fries, potato French fries and others are also present in most regions of the Republic of Cameroon, which also abounds in a variety of pleasant teas, the best coffee and several varieties of milk.

9.9 Tourist attractions

Conference participants are invited to take advantage of their stay in Cameroon to visit the country's renowned touristic attractions. The city of Yaoundé is overhung by Mont Mbankolo, the Monuments of Reunification, the National Museum, the Ethnographic Museum, the Sainte Anasthasie Woods, the International Handicraft Center of Yaoundé, etc., are among the must-see attractions when visiting Yaoundé. Other wonders are to be found throughout the country, such as Mount Cameroon, the towns of Kribi and Limbé with their beautiful beaches, and the many wildlife parks scattered throughout the country.

9.10 Places of worship and times

A special Muslim prayer area has been set up in the Palais des Congrès' rear courtyard parking lot. To access it, the faithful must cross the Great Hall, where the Café office is located. The current times for the 5 daily prayers are: Subh 5H30; Duhr 13H00; Asr 15H40; Maghrib 18H30; Isha 19H30.

In the city of Yaoundé, the main places of worship are :

- Islamic Complex of Tsinga (opposite Palais des Congrès);
- Notre Dame des Victoires Cathedral (Poste Centrale crossroads);
- Evangelical Church of Cameroon (behind the Palais des Sports)
- Orthodox Church of Cameroon (Bastos opposite the Turkish Embassy)





MINISTRY OF EXTERNAL RELATIONS
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