UCAC
Université Catholique d'Afrique Centrale

International Conference on the role of Academia in Promoting and Protecting Child Rights

unicef for every child

Administrative Note

AD MI NISTRATIVE NOTE
International Conference
The Role of the University in the Promotion and Protection of the Rights of the Child
19-20 November 2025 – Yaounde, Cameroon

Welcome to Yaoundé!

Welcome to Yaoundé, the "city of seven hills "and to UNICEF Cameroon Country Office. The purpose of this administrative note is to give you some key information for your stay in Yaoundé.

1. **Meeting Venue**



The conference will be held at the Catholic University of Central Africa (UCAC), on Ekonou campus in Yaounde. The distance from Yaounde International airport to the UCAC Ekounou campus is approximately 26 km, 45 mins by car depending on traffic situation at that moment.

2. **Travel:**



All participants should arrive in Yaoundé no later than Tuesday, 18 November to allow time to get to their respective hotel before the conference starts on Wednesday, 19 November.

UCAC buses will provide free transport from Yaoundé Nsimalen International Airport to participants' hotels.
Taxis are also available at the airport starting from 5,000 XAF for one way from airport to hotels.

3. **VISA and Immigration**



UNLP holders: All UNLP holders must apply for appropriate Cameroon VISA from the Cameroon Embassy in your location prior to their travel to Cameroon. Visa on arrival is NOT an option for all UNLP holders. The UNLP must be valid for 6 months beyond the end of mission and participants are strongly recommended to travel with both UNLP and valid national passport.

Non UNLP holders: All other participants travelling with national passports should liaise with the Embassy of Cameroon or Consulate in your respective countries. Please note all participants travelling with national passports will need a passport valid for 6 months from the date of entry into Cameroon.

Vaccination against yellow fever is required.

The Government of Cameroon requires proof of yellow fever vaccination at the airport, in particular if you are traveling from a country with risk of yellow fever.

Addition information on VISA entry for Cameroon is available in annex 1. You will apply for the visa online available on the following links: https://www.evisacam.cm / https://www.visa-office.fr/visas/evisa-cameroun

For questions relating to the Cameroon visa and note verbal to facilitate a visa, please contact Ms. Marie Noelle Sosso Mounga, msossomounga@unicef.org

4. **Daily Substance Allowance and accommodation:**



The current UNICEF daily allowance rate for Yaounde is 125,000 XAF. Please note that participants shall pay for the accommodations (room including breakfast) directly to the hotel.
The Office has several arrangements with hotels in Yaoundé. (Please see the list of hotels attached to this administrative note). Kindly share with the Admin team your hotel preference, the office will assist you in making the booking. Requests for modifications or another special arrangement should be coordinated directly with the hotel by the consultant.
You can contact our Administrative Team by CAM-Admin_Section@unicef.org to support you in making the hotel bookings.

5. **Meals:**



Lunch and coffee/tea breaks are included for the two days of the conference. Additionally, a conference dinner will be offer on Thursday **evening.**

6. **Registration:**



Participation in the International Conference on the Role of Universities in the Promotion and Protection of Child Rights will be subject to prior registration.
An online registration form will be available from **1 September 2025** on the following link:
👉 https://ucac-icy.net/unicef-ucac-conference-droits-enfant-afrique-2025/

Registrations will close on **30 October 2025**, subject to availability of places.
Participation is free of charge and primarily reserved for representatives of universities, public institutions, civil society organizations, international agencies, and youth networks. Participants will receive an official confirmation by email, along with relevant logistical information.

Badges will be distributed on **19 November 2025** at the campus of the Catholic University of Central Africa, Yaoundé.

7. Exchange rate



The currency used in Cameroon is CFA Franc (XAF).
The dollar rate is $US 1 = XAF 558.499, daily fluctuations – as of October 1st 2025. Currency exchange facilities and automatic bank machines (ATMs) are close to the Conference venue.

8. Weather



November in Yaoundé usually brings high temperatures around 29 °C and heavy rainfall might occur.

9. Safety and Security



Due to the security situation in the region, participants should be particularly vigilant and strictly observe the safety recommendations, including the advice of travel restrictions in areas at risk. It is recommended to exercise vigilance and avoid places of high human concentration.

Please find the contact of UNICEF.
Joaquim Paiva Sobreiro
Country Security Manager UNICEF Cameroon
Cell phone +237 656 030 400 | (WhatsApp) +237 656 030 400
jpsobreiro@unicef.org
UNDSS
Radio room's number: 697 03 55 54

Medical Contact Information
Please find list of hospitals in Yaoundé and their payment modalities in Annex 2. There is no cash less hospital in Yaoundé therefore staff are expected to pay their medical bills and request reimbursement from Cigna.
Please find the contact details of the UN dispensary and their address:

UN Medical Doctor
Dr. Ahmet Secka
Cell: (237) 672 11 52 48
Email: ahmet.secka@one.un.org
Assistant : Philomène Oumarou

Cell: (237) 677 226 227
Email: Philomene.oumarou@one.un.org

10. Contacts



Nadine Perrault
Representative
Phone: (237) 222 223 182
E-mail: nperrault@unicef.org

Juliette Haenni
Deputy Representative Program
Cell: (237) 697 412 221
E-mail: jhaenni@unicef.org

Khaled Halouane
Deputy Representative Operations
Cell: (237) 698 10 40 21
E-mail : khalouane@unicef.org

UNICEF OFFICE
Cameroon Country Office
P.O. BOX 1181 YAOUNDE
Visitors' address :
Boulevard de l'URSS, Rue 1801
Bastos Quarter behind
Embassy of Spain
Telephone +237-222 223182
Facsimile +237-222 231653
www.unicef.org

Laure Annie Atangana-Menounga
Local Staff Association Chair
Cell: (237) 675 29 69 17
E-mail : latangana-menounga@unicef.org

Informations on VISA entry to Cameroon

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Annex 1 – Information on VISA entry to Cameroon

NOTE : **Visa for entry into Cameroon is mandatory even with a United Nations UNLP.**

Travel Authorization is mandatory to complete your trip. The elements for initiating TA are Security clearance and Medical Clerance.

INFORMATIONS RELATED TO VISA

If you are traveling to Cameroon, you will apply for the visa online available on the following links: https://www.evisacam.cm / https://www.visa-office.fr/visas/evisa-cameroun

Processing delays are 72 hours in principle for normal formula. Visa applications in the "express" formula, requires extra fees. They are processed within 1 day upon receipt of the complete files.

When pre-enrolling online at https://www.evisacam.cm , the cost is between 100,000 XAF and 200,000 XAF depending on the type of visa (normal or express).

Persons holding diplomatic/UNLP passports are exempt from paying visa fees.

- ⇨ Persons holding diplomatic passports/UNLP must contact the Cameroonian Embassy in the country of residence or the nearest country to facilitate obtaining a visa free of charge. When you receive a favorable response from the Embassy, you will be able to travel to Cameroon.

- ⇨ When you have processed your visa application through the eVISACAM platform, a QR code will be generated after payment and you will present it at the airport upon arrival for the sticker on the passport/UNLP.

- ⇨ For persons with a contract with UNICEF, once you are on duty, when the visa expires, the Administration Unit will assist you in extending your visa. The type of visa granted to you is the courtesy visa, for professional reasons.

DOCUMENTS REQUIRED to apply for visa online:

- Vaccination card
- Ordinary passport copy (if you do not hold a UNLP)
- Copy of UNLP
- Copy of Note Verbale for approval of to work in Cameroon
- Flight itinerary
- Note Verbale or letter of invitation

IMMIGRATION / RECEPTION AT THE AIRPORT IN CAMEROON

- ⇨ Upon landing, you will be directed to the eVisacam hall for checking of your travel documents and complete the visa formalities then fixing the visa sticker to your passport / UNLP.
- ⇨ Be prepared to be asked the usual immigration questions. (Have your documents on hand). Be Courteous and Cooperative!
- ⇨ After the immigration service, before collecting your baggage, you may be asked for your yellow vaccination card to verify the yellow fever vaccine.
- ⇨ Collect your luggage. Luggage carts are free, but airport baggage handlers may insist on helping you and it is not free of charge.
- ⇨ Do not leave your luggage unattended!!!
- ⇨ Before leaving, your luggage will be checked by various services. Show your UNLP (if you have it).
- ⇨ A driver will welcome you at the exit of the Arrivals Hall and drop you off at your preferred hotel or residence.

Annex 2 - List of hospitals in Yaoundé Hospitals

Hospital	Address	Contacts
Fondation Chantal Biya Mère et Enfant	Messa, Rue Henri Dunan	242 22 20 00
Hospital Bethesda	Bastos	242 11 72 77
Hôpital Central de Yaoundé	Centre-ville	222 23 20 82
Hôpital de la Caisse (Centre hospitalier d'Essos)	Essos	242 23 60 34/35
Hôpital Général de Yaoundé	Ngousso	222 21 20 15
Hôpital Gényco Obstétrique pédiatrie	Ngousso	222 21 24 31/33 242 05 92 34
CHU	Total Melen	242 31 04 04
Hôpital Jamot de Yaoundé	Mballa II	222 20 43 90
Hôpital CMS	Quartier de la vallée	670 91 46 74
Centre Médical le Jourdain	Rond-point Nlongkak	242 008 810 / 656 340 165 / 678 276 654 / 697 700 000
Centre Médical la Cathédrale	Quartier Fouda	242 656 972 / 698 401 871
Centre Médical Lamat	Omnisport	222 212 840 / 698 089 999 / 699 909 129

Full list of recommended hospitals is found through CIGNA Website at **www.cignahealthbenefits.com.**

Annex 3 - Restaurants in Yaoundé

Restaurants Names / Prices	Location
Restaurant La Salsa Yaoundé - Cuisine du monde - Menu from 10.000 FCFA	Rond-Point Bastos Tel. +237 222 01 01 01
Restaurant Chez Wou Yaoundé - Cuisine chinoise - From 14.000 FCFA	Quartier Bastos – Tel : +237 222 20 46 79
Restaurant Le Bois Sainte Anastasie Yaoundé -Cameroonain - Buffet from 5.000 FCFA	Rue Sébastien Essomba, centre de Yaoundé, à côté de Mahima - Tél. +237 22.05.48.22
Restaurant La Terrasse Yaoundé – European meals - From 5.500 FCFA	Camp SIC Hippodrome Tél. +237 222 22 66 08
Restaurant Le Café de Yaoundé - Italian From 7.500 FCFA	Camp SIC Hippodrome – Tél. +237 222 22 85 94
Restaurant La Maison de Corée – Asian meals	Hippodrome Quarter – Tél. +237 222 23 43 08
Restaurant Pizza Roma - Pizzas - From 5.000 FCFA	Carrefour Bastos Tél. +237 699 33 33 33
Restaurant Don Quichote Yaoundé - European - From 6000 FCFA -	Avenue Churchil , Tel +237 679293020
Restaurant La Maison blanche Yaoundé – Rosted Fish - From 2.500 FCFA	Montée Mvog Ada

Annex 4 - Hotels recommended by UNDSS

VILLE	NOM	TELEPHONE	e-mail	TARIFS
YAOUNDE	Starland Hotel	672 11 11 11	sales@starlandhotel.com	
	Djeuga Palace	676 56 37 26	sales@djeuga.com	
	Hilton Hotel	650 00 29 29 / 677 674 892	reservations.yaounde@hilton.com	76,000
	Hotel Mont Febe	696 20 58 68	mnyuyki@gmail.com	68,000
	Merina Hotel	699 89 02 21	directeur@hotel.merina.com	
	Congress Hotel	683 89 51 89	annelaurenguiele.chyc@gmail.com	
	Complexe Mundi	678 78 54 00		

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	Boun's Hotel	695 99 50 61	reception@bounshotels.com	
	Residence Hoteliere Micheline et Emile	696 81 65 87	kouamloick4@gmail.com	
	United Hotel Mbankomo	677 64 08 63	info@unitedhotelsgroup.com	
	Suita Hotel	695 90 72 22	directeur-general@suita-hotel.com	
	Hotel Franco	697 82 81 36	samanthatchato@yahoo.fr	
	Felicia Hotel	699 75 19 25 / 694 84 93 59	reservations@feliciahotel.com	
	RESIDENCE FLAMANT ROSE	677 76 64 09/691 87 21 45	ngarose92000@gmail.com	
	RESIDENCE RACHOL			
	LE Lagon Club et Affaires	691 41 6172	sales@lagonclub.com	
	LUXTRAL HOTEL	651 80 90 21		
	UNITED INTERNATIONAL S.A	659 00 48 70	jean.biyo@unitedhotelinternational.com	
	JC PRESTIGE HOTEL			
	Albatros Premium Hôtel	640 297 009 / 677 646 908	management@albatroshotel.cm	