



PRACTICAL INFORMATION FOR PARTICIPANTS

19th Meeting of Parties of CBFP

Libreville - Gabon

5 to 8 July 2022

Conference venue

Radisson Blu Okoumé Palace Hotel

Boulevard de Nice, 5

Libreville, Gabon

Phone: +241 11 44 80 00

Website: [Hotels Radisson Blu Okoume Palace](https://www.radissonblu.com/hotels/radisson-blu-okoume-palace-libreville)

Registration

Registration for the meeting will take place on the following days at the Radisson Blu hotel on the 1st floor in front of room Libreville 1:

- **3 July 2022** from **10am to 1pm** and from **2pm to 6pm**
- **4 July 2022** from **10am to 1pm** and from **2pm to 6pm**
- **5 July 2022** from **7:30am to 1pm** and from **2pm to 6pm**
- **6 July 2022** from **7:30am to 11am** and from **2pm to 6pm**
- **7 July 2022** from **7:30am to 11am**
- **8 July 2022** from **7:30am to 11am**

The meeting will start at 8:30 a.m. on Tuesday morning at Libreville 1+2 at the Radisson Blu hotel.

Access to the meeting rooms and conference venue is only permitted upon presentation of access badge and photo ID document. Controls will be carried out during the entire time of the conference.

You must wear your badge and carry a photo ID document with you at all times.

Shuttle between conference hotel and other hotels

A complimentary shuttle service will navigate between the hotels listed on the hotel list and the Radisson Blu hotel on meeting days.

In order to use the shuttle, please show your invitation letter or conference badge to the driver.

The shuttle will circulate regularly. The departure times will be displayed at the reception of the hotels.

Internet

Access to internet is complementary at the Radisson hotel and in the meeting rooms.

Weather information

July is a warm summer month, with average temperature varying between 22.5°C (72.5°F) and 26.5°C (79.7°F). The average relative humidity in July is 82%.

The standard time zone is UTC+1 hour.

Plugs

Please note that you might need a plug-adaptor.

In Gabon the power plugs and sockets are of type C. The standard voltage is 220 V and the standard frequency is 50 Hz.



Currency

The Currency in Gabon is the Central African CFA Franc, XAF.

1 Dollar = 609.39892 XAF

1 Euro = 655.957 XAF

Health information

If you need to take regular medications, we kindly ask you to bring them in sufficient quantities.

Vaccination against **yellow fever** is required. Please make sure to bring your vaccination record with you, otherwise you may not be granted entry to the country.

Covid

Please note that no proof of negative pre-departure COVID-19 test result is required to enter Gabon. We do however strongly recommend that you carry out a test (either PCR or rapid test) prior to departure in order to ensure not only your safety and wellbeing but also the wellbeing of other meeting participants.

Please check if a Covid-19 test is required in your country in order to fly out.

The Gabonese government will carry out complimentary tests upon your arrival at Libreville airport.

Travelers are required to wear masks in indoor public places. Please make sure to bring your own masks with you.

For those who need of a PCR test in order to fly back home, there will be a complimentary test station at the Radisson Blu hotel where tests can be done. Please inform yourself whether you need a test and under what conditions.

This test station can also be used if you want to carry out a rapid test during the meeting.

Documents

Pre-session

In order to minimize the environmental impact of the meeting, participants are kindly asked to either bring their own copies of the meeting documents or to use paperless versions as printed copies will not be provided on site.

In-session

The organizers will display the agenda and floor plans in strategic places at the conference venue. All in-session documents will be posted on the event website at the end of the meeting.

Travel expenses and subsistence allowances (funded participants only)

According to the GIZ travel regulation, funded participants are entitled to receive travel allowances to cover additional expenses when participating at meetings financed by the GIZ. The GIZ regulations are based on the German income tax law. The compliance of GIZ projects to the travel regulation is central part of the annual internal control and external revisions.

The reimbursement of travel expenses covers the reimbursement of the travel expenses directly incurred on a business trip in relation to:

- travel costs;
- additional expenses for meals;
- costs of overnight accommodation;
- ancillary costs.

The meal and accommodation allowances are fixed by the German government each year for every country in the world.

The meal allowance is split in two rates: the full rate for an absence of a full day and a reduced rate for an absence of less than 24 hours from home. The reduced rates apply normally on the day of departure and return.

Meals which are provided to the participant free of charge as usual subsistence on the occasion of or during the meeting, either from GIZ or from a third party at GIZ's instruction must be stated accordingly in the travel expense account. The full meal allowances shall be reduced based on the statutory provisions of the regulations governing how meal expenses are handled for tax purposes (for breakfast 20%, 40% in each case for lunch or evening meal). This reduction is made regardless of whether meals are actually consumed.

Any meals provided free of charge in an aircraft must always be specified in the travel expense account.

According to the GIZ regulation this means that in case half board is provided at a GIZ meeting, there will be a deduction of 60% from the lump sum which the participant is entitled to receive. In case that full board is provided, there will be a deduction of 100% from the lump sum which the participant is entitled to receive. No additional meals allowances will be paid in this case.

Please note that the deduction is always calculated based on the full day rate.

Deductions for food provided (based on the lump sums for Gabon)

- Breakfast: deduction of 20%, this corresponds to a deduction of 10,40 EUR from the amount to be perceived
- Lunch: deduction of 40%, this corresponds to a deduction of 20,80 EUR from the amount to be perceived



- Dinner: deduction of 40%, this corresponds to a deduction of 20,80 EUR from the amount to be perceived

According to GIZ regulations, payment will be made in FCFA as follows:

- Perdiem on meeting days (5, 6, 7 and 8 July): 52 Euros (34.109 XAF)
- Perdiem on travel days: 35 Euros (22.958 XAF)
- Accommodation / overnight package: 92 Euros (60.348 XAF)

All payments will be rounded down to 5 XAF

Payment will be made at the venue of the meeting on

7 July from 10am to 6pm

8 July from 8am to 6pm

A schedule with the time slots for participants will be displayed at the venue.

Please provide your boarding passes and the original of your mission order to justify the various payments. Please note that any eligible refund according to GIZ procedures (visa fees, transport in the country of origin between your home and the airport, airport taxes or other ...) requires the presentation of an **original receipt**. Travel by private vehicle between home and the airport and the use of a driver must be authorized in advance by GIZ. If you are not sure if an expense qualifies for a refund, please contact the organizer prior to the event.

Receipts must contain at least the following information in order to be accepted: full contact details including phone number of service provider, date, amount and currency, detailed description of service rendered. The receipt must contain information as well if the service was paid for, otherwise please make sure to have proof of credit card payment or wire transfer with you.

The GIZ reserves the right to refuse receipts if they do not fulfill the required criteria. The Director Administration and Finance of GIZ who is responsible for Gabon will be present. In case of dispute concerning reimbursements, he will take the final non disputable decision.

Participants staying at the Radisson or Park Inn Hotel: Please make sure to pay your extras prior to departure (minibar, restaurant, bar, laundry, phone, etc.). The GIZ will only cover accommodation including breakfast for your entire stay as well as lunch on meeting days.

Your contacts before and during the meeting

For all organizational and support questions, please contact:

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