



# INTERNATIONAL TROPICAL TIMBER COUNCIL

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FORTY-NINTH SESSION  
25-30 November 2013  
Libreville, Gabon

## GENERAL INFORMATION NOTES

### GENERAL

1. At the cordial invitation of the Government of the Republic of Gabon, the Forty-ninth Session of the International Tropical Timber Council (ITTC) and the associated Sessions of the four Committees are scheduled to be held at the Héliconia Garden Hotel in the city of Libreville, Republic of Gabon, from 25 to 30 November 2013. Brief information about the Republic of Gabon and Libreville can be found in Annex I to this document.
2. Placed under the High Patronage of His Excellency Ali BONGO ONDIMBA, President of the Republic and Head of State of Gabon, the Opening Session will commence at 10:00 hours on Monday, 25 November 2013 at the Héliconia Garden Hotel. Several Ministers from other countries, particularly those in Africa, as well as local dignitaries will also be attending the Opening Session. Delegates will have to be seated in the hall by 09:30 hours for this Session.

### CREDENTIALS

3. In conformity with the decision of the Council, credentials of all delegations should be issued by the competent authorities, specifically the Ministry of Foreign Affairs or the accredited diplomatic mission in the country of the headquarters of the Organization (Japan) or in the country hosting the Session (Gabon). These Credentials should be submitted, in original form, to the Executive Director of the ITTO at least one week before the beginning of the Session. Please note that credentials sent by fax or e-mail will not be accepted.
4. Persons who wish to attend the Sessions of the Council and its Committees as Observers should submit, together with the "Application Form for Participation", a letter addressed to the Executive Director of ITTO, and issued by the Executive Head of the Organization/Agency/Institution which they represent, authorizing their representation at the Sessions. As stipulated in Rule 4 of the Council's Rules of Procedures, admission to attend Sessions of the Council and/or of its Committees is subject to approval by the Council.

### REGISTRATION

5. All participants attending the Sessions are required to register. Registration facilities will be opened at the Héliconia Garden Hotel in accordance with the following schedule:

24 November 2013 (Sun.)	14:30 – 17:00 hours
25 November 2013 (Mon.)	08:30 – 12:30 hours 15:30 – 17:00 hours
26 November 2013 (Tue.)	08:30 – 12:30 hours 15:30 – 17:00 hours

For late registration, after 27 November 2013, please contact the ITTO Secretariat office located inside the Héliconia Garden Hotel.

6. For purposes of identification and security, all participants are requested to display the identification badges issued to them during all meetings of the Council and its Committees as well as at all official functions. Badges will be issued at the time of registration in five colours:

- |       |               |   |                       |
|-------|---------------|---|-----------------------|
| (i)   | White badges  | - | Members;              |
| (ii)  | Yellow badges | - | Permanent Observers;  |
| (iii) | Pink badges   | - | Observers;            |
| (iv)  | Green badges  | - | ITTO Secretariat; and |
| (v)   | Blue badges   | - | Authorized invitees.  |

## **VENUES OF MEETINGS**

7. All meetings of the Council and Committees will be held at the Héliconia Garden Hotel. Detailed room allocation will be announced in due course.

8. Schedules and venues of meetings will be posted on the notice board in front of the Plenary Hall. All participants are advised to consult the notice board for the most up-to-date schedules of meetings which may be amended or revised by the Chairperson of the Council at short notice to suit the changing circumstances. Please check regularly the pigeon boxes (one for each delegation) which are placed in front of the Plenary Hall for individual messages and the latest documents which are issued during the Session.

## **IMMIGRATION, HEALTH AND ENTRY REQUIREMENTS**

9. Delegates are advised to contact the nearest Embassy/Consulate of Gabon for information and/or confirmation on visa requirements. Participants to the 49<sup>th</sup> Session of ITTC are to ensure that their passports have a period of validity in excess of three months after the date of entry into Gabon, and a return ticket for their exit of the Gabonese territory.

10. The Government of Gabon may also assist with the issuance of visas on arrival at Libreville International Airport for nationals from countries where there is no Gabonese diplomatic mission. In this case, full name of the delegate (as registered on the passport) and passport details (passport number, issuing authority, dates of issuance and expiry) as well as the scheduled dates of arrival/departure should be communicated to the ITTO Secretariat by submitting the Request Form for Issuance of Visa Upon Arrival at the address indicated in paragraph 13 below by 25 October 2013 at the latest. Please note that assistance cannot be guaranteed in facilitating issuance of entry visas to delegates upon arrival if the information requested as indicated is not communicated to the ITTO Secretariat by this deadline.

11. Certificates of vaccination against yellow fever and cholera are required for all persons entering into Gabon. This certificate is a prerequisite for application for an entry visa to Gabon. Travelers to Gabon may also wish to take precautions against malaria with prophylaxis such as "mefloquine" or similar medicines.

## **ACCESS TO LIBREVILLE, GABON**

12. Most international airlines, including Air France, Ethiopian Airlines, Royal Air Maroc, Lufthansa, Turkish Airlines, etc. fly to Libreville. Air traffic is always busy during the period of the ITTC Session and thus participants are advised to secure confirmed return air passages prior to their departure for Gabon. Delegates without prior confirmation are strongly advised to confirm as soon as they arrive in Gabon. There will be no travel services available at the site of the Council Session, however, assistance will be provided.

## COMMUNICATIONS

13. All correspondences concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Participation (of Observers) should be marked "**ITTC 49TH SESSION**" and forwarded to the following address:

The Executive Director  
International Tropical Timber Organization (ITTO)  
International Organizations Center, 5th Floor,  
Pacifico-Yokohama, 1-1-1, Minato-Mirai, Nishi-ku  
Yokohama 220-0012, Japan

Facsimile No.: (81-45) 223-1111  
Telephone No.: (81-45) 223-1110  
E-mail: [itto@itto.int](mailto:itto@itto.int)

14. All mail intended to be forwarded to participants may also be sent to the same address with the envelope bearing the name of the participant and the Country or Organization he/she represents.

## DOCUMENTS

15. During the Sessions, only limited number of documents will be available at the document distribution desks at the conference site. Therefore, all participants are requested **to bring complete sets of the documents** distributed prior to the Sessions. Documents for the Session will also be available on the ITTO website <http://www.itto.int>

16. Documents which participants wish to circulate should be handed to the ITTO Secretariat at least 24 hours before the scheduled time of distribution. A minimum of 150 copies is required to ensure distribution to all delegations and representatives.

## AUDIO-VISUAL PRESENTATIONS

17. Participants who wish to make audio-visual presentations at the Sessions (lectures or presentations using PowerPoint or video projectors, video tapes, slides, overhead projectors, etc.) are requested to inform the ITTO Information Officer not later than 15 November 2013 of their requirements. Participants will be advised on the availability of equipment as well as on the feasibility of its use during the Sessions.

## HOTEL ACCOMMODATION

18. A list of hotels is contained in Annex II of this document. Requests for hotel accommodation should be made directly to the hotels by each participant not later than 10 November 2013. ITTO assumes no responsibility in case of sudden change of room rates by the hotels or unavailability of rooms.

## OTHER EVENTS

19. The Congo Basin Forest Partnership (CBFP), of which the ITTO is a member, is a public-private partnership launched in 2002 at the World Summit on Sustainable Development. The CBFP has become a key platform for dialogue and cooperation among central African member states, the Central African Forest Commission (COMIFAC), and more than 50 other governments, international organizations, NGOs and private sector organizations. The CBFP supports the goals and priorities of the ITTO through partnership activities that promote the conservation and sustainable management of the world's second largest tropical rainforest, ranging from state-of-the-art science and research, to livelihoods and enterprise development, sustainable timber production, forest governance, and civil society engagement. The ITTO and the CBFP enjoy the membership and support of many of the same countries and stakeholder organizations.

The next Meeting of the Congo Basin Forest Partnership is scheduled to be convened in Libreville, Gabon on 2-3 December 2013, immediately after the Forty-ninth Session of the ITTC. It is anticipated that a High-Level Ministerial Segment of the CBFP will be convened in conjunction with Forty-ninth ITTC on Saturday, 30 November 2013.

More information about this meeting will be published in due course on the CBFP website <http://www.pfbc-cbfp.org/> and the ITTO website <http://www.itto.int>.

20. The Government of Gabon has planned field trips for delegates. The selected sites are as follows:

- The industrial complex of the national timber corporation Société Nationale des Bois du Gabon in Owendo;
- The Special Economic Zone of NKOK;
- The Raponda-Walker Forest Reserve;
- The Akanda National Park.

Information on the details and arrangements of each field trip will be made available at the Conference venue in Libreville.

## GENERAL INFORMATION ON GABON

**SURFACE AREA.** Gabon, straddling the equator, covers 267,667 sq.km. The country is covered with dense moist evergreen forests over 80% of its territory; it is bounded to the north by Cameroon and Equatorial Guinea, to the south and east by the Congo, and to the west by the Atlantic Ocean.

**POPULATION.** Gabon's population figure is estimated to be just under 1.5 million inhabitants (census in progress) and French is the official language of the country.

**ADMINISTRATIVE DIVISIONS.** An independent country since August 17, 1960, Gabon is subdivided into nine (09) provinces. The most important cities are Libreville (political capital), Port-Gentil (economic capital) Oyem and Franceville.

**CONSTITUTIONAL SET-UP.** Gabon head of State is the President of the Republic and the parliament has (02) chambers (the National Assembly and the Senate).

**CLIMATE.** Gabon climate is equatorial, warm (22° C to 32° C) and humid characterized by heavy rainfall (up to 2,500 mm in some areas).

There are **four distinct** seasons:

- Early dry season in December and January, with clear blue skies and very little rainfall (**28°C mean maximum temp.; 24°C mean minimum temp.**);
- The longer dry season from May to September, often a gray sky, no rain and mild mornings (**27°C mean maximum temp.; 23°C mean minimum temp.**);
- The shorter rainy season from October to November, with heavy rainfall followed by sunshine (**27°C mean maximum temp.; 24°C mean minimum temp.**);
- The longer rainy season from February to April, with heavy downpours and tornadoes (**29°C mean maximum temp.; 25°C mean minimum temp.**).



**HYDROGRAPHY.** Gabon is crossed by river the 1,200-km long Ogooué River, whose basin covers some 215,000 sq.km.

The other major river systems are, in alphabetical order : Komo, Ngounié, Ntem, Nyanga.

**RELIEF.** There are **three distinct regions** :

- the coastal plains (20 to 300-km width) in the western part of the country, mountain ranges including the *monts de Cristal* to the north-east of Libreville, and the Koumounabouali Range in the southern part of the country;
- the Chaillu mountain range in the centre of the country (with mount Milondoa peaking at 1,020 metres);
- the Mayombe Range – a 800-km long mountain chain which runs parallel to the Atlantic coast and Plateaux.

**NATURAL FEATURES.** Gabon has a network of (13) national parks, covering almost 11% of the national territory, showcasing its rich biodiversity, including several endemic plant and animal species.

**CURRENCY.** The currency unit of Gabon is Franc of the African Financial Community (FCFA ou XAF) whose exchange rate is pegged to the Euro at **XAF 655.94 for EUR 1,00.**

**LIST OF HOTELS**

<p><b>Héliconia Garden Hotel</b> (Venue of the Session) Number of rooms available: 58 rooms</p> <p>Tel: +(241) 06 06 76 60 E-mail: <a href="mailto:heliconiagardenhotel@gmail.com">heliconiagardenhotel@gmail.com</a></p>	<p><b>Room rates:</b> Single Room (10 rooms) USD 162.00 Deluxe Room (20 rooms) USD 242.00 Suite Room (28 rooms) USD 362.00</p> <p>Free Wi-Fi</p>
<p><b>Hôtel l'Alizé</b> (5 min. from the venue of the Session) Number of rooms available: 20 rooms</p> <p>Tel: +241 01 72 92 22 E-mail: <a href="mailto:hotelalibelv@yahoo.fr">hotelalibelv@yahoo.fr</a></p>	<p><b>Room rate:</b> Single/Suite Room USD 190.00</p> <p>Free Wi-Fi</p>
<p><b>Hôtel Myriade</b> (5 min. from the venue of the Session) Number of rooms available: 15 rooms</p> <p>Tel: +241 04 21 87 50 E-mail: <a href="mailto:lesmyriadeshotel@yahoo.fr">lesmyriadeshotel@yahoo.fr</a></p>	<p><b>Room rates:</b> Single Room USD 150.00 Suite Room USD 310.00</p> <p>Free Wi-Fi</p>
<p><b>Hôtel ONOMO de Libreville</b> (5 min. from the Libreville International Airport, 15 min. from the venue of the Session) Number of rooms available: 118 rooms</p> <p>Tel : +241 01 45 91 00 / +241 06 98 15 15 Fax : +241 01 45 10 50 E-mail: <a href="mailto:Sales.libreville@onomohotel.com">Sales.libreville@onomohotel.com</a></p>	<p><b>Room rates:</b> Single Room USD 173.00 Suite Room USD 242.00</p> <p>Free Wi-Fi</p>
<p><b>Residence Hotelière NOMAD</b> (2 min. from the Libreville International Airport, 15 min. from the venue of the Session) Number of rooms available: 44 rooms</p> <p>Tel: +241 01 45 06 01 Fax: +241 01 45 06 02 E-mail: <a href="mailto:info@nomadlibreville.com">info@nomadlibreville.com</a> <a href="http://www.nomad-residence-hoteliere.com">http://www.nomad-residence-hoteliere.com</a></p>	<p><b>Room rate:</b> Single/Suite Room USD 362.00</p> <p>Free Wi-Fi</p>
<p><b>L'Etoile d'Or Sablière</b> (2 min. from the Libreville International Airport, 15 min. from the venue of the Session) Number of rooms available: 86 rooms</p> <p>Tel: +241 01 44 69 80 Fax: +241 01 44 69 79 E-mail: <a href="mailto:letoiledorhotel@yahoo.fr">letoiledorhotel@yahoo.fr</a> <a href="http://www.lettoiledorhotel.com">http://www.lettoiledorhotel.com</a></p>	<p><b>Room rates:</b> Single Room USD 218.00 Deluxe Room USD 298.00 Suite Room USD 398.00</p> <p>Free Wi-Fi</p>

<p><b>Hôtel l'Orchidée</b> (5 min. from the Libreville International Airport, 15 min. from the venue of the Session) Number of rooms available: 37 rooms</p> <p>Tel: +241 01 44 10 65 / 06 18 77 44 Fax: +241 01 44 10 66 E-mail: <a href="mailto:hotel.orchidee@hotmail.com">hotel.orchidee@hotmail.com</a></p>	<p><b>Room rates:</b> Single Room USD 130.00 Deluxe Room USD 170.00 Suite Room USD 150.00</p> <p>Free Wi-Fi</p>
<p><b>Tropicana</b> (15 min. from the venue of the Session) Number of rooms available: 20 rooms</p> <p>Tel: +241 01 73 15 31 E-mail: <a href="mailto:tropicana.resa@gmail.com">tropicana.resa@gmail.com</a></p>	<p><b>Room rates:</b> Single Room USD 60.00 Deluxe Room USD 70.00 Suite Room USD 120.00</p> <p>Free Wi-Fi</p>
<p><b>Hibiscus Lyess</b> (30 min. from the venue of the Session) Number of rooms available: 49 rooms</p> <p>Tel: +241 04 62 14 74 E-mail: <a href="mailto:hibiscuslyess@yahoo.fr">hibiscuslyess@yahoo.fr</a></p>	<p><b>Room rates:</b> Single Room USD 90.00 Deluxe Room USD 106.00 Suite Room USD 126.00</p> <p>Free Wi-Fi</p>
<p><b>Hôtel Excellence</b> (30 min. from the venue of the Session) Number of rooms available: 10 rooms</p> <p>Tel: +241 07 35 70 30 E-mail: <a href="mailto:hotel_excellence@yahoo.fr">hotel_excellence@yahoo.fr</a></p>	<p><b>Room rate:</b> Single/Deluxe/Suite Room USD 76.00</p> <p>Free Wi-Fi</p>
<p><b>Hôtel La Riviera</b> (10 min. from the venue of the Session) Number of rooms available: 10 rooms</p> <p>Tel: +241 07 49 11 76 E-mail: <a href="mailto:hotelariviera@yahoo.fr">hotelariviera@yahoo.fr</a></p>	<p><b>Room rates:</b> Single Room USD 74.00 Suite Room USD 104.00</p> <p>Free Wi-Fi</p>
<p><b>Soleina</b> (5 min. from the venue of the Session) Number of rooms available: 60 rooms</p> <p>Tel: +241 05 40 53 66 E-mail: not available</p>	<p><b>Room rates:</b> Single/Deluxe Room USD 90.00 Suite Room USD 120.00</p> <p>Wi-Fi not available</p>
<p><b>Le Méridien RENDAMA</b> (35 min. from the venue of the Session) Number of rooms available: 120 rooms</p> <p>Tel: +241 01 79 32 00 <a href="http://www.lameridienrendama.com/">http://www.lameridienrendama.com/</a></p>	<p><b>Room rates:</b> Single Room USD 276.00 Deluxe Room USD 302.00 Suite Room USD 484.00</p> <p>Free Wi-Fi</p>
<p><b>La Bodega</b> (5 min. from the venue of the Session) Number of rooms available: 21 rooms</p> <p>Tel: +241 03 35 35 11 E-mail: not available</p>	<p><b>Room rates:</b> Single Room USD 70.00 Deluxe Room USD 90.00 Suite Room USD 220.00</p> <p>Wi-Fi not available</p>



<p><b>Hibiscus Blvd</b> (35 min. from the venue of the Session) Number of rooms available: 39 rooms</p> <p>Tel: +241 07 87 10 70 E-mail: <a href="mailto:hibiscus.hotel@yahoo.fr">hibiscus.hotel@yahoo.fr</a></p>	<p><b>Room rates:</b> Single Room USD 84.00 Deluxe Room USD 124.00 Suite Room USD 104.00</p> <p>Wi-Fi not available</p>
<p><b>Patio</b> (30 min. from the venue of the Session) Number of rooms available: 5 rooms</p> <p>Tel: +241 01 73 47 16 E-mail: <a href="mailto:reservation.lepatio@yahoo.fr">reservation.lepatio@yahoo.fr</a></p>	<p><b>Room rates:</b> Single Room USD 90.00 Suite Room USD 180.00</p> <p>Free Wi-Fi</p>
<p><b>L'Etoile d'or London</b> (35 min. from the venue of the Session) Number of rooms available: 69 rooms</p> <p>Tel: +241 01 77 87 43 E-mail: <a href="mailto:letoiledorlondon@yahoo.com">letoiledorlondon@yahoo.com</a></p>	<p><b>Room rates:</b> Single Room USD 178.00 Deluxe Room USD 198.00 Suite Room USD 358.00</p> <p>Free Wi-Fi</p>

Note: USD 1.00 = F.CFA 500

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