



# INTERNATIONAL TROPICAL TIMBER COUNCIL

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FIFTY-FIFTH SESSION  
2 - 7 December 2019  
Lomé, Togo

## GENERAL INFORMATION NOTES

### GENERAL

1. By cordial invitation of the Government of the Republic of Togo, the 55th Session of the International Tropical Timber Council (ITTC) and Associated Sessions of the Four Committees shall be held at the Lomé Conference Center (*Centre de Conférences de Lomé—CCL*), Lomé, from 2 to 7 December 2019. A brief description of the Republic of Togo and its capital, Lomé, can be found in Annex 1 of this document.

2. Under the High Patronage of His Excellency Mr Faure Essozimna GNASSINGBE, President of the Republic and Head of State, the opening session shall take place on Monday 2 December 2019 at 10:00 at the Lomé Conference Center. Several ministers from third countries, particularly African ones, and Togolese dignitaries are expected to attend this opening session. Delegates attending the opening session should have taken their places in the hall by 9:30.

### 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 Organization's host country (Japan) or the country hosting the conference (Togo). These credentials should be submitted, in original form, to the Executive Director of ITTO at least two weeks 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 Procedure, admission to attend Sessions of the Council and/or its Committees is subject to approval by the Council.

### REGISTRATION

5. All participants attending the Sessions of the Council and Committees are required to register. Registration facilities will be provided at the Lomé Conference Center during the following dates and times:

1 December 2019 (Sun.)	14:30 – 17:00
2 December 2019 (Mon.)	08:30 – 12:30 15:30 – 17:00
3 December 2019 (Tue.)	08:30 – 12:30 15:30 – 17:00

Togolese nationals should provide a national identity card and foreigners a valid passport.

For late registration i.e., after 3 December 2019, please contact the ITTO Secretariat staff in the ITTO Secretariat's room located in the Conference Center.

6. For safety and security reasons, badges must be worn to gain access to the conference venue and the various meetings. Badge categories corresponding to levels of access will therefore be given to

participants upon arrival. Colors defined to reflect levels of accreditation will be used for these badge categories, namely:

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

All participants are requested to wear the identification badges issued to them during all meetings of the Council and Committees as well as at all official functions.

## **VENUES OF MEETINGS**

7. All meetings of the Council and Committees will be held at the Lomé Conference Center located in central Lomé close to Hôtel 2 Février and approximately 15 minutes away from the Lomé GNASSINGBE Eyadéma International Airport. The allocation of Meeting Rooms and Secretariat Offices within the Conference Center will be notified 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 the pigeon boxes regularly (one for each delegation) which are placed in front of the Plenary Hall for individual messages and the latest documents issued during the Session.

## **IMMIGRATION REQUIREMENTS, HEALTH MEASURES, REQUIRED VISAS**

9. Participants are advised to contact the nearest Embassy or Consulate of Togo regarding immigration requirements. Participants in the 55<sup>th</sup> Session of the ITTC must have a passport with at least three months' validity after the date of entry to Togo, as well as a return travel ticket for leaving Togolese territory. Anyone requiring further information should contact resource persons from the Office de Développement et d'Exploitation des Forêts (ODEF) at the following addresses: [directiongenerale@odeftg.com](mailto:directiongenerale@odeftg.com); [pyoabalo.alaba@odeftg.com](mailto:pyoabalo.alaba@odeftg.com); [pyoalaba@yahoo.fr](mailto:pyoalaba@yahoo.fr)

10. The Togolese Government may also issue nationals of countries without any Togolese diplomatic mission with visas upon arrival at GNASSINGBE Eyadéma (Lomé-Tokoin) International Airport. In these circumstances, the ITTO Secretariat must be notified by 2 November 2019 at the latest, of the delegate's full name (as shown in the passport) and the passport details (passport number, issuing authority and expiry date) as well as the scheduled arrival and departure dates. Please note that no assistance with obtaining an entry visa on arriving in Togo can be guaranteed if said information about the delegate have not been notified to the ITTO by this deadline. The entry visa to Togo is free of charge for ECOWAS member country nationals or those from other countries with a visa fee exemption agreement with Togo. However, a one-off entry visa fee of US\$16.97-US\$59.41\$ (based on the exchange rate between US dollar and CFA Franc – the local currency – on 26 July 2019) is payable by nationals of other countries. Also be aware that visa application forms are to be completed upon arrival at the GNASSINGBE Eyadéma (Lomé-Tokoin) International Airport.

11. A yellow fever vaccination certificate is required for anyone entering Togo. The certificate is a prerequisite for a visa application for entering Togo. Travelers visiting Togo may also wish to take precautions against cholera and malaria. Additionally, participants with chronic disorders are requested to bring their usual medicinal products with them.

## **ACCESS TO LOMÉ, TOGO**

12. Most international airlines operate services to Lomé, including Air France, Ethiopian Airlines, Royal Air Maroc, Turkish Airlines, Asky, Air ivoire, Air Burkina, etc. Air traffic is always busy during ITTO Sessions and participants are requested to secure their return air travel prior to their departure for Togo. If this is not possible, they are strongly advised to make firm return bookings immediately upon arrival in Togo. Travel services will not be available at the conference venue, although assistance may be obtained from the ITTO Secretariat.

## COMMUNICATION

13. All correspondence concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Attendance (of Observers) should be marked "ITTTC 55TH 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 should 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 a 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 have circulated 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 use audio-visual material (using video tapes, PowerPoint slides, overhead projector, etc.) at the Sessions during their presentations are requested to inform the ITTO Secretariat not later than 4 November, 2019 of their requirements. Participants will be advised accordingly regarding the availability of equipment and time as well as the feasibility for such use at the Sessions.

## HOTEL ACCOMMODATION

18. A list of hotels is included in Annex II. All participants must make requests for hotel reservations directly to the hotels by 16 November 2019 at the latest. However, ITTO assumes no responsibility in case of sudden change of room rates by the hotels or unavailability of rooms.

## OTHER EVENTS

19. The ITTO Secretariat, at the request of duly accredited bodies and depending on time availability, may authorize the organization of side events for presentation of lectures or discussion panels on issues related to ITTO objectives, between the morning and afternoon sessions, or at the end of the daily activities. To this end, interested parties should make their relevant inquiries to the ITTO Secretariat ([itto@itto.int](mailto:itto@itto.int)) by 30 September 2019.

20. The Togolese Government has scheduled field visits for delegates on 7 December 2019. The selected sites are located on N°5 National Road: Lomé-Kpalimé (120 km from Lomé) and around Kpalimé. They are:

- the community forest of Ando-Kpomé, with an example of sustainable forest management;
- the gazetted forest of Wouto with its teak plantations; and
- the gazetted forest of Missahoé, with the remains of the chateau Vial and the vallée des chauves souris (*Valley of Bats*).

Organizational details about the field visit will be available at the Session venue in Lomé.

## **GENERAL INFORMATION ABOUT TOGO**

### **SURFACE AREA**

Togo is a country in Western Africa. It lies between latitude 6° and 11° North and longitude 1°40 East and is bordered in the North by Burkina Faso, in the South by the Atlantic Ocean, in the West by Ghana, and by Benin in the East. It covers an area of 56,600 km<sup>2</sup> extending for a length of 660 km from the corridor to the south and the southern border of Burkina Faso. The vegetation mainly consists of wooded savanna, grassland and forest.

### **POPULATION**

Togo has a population of 6.191,155 inhabitants (2010 census), and is currently estimated at 8.121,529 inhabitants. French is the country's official language. English is the 2<sup>nd</sup> language used.

### **ADMINISTRATIVE ORGANIZATION**

Independent since 27 April 1960, Togo is divided into five economic regions, with these regions being subdivided into 39 prefectures. The largest towns in the country are Lomé (political, administrative and economic capital), Sokodé, Kara, Dapaong, Kpalimé and Atakpamé.

### **POLITICAL ORGANIZATION**

Togo is a Republic. It is led by a President of the Republic. The Republic of Togo has one single chamber (the National Assembly), which acts as the law-making authority in the country. It also has a judicial authority acting as the guarantor of the Constitution.

### **CLIMATE**

Generally speaking, Togo has a tropical climate. There are two characteristic climate types: a Guinean-type tropical climate in the South with four alternating seasons and a Sudanese-type tropical climate in the North with two seasons. The temperature varies between 25° and 29°C with a mean amplitude of 3° to 4°C. Average precipitation is in the order of 1,000-1,500 mm, more abundant in the mountain regions (around 2,000 mm) and lower in the South due to a climatic anomaly.

The four seasons typical of the Guinean-type climate in the South of the country are as follows:

- the long, dry season: It covers the period from November to March, when the sky is clear and it is very hot and sunny with no rain (average max 30°C, average min 26°C). A dry wind, known as the Harmattan, which is very hot during the day and colder at night, blows at this time, usually full of dust. These effects are not so pronounced in Lomé where the 55<sup>th</sup> session of the ITTC will be held;
- the long, rainy season: It extends from March to July, when the sky is grey and fairly gloomy with violent showers very often accompanied by tornados followed by abundant rains (average temperature: max. 29°C, min. 24°C);
- the short, dry season: It lasts from August to September. The sky is fairly clear and sunny (average temperature: max. 28°C, min. 25°C);
- the short, rainy season: It covers the period from September to November, with fairly abundant rains (average temperature: max. 28°C, min. 24°C).

The two seasons in the Sudanese-type climate in the North of the country are:

- one rainy season between March-April and October-November;
- one dry season between October-November and March-April.

### **HYDROGRAPHY**

Togo has coastal rivers in the South-East and tributaries of the Oti and Volta rivers in the North-West. The three main coastal rivers are: Mono, Haho and Zio, flowing in a north-south direction. The structure of the hydrographic system consists of three main basins: the Volta Basin dominated by the Oti River and its tributaries; the Mono Basin consisting of the Mono River and its tributaries and the Lake Togo Basin with its main rivers.

## **RELIEF**

In Togo, the Atakora Mountain Range extends in a South-West North-East direction to form the Togo Mountains. They cross the country culminating at a peak known as Mount Agou at a height of no more than 1,000 m. The relief of Togo is mixed and is divided into four geomorphological regions:

- the sedimentary basin to the South of Togo comprising the coast and the plateaux of “*terre de barre*” soil, a reddish, leached, iron-bearing clayey soil;
- the vast granite-gneiss peneplains of the South-East and the one in the North very representative of Togo;
- the Atakora in the North and the hilly region;
- the northern basin represented by the clayey Mango plain and the sandstone plateaux of Dapaong and Bombouaka.

**SPECIAL FEATURE** Togo has a network of eighty-three protected areas, covering almost 14 percent of the national territory. They highlight Togo’s rich biodiversity including several endemic species of flora and fauna.

**CURRENCY** The monetary unit used in Togo is the Franc of the West Africa Financial Community (FCFA or XOF) whose fixed exchange rate is **XOF655.957 for EUR1.00**.



**HOTEL LIST**

<p><b>2 Février Hotel</b> (Session venue) Number of rooms: 320</p> <p>Tel.: +228 22 23 86 00 E-mail: <a href="mailto:info@hotel2fevrierlome.com">info@hotel2fevrierlome.com</a></p>	<p><b>Room rates:</b> Standard room (200): US\$247.27 Junior Suite: US\$365.45</p> <ul style="list-style-type: none"> <li>- Breakfast included in rate</li> <li>- Free Wi-Fi available</li> </ul>
<p><b>ONOMO Hotel</b> (15 min. from session venue by bus) Number of rooms: 127</p> <p>Tel.: +228 22 53 63 00 E-mail: <a href="mailto:onomo.lome@onomohotel.com">onomo.lome@onomohotel.com</a></p>	<p><b>Room rates:</b> Standard room (110): US\$103.63 Superior (15): US\$140 Suite (2): US\$185.45</p> <ul style="list-style-type: none"> <li>- Breakfast not included in rate.</li> <li>Breakfast rate: US\$15.45.</li> <li>- Airport-Hotel transfer available on request</li> <li>- Free Wi-Fi available</li> </ul>
<p><b>M'Rode Hotel</b> (15 min. from session venue by bus) Number of rooms: 25</p> <p>Tel.: +228 22 20 70 00/ 90 98 17 36/ 99 75 18 91 E-mail: <a href="mailto:reservation@hotelmrode.com">reservation@hotelmrode.com</a>  <a href="mailto:booking.mrode@gmail.com">booking.mrode@gmail.com</a></p>	<p><b>Room rates:</b> Standard room: US\$63.63 Twin room: US\$81.81 Mini-suite (6): US\$136.36 Suite (2): US\$254.54</p> <ul style="list-style-type: none"> <li>- Breakfast and visitor tax not included in room rate.</li> <li>Breakfast: US\$9.00; Visitor tax: US\$ 1.81 per night</li> <li>- SUV available for airport-hotel transfers</li> <li>- Free Wi-Fi available</li> </ul>
<p><b>EDA-OBA Hotel</b> (15 min. from session venue by bus) Number of rooms: 342</p> <p>Tel : +228 22 20 18 18 / +228 22 20 75 76 E-mail: <a href="mailto:hoteledaoba@yahoo.fr">hoteledaoba@yahoo.fr</a> <a href="mailto:resa@edaoba.com">resa@edaoba.com</a> Website: <a href="http://www.edaoba.com">www.edaoba.com</a></p>	<p><b>Room rates:</b> Standard room: US\$127,27 Prestige room: US\$163,63 Junior Suite: US\$272,72</p> <ul style="list-style-type: none"> <li>- Breakfast included in rate and group reductions available</li> <li>- 15-60 seat buses available for airport-hotel transfers</li> <li>- Free Wi-Fi available</li> </ul>
<p><b>Sancta Maria Hotel</b> (15 min. from session venue by bus) Number of rooms: 60</p> <p>Tel.: +228 22 22 92 92 E-mail: <a href="mailto:info@hotelsanctamaria.com">info@hotelsanctamaria.com</a></p> <p>Website: <a href="http://www.hotelsanctamaria.com">www.hotelsanctamaria.com</a></p>	<p><b>Room rates:</b> Standard room: US\$136.36 Privilege: US\$154.54 Superior: US\$163.63 Junior suite: US\$181.81 Senior suite: US\$272.72</p> <ul style="list-style-type: none"> <li>- Breakfast included in rate</li> <li>- Airport-hotel shuttle available</li> <li>- Free Wi-Fi available</li> </ul>
<p><b>Sarakawa Hotel</b> (20 min. from session venue by bus) Number of rooms: 200</p> <p>Tel.: +228 22 27 65 90 /96 33 07 96 E-mail: <a href="mailto:contact@sarakawa-hotel.com">contact@sarakawa-hotel.com</a> Website: <a href="http://www.sarakawa-hotel.com">www.sarakawa-hotel.com</a></p>	<p><b>Room rates:</b> Standard room-city view: US\$147.27 Standard room-sea view: US\$172.72</p> <ul style="list-style-type: none"> <li>- Breakfast included in rate</li> <li>- Buses available only for airport-hotel transfers</li> <li>- Free Wi-Fi available</li> <li>- Standard rooms with sea view/city view</li> </ul>

<p><b>Le Patio Hotel</b> (25 min. from session venue by bus)  Tel.: +228 90 37 67 07 E-mail: <a href="mailto:lepatio@lepatio-lome.com">lepatio@lepatio-lome.com</a></p>	<p><b>Room rates :</b> Standard room (8): US\$163.63 Suite (6): US\$218.18  - Breakfast included in rate - Vehicle available for transportation - Free Wi-Fi available</p>
<p><b>Saint Manick Hotel</b> (20 min. from session venue by bus) Number of rooms: 60  Tel.: +228 22 21 56 55 E-mail: <a href="mailto:hotel_st_manick@yahoo.fr">hotel_st_manick@yahoo.fr</a></p>	<p><b>Room rates:</b> Single: US\$83.67 Single: US\$129.74 Breakfast included in rate  Free Wi-Fi</p>

Note: US\$ 1.00 = FCFA 550.00

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