



## THE COMMONWEALTH ASSOCIATION OF TAX ADMINISTRATORS

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**4 March 2008**

**CATA CIRCULAR No: 5 of 2008**

**TO ALL MEMBERS**

**RE: TWENTY NINTH ANNUAL TECHNICAL CONFERENCE**

CATA's Twenty Ninth Annual Technical Conference/Workshop will be held in Yaoundé, Cameroon from 9<sup>th</sup> to 14<sup>th</sup> November 2008.

**Venue:**

The Conference will be held at The Yaoundé Hilton Hotel.

**Hotel Accommodation:**

Delegates will be accommodated in three hotels, all situated within the city centre of Yaoundé. Special room rates for bed & breakfast have been negotiated with these hotels (inclusive of all taxes). These rates are quoted in US Dollars as at time of issue of this Circular (it should be noted that these rates could be subject to change as the dollar fluctuates). Delegates are requested to book their hotel accommodation early, latest by 31<sup>st</sup> May to qualify for these negotiated rates and to ensure availability of desired rooms. Hotel reservations should be done directly with the hotels. Hotels rates are as follows:

**1. Yaoundé Hilton Hotel (5 star)**

<b>Rates per night on bed &amp; breakfast</b>			
<b>Room Category</b>	<b>Single</b>	<b>Double</b>	<b>N° of rooms available</b>
Standard	160 USD		257
Executive	250 USD	270 USD	
Suite Alcove	376 USD		
Contact Person: <b>Christiane OWONA</b> Tel: 00 237 77 67 48 91 Email: <a href="mailto:Christiane.owona@hilton.com">Christiane.owona@hilton.com</a> Fax: 00 237 22 22 32 10			

## 2. Djeuga Hotel : (4 star)

Rates per night on bed & breakfast			
Room Category	Single	Double	N° of rooms available
Standard	113 USD	132 USD	150
Suite junior	213 USD		
Suite Senior	313 USD		
Contact Person: <b>Elise BIWOLE</b> Tel: 00 237 99 32 59 93 Email: <a href="mailto:ebiwole@caramail.com">ebiwole@caramail.com</a> Fax: 00 237 22 22 47 00 Address : Avenue Narvick, P.O Box 2659 Yaoundé - CAMEROON			

## 3. Hotel Mont Febe: (4 star)

Rates per night on bed & breakfast			
Room Category	Single	Double	N° of rooms available
Standard	112 USD	132 USD	218
Suite junior	240 USD		
Suite Senior	500 USD		
Contact Person: <b>Mrs MAKON Françoise</b> Tel: 00 237 77 60 61 91 Email: <a href="mailto:framakon@yahoo.fr">framakon@yahoo.fr</a> Web site :www.hotelmonfebe.com Fax: 00 237 22 21 60 70 Address : P.O Box 711 Yaoundé - CAMEROON			

### Topics:

1. Role of taxation in economic development
2. Information technology - opportunities and challenges for tax administrations.

**Additional Information:**

Additional information about Cameroon and conference related matters is attached **(Annex-I)**.

**Background Papers:**

Each member country is required to furnish background papers (not more than four pages each) on the conference topics. The manner in which these background papers should be structured is set out in **(Annex-II)** to this circular. **Due date for submission of background papers is 30 April 2008.** Special guests do not have to furnish background papers.

**Visas:**

Delegates are advised to check their visas requirements for travel to Cameroon well in advance either through their travel agency or the Cameroon High Commission in their respective countries. It is important to have Visa clearance prior to travel to avoid journey continuation problems at airline transfer desks at airports en-route to your final destination. In some cases Visas may be required for transit or transfer points during the journey. Information regarding visa requirements is available from Cameroon Embassies/High Commissions in different countries. For more information and to access the embassies, log onto [www.spm.gov.cm](http://www.spm.gov.cm).

**Health requirements:**

Cameroon has mandatory vaccination requirements for yellow fever, in which case a certificate of inoculation against yellow fever is required from travelers older than one year of age. An international certificate of vaccination against Yellow Fever is valid for 10 years. Travelers arriving without a valid Yellow fever vaccination certificate shall be quarantined upon arrival in Cameroon. For more information on the subject, log on to [www.minsante.gov.cm](http://www.minsante.gov.cm).

Delegates are also advised to take malaria tablets as a preventive measure. Visitors are advised to ensure they have a travel health insurance cover. To check on additional medical care facilities, please log on to the following web sites: [www.minsante.gov.cm](http://www.minsante.gov.cm).

**Climate:**

The month of November is generally sunny and humid. Temperatures range between 25°C and 30°C with the lowest temperatures experienced during the nights. Visitors are therefore advised to carry some warm clothing. For more information log onto [www.spm.gov.cm](http://www.spm.gov.cm).

**Registration:**

Delegates nominated to attend the conference and special guests are requested to forward the attached Registration Form **(Annex-III)** duly completed to reach the **Conference/Workshop Coordinator** (with a copy to the CATA Office) no later than **May 16 2008**.

For members, all registration forms **MUST** be either sent through the designated Country Representative for CATA of the nominating country or clearly endorsed by such authority. **No registration form will entertained unless it meets this requirement.**

Delegates are advised to book their hotel rooms early through the hotel's contact person and copy the booking request to the Conference Coordinator.

**Financial Assistance:**

A limited number of fellowships will be available from the Commonwealth Secretariat's (COMSEC) Governance and Institutional Development Division. Successful participants will receive CFTC awards to cover subsistence only. No other allowances are payable. **Applicants must ensure that their applications for funding are approved by and routed through COMSEC's designated Point of Contact in their respective countries.** Names and contact particulars of COMSEC's designated POCs are available on CATA's web site.

Applications not so endorsed will **NOT** be considered by GIDD. Under their very strict guidelines, if a participant approved by GIDD for funding fails to attend the Conference, the approved amount will lapse and will not be paid to his substitute, if any, without the advance prior written consent of GIDD.

The cost of participants' air travel (to and from Yaoundé) will have to be met by the nominating government.

**Conference Coordinator:**

**Mrs Christine Armelle DIKOS**, Sub-Director for International Fiscal Relations, will be the Conference/Workshop Coordinator.

She can be contacted as follows:

Mail: [armelledikos@hotmail.com](mailto:armelledikos@hotmail.com)

Tel : **00 237 22 22 18 14 or 00 237 99 91 07 79.**

Fax: **00 237 22 22 18 14 or 00 237 22 22 18 10 or 00 237 22 22 42 29**

Address: Directorate General of Taxation

Avenue de Narvick

Yaoundé

CAMEROON.

Details of the Conference/Workshop programme will be circulated to all members and invited Special Guests in due course. CATA's web site will also be updated regularly on conference related matters.



Zahir Kaleem  
Executive Director.