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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref: ES AN 4/72 - 0173

15 April 2008

**Subject: AFI RVSM Project Management Team (PMT) Meeting  
(Nairobi, Kenya, 31 May 2008)**

**Action Required: Please confirm attendance not later than 16 May 2008**

Sir,

I have the honour to inform you that after the AFI RVSM Task Force 14 Meeting which will be held at the ICAO ESAF Office, Nairobi, Kenya from the 26 to 28 May 2008, we will be convening a RVSM Project Management Team Meeting on **31 May 2008**. (The Agenda is attached). All the Project Management Team members are requested to attend.

The main objective of the meeting is to address all Project Management Matters which will ensure the success of the Project with specific attention to the ANC Working Paper and Switchover Plan. The record of decisions and associated documentation from the previous meeting have already been dispatched to members

The participation of the team members is vitally important to the success of both meetings and will be highly valued.

Accept, Sir, the assurances of my highest consideration.

**Geoffrey P. Moshabesha**  
Regional Director

**Attachment:**

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# ARMA/ARPO

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## AGENDA

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AFI RVSM PROJECT MEETING TO BE HELD 31 MAY 2008 AT ICAO ESAF NAIROBI KENYA

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The meeting will commence at 0900. Teas and lunch breaks will be taken as the agenda permits.

AIM: The aim of the meeting is to review all outstanding work in progress with specific reference to the ANC WP and associated documents for the Council and Switchover Plan in view of the proposed implementation of RVSM in AFI on 25 September 2008 .

### Project Management Team

<b>ARPO</b>	Mr. Apolo Kharuga
<b>ARMA</b>	Mr. Kevin Ewels
<b>ASECNA</b>	Mr. Assani Odjibola
<b>ATNS</b>	Mr. Harry Roberts
<b>IATA</b>	Mr. Gaoussou Konate
<b>KCAA</b>	Mr. Patrick Kinuthia
<b>WACAF</b>	Mr. TBA
<b>NAMA</b>	Mr. Olumogba Abimbola
<b>NCAA</b>	Mr. Nkemakolam Joyce Daniel

**AGENDA ITEMS**

- |     |   |                          |
|-----|---|--------------------------|
| 1.  | Welcome & Opening   | ARMA Current Facilitator |
| 2.  | Brief ARPO address  | ARPO                     |
| 3.  | Confirmation of Facilitator   | ARPO                     |
| 4.  | Apologies and finalization of agenda (Supplementary items)<br><ul style="list-style-type: none"> <li>• WACAF Representative</li> </ul>                      | Facilitator              |
| 6.  | Review of PMT decisions Johannesburg 25 – 27 Feb 08<br><ul style="list-style-type: none"> <li>• Task Force 14</li> </ul>                                    | Facilitator              |
| 7.  | RVSM Project time lines review and update   | ARMA/PMT                 |
| 8.  | ANC WP and Support to the Presenter   | ARMA/ARPO                |
| 9.  | <b>Collision Risk Assessment</b><br><ul style="list-style-type: none"> <li>▪ CRA 3 timelines</li> <li>▪ Data Collection Discussion</li> </ul>               | ARMA<br>ARMA             |
| 10  | Switchover Plan   | ARPO                     |
| 11  | <b>National Safety Plans</b><br><ul style="list-style-type: none"> <li>▪ Overview</li> </ul>  | ARMA/PMT                 |
| 12. | Feedback from Montreal Global RMA Meeting   | ARMA                     |
| 12. | Supplementary agenda items<br><ul style="list-style-type: none"> <li>▪ Confirmation of TF 15 and/or supporting Implementation meetings and dates</li> </ul> | ARMA/ARPO                |
| 13. | General announcements   | As Required              |
| 14. | Next PMT meeting  | ARPO                     |
| 15. | Closing   | ARPO                     |



**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
EASTERN AND SOUTHERN AFRICAN OFFICE**

**Performance Based Navigation -Task Force/1 Meeting (PBN/TF/1)  
(Nairobi, 29-30 May 2008)**

**INFORMATION BULLETIN**

**1. SITE OF THE MEETING**

1.1 The meeting will be held at the Conference Room within the United Nations Complex at Gigiri on Limuru Road, about 20 km from the city centre. The working hours of the Office are 0800-1630. The ICAO Regional Office contacts are:

Telephone: (254 20) 762 23 95/96  
Fax: (254 20) 7621092  
e-mail: [icao@icao.unon.org](mailto:icao@icao.unon.org)

**1.2 Accreditation**

Registration of participants will be from 0800 to 0830 hours.

**2. HOTELS**

2.1 Participants are requested to make their own hotel reservations. A list of recommended hotels is attached. When reserving participants should state that they are attending an ICAO meeting.

**3. VISA**

3.1 All travellers arriving in Kenya should have a valid passport. Kenyan entry visas are not required for nationals of a number of countries. Participants are therefore advised to ascertain whether or not they are exempt from the Kenyan entry visa requirement. Those who are not exempt should apply for visas well in advance from Kenyan Embassies or High Commissions, which will issue them upon presentation of documentation showing that the applicants are designated representatives to a particular UN meeting held in Nairobi. In countries where there is no Kenyan Embassy or High Commission, the British Embassy or High Commission will generally represent Kenya, and be in a position to issue visas.

**4. TRANSPORT**

4.1 Jomo Kenyatta International Airport is situated 16 kilometres (a 20 minute drive) from the city centre. Taxis are readily available. The taxi fare from the airport to the city centre is approximately Kshs. 1500/-. However it is advisable to establish the fare before getting into the vehicle. It is therefore wise to ensure that the taxi is from a reputable company.

**Transport to/from the ESAF Office**

4.2 Transportation to/from the ESAF Office will be provided to all delegates. **The bus will depart from the Six-Eighty Hotel at 07:30 hours** on the first day of the meeting. The time shall be

adjusted appropriately during the meeting. Delegates residing in other hotels will be expected to proceed to the Six Eighty Hotel before this time.

5. **CLIMATE**

5.1 The mean minimum temperature during the month of May is 14.0°C and the mean maximum temperature is 24.0°C. The mean relative humidity is 62 per cent. The month of May is the peak of the long rains with an average of 16 rainy days.

6. **SECURITY**

6.1 Please visit the site <http://www.unon.org>, and click on “Security Advice” for the latest security advice. Participants will have to retrieve their badge at the security post at the entrance of the UNON complex in order to be admitted into the campus. It is therefore important that the Regional Office be advised as soon as possible of the names of the participants

7. **HEALTH**

7.1 A yellow fever vaccination certificate is mandatory for travellers over one year of age coming from infested areas. However, as there has been an outbreak of yellow fever in certain regions of Kenya it is advisable that all visitors are vaccinated 10 days prior to departure. Please visit the World Health Organization (WHO) site <http://www.who.int/ith/> for information on Kenya.

7.2 An infirmary is available at the UN Gigiri Complex.

8. **CURRENCY**

8.1 The basic unit of currency is the Kenyan shilling, which is divided into 100 cents. There are nickel coins of 50 cents, 1 shilling, 5 shillings, 10 shillings, 20 shillings and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

8.2 There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring into Kenya. However, the export of Kenyan currency by visitors is strictly forbidden. A maximum of 400 shillings may be taken out. If the amount is greater the whole lot will be confiscated by the authorities.

8.3 The commercial banks and private forex bureaus provide exchange facilities. Most banks are open between 9 a.m. and 4 p.m. from Monday to Friday and between 9 a.m. and 11 a.m. on the first and last Saturday of the month. There are also a number of forex bureaux in the city centre. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta International Airport are open daily from 7 a.m. to midnight.

8.4 Kenyan shilling exchange rates are determined by the inter bank trade which varies daily. The mean rate for 1 United States dollar was Kshs.65 in April 2008.

8.5 Banking and postal facilities are available at the UN Gigiri Complex.

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## List of Hotels/Rates-2008

HOTEL	RATES TARIFF US \$	ADDRESS	TELEFAX NO.	TELEPHONE	Email
Intercontinental Hotel	200.00 (SBB) 235.00 (DBB)	Cr. City Hall Way, Uhuru Highway	254-20-32000030	254-20- 32000000	reservations@interconti.co.ke
Holiday Inn	260.00 (SBB) 282.00 (DBB)	Cr. Parklands Road and Mpaka Lane	254-20-3748823	254-20-3740920/1 3740906	Hi-sales@africaonline.co.ke
SixEighty Hotel	Ksh.3,650.00(SBB) Ksh.4,600.00(DBB)	Cr. Muindi Mbingu Street/Kenyatta Avenue	254-20-332908	254-20-315680	info@680-hotel.co.ke
The Stanley Hotel	Ksh.10,850.00(SBB) Ksh.13,650.00(DBB)	Cr. Kenyatta Avenue/Kimathi Street	254-20-249757	254-20-316377	reservations@sarova.co.ke
			Reserv. 254-20-2715566	Reserv. 254-20-2713333	
Hilton Hotel	US\$260 (SBB) US\$285 (DBB)	Mama Ngina Street	254-20-250099	254-20-250000	hilton@africaonline.co.ke
Nairobi Safari Club	US\$120.00 (SBB)* US\$160.00 (DBB)*  *Free Airport transfer	University Way/Koinange Street	254-20-224625 or 215137	254-20- 2821609/1615 0733715987	Info@nairobisafariclub.com
Meridian Court Hotel	Kshs. 4,000.00 (SBB) Kshs. 4,800.00 (DBB)	Murang'a Road, off Moi Avenue	254-20-333658	254-20-313991	Meridian@bidii.com
Jacaranda Hotel	US\$140.00 (SBB) US\$176.00 (DBB)	Chiromo Road, Westlands		254-20-4448715/6/7	cor@jacarandahotel.com
Grand Regency	US\$160.00 (SBB) US\$186.00 (DBB)	Loita Street	254-20-217120	254-20- 228820 254-20 - 211199	info@grandregency.co.ke
Ambassador Hotel	US\$45.00(SBB) US\$55.00(DBB)	Moi Avenue	254-20-336860	254-20-242933 226733	hotelambassador@nbi.ispkenya.com
Windsor Hotel	183.00 (SBB) 212.00 (SBB)	Off Kiambu Rd	254 20 8560160/1	254 20 8562300	admin@windsor.co.ke

*A dollar is changing at 62 – 65 Kenya shillings.*

*These rates are subject to change without notice.*

DB = Double, Bed & Breakfast; SBB = Single, Bed and Breakfast

**Note: When making their reservations, Delegates should specify that they are attending an ICAO meeting in order to be accorded special rates for ICAO.**

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