



INTERNATIONAL CIVIL AVIATION ORGANIZATION

ICAO SPECIAL IMPLEMENTATION PROJECT: WORKSHOP ON "PREPARATIONS FOR AN-CONF/12- ASBU METHODOLOGY" (Nairobi, Kenya, 13-17 August 2012)

INFORMATION BULLETIN

1. VENUE

1.1 The Workshop will be held at the ICAO Eastern and Southern African (ESAF) Office Nairobi. The ESAF Office is located within the United Nations Complex at Gigiri off Limuru Road about 20 kms 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: +254-20-7621092/7623028
e-mail: icaoesaf@icao.int

Meeting Coordinator:

Mr. Prosper Zo'o Minto'o, RO/CNS
Tel. +254-20-7622367
Cell: +254-774-136043
e-mail: PZoomintoo@icao.int

2. REGISTRATION

2.1 Participants are requested to pre-register by filling the attached registration form and sending it by fax to ICAO at 254-202-7621092 or e-mail: icaoesaf@icao.int. Based on the duly completed pre-registration form received, name badges will be issued on site. Participants will be required to reconfirm their registration at the registration desk on the first day of the workshop.

3. OPENING SESSION

3.1 The official opening of the Workshop will take place on 13 August 2012 at 09.00 a.m. The formal workshop will be held daily from 08.30 a.m.

4. WORKING LANGUAGE

4.1 The workshop will be conducted in English (translation facilities will not be available).

5. HOTEL INFORMATION

5.1 Participants are requested to make their own hotel reservations and indicate that they are attending an ICAO in order to acquire special rates for UN. A list of recommended hotels is **attached**.

6. TRANSPORTATION

From the Airport

6.1 Jomo Kenyatta International Airport is situated 16 kilometres (about 20-minute drive depending on the traffic) from the city centre. The fare from the airport to the city centre by special buses (namely City Hoppa and Double M) is Ksh 60. Taxis are readily available. The taxi fare from the airport to the city centre is between Kshs.1000 – 1500 however it is advisable to establish the fare before getting into the vehicle. The list of recommended taxis is listed below:-

BUZZ A CAB: Tel: +254 (0) 721 34 95 90 /(0)734 82 85 85
Land line +254 20 828585 or 828774
(From airport to Panari Hotel Ksh.600 and for airport to city centre is between ksh.1000 - 1500)

KENATCO: Tel: +254 20 824248/+254 20 225123/+254 20 230771/+254 20 230772
(From airport to Panari Hotel Ksh. 900, and from airport to city centre between Ksh 1200 - 1500)

JATCO TAXIS: Tel: +254 20 4448162/0722648383/0722725131/ 0733 701494
Fax: 4442114 (from airport to Panari Hotel Ksh.800 and airport to City Centre between Ksh.1200 -1500)

To and from ICAO

6.2 Transport to/from ICAO Regional Office will be provided to all participants. The bus will depart from 680 Hotel at 07:00 hours on the first day of the workshop. The time shall be adjusted appropriately during the workshop. All participants residing in other hotels will be expected to proceed to 680 Hotel before this time. The bus will then proceed to ICAO REGIONAL OFFICE, UNITED NATIONS OFFICE, GIGIRI, NAIROBI, KENYA.

7. VISA

7.1 While all travellers arriving in Kenya should have a valid passport, Kenya entry visas are not required for nationals from some countries. Participants are therefore advised to ascertain whether or not they are exempt from the Kenyan entry visa requirement at our respective embassies.

7.2 Those who are not exempt should apply for visas well in advance from Kenya High Commissions or Embassies, which will issue them upon presentation of documentation showing that the applicants are designated representatives to a particular UN Workshop to be held in Nairobi, Kenya. 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.

8. HEALTH

8.1 Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Nairobi.

8.2 Presentation of yellow fever certificate at the point of entry is highly required for the following African countries – Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé e Príncipe, Senegal, Sierra Leone, Tanzania, Togo, Uganda. If the certificate cannot be made available, vaccination will take place on point of entry against payment of 15\$. You may wish to visit World Health Organization (WHO) website <http://www.who.int/ith/> for information on Kenya.

8.3 Please note that a clinic is available at the UN Gigiri Complex.

9. WEATHER

9.1 The month of August is characterized by *gradually rising* daily high temperatures, with daily highs around 23°C throughout the month, exceeding 27°C or dropping below 20°C only one day in ten. Daily low temperatures are around 13°C, falling below 10°C or exceeding 15°C only one day in ten.

10. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

10.1 The basic unit of currency is the Kenyan shilling (Ksh), which is divided into 100 cents. There are silver and bronze coins of 1 shilling; bronze 5 shillings, 10 shillings 20 shillings and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

10.2 Kenya shilling exchange rates are determined by the inter-bank trade which varies daily. The dollar rates fluctuate from Ksh.70 to 80.

10.3 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 Kenya currency by visitors is strictly forbidden. A maximum of 400 shillings may be taken out.

10.4 Commercial Banks and Forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 4.00 pm from Monday to Friday and between 9.00 am to 12.00 am on the first and last Saturday of the month. Hotels also offer exchange facilities but at a small extra fee. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta international airport are open daily from 7.00 am to midnight and will change foreign currency into Kenya shillings. Please keep a receipt after changing your foreign currency to enable you to change back the remaining shillings into foreign currency when you are leaving the country. Banking and postal facilities are available at the UN Gigiri Complex.

11. TELEPHONES

11.1 World-wide direct connections are available, using the international code or telephone operator if necessary. From abroad dial 254 followed by required number. There are 4 mobile operators: Orange, Safaricom, YU and Zain.

12. ELECTRICAL SUPPLY

12.1 Local voltage is 220/240 V 50 Hz.

13. SECURITY

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

| HOTEL | RATES TARIFF US \$ | ADDRESS | TELEFAX NO. | TELEPHONE | Email |
|----------------------------|----------------------------------|--|---------------------|--------------------------------------|--|
| SSB DBB | | | | | |
| Intercontinental Hotel | 243 USD Single 266 USD Double | City Hall Way, Uhuru Highway | + 254-20-320 00 030 | +254-20-32000000 | reservations@interconti.co.ke |
| The Red Court Hotel | 240 USD Single 270 USD double | South C, Bellevue Red Cross Road | +254 6004520 | +254 20 6004528 +254 20 520757 | angeline.nkako@redcourt.co.ke |
| The Panari Hotel | 350 USD Single 390 USD Double | Mombasa Road | 254-20-828 985 | 254-20-828990/3 254-20-6946000 | reservations@panarihotel.com |
| Ole Sereni Hotel | 230 USD Single 280 USD Double | Off Mombasa Road, Opp. Zain offices / Parkside Tower | | +254 20 390 1000 +254 20 503 6000 | reservationsmgr@ole-serenihotel.com |
| The Bounty Hotel | 50 USD Single 60 USD Double | South B Shopping Centre, Mukoma Rd | 254-20-650858 | 254-20-650847/8/9 | thebounty@odysseyhotels.com |
| Southern Sun Mayfair hotel | 235 USD single 260 USD double | Parklands Road Parklands | 254-20-3748823 | 254-20-3740920/1 3740906 | reservations@southernsun.co.ke |
| Six-Eighty Hotel | 115 USD single 170 USD double | Muindi Mbingu Street/Kenyatta Avenue | +254-20-332908 | +254-20-315680 | reservations680@sentrim-hotels.com |
| Hilton Hotel | 321 USD single 366 USD double | Mama Ngina Street | 254-20-250099 | +254-20-2288000 | reservations.nairobi@hilton.com |

| HOTEL | RATES TARIFF US \$ | ADDRESS | TELEFAX NO. | TELEPHONE | Email |
|--------------------------|----------------------------------|-----------------------------------|-----------------------------------|---|--|
| SSB DBB | | | | | |
| Nairobi Safari Club | 170 USD single 190 USD Double | Lillian Towers, University Way | 254-20-224625 or 254-20-215137 | +254-20-2821000, Cellphone: 254- 722209842 / 722208782 / 734251333 / 734251334 | info@nairobi-safari-club.com reservations@nairobi-safari-club.com |
| Meridian Court Hotel | Kshs.3500(SBB) Kshs.4950(DBB) | Murang'a Road, Off Moi Avenue | 254-20-317045 | 254-20313991 | info@meridianhotelkenya.com |
| Jacaranda hotel, Nairobi | 250 USD single 312 USD double | Chiromo Road, Westlands | 254-20-4448714 | 254-20- 4448715/6/7 | cro@jacarandahotels.com |
| Laico Regency | 320 USD Single 380 USD double | Loita Street, Uhuru Highway | +254 (0)20 2217120 | 254 (0)20 2211199 / 2887000 | reservations@laicoregency.co.ke |
| Ambassadeur Hotel | 80 USD Single 100 USD Double | Moi Avenue | 254-20-336860 | 254-20-245426 254-20-246616 | ambassadeurhotel@hotmail.com reserve@hotelambassadeurkenya.com |
| The Kenya Comfort Hotel | 55 USD single 85 USD Double | Muindi Mbingu street | | 0722 608 866 0733 608 866 | comfort@kenyacomfort.com |
| Sarova Panafric Hotel | 240 USD Single 240 USD double | Kenyatta Avenue | 254-20-271566 | 254-20-2714444 254-20-2716688 | christine.murugi@sarovahotels.com panafric@sarovahotels.com |