



ICAO

**THE SIXTH MEETING OF THE APIRG INFORMATION AND INFRASTRUCTURE MANAGEMENT
SUB-GROUP (IIM/SG/6)**

(NAIROBI, KENYA, 31 JULY TO 3 AUGUST 2023)

INFORMATION BULLETIN

1. Site and Date of the Meeting

- 1.1 The Sixth Meeting of the APIRG Information and Infrastructure Management Sub-Group (IIM/SG/6) will be held from **31 July to 3 August 2023** at the Trademark Hotel, Gigiri, Nairobi, Kenya.

2. The contacts of the ESAF Office are:

Eastern and Southern African (ESAF) Office
New Office Facility, Block 4, South Wing, Ground Floor
United Nations Office at Nairobi, Limuru Road, Gigiri, Nairobi, Kenya
Mail: P.O. Box 46294, 00100 GPO, Nairobi, Kenya
Tel: +254 20 7622 395, 762 2396
Fax: +254 20 762 2092, 762 3028
Email: icaoesaf@icao.int
Website: <http://www.icao.int/esaf>

3. ICAO ESAF Focal Points Contacts

| | |
|--|---|
| Ms. Chinga Mazhetese Regional Officer ENV/MET Tel: (+254) 20 762 2646 Email: CMazhetese@icao.int | Ms. Mildred Anyango Assistant, ATM/SAR/AVSEC/FAL/MET/ENV Tel: (+254) 20 762 2026 Email: manyango@icao.int |
|--|---|

4. ICAO WACAF Focal Points Contact

| | |
|--|---|
| Mr. Goama Ilboudo Regional Office, MET Mobile: (+221) 611 26 99 Email: gilboudo@icao.int | Ms. Sati Armah Gueye Assistant, MET/AT-TA/ENV Telephone : +221 76 201 04 40 Email : sarmah@icao.int |
|--|---|

5. Registration

- 5.1 Registration of participants will take place on Monday, 31 July 2023 from 08:30am to 09:00am at Trademark Hotel.

6. Opening Session

- 6.1 The opening of the meeting will take place on Monday, 31 July 2023 at 9:00am.

7. Working Language

- 7.1 The meeting will be conducted in the English and French languages. Translation and interpretation facilities will be available. Participants are required to bring their own portable computers/laptops for access.

8. Transport

8.1 *From the Airport*

Taxis are available from Jomo Kenyatta International Airport (JKIA) to the city centre and the fare normally is between Kshs 2000 to 2500. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desks/counters upon arrival.

8.2 *Transport arrangement to the Meeting venue*

We will NOT be providing transport to the Meeting venue.

9. Hotel Information

- 9.1 Participants are to make their own hotel reservations and indicate that they are attending an ICAO meeting to take advantage of the special accommodation rates. A list of recommended hotels is attached at the end of this bulletin.

10. Entry Visa

- 10.1 Participants are hereby advised that there are **no visas issued on arrival in Kenya**. In this regard participants should ascertain with the respective Kenya Embassies or High Commissions in their country of residence as to whether or not they are exempt from the Kenya entry visa requirements. Visas to Kenya may be applied for and obtained from a Kenya High Commission or Embassy abroad. In applying for the visa, it is advisable to furnish the Kenya High Commission or Embassy with the letter of invitation from ICAO, together with other documents which may be required by the High Commission or Embassy.

- 10.2 Alternatively, participants can also apply online for e-visas to Kenya via the link;
<https://www.ecitizen.go.ke> The steps to follow include:

- a) Create an account as 'Visitor'.
- b) Once verified go to Directorate of Immigration.
- c) Complete the e-Visa Application.
- d) Select Single Entry visa type
- e) Upload documents such as Letter of invitation to the meeting, passport copy.
- f) Once approved print out the e-Visa approval.

g) There is a US\$50 processing fee.

10.3 It is important to apply for visas in advance and at least three weeks before the start of the training to avoid delays and inconveniences.

11. Health

11.1 It is strongly recommended for participants to have travel insurance (including health) for the duration of their stay in Kenya. Participants should particularly ensure that their insurance is applicable in Kenya. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

11.2 General Travel requirement as per Kenya Civil Aviation Authority notice issued with effect from 09 September 2022:

- a) All travellers above the age of 12 years arriving into the country through any point of entry will be required to show proof of either COVID-19 vaccination or a negative COVID-19 PCR test conducted not more than 72 hours before departure. NB: Vaccination means having received the prescribed doses of specific vaccine latest shot at least fourteen (14) days before arrival (not including the day of vaccination).
- b) Travellers below the age of twelve (12) years shall be exempt from the requirements of a vaccination certificate or Pre departure PCR test.
- c) Any traveller above the age of twelve (12) arriving at any point of entry with no proof of vaccination or a PCR test or those with flu-like symptoms shall be subjected to a rapid antigen test at their own cost of 30 USD.
- d) Any person who tests positive on antigen RDT will be subjected to entry PCR test at their own further cost of 50 USD and self-isolate as per MOH guidance on isolation.
- e) Any traveller arriving at any port of entry into Kenya with flu-like symptoms will be required to fill the passenger locator form on the 'jitenge' platform: https://ears.health.go.ke/airline_registration/ and to undergo rapid antigen test at own cost regardless of age or vaccination status. If positive on antigen test, they will be required to undergo a COVID-19 PCR test own cost.
- f) Passengers traveling out of the country, will be required to abide by the particular travel, health and COVID-19 related requirements of the transit and destination country
- g) Pre-departure RDT or PCR testing may be considered at the discretion of any of the airlines departing from or terminating in Kenya. **KCAA site: <https://www.kcaa.or.ke/>**

11.3 Presentation of a valid **yellow fever certificate** at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic, including the following States:

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 and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda.

11.4 Persons who fail to produce a valid yellow fever vaccination certificate to the port health officials may be required to take the vaccination at the point of entry against payment of US\$15 (subject to change by the appropriate authority). The officials may take other action in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Kenya.

12 Weather

12.1 While Nairobi is very close to the Equator (about 1.3° S), it is located at a relatively high elevation of about 5000 feet (1524m) above mean sea level. In April, the mean minimum/maximum temperatures are 14°C and high up to 24.1°C.

12.2 Nairobi local time is GMT+3.

13 Local Currency and Foreign Exchange Rates

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

13.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.

13.3 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 noon on the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at an extra fee and/or less favourable rates. On arrival at Jomo Kenyatta International Airport (JKIA), forex services are available within customs hall, from 7.00 am to midnight.

14 Telephones

11.1 Worldwide direct connections are available, using the international code or telephone operator as necessary. From outside Kenya, dial 254 followed by the area code (for landline numbers) and the required number. There are four (4) cellular phone (mobile) operators in Kenya: Airtel, Orange, Safaricom and YU.

15 Security

15.1 Participants are advised to visit the UNON website <http://www.unon.org> and click on “Security Advice” for the latest information. As in many large cities, crime is prevalent within Nairobi. It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or to travel for any other purpose.

Sixth Meeting of the IIM/SG (IIM/SG6)

| List of hotels in Nairobi – Breakfast included | | | | | | | |
|--|---------------------------|-------------|-------------|--|--|---|--|
| No. | Hôtel /Guest House | Single Room | Double Room | Internet /Web site | emails | Contacts | Location |
| 1. | BOMA INN NAIROBI | \$ 80 | \$ 130 | www.theboma.co.ke | reservations@theboma.co.ke | P.O. Box 26601 –00100, G.P.O Red Cross Road, Nairobi Tel: 254 719 050 000 / 254 719 050643 | Outside City Center, (Near the Airport) 18 Km to the UN |
| 2. | CROWNE PLAZA NAIROBI | \$ 150 | \$ 210 | http://www.cpnairobi.com/ | reservations@cpnairobi.com | P.O. Box 25574 –00100, G.P.O Nairobi Tel: 254 719 096000 / 254 20 2746000 | Upper Hill, (Outside the City Center) (Near the Airport), 15 Km to the UN |
| 3. | CITY LODGE HOTEL | \$ 120 | \$ 180 | www.clhg.com | cltworivers.resv@clhg.com | P.O. Box 2256 –00621 Nairobi, Kenya Tel: 254 709 264000 | Off Limuru Road 6 Km to the UN |
| 4. | EKA HOTEL | \$150 | \$ 195 | www.ekahotel.com | reservations@ekahotel.com | P.O. Box 27695 – 00506,1 Nairobi, Kenya Cell: 254 719 045000 | Outside City Center, (Near the Airport) 15 Km to the UN |
| 5. | FOUR POINT BY SHERATON | \$ 150 | \$ 190 | www.fourpointsnairobiairport.com | reservations@fourpointsnairobiairport.co.ke | P.O. Box 1158-00606 Nairobi, Kenya Tel: 254 20 6424000/254 709 760000 Fax: 254 740 031190 | JomoKenyatta International Airport 25 Km to the UN <i>Airport Transfer Included</i> |
| 6. | HEMINGWAYS NAIROBI | \$ 170 | \$ 300 | www.hemingways-collection.com | sales@hemingways.co | P.O. Box 146 –00502, Nairobi, Kenya Tel: 254 711 032000/ 254 20 2295011 Fax: 254 20 2295011/222 | Outside City Center,30 Km to the UN |
| 7. | HILTON GARDEN INN | \$ 130 | \$ 180 | NBOAPRM@HILTON.COM | www.nairobiairport.hgi.com | P.O. Box 25407-00603, Nairobi, Kenya Tel: 254 20 4075000 Fax: 254 20 4075001 | JomoKenyatta International Airport, 25 Km to the UN <i>Airport Transfer</i> |

Sixth Meeting of the IIM/SG (IIM/SG6)

| List of hotels in Nairobi – Breakfast included | | | | | | | |
|--|----------------------|-------------|-------------|--|--|---|--|
| No. | Hôtel /Guest House | Single Room | Double Room | Internet /Web site | emails | Contacts | Location |
| | | | | | | | <i>Included</i> |
| 8. | IBIS STYLES HOTEL | \$ 70 | \$ 89 | www.ibisstylesnairobi.com | hb065-re@accor.com | P.O. Box 14746 -00800 Nairobi, Kenya Tel: 254 20 5147500 /713 120 539 | RaphtaRoad (Outside City Center), 10 Km to the UN |
| 9. | JACARANDA HOTEL | \$ 120 | \$ 160 | www.jacarandahotels.com | cro@jacarandahotels.com | P.O. Box 14287 –00800, Nairobi, Kenya Tel: 254 711089000 | Woodvale Close, Westlands, 6 Km to the UN |
| 10 | LAICO REGENCY HOTEL | \$ 130 | \$ 160 | www.laicoregencyhotel.com | reservations@laicoregencyhotel.com | P.O. Box 30624 –00100, Nairobi, Kenya Tel: 254 721 777 732 / 722 791 320 | City Center, 10 Km to the UN |
| 11 | MAGNA HOTEL & SUITES | \$ 160 | \$ 200 | www.magna-hotel.com | bookingg@magna-hotel.com | P.O. Box 75200 –00200, Nairobi, Kenya Tel: 254 20 5138000 | GIGIRI AREA, 2.5 Km to the UN |
| 12 | MÖVENPICK HOTEL | \$ 175 | \$ 190 | www.movenpick.com | hotel.nairobi@movenpick.com | P.O. Box 49719 -00100 Nairobi, Kenya Tel: 254 721 265 086 / 254 709 548 000 | Westlands, Parklands Road 10 Km to the UN |
| 13 | NAIROBI SAFARI CLUB | \$ 155 | \$ 175 | www.nairobisafariclub.com | reservations@nairobisafariclub.com | P.O. Box 43564 – 00100, Nairobi, Kenya Tel: 254 20 2821000/ +254 722 209842 | City Center, 10 Km to the UN |
| 14 | NAIROBI SERENA HOTEL | \$ 235 | \$ 320 | www.serenahotels.com | nshreservations@serena.co.ke | City Center, 10 Km to the UN | P.O. Box 48690–00100, Nairobi, Kenya Tel: 254 20 2822000/ 732 124000 |
| 15 | OLE-SERENI HOTEL | \$ 120 | \$ 180 | www.ole-sereni.com | reservations@ole-serenihotel.com | Mombasa Road (Near Airport), 18 Km to the UN | P.O. Box 18187 – 00500, Nairobi, Kenya |

Sixth Meeting of the IIM/SG (IIM/SG6)

| List of hotels in Nairobi – Breakfast included | | | | | | | |
|--|-----------------------|-------------|-------------|---|--|---|--|
| No. | Hôtel /Guest House | Single Room | Double Room | Internet /Web site | emails | Contacts | Location |
| | | | | | | | Tel: 254 732191000/020 3901000 Fax: 254 20 3901400 |
| 16 | PANARI HOTEL | \$ 150 | \$ 180 | www.panarihotels.com | reservations@panarihotels.com | | P.O. Box 4372 - 00506, Nairobi, Kenya Tel: 254 20694600/71191000 Fax: 254 20 828985 |
| 17 | PARK INN BY RADISON | \$ 143 | \$ 185 | https://www.parkinn.com/hotel-nairobi | reservations.nairobi@parkinn.com | P.O. Box 14409 -00800 Nairobi, Kenya Tel: 254 709 498000 / 795 740756 Fax: 245 709 498000/498999 | Westlands (Outside City Center), 10 Km to the UN |
| 18 | PRIDEINN HOTEL RAPHTA | \$ 80 | \$ 120 | www.prideinn.co.ke | raphta@prideinn.co.ke | P.O. Box 66969 -00200 Nairobi, Kenya Tel: 254 789 707722 / 724 954944 | Westlands Raphta Road (Outside City Center), 12 Km to the UN <i>Airport Transfer at a fee</i> |
| 19 | RADISSON BLU | \$ 230 | \$ 260 | www.radissonblu.com/hotel-nairobi | reservations.nairobi@radissonblu.com | P.O. Box 21695 –00200, Nairobi Kenya Tel: 254 (0) 0709 810000 | Upper Hill (Outside City Center) 15 Km to the UN |
| 20 | SAFARI PARK HOTEL | \$ 178 | \$ 200 | www.safaripark-hotel.com | sales@safariparkhotel.co.ke | P.O. Box 45038- 00100, Nairobi, Kenya Tel: 254 20 3633000 / 137 Fax: 254 20 3633919 /8561584 | Thika Highway (Outside city center), 10 Km to the UN |
| 21 | SANKARA NAIROBI | \$ 235 | \$ 265 | www.sankaranairobiauto-graph.com | stay@nairobi.sankara.com | P.O. Box 1638 –00606, Nairobi, Kenya | Woodvale Groove, Westlands 6 Km to the UN |

Sixth Meeting of the IIM/SG (IIM/SG6)

| List of hotels in Nairobi – Breakfast included | | | | | | | |
|--|----------------------------|-------------|-------------|--|--|--|---|
| No. | Hôtel /Guest House | Single Room | Double Room | Internet /Web site | emails | Contacts | Location |
| | | | | | | Tel: 254 20 420000 / 254 703 028000 Fax: 254 20 4208888 | |
| 22 | SAROVA – PANAFRIC HOTEL | \$ 165 | \$ 205 | www.sarovahotels.com | panafric@sarovahotels.com | P.O. Box 72493 –00200, Nairobi, Kenya Tel: 254 20 2767000 / 254 722 319005 Fax: 254 20 2715566 | Upper Hill (outside city center), 12 Km to the UN |
| 23 | SAROVA –THE STANLEY | \$ 185 | \$ 215 | www.sarovahotels.com | sarovastanley@sarovahotels.com | P.O. Box 30680, Nairobi, Kenya Tel: 254 20 2757000 / 254 722 319005 Fax: 254 20 2229388 | City Center, 11 Km to the UN |
| 24 | SILVER SPRINGS HOTEL | \$ 110 | \$ 117 | www.silversprings-hotel.com | reservations@silversprings-hotel.com | Nairobi, Kenya Tel: 254 20 3722451-7 /07285341151 | City Center, 11 Km to the UN |
| 25 | THE BOMA NAIROBI | \$ 120 | \$ 180 | www.theboma.co.ke | reservations@theboma.co.ke | P.O. Box 26601-00100 G.P.O Red Cross Road, Nairobi, Kenya Tel: 254 720 689024 / 719 050000 | Off Mombasa Road (near the airport), 18 Km to the UN |
| 26 | THE CONCORD HOTEL & SUITES | \$ 135 | \$ 135 | www.theconcordhotels.com | reservations@theconcordhotels.com | P.O. Box 49434-00100 Nairobi, Kenya Tel: 254 711 111333/738 466336 | Parklands, 6 Km to the UN |
| 27 | TRADEMARK HOTEL BY TRIBE | \$ 140 | \$ 160 | www.trademark-hotel.com | reservations@tribehotel-kenya.com | P.O. Box 1333 –00621 Nairobi, Kenya Tel: 254 20 7200000/ 732 186000 Fax: 254 20 7200110 | LimuruRoad 2 Km to the UN |
| 28 | VILLA ROSA KEMPINSKI | \$ 215 | \$ 275 | www.kempinski.com/nairobi | reservations.nairobi@kempinski.com | P.O. Box 14164 –00800 Nairobi, Kenya | Westlands(Outside City Center) 8 Km to the UN |

Sixth Meeting of the IIM/SG (IIM/SG6)

| List of hotels in Nairobi – Breakfast included | | | | | | | |
|--|-----------------------------------|-------------|-------------|--|--|--|--|
| No. | Hôtel /Guest House | Single Room | Double Room | Internet /Web site | emails | Contacts | Location |
| | | | | | | Tel: 254 20 2308819 / 703 049000 | |
| 29 | WINDSOR GOLF HOTEL & COUNTRY CLUB | \$ 120 | \$ 190 | www.windsorgolfresort.com | reservations@windsor.co.ke | P.O. Box 45587 -00100 Nairobi, Kenya Tel: 254 20 8562300 / 711 203361/ 711 203362 Fax: +254 20 2338093/6 | Kiambu Road (Outside City Center), 15 Km to the UN |
| GUEST HOUSES | | | | | | | |
| 30 | CASA BELLA SUITES | \$ 75 | \$ 105 | www.casabellagigiri.com | enquiries@casabellagigiri.com | Tel: +254 722 994999 | 6 Km to the UN Free Shuttle Services to UNON |
| 31 | COMFORT GARDENS | \$ 85 | \$ 127 | www.comfortgardens.com | info@comfortgardens.com | Tel: +254 723610280/254 2014014 | 2.5 Km to the UN |
| 32 | DOLFRAN GUEST HOUSE | \$ 70 | \$ 90 | www.dolfranguesthouse.co.ke | info@dolfranguesthouse.co.ke | Tel: +254 706501811/254 0708588515 | 1.5 Km to the UN |
| 33 | KINGDOM GARDENS | \$ 115 | \$ 180 | www.kingdomgardens.co.ke | info@kingdomgardens.co.ke | Tel: +254 733 975916/731006020 | 3 Km to the UN Alcoholic free |
| 34 | TARA SUITES | \$ 120 | \$ 140 | www.tarasuites.com | info@tarasuites.com | Tel: +254 712 680542/786 387772 | 1 Km to the UN |
| 35 | THE 140 | \$ 100 | \$ 120 | www.the140guesthouse.com | the140@cenhika.com | Tel: +254 722 527964/733600298 | 3 Km to the UN |
| 36 | THE BEDELLE | \$ 100 | \$ 150 | www.thebedelle.com | reservations@thebedelle.com | Tel: +254 700 368611/733 370312 | 5 Km to the UN |
| 37 | VILLA LEONE | \$ 90 | \$ 120 | www.villa-leon.com www.villaleonenairobi.com | info@villa-leon.com / info@villaleone.co.ke | Tel: +254 712 680542/786 387772 | 1 Km to the UN |