



ICAO

## INTERNATIONAL CIVIL AVIATION ORGANIZATION

### SPECIFIC APPROVALS WORKSHOP (20 – 24 NOVEMBER 2023 – NAIROBI – KENYA)

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#### INFORMATION BULLETIN <sup>1</sup>

#### 1. Venue

1.1 The Specific Approvals Workshop will take place in Nairobi, Kenya, at the Trademark Hotel which is located in the Village Market, near the United Nations Complex in Gigiri, Nairobi, Kenya from 20 to 24 November 2023.

#### 1.2 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 Rd., Gigiri, Nairobi, Kenya  
**Mail:** P.O. Box 46294, 00100 GPO, Nairobi, Kenya  
**Tel.:** +254 20 7622 395, 7622 396  
**Fax:** +254 20 7621 092, 7623 028  
**E-mail:** [icaoesaf@icao.int](mailto:icaoesaf@icao.int)  
**Web-Site:** <http://www.icao.int/esaf>

#### 1.3 The ICAO ESAF Workshop Coordinator is:

Mr. Papa Issa Mbengue  
Regional Officer  
Flight Operations  
Tel:+254-20-7622399/Mobile+254-771-701-056  
**Email:** [PMbengue@icao.int](mailto:PMbengue@icao.int)

#### 2. Registration

2.1 Registration of participants will take place on **20 November 2023 from 08:00am to 08:30am** at the Trademark Hotel.

#### 3. Opening Session

3.1 The official opening of the workshop will take place on **20 November 2023 at 09:00am.**

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<sup>1</sup> The ESAF Regional Office makes its best effort to provide information to participants in order to facilitate their stay in Nairobi and participation at the event(s) to which they are invited. However, ICAO or its employees shall not be liable for any consequences arising from the use of information or views expressed in this bulletin, including but not limited to any loss or damage resulting from decisions taken on the basis of the information and associated views; or for any inaccuracies, omissions or errors it may contain.

#### **4. Working Language**

- 4.1 The workshop will be conducted in the English with interpretation in the French language. Participants are required to bring their own portable computers/laptops for access.

#### **5. Transport**

##### **5.1 *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 Kshs.3000. 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.

##### **5.2 *Transport arrangements to the workshop venue***

Participants should note that transport to the workshop venue will NOT be provided.

#### **6. Hotel Information**

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

#### **7. Entry Visa**

- 7.1 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.

- 7.2 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.

- 7.3 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.

## 8. Health

8.1 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. For any further information please visit the Kenya Civil Aviation (KCAA) Website: <https://www.kcaa.or.ke>

8.3 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.*

8.4 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.

## 9. Weather

9.1 While Nairobi is very close to the Equator (about 1.3<sup>0</sup> S), it is located at a relatively high elevation of about 5000 feet (1524m) above mean sea level. In November, the mean minimum/maximum temperatures are 23.1<sup>0</sup>C and high up to 13.1<sup>0</sup>C.

9.2 Nairobi local time is GMT+3.

## 10. Local Currency and Foreign Exchange Rates

10.1 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.

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

10.3 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.

## 11. 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.

## **12. Security**

- 12.1 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.

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