



ICAO

ES AN 1/6 – 0504

INTERNATIONAL CIVIL AVIATION ORGANIZATION

THE AFRICA-INDIAN OCEAN (AFI) USER PREFERRED ROUTES TRAILS LABORATORY AND THE FIFTH AFRICA-INDIAN OCEAN FREE ROUTE AIRSPACE PROJECT MANAGEMENT TEAM (AFI FRA PMT/5) MEETING

(NAIROBI, KENYA, 21 TO 25 OCTOBER 2024)

INFORMATION BULLETIN

1. Venue

- 1.1 The Africa-Indian Ocean (AFI) User Preferred Routes Trails Laboratory and the Fifth Africa-Indian Ocean Free Route Airspace Project Management Team (AFI FRA PMT/5) Meeting will be held from 21 to 25 October 2024 at the Argyle Hotels Group (Australia) located on Mombasa Road, near Jomo Kenyatta International Airport, 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: 41TUicaoesaf@icao.intU41T
Website: <http://www.icao.int/esaf>

ICAO ESAF Focal Points Contacts

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3. Registration

- 3.1 Registration of participants will take place on Monday, 21 October 2024 from 08:30am to 09:00am at Argyle Hotel.

¹ 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. **Opening Session**

- 4.1 The official opening of meeting will take place on Monday, 21 October 2024 at 9:00am, where subsequent sessions will also be held.

5. **Working Language**

- 6.1 The meetings will be conducted in the English language only. Participants are required to bring their own portable computers/laptops for access.

6. **Transport**

6.1 ***From the Airport***

Taxis are available from the Jomo Kenyatta International Airport (JKIA) to the city centre and the fare normally is between Kshs 2000 to 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.

6.2 ***Transport arrangement to the Meeting venue***

Participants should arrange their own transport to the meeting venue.

7. **Hotel Information**

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

8. **Entry Visa**

- 8.1 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.
- 8.2 Participants should note that Kenya introduced the electronic Travel Authorization (Eta). To apply for this, one needs to login to the eTA portal i.e. etakenya.go.ke. The uploads required are a valid passport, invitation letter, selfie photo and return ticket. All payments are done via credit card on the Eta portal.
- 8.3 It is important to apply for visas in advance and at least three weeks before the start of the event to avoid delays and inconveniences.

9. **Health**

- 9.1 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.

- 9.2 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.

- 9.3 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.

10. Weather

- 10.1 Forecast minimum/maximum temperatures for October are 12.5C⁰/24.7⁰C.

- 10.2 Nairobi local time is GMT+3.

11. Local Currency and Foreign Exchange Rates

- 11.1 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, 5 shillings, 10 shillings, 20 shillings and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

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

- 11.3 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.

12. Telephones

- 12.1 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.

13. Security

- 13.1 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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LIST OF HOTELS IN NAIROBI - BREAKFAST INCLUDED							
No.	Hotel/Guesthouse	Single Room	Double Room	Internet/Web Site	E-mails	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 the city centre (near the airport) 18 km from 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 centre) (Near the Airport), 15 km from 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 the Limuru road 6 km from 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 the city centre (near the airport) 15 km from the UN
5.	FOUR POINT BY SHERATON	\$ 150	\$ 190	www.fourpointsnairobairport.com	reservations@fourpointsnairobairport.co.ke	P.O. Box 1158-00606 Nairobi, Kenya Tel: 254 20 6424000/254 709 760000 Fax: 254 740 031190	Jomo Kenyatta International Airport 25 km from 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 the city centre, 30 km from the UN

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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	Jomo Kenyatta International Airport, 25 km from the UN <i>Airport transfer 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	Raphta Road (outside the city centre), 10 km from the UN
9.	JACARANDA HOTEL	\$ 120	\$ 160	www.jacarandahotels.com	cro@jacarandahotels.com	P.O. Box 14287 – 00800, Nairobi, Kenya Tel: 254 711089000	Near Woodvale, West lands, 6 km from 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 centre, 10 km from 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	ZONE GIGIRI, 2.5 km from 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 from 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 centre, 10 km from the UN

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No.	Hotel/Guesthouse	Single Room	Double Room	Internet/Web Site	E-mails	Contacts	Location
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 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 the city centre), 10 km from 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	West lands Raphta Road (outside the city centre), 12 km from the UN <i>Chargeable airport transfer</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 the city centre) 15 km from the UN

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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 the city centre), 10 km from the UN
21.	SANKARA NAIROBI	\$ 235	\$ 265	www.sankaranairobiautogrAPH.com	stay@nairobi.sankara.com	P.O. Box 1638 –00606, Nairobi, Kenya Tel: 254 20 420000 / 254 703 028000 Fax: 254 20 4208888	Woodvale Groove, Westlands 6 km from the UN
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 the city centre), 12 km from 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 centre, 11 km from the UN
24.	SILVER SPRINGS HOTEL	\$ 110	\$ 117	www.silverspings-hotel.com	reservations@silverspings-hotel.com	Nairobi, Kenya Tel: 254 20 3722451-7 / 07285341151	City centre, 11 km from 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 from the UN

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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	Parcs, 6 km from 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	Limuru Route 2 km from the UN
28.	VILLA ROSA KEMPINSKI	\$ 215	\$ 275	www.kempinski.com/nairobi	reservations.nairobi@kempinski.com	P.O. Box 14164 – 00800 Nairobi, Kenya Tel: 254 20 2308819 / 703 049000	West lands (outside the city centre) 8 km from the UN
29.	WINDSOR GOLF HOTEL & COUNTRY CLUB	\$ 120	\$ 190	www.windsorgolfresort.co.ke	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 the city centre), 15 km from the UN