



THE ICAO WORKSHOP ON NASP DEVELOPMENT DRIVING AFI RASP IMPLEMENTATION
(NAIROBI, KENYA, 28 TO 31 MAY 2024)

INFORMATION BULLETIN

1. Site and Date of the Workshop

- 1.1 The **ICAO Workshop on NASP Development Driving AFI RASP Implementation** will be held from **28 to 31 May 2024** at the **Trademark Hotel**, 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

Mr. Zewdu Teklay Regional Officer Safety Implementation Tel: (+254) 20 762 2397 Email: ZAregawi@icao.int	Ms. Mildred Anyango Technical Cooperation Associate ATM/SAR/AVSEC/FAL/MET/ENV Tel: (+254) 20 762 2026 Email: MAnyango@icao.int
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4. Registration

- 4.1 Registration of participants will take place on Tuesday, 28 May 2024 from 08:30am to 09:00am at Trademark Hotel.

5. Opening Session

- 5.1 The opening of the workshop will take place on Tuesday, 28 May 2024 at 9:00am.

6. Working Language

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

7. Transport

7.1 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.

7.2 Transport arrangement to the Meeting venue

We will NOT be providing transport to the Workshop venue.

8. Hotel Information

- 8.1 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.

9. Entry Visa

- 9.1 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.

- 9.2 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.

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.

10. Health

- 10.1 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.

10.2 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/>

10.3 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.

10.4 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.

11 Weather

11.1 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 May, the mean minimum/maximum temperatures are 13.2°C and high up to 22.6°C.

11.2 Nairobi local time is GMT+3.

12 Local Currency and Foreign Exchange Rates

- 12.1 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.
- 12.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.
- 12.3 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.

13 Telephones

- 13.1 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.

14 Security

- 14.1 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.fourpointsnairobiairport.com	reservations@fourpointsnairobiairport.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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No.	Hotel/Guesthouse	Single Room	Double Room	Internet/Web Site	E-mails	Contacts	Location
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	City centre, 10 km from the UN

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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
						209842	
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,	Upper Hill (outside the city centre)

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No.	Hotel/Guesthouse	Single Room	Double Room	Internet/Web Site	E-mails	Contacts	Location
						Nairobi Kenya Tel: 254 (0) 0709 810000	15 km from 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 the city centre), 10 km from the UN
21.	SANKARA NAIROBI	\$ 235	\$ 265	www.sankaranairobiautogr aph.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	Off Mombasa Road (near the airport), 18 km from the UN

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No.	Hotel/Guesthouse	Single Room	Double Room	Internet/Web Site	E-mails	Contacts	Location
						Tel: 254 720 689024 / 719 050000	
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.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 the city centre), 15 km from the UN
GUEST HOUSES							
30.	CASA BELLA SUITES	\$ 75	\$ 105	www.casabellagigiri.com	enquiries@casabellagigiri.com	Tel: +254 722 994999	6 km from the UN Free shuttle service to UNON
31.	COMFORT GARDENS	\$ 85	\$ 127	www.comfortgardens.com	info@comfortgardens.com	Tel: +254 723610280/254	2.5 km from the UN

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No.	Hotel/Guesthouse	Single Room	Double Room	Internet/Web Site	E-mails	Contacts	Location
						2014014	
32.	DOLFRAN GUEST HOUSE	\$ 70	\$ 90	www.dolfranguuesthouse.co.ke	info@dolfranguuesthouse.co.ke	Tel: +254 706501811/254 0708588515	1.5 km from the UN
33.	KINGDOM GARDENS	\$ 115	\$ 180	www.kingdomgardens.co.ke	info@kingdomgardens.co.ke	Tel: +254 733 975916/731006020	3 km from the UN Alcohol free
34.	TARA SUITES	\$ 120	\$ 140	www.tarasuites.com	info@tarasuites.com	Tel: +254 712 680542/786 387772	1 km from the UN
35.	THE 140	\$ 100	\$ 120	www.the140guesthouse.co.ke	the140@cenhika.com	Tel: +254 722 527964/733600298	3 km from the UN
36.	THE BEDELLE	\$ 100	\$ 150	www.thebedelle.com	reservations@thebedelle.com	Tel: +254 700 368611/733 370312	5 km from the UN
37.	VILLA LEONE	\$ 90	\$ 120	www.villa-leon.com www.villaleonenairobi.co.ke	info@villa-leon.com / info@villaleone.co.ke	Tel: +254 712 680542/786 387772	1 km from the UN