



**INTERNATIONAL CIVIL AVIATION ORGANIZATION EASTERN AND
SOUTHERN AFRICAN (ESAF) REGIONAL OFFICE**
**JOINT ICAO/IATA/AFCAC/AFRAA/ACI/CANSO REGIONAL WORKSHOP ON
AVIATION USER CHARGES (NAIROBI – KENYA - 29 - 30 OCTOBER 2024)**
INFORMATION BULLETIN ¹

1. Venue

- 1.1 The Joint ICAO/IATA/AFCAC/AFRAA/ACI/CANSO Regional Workshop on Aviation User Charges will be held in Nairobi, Kenya at the **United Nations Complex in Gigiri** from 29 to 30 October 2024, in **Conference Room 3**.

1.2 Workshop Contacts

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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.

2. Registration

2.1 On-Line Registration

Participants are requested to register on-line via the link below:

<https://www.icao.int/ESAF/Pages/aviation-user-charges-2024.aspx>

2.2 On-Site Registration of participants on arrival will take place on 29 October 2024 from **08:00am** at the **United Nations Complex in Gigiri**.

3. Opening Session

3.1 The official opening of the workshop will take place on 29 October 2024 at approximately **09.00am**.

4. Working Language

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

5. Workshop Documentation

5.1 The workshop documentation, including the information bulletin will be available online at the link below: <https://www.icao.int/ESAF/Pages/aviation-user-charges-2024.aspx>

6. Transport

6.1 From the Airport

Participants are requested to make arrangements for their own transport from the airport to the Hotel/Guest Houses. Taxis are available from Jomo Kenyatta International Airport (JKIA) to the city centre and the fare normally is between Kshs.2500 to Kshs.3000 which are **subject to change**. 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 arrangements to the workshop venue

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

6.3 Hotel Information

Participants are advised to make their own hotel reservations. A list of recommended hotels is attached at the end of this bulletin. Please note that the Hotel Rates are **subject to change**.

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. Participants should note that Kenya introduced the electronic Travel Authorization (eTA). To apply for this one needs to login to the eTA portal ie. etakenya.go.ke uploads required are a Valid passport and ICAO invitation letter. Selfie photo and Return ticket. All payments are done via credit card on the eTA portal.
- 7.2 It is important to apply for visas in advance and at least three weeks before the start of the workshop 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.
- 8.2 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.*
- 8.3 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.

9. Weather

- 9.1 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 October, the mean daily maximum temperature is 24.7°C and daily minimum temperature is 12.7°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 Saturdays. 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. The main cellular phone (mobile) operators in Kenya are Safaricom, Airtel and Telcom Kenya.

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.

Hotel List in Nairobi/Liste des hôtels à Nairobi – (Breakfast Included/Petit-déjeuner inclus)

Please note that Hotel Rates are subject to Change/Veuillez noter que les tarifs de l'hôtel sont susceptibles d'être modifiés

No. Non.	Hotel/Hôtel	Single Room USD/ Chambre USD	Double Room/ Chambre double	Internet/Site Web	E-mails/courriel	Contacts	Place/Emplacement
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	En dehors du centre-ville (près de l'aéroport) 18 km de l'ONU
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, (à l'extérieur du centre-ville) (Près de l'Aéroport), à 15 Km de l'ONU
4.	EKA HOTEL	\$150	\$ 195	www.ekahotel.com	reservations@ekahotel.com	P.O. Box 27695 –00506,1 Nairobi, Kenya Cell: 254 719 045000	En dehors du centre-ville (près de l'aéroport) 15 km de l'ONU
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	Aéroport international Jomo Kenyatta 25 km de l'ONU <i>Transfert de l'aéroport Inclus</i>

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No. Non.	Hotel/Hôtel	Single Room USD/Chambre USD	Double Room/Chambre double	Internet/Site Web	E-mails/courriel	Contacts	Place/Emplacement
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	En dehors du centre-ville, à 30 km de l'ONU
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	Aéroport international de Jomo Kenyatta, 25 km de l'ONU <i>Transfert de l'aéroport Inclus</i>
8.	IBIS STYLES HOTEL	\$ 85	\$ 105	www.ibisstylesnairobi.com	hb065-re@accor.com	P.O. Box 14746 -00800 Nairobi, Kenya Tel: 254 20 5147500 /713 120 539	Raphta Road (en dehors du centre-ville), 10 km de l'ONU
9.	JACARANDA HOTEL	\$ 120	\$ 160	www.jacarandahotels.com	cro@jacarandahotels.com	P.O. Box 14287 –00800, Nairobi, Kenya Tel: 254 711089000	Près de Woodvale, West lands, 6 km de l'ONU
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	Centre-ville, 10 km de l'ONU
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 de l'ONU

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No. Non.	Hotel/Hôtel	Single Room USD/ Chambre USD	Double Room/ Chambre double	Internet/Site Web	E-mails/courriel	Contacts	Place/Emplacement
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	West lands, chemin Park lands 10 km de l'ONU
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	Centre Ville, 10 Km de l'ONU
14.	NAIROBI SERENA HOTEL	\$ 235	\$ 320	www.serenahotels.com	nshreservations@serena.co.ke	City Center, 10 Km to the UN	Boîte postale 48690– 00100, Nairobi, Kenya Tél : 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	Case postale 18187 – 00500, Nairobi, Kenya Tél : 254 732191000/020 3901000 Télécopie : 254 20 3901400
16.	PANARI HOTEL	\$ 150	\$ 180	www.panarihotels.com	reservations@panarihotels.com		Boîte postale 4372 - 00506, Nairobi, Kenya Tél : 254 20694600/71191000 Télécopie : 254 20 828985

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No. Non.	Hotel/Hôtel	Single Room USD/ Chambre USD	Double Room/ Chambre double	Internet/Site Web	E-mails/courriel	Contacts	Place/Emplacement
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	West lands (en dehors du centre-ville), 10 km de l'ONU
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 (en dehors du centre-ville), 12 km de l'ONU <i>Transfert aéroport payant</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 (en dehors du centre-ville) 15 km de l'ONU
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 (En dehors du centre-ville), à 10 km de l'ONU
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 de l'ONU

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No. Non.	Hotel/Hôtel	Single Room USD/ Chambre USD	Double Room/ Chambre double	Internet/Site Web	E-mails/courriel	Contacts	Place/Emplacement
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 (en dehors du centre-ville), 12 km de l'ONU
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	Centre-ville, 11 km de l'ONU
24.	SILVER SPRINGS HOTEL	\$ 110	\$ 117	www.silversprings-hotel.com	reservations@silversprings-hotel.com	Nairobi, Kenya Tel: 254 20 3722451-7 / 07285341151	Centre-ville, 11 km de l'ONU
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 (près de l'aéroport), 18 km de l'ONU
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 de l'ONU
27.	TRADEMARK HOTEL BY TRIBE	\$ 160	\$ 185	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 de l'ONU

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No. Non.	Hotel/Hôtel	Single Room USD/ Chambre USD	Double Room/ Chambre double	Internet/Site Web	E-mails/courriel	Contacts	Place/Emplacement
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 (en dehors du centre-ville) 8 km de l'ONU
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 (en dehors du centre-ville), 15 km de l'ONU
GUEST HOUSES Near Gigiri							
30.	CASA BELLA SUITES	\$ 75	\$ 105	www.casabellagigiri.com	enquiries@casabellagigiri.com	Tel: +254 722 994999	6 km from UN Gigiri/de l'ONU Services de navette gratuits vers UNON
31.	COMFORT GARDENS	\$ 85	\$ 127	www.comfortgardens.com	info@comfortgardens.com	Tel: +254 723610280/254 2014014	2.5 km from Gigiri UN/de l'ONU
32.	DOLFRAN GUEST HOUSE	\$ 70	\$ 90	www.dolfranguesthouse.co.ke	info@dolfranguesthouse.co.ke	Tel: +254 706501811/254 0708588515	1.5 km from Gigiri UN/de l'ONU
33.	KINGDOM GARDENS	\$ 115	\$ 180	www.kingdomgardens.co.ke	info@kingdomgardens.co.ke	Tel: +254 733 975916/731006020	3 km from Gigiri UN/de l'ONU Sans alcool

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No. Non.	Hotel/Hôtel	Single Room USD/ Chambre USD	Double Room/ Chambre double	Internet/Site Web	E-mails/courriel	Contacts	Place/Emplacement
34.	TARA SUITES	\$ 120	\$ 140	www.tarasuites.com	info@tarasuites.com	Tel: +254 712 680542/786 387772	1 km from Gigiri UN/de l'ONU
35.	THE 140	\$ 100	\$ 120	www.the140guesthouse.com	the140@cenhika.com	Tel:: +254 722 527964/733600298	3 km from UN Gigiri/ de l'ONU
36.	THE BEDELLE	\$ 100	\$ 150	www.thebedelle.com	reservations@thebedelle.com	Tel: +254 700 368611/733 370312	5 km from UN Gigiri/de l'ONU
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 from UN Gigiri/de l'ONU

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