



**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
EASTERN AND SOUTHERN AFRICAN OFFICE**

**Fifteenth meeting of the AFI Planning and Implementation Regional Group  
(APIRG/15)**

**(Nairobi, Kenya, 26-30 September 2005)**

**INFORMATION BULLETIN**

**1. SITE OF THE MEETING**

1.1 The Meeting will be held in the Conference Room of the United Nations Office at Nairobi (UNON). A map of the UNON Complex can be found at <http://www.unon.org>, click on “UNON Complex Facilities” and then on “View UNON MAP”.

1.2 The opening of the meeting is planned at 1000 hours on Monday 26 September 2005.

1.3 The ICAO Eastern and Southern African Office (ESAF) is located within the UNON Complex at Block I. The working hours of the Office are 0800 - 1630. The ICAO Regional Office contacts are:

Telephone: (254 20) 62 23 95/96  
 Fax: (254 20) 62 30 28 or 62 10 92  
 E-mail: [icao@icao.unon.org](mailto:icao@icao.unon.org)

**1.4 Registration**

Registration of participants will be from 0815 to 1000 hours.

**2. HOTELS**

2.1 Participants are requested to make their own hotel reservations. A list of recommended hotels is attached. When reserving participants should state that they are attending an ICAO meeting. A map of the Nairobi Central Business District is attached. Additional information on hotels can be found at <http://www.unon.org>, click on “Places to stay”.

**3. VISA**

3.1 All travellers arriving in Kenya should have a valid passport. Kenyan entry visas are not required for nationals of a number of countries. Participants are therefore advised to ascertain whether or not they are exempt from the Kenyan entry visa requirement. Those who are not exempt should apply for visas well in advance from Kenyan Embassies or High Commissions, which will issue them upon presentation of documentation showing that the applicants are designated representatives to a particular UN meeting held in Nairobi.

3.2 In countries where there is no Kenyan Embassy or High Commission, the British Embassy or High Commission will generally represent Kenya, and be in a position to issue visas.

**4. TRANSPORT**

4.1 Jomo Kenyatta International Airport is situated 16 kilometres (at 20 minutes drive) from the city centre. The taxi fare from the airport to the city centre is approximately Kshs. 1400.00. However, it is advisable to establish the fare before getting into the vehicle. It is also wise to ensure

that the taxi is from a reputable company. A number of hotels provide transfer services to/from the airport. This can be ascertained when making a booking

4.2 Public transport is not readily available and should certainly be avoided at peak hours as most transportation is filled to more than capacity.

### **Transport to/from the ESAF Office**

4.3 Transportation to/from the ESAF Office will be provided to all delegates. The bus will depart from the SixEighty Hotel at 08:00 hours. Delegates residing in other hotels will be expected to proceed to the SixEighty Hotel before this time.

## **5. CLIMATE**

5.1 The mean minimum temperature during the month of September is 10°C and the mean maximum temperature is 24°C. The mean relative humidity is 66 per cent. The month of September is relatively dry.

## **6. SECURITY**

6.1 Please visit the site <http://www.unon.org>, and click on “Security Advice” for the latest security advice. Participants will have to retrieve their badge at the security post at the entrance of the UNON complex in order to be admitted into the campus. It is therefore important that the Regional Office be advised as soon as possible of the names of the participants.

## **7. HEALTH**

7.1 A yellow fever vaccination certificate is mandatory for travellers over one year of age coming from infested areas. However, as there has been an outbreak of yellow fever in certain regions of Kenya it is advisable that all visitors are vaccinated 10 days prior to departure. Please visit the World Health Organization (WHO) site <http://www.who.int/ith/> for information on Kenya.

## **8. CURRENCY**

8.1 The commercial banks and private forex bureaus provide exchange facilities. Most banks are open between 9 a.m. and 4 p.m. from Monday to Friday and between 9 a.m. and 11 a.m. on the first and last Saturday of the month. There are also a number of forex bureaux in the city centre. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta International Airport are open daily from 7 a.m. to midnight.

8.2 Kenyan shilling exchange rates are determined by the inter bank trade which varies daily. The mean rate for 1 United States dollar is Kshs 76.00 in June 2005.

8.3 Banking facility is available at the UN Gigiri Complex.

8.4 Upon leaving Nairobi, delegates will have to pay the airport departure tax in local or foreign currency (equivalent to US\$20), if it is not already included in the air ticket.

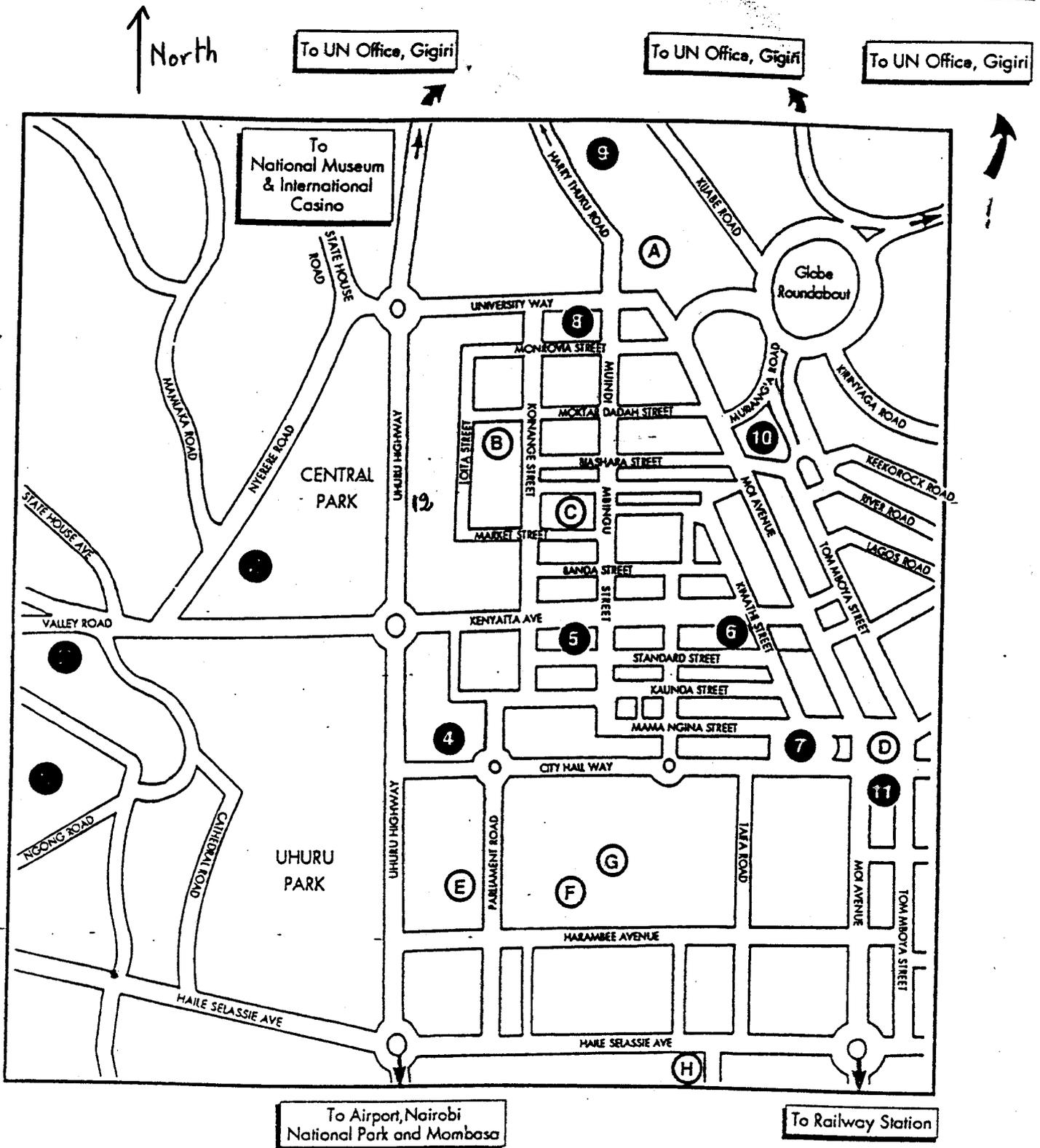
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**LIST OF HOTELS/RATES**  
**List of Hotels as at 11 May 2004**

<b>HOTELS</b>	<b>RATES TARIFS US \$</b>	<b>ADRESSE</b>	<b>TELEFAX NO.</b>	<b>TELEPHONE</b>	<b>Email</b>
Intercontinental Hotel	89.00 Single (SBB) 109.00 double (DBB)	Cr. City Hall Way, Uhuru Highway	(254 20) 320000030 32000 036	(254 20) 32000000 or 254 20 32000 210	<a href="mailto:nairobi@interconti.com">nairobi@interconti.com</a>
Holiday Inn	113.00 (SBB) incl. 150.00 (DBB)	Cor. Parklands Road and Mpaka Lane	254 2 748823	254 2 740920/1 740906	<a href="mailto:Mayfair@africaonline.co.ke">Mayfair@africaonline.co.ke</a>
SixEighty Hotel	50.00 (SO) 80.00 (BO)	Cr. Muindi Mbingu Street/Kenyatta Avenue	(254 20) 343875 218314	(254 20) 315680	<a href="mailto:info@680-hotel.co.ke">info@680-hotel.co.ke</a>
The Stanley	95.00 Deluxe Rm (Single or Double (BO)) 140.00 Club Rm (Single or Double (BO))	Cr. Kenyatta Avenue/Kimathi Street	(254 20) 229388	(254 20) 228830	<a href="mailto:reservations@thestanly.sarova.co.ke">reservations@thestanly.sarova.co.ke</a>
			Reserv. 254 20 715566	Reserv. 254 20 713333	
Hilton Hotel	80.00 (SBB) incl. 100.00 (DBB) incl.	Mama Ngina Street	(254 20 250099 or 226477	(254 20) 250000	<a href="mailto:hilton@africaonline.co.ke">hilton@africaonline.co.ke</a>
Nairobi Safari Club	100.00 (SUB) 110.00 (DUB)	University Way/Koinange Street	(254 20) 331201	(254 20) 251333	<a href="mailto:nsclub@africaonline.co.ke">nsclub@africaonline.co.ke</a>
Meridian Court Hotel	41.00 (SO) 55.00 (DO)	Murang'a Road, off Moi Avenue	(254 20) 333658	(254 20) 333916	<a href="mailto:info@meridianhotelkenya.com">info@meridianhotelkenya.com</a> <a href="http://www.meridianhotelkenya.com">www.meridianhotelkenya.com</a>
Landmark Hotel	98.00 (SBB) 117.00 (DBB)	Chiromo Road, Westlands	(254 20) 448977	(254 20) 448713/-7	<a href="mailto:Reservations@sarova.co.ke">Reservations@sarova.co.ke</a>
Grand Regency	95.00 (SB) + 28%taxes 110.00 (DBB)	Loita Street	254 (20) 217120	(254 20) 228820	
Ambassador Hotel	45.00(SB) 60.00(DB)	Moi Avenue	(254 20) 336860	(254 20) 336809	

*Rates may change without notice. DBB = Double Bed & Breakfast, SBB = Double Bed & Breakfast, SO = Single Bed only; DO = Double Bed only  
SBO = Suite Bed only. Rates are quoted in US Dollars. Transport will be available from Six-Eighty Hotel each day at 0830 hours.*

# CENTRAL NAIROBI



## Hotels

- 1 Fairview Hotel
- 2 Panafic Hotel
- 2 Nairobi Serena Hotel
- 4 Intercontinental Hotel
- 5 680 Hotel
- 6 New Stanley Hotel

- 7 Hilton Hotel
- 8 Nairobi Safari Club
- 9 Norfolk Hotel
- 10 Meridian Court Hotel
- 11 Ambassador Hotel
- 12 Grand Regency

## Government and other main buildings

- A Central Police Station
- B Kenya Airways Terminal
- C City Market
- D National Archives
- E Parliament Buildings
- F Ministry of Foreign Affairs
- G Kenyatta International Conference Centre
- H General Post Office