



**FIRST MEETING OF THE AFI ATM/MET TASK FORCE (ATM/MET TF/1),
(NAIROBI, KENYA, 10-11 JUNE 2013)**

INFORMATION BULLETIN

1. Site of the Workshop/Meeting

- 1.1 The meeting will be held from 10 to 11 June 2013 at the ICAO ESAF Regional Office, which is located at the United Nations compound in Gigiri, Nairobi, Kenya.

ICAO ESAF Regional Office Contact

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2. Registration

- 2.1 Registration of participants will take place on Monday 10 June 2013 from 08:00am to 09:00am.

3. Opening Session

- 3.1 The official opening of the meeting will take place on Monday 10 June 2013 at 09:00am.

4. Working Language

- 4.1 The meeting will be conducted in the English language only (translation and interpretation facilities will not be available).

5. Hotel Information

- 5.1 Participants are requested to make their own hotel reservations and indicate that they are attending an ICAO Meeting. A list of recommended hotels is attached at the end of this bulletin.

6. Transport

6.1 From the Airport

Jomo Kenyatta International Airport is situated 16 kilometres (about 20-minutes' drive depending on the traffic) from the city centre. The fare from the airport to the city centre by special buses (namely City Hoppa and Double M) is Ksh 60. Taxis are readily available. The taxi fare from the airport to the city centre is between Kshs.1000 – 1500. However, it is advisable to establish the fare before getting into the vehicle. The list of recommended taxis is listed below:-

- BUZZ A CAB:** Tel: +254 (0) 721 34 95 90 /(0)734 82 85 85
Land line +254 20 828585 or 828774
(From airport to Panari Hotel Kshs.600 and from airport to city centre is between Kshs.1000 to 1500).
- KENATCO:** Tel: +254 20 824248/+254 20 225123/+254 20 230771/+254 20 230772
(From airport to Panari Hotel Ksh. 900, and from airport to city centre between Ksh.1200 to 1500).
- JATCO TAXIS:** Tel: +254 20 4448162/0722648383/0722725131/ 0733 701494
Fax: 4442114 (From airport to Panari Hotel Ksh.800 and airport to City Centre between Kshs.1200 to 1500).

6.2 *To the workshop/meeting venue*

Transport will be provided to the meeting venue. A bus will depart at 7:15am daily from Six-Eighty Hotel to the ESAF Regional Office in Gigiri, and will transport delegates back to the pickup point after closure of the meeting each day.

7. **Visa**

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

8. **Health**

- 8.1 Participants must ensure that they take out travel insurance (including health) from their home country for the duration of their stay in Nairobi. Participants should particularly ensure that their insurance is applicable in Nairobi. Furthermore, participants must carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also strongly 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 **yellow fever certificate** at the point of entry is highly required for the following African countries – 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. If the certificate cannot be made available, vaccination will take place at the point of entry against payment of US\$15. You may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Kenya.

9. Weather

- 9.1 Nairobi is about 5000 feet above mean sea level and temperatures during the month of June are minimum 11.8⁰C and maximum 21.8⁰C.

10. Local Currency and Foreign Exchange Rates

- 10.1 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.
- 10.2 Kenya shilling exchange rates are determined by the interbank trade which varies daily. Recently the rate has been fluctuating between Kshs.80.00 to Kshs.85.00 to the US Dollar, but may be out of this range depending on market influences.
- 10.3 There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring into Kenya. However, the export of Kenya currency by visitors is strictly forbidden. A maximum of 400 shillings may be taken out.
- 10.4 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 am on the first and last Saturday of the month. Hotels also offer exchange facilities but at a small extra fee. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta international airport are open daily from 7.00 am to midnight and will change foreign currency into Kenya shillings.

11. Telephones

- 11.1 Worldwide direct connections are available, using the international code or telephone operator if necessary. From abroad dial 254 followed by required number. There are 4 mobile operators: Airtel, Orange, Safaricom and YU.

12. Security

- 12.1 Please visit the site <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, go sightseeing or need to travel for any other purpose.

**A LIST OF SOME HOTELS IN AND AROUND THE NAIROBI CENTRAL BUSINESS AREA
WHICH OFFER UN/CORPORATE RATES**

HOTEL	RATES	ADDRESSES	FAX	TELEPHONE	E-MAIL
SENTRIM SIX EIGHTY HOTEL	SBB US\$80 (UN Rate) SBB KSHS.6,400/= (UN Rate) DBB US\$105 (UN Rate) SBB KSHS.8,930/= (UN Rate)	Cr. Muindi Mbingu Street/Kenyatta Avenue	254-20-332908	254-20-315680	Lucy.Gatere@sentrim-hotels.com info@sentrim.com
AMBASSADEUR HOTEL	SBB US\$60 (UN Rate) DBB US\$80 (UN Rate)	Moi Avenue	254-20-336860	254-20-242933 226733	ambassadeurhotel@hotmail.com reserve@hotellambassadeurkenya.com
SAROVA – THE STANLEY	SBB US\$195 (UN Rate) SBB KSHS.15,600/- (UN Rate) DBB (US\$240) (UN Rate) DBB KSHS.19,200/= (UN Rate)	Corner of Kenyatta and Kimathi Avenue	254-20-271-5566	254-20-276 7000	thestanley@sarovahotels.com
SILVER SPRINGS HOTEL	SBB KSHS.11,400/= DBB KSHS.15,400/=	Argwings Kodhek Road approximately 3 miles from the city centre	254-20-2720545	254-20-2722451/2	sales@silversprings-hotel.com
INTERCONTINENTAL HOTEL	SBB US\$205 (UN Rate) DBB US\$245 (UN Rate) SBB KSHS.16,400/= (UN Rate) DBB KSHS.19600/= (UN Rate)	Cr. City Hall Way, Uhuru Highway	254-20-32000030	254-20- 32000000	reservations@interconti.co.ke/ Josephine.wakhu@icnairobi.com
HOLIDAY INN	US\$ 199.00 (SBB) US\$ 224.00 (DBB)	Cr. Parklands Road and Mpaka Lane	254-20-3748823	254-20-3740920/1 3740906	admin@holidayinn.co.ke khaveres@holidayinn.co.ke
HILTON HOTEL	SBB US\$200 (UN Rate) DBB US\$240 (UN Rate)	Mama Ngina Street	254-20-250099	254-20-2790000	Reservations.nairobi@hilton.com Benard.itebete@hotmail.com
GRAND REGENCY	US\$185.00 (SBO) US\$210.00 (DBO)	Loita Street	254-20-217120	254-20- 228820 254-20 - 211199	jsian@laicoregencyhotel.co.ke
MERIDIAN HOTEL	SBB US\$74 (UN Rate) DBB US\$90 (UN Rate)	Downtown	254-20- 313991/317481	254-20-313991/ 317481	info@meridianhotelkenya.com

SBB = Single, Bed and Breakfast

DBB = Double, Bed & Breakfast

Note:

- 1: When making your reservations, please specify that you are attending an ICAO Meeting in order to be accorded special UN/Corporate Rates.**
- 2: The above rates are as of 17 May 2012 and are subject to change by the hotels without notice.**
