



ICAO

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**EASTERN AND SOUTHERN AFRICAN (ESAF) OFFICE**

**ICAO Regional Workshop on New Global Reporting Format for Runway Surface Condition**  
**(Nairobi, Kenya, 14-15 August 2019)**

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**INFORMATION BULLETIN <sup>1</sup>**

**1. Venue**

- 1.1 The Workshop will be convened from 14 to 15 August 2019 at the ICAO ESAF Regional Office, which is located at the United Nations Complex in Gigiri, Nairobi, Kenya.

**ICAO ESAF Regional Office Contacts**

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**2. Registration**

- 2.1 Registration of participants will take place on Wednesday, 14 August 2019 from 08:00am to 09:00am.

**3. Opening Session**

- 3.1 The official opening of Workshop will take place on Wednesday, 14 August 2019 at 9:00am.

**4. Working Language**

- 4.1 The Workshop 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 Workshop. A list of recommended hotels and guest houses is attached at the end of this bulletin.

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<sup>1</sup> 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.

## 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. Taxis are readily available and the fare from the airport to the city centre is between Kshs.1600 – 2000. However, it is advisable to establish the fare before getting into the vehicle.

### 6.2 *Transport to the Workshop venue*

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

## 7. Visa

7.1 Participants are advised to ascertain whether or not they are exempt from the Kenyan entry visa requirement at the respective Embassies. Kenya visas may be obtained from the Kenya High Commissions or Embassies. In applying for the visa, it is advisable to produce the letter of invitation from ICAO, together with other documents, which may be required by the High Commission or Embassy. **It is important to apply for visas well in advance to avoid delays and inconveniences.**

### **NOTE**

***Participants from referred countries: Eritrea, Libya and Somalia are required to submit the following documents to ESAF Regional Office at least one and a half months prior to the Workshop:***

- 1) *Copy of national Passport (valid at for least 6 months).*
- 2) *Electronic copies of passport photo (JPEG FORMAT scanned in high resolution of at least 150kb).*
- 3) *An application form for visa which need to be filled and signed by the participants (Form 22 can be obtained from <http://www.kenya.org.za/forms/VisaApplicationForm.pdf>).*
- 4) *A letter from your State indicating that you have been nominated to attend the Workshop.*
- 5) *Indicate arrival/departure dates and how your accommodation/incidental expenses will be met.*

***Note: ICAO ESAF cannot accept responsibility for applications submitted less than the stipulated one month prior to travel***

## 8. Health

8.1 It is strongly recommended that participants should have 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, 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 **yellow fever certificate** at the point of entry is required for persons who originate from or have travelled to 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 in Nairobi and the officials may take other action in accordance with applicable regulations and procedures. For more information 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 very close to the Equator and is located at a relatively high elevation of approximately 5000 feet (1524m) above mean sea level. Forecast maximum/minimum temperatures for August are 21.4°C / 10.2°C.

## **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 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Recently the rate has been fluctuating between Kshs 100 to Kshs 102 to the US dollar, but may change 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.
- 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 Saturdays. Some forex bureaux may be open outside of 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 if necessary. From outside Kenya, dial 254 followed by the area code (for landline numbers) and the required number. The main mobile operators in Kenya are Airtel, Orange and Safaricom.

## **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 and use taxis or transport arranged by the hotel reception to visit shopping complexes, sightseeing or to travel for any other purpose.

### ***Security at the UN Complex***

- 12.2 Security procedures for entry and remaining within the UN Complex at Gigiri are strictly enforced. International participants must bring valid passports to the UN Complex. All participants must wear identification (tags/badges) issued by UN Security at all times while within the UN Complex.

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