



PERFORMANCE BASED NAVIGATION (PBN) ROUTE LABORATORY WORKSHOP

(NAIROBI, 22 TO 26 MAY 2023)

INFORMATION BULLETIN

1. Site and date of the Meeting

1.1 The workshop will be held from **22 to 26 May 2023** at the ICAO ESAF Regional Office, which is located at the United Nations Complex in Gigiri, Nairobi, Kenya.

1.2 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>

1.3 ICAO ESAF Focal Points Contacts

Mr. Colin Bryant Regional Officer ATM/SAR Tel: + 254 20 762 2375 Email: cbryant@icao.int	Ms. Mildred Anyango Assistant, ATM/SAR/AVSEC/FAL/MET/ENV Tel: (+254) 20 762 2026 Email: manyango@icao.int
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2. Registration

2.1 Registration of participants will take place on **Monday, 22 May 2023 from 08:00am to 08:30am** in the Delegates Lobby at the UN Complex, Gigiri.

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.

3. Opening Session

- 3.1 The official opening of the workshop will take place on **Monday, 22 May 2023 at 9:00am.**

4. Working Language

- 4.1.1 The workshop will be conducted in the English language only. Translation and interpretation facilities will not be available.

4.1.2 Participants are required to bring their own portable computers / laptops to the workshop to enable access to navigational maps and routings from your respective countries to allow for an easier workflow.

5. Transport

5.1 *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.

5.2 *Transport arrangement to the Meeting venue*

Transport will be provided to and from the meeting venue for delegates who request transport when registering for the meeting. The following link has been provided to capture this information <https://forms.office.com/r/6e6d1qZe6t>

A bus will depart at **7:00am daily from the Sentrim Six-Eighty Hotel to UN compound in Gigiri, Nairobi** and will transport delegates back to the pickup point after closure of the meeting each day. Delegates must remember to confirm their participation (by last day of online registration) for proper transport logistics.

6. Hotel Information

- 6.1 Participants are to make their own hotel reservations and indicate that they are attending an ICAO meeting in order to take advantage of the special accommodation rates. A list of recommended hotels is attached at the end of this bulletin.

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.

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.

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 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/>**

- 8.3 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.

- 8.4 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.

9. Weather

- 9.1 Nairobi is located relatively close to the Equator and has an elevation of approximately 5000 feet (1524m) above mean sea level. Forecast average maximum/ minimum temperatures for the month of May are 25.6°C / 11.6°C.

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 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.

11. Telephones

- 11.1 Worldwide direct connections are available in Kenya, 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. Cellular phone (mobile) operators in Kenya are Airtel, Orange and Safaricom.

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.

Security at the UN Complex

- 12.2 Security procedures for entry and while working within the UN Complex at Gigiri are strictly enforced. International participants must bring their passports in order to facilitate their access to the UN Complex. All participants must ensure that their identification tags/badges issued by UN Security are fully visible at all times while within the UN Complex.
