



ICAO Environmental Regional Seminar

(Nairobi, 18 – 19 April 2023)

INFORMATION BULLETIN

1. Site and Date of the Meeting

1.1 The ICAO Environmental Regional Seminar will be held from **18 to 19 April 2023** at the **Trademark Hotel** 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 ESAR Regional Office Contacts

Ms. Chinga Mazhetese Regional Officer ENV/MET Tel: (+254) 20 762 2646 Email: CMazhetese@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 Delegates will take place on Tuesday, 18 April 2023 from 07:30am to 08:50am at Trademark Hotel.

3. Opening Session

3.1 The opening of the meeting will take place on Tuesday, 18 April 2023 at 9:00am.

4. Working Language

4.1 The meeting will be conducted in the English and French languages. Translation and simultaneous interpretation facilities will be available. Delegates are required to bring their own portable laptops .

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*

No transport will be provided to and from the meeting venue. Delegates are requested to make their own transport arrangements.

6. Hotel Information

6.1 Delegates are to make their own hotel reservations and indicate that they are attending an ICAO meeting to take advantage of the special accommodation rates that may be on offer. A list of recommended hotels is attached at the end of this bulletin.

7. Entry Visa

7.1 Delegates are hereby advised that there are **no visas issued on arrival in Kenya**. In this regard Delegates 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. .

Alternatively, Delegates 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.

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 meeting to avoid delays and inconveniences.

8. Health

8.1 It is strongly recommended for Delegates to have travel insurance (including health) for the duration of their stay in Kenya. Delegates 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. Delegates 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 Please consult the Kenya Civil Aviation Authority website for general travel health requirements;
<https://www.kcaa.or.ke/>

- 8.3 Presentation of a valid **yellow fever certificate** at the point of entry is required for persons who originates 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 Delegates 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 April, the mean minimum/maximum temperatures are 16°C and high up to 25°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. Delegates 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, 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. There are two (2) cellular phone (mobile) operators in Kenya: Airtel, Safaricom .

12. Security

- 12.1 Delegates 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.

List of hotels in Nairobi – Breakfast included							
No.	Hôtel /Guest House	Single Room	Double Room	Internet /Web site	emails	Contacts	Location
							<i>Included</i>
8.	IBIS STYLES HOTEL	\$ 70	\$ 89	www.ibisstylesnairobi.com	hb065-re@accor.com	P.O. Box 14746 - 00800 Nairobi, Kenya Tel: 254 20	RaphtaRoad (Outside City Center), 10 Km to the UN
9.	JACARANDA HOTEL	\$ 120	\$ 160	www.jacarandahotels.com	cro@jacarandahotels.com	P.O. Box 14287 – 00800, Nairobi, Kenya Tel: 254 711089000	Woodvale Close, Westlands, 6 Km to the UN
10	LAICO REGENCY HOTEL	\$ 130	\$ 160	www.laicoregencyhotel.com	reservations@laicoregencyhotel.com	P.O. Box 30624 – 00100, Nairobi, Kenya Tel: 254 721 777	City Center, 10 Km to the UN
11	MAGNA HOTEL & SUITES	\$ 160	\$ 200	www.magna-hotel.com	bookingg@magna-hotel.com	P.O. Box 75200 – 00200, Nairobi, Kenya	GIGIRI AREA, 2.5 Km to the UN
12	MÖVENPICK HOTEL	\$ 175	\$ 190	www.movenpick.com	hotel.nairobi@movenpick.com	P.O. Box 49719 - 00100 Nairobi, Kenya Tel: 254 721 265	Westlands, Parklands Road 10 Km to the UN
13	NAIROBI SAFARI CLUB	\$ 155	\$ 175	www.nairobisafariclub.com	reservations@nairobisafariclub.com	P.O. Box 43564 – 00100, Nairobi, Kenya Tel: 254	City Center, 10 Km to the UN
14	NAIROBI SERENA HOTEL	\$ 235	\$ 320	www.serenahotels.com	nshreservations@serena.co.ke	City Center, 10 Km to the UN	P.O. Box 48690– 00100, Nairobi, Kenya Tel: 254 20 2822000/

**AIM Workshop
Appendix B**

15	OLE-SERENI HOTEL	\$ 120	\$ 180	www.ole-sereni.com	reservations@ole-serenihotel.com	Mombasa Road (Near Airport),	P.O. Box 18187 – 00500,
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