ICAO EASTERN AND SOUTHERN AFRICAN REGIONAL OFFICE

WORKSHOP ON ACCIDENT/INCIDENT REPORTING (ADREP) AND ECCAIRS 2
19 – 20 November 2026 | Nairobi, Kenya

INFORMATION BULLETIN[1]

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1. Venue

1.1 The Workshop on Accident/Incident Reporting (ADREP) and ECCAIRS 2, will be held at the **Trademark Hotel, Village Market,** in Nairobi, Kenya, from 19 – 20 November 2026 (Thursday to Friday).

2. Workshop Contacts

ICAO ESAF Focal Points Contacts

Mr. Zewdu Aregawi Regional Officer Flight Safety, AIR ICAO ESAF Tel: +(254) 20 7622397 / 700 317350 Email : ZAregawi@icao.int	Ms. Lynette Ocholla Team Assistant, FS/AIR, OPS, ENV/MET ICAO ESAF Tel : +254 20 7622391 Email : LOcholla@icao.int

3. Registration

3.1.1 **Online Registration** - Participants are requested to register online via the link below:
https://events.icao.int/event-details?campaignID=10281651-7EB6-F111-814C-6045BDCD3FB8

3.2 **Onsite Registration** of participants on arrival will take place on Thursday, 19 November 2026 from 08:00am to 8:45 am at the Trademark Hotel, Village Market.

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[1] 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.

4. Opening Session

4.1 The official opening of the workshop will take place on 19 November 2026 at approximately 09:00am.

5. Working Language

5.1 The workshop will be conducted in English. Participants are required to bring their own portable computers/laptops for access.

6. Workshop Documentation

6.1 The workshop Agenda, documentation, including this Information Bulletin, are available online at the links below:

https://www.icao.int/ESAF/meetingdocs?fid=166327

7. Transport

7.1 From the Airport

Participants are requested to make arrangements for their own transport from the airport to the Hotel/Guest Houses. Taxis are available from Jomo Kenyatta International Airport (JKIA) to the city center as well as at the Trademark Hotel, Village Market and the fare normally is between Kshs.2500 to Kshs.3000 which are **subject to change**. 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.

7.2 Transport arrangements to the workshop venue

Participants are required to make their own transport arrangements to the workshop venue.

8. Hotel Information

8.1 Participants are advised to make their own hotel reservations. A list of recommended hotels is attached at the end of this bulletin. Please note that the Hotel Rates are **subject to change**.

9. Entry Visa

9.1 Participants are advised to ascertain with their respective Kenya Embassies or High Commissions in their countries 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.

9.2 Participants should note that Kenya introduced the electronic Travel Authorization (**eTA**). To apply for this. one needs to login to the official Government of Kenya eTA portal i.e. https://etakenya.go.ke/. Uploads required are a Valid passport and ICAO invitation letter. Selfie photo and Return ticket. All payments are done via credit card on the eTA portal.

9.3 It is important to apply for visas in advance and at least three weeks before travel to avoid delays and inconveniences.

10. Health

10.1 The Government of Kenya has recently announced that all travelers to Kenya (with some exceptions) are **REQUIRED** to have valid Inbound Travel Health Insurance. Foreign travel health insurance covers are not acceptable. All non-exempt travelers will be required to obtain the mandatory travel health insurance cover from local insurers availed on the eTA. The insurance fee is currently approximately USD 44, plus applicable system charges. Please visit https://insurance.ecitizen.go.ke/dashboard/travel for more information.

10.2 It is strongly recommended for participants to have travel insurance for the duration of their stay in Kenya. 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.

10.3 Presentation of **a valid yellow fever certificate at the poin**t 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 Principe, Senegal, Sierra Leone, Tanzania, Togo and Uganda.*

10.4 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 actions in accordance with applicable regulations and procedures. For more information, participants may wish to visit the World Health Organization (WHO) website https://www.who.int/countries/ken/ for information on Kenya.

11. Weather

11.1 While Nairobi is very close to the Equator (about 1.30 S), it is located at a relatively high elevation of about 5000 feet (1524m) above main sea level. In November, the mean daily maximum temperature is 24^0C and the daily minimum temperature is 14^0C, with rainfall expected.

11.2 Nairobi local time is GMT+3.

12. Local Currency and Foreign Exchange Rates

12.1 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.

12.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.

12.3 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 Saturdays; some forex bureaus 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 halls, from 07:00am to midnight.

13. Telephones

13.1 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. The main cellular phone (mobile) operators in Kenya are Safaricom, Airtel and Telcom Kenya.

14. Electrical Power Supply

14.1 The electricity supply in Kenya is 220/240V AC. It is recommended that you bring your own travel adapter compatible with Type G sockets, and a transformer if your devices operate only on 100V.



15. Security

15.1 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.

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Hotel List in Nairobi – (Breakfast Included) Please note that Hotel Rates are subject to Change							
No.	**Hotel**	**Single Room USD**	**Double Room**	**Internet**	**E-mails**	**Contacts**	**Place**
1.	TRADEMARK HOTEL BY TRIBE (King room)	$ 130	$ 155	www.trademark-hotel.com	reservations@tribehotel-kenya.com	P.O. Box 1333 –00621 Nairobi, Kenya Tel: 254 20 7200000/ 732 186000 Fax: 254 20 7200110	Limuru Road 2 km from UN Gigiri
2.	MAGNA HOTEL & SUITES	$ 160	$ 200	www.magna-hotel.com	booking@magna-hotel.com	P.O. Box 75200 –00200, Nairobi, Kenya Tel: 254 20 5138000	Gigiri area, 2.5 km from UN Gigiri
3.	THE CONCORD HOTEL & SUITES	$ 135	$ 135	www.theconcordhotels.com	reservations@theconcordhotels.com	P.O. Box 49434-00100 Nairobi, Kenya Tel: 254 711 111333/738 466336	6 km from UN Gigiri
4.	JACARANDA HOTEL	$ 120	$ 160	www.jacarandahotels.com	cro@jacarandahotels.com	P.O. Box 14287 –00800, Nairobi, Kenya Tel: 254 711089000	Near Woodvale, Westlands, 6 km from UN Gigiri
5.	SANKARA NAIROBI	$ 235	$ 265	www.sankaranairobiautograph.com	stay@nairobi.sankara.com	P.O. Box 1638 –00606, Nairobi, Kenya Tel: 254 20 420000 / 254 703 028000 Fax: 254 20 4208888	Woodvale Groove, Westlands 6 km from UN Gigiri

Hotel List in Nairobi – (Breakfast Included) Please note that Hotel Rates are subject to Change							
No.	**Hotel**	**Single Room USD**	**Double Room**	**Internet**	**E-mails**	**Contacts**	**Place**
6.	VILLAROSA KEMPINSKI	$ 215	$ 275	www.kempinski.com/nairobi	reservations.nairobi@kempinski.com	P.O. Box 14164 –00800 Nairobi, Kenya Tel: 254 20 2308819 / 703 049000	Westlands (outside the city centre) 8 km from UN Gigiri
7.	IBIS STYLES HOTEL	$ 85	$ 105	www.ibisstylesnairobi.com	hb065-re@accor.com	P.O. Box 14746 -00800 Nairobi, Kenya Tel: 254 20 5147500 /713 120 539	Raphta Road (outside the city centre), 10 km from UN Gigiri
8.	LAICO REGENCY HOTEL	$ 130	$ 160	www.laicoregencyhotel.com	reservations@laicoregencyhotel.com	P.O. Box 30624 –00100, Nairobi, Kenya Tel: 254 721 777 732 / 722 791 320	City centre, 10 km from UN Gigiri
9.	MÖVENPICK HOTEL	$ 175	$ 190	www.movenpick.com	hotel.nairobi@movenpick.com	P.O. Box 49719 -00100 Nairobi, Kenya Tel: 254 721 265 086 / 254 709 548 000	Westlands, Parklands road 10 km from UN Gigiri
10	NAIROBI SAFARI CLUB	$ 155	$ 175	www.nairobisafariclub.com	reservations@nairobisafariclub.com	P.O. Box 43564 – 00100, Nairobi, Kenya Tel: 254 20 2821000/ +254 722 209842	City centre, 10 Km from UN Gigiri

Hotel List in Nairobi – (Breakfast Included) Please note that Hotel Rates are subject to Change							
No.	**Hotel**	**Single Room USD**	**Double Room**	**Internet**	**E-mails**	**Contacts**	**Place**
11	NAIROBI SERENA HOTEL	$ 235	$ 320	www.serenahotels.com	nshreservations@serena.co.ke	P.O. Box 48690–00100, Nairobi, Kenya Tél : 254 20 2822000/ 732 124000	City Center, 10 Km to the UN
12	SAFARI PARK HOTEL	$ 178	$ 200	www.safaripark-hotel.com	sales@safariparkhotel.co.ke	P.O. Box 45038- 00100, Nairobi, Kenya Tel: 254 20 3633000 / 137 Fax: 254 20 3633919 /8561584	Thika Highway (outside the city centre), à 10 km from UN Gigiri
13	PARK INN BY RADISON	$ 143	$ 185	https://www.parkinn.com/hotel-nairobi	reservations.nairobi@parkinn.com	P.O. Box 14409 -00800 Nairobi, Kenya Tel: 254 709 498000 / 795 740756 Fax: 245 709 498000/498999	Westlands (outside the city centre), 10 km from UN Gigiri
14	SAROVA –THE STANLEY	$ 185	$ 215	www.sarovahotels.com	sarovastanley@sarovahotels.com	P.O. Box 30680, Nairobi, Kenya Tel: 254 20 2757000 / 254 722 319005 Fax: 254 20 2229388	City centre, 11 km from UN Gigiri

Hotel List in Nairobi – (Breakfast Included) Please note that Hotel Rates are subject to Change							
No.	**Hotel**	**Single Room USD**	**Double Room**	**Internet**	**E-mails**	**Contacts**	**Place**
15	SILVER SPRINGS HOTEL	$ 110	$ 117	www.silverspings-hotel.com	reservations@silversprings-hotel.com	Nairobi, Kenya Tel: 254 20 3722451-7 /07285341151	City centre, 11 km from UN Gigiri
16	PRIDEINN HOTEL RAPHTA	$ 80	$ 120	www.prideinn.co.ke	raphta@prideinn.co.ke	P.O. Box 66969 -00200 Nairobi, Kenya Tel: 254 789 707722 / 724 954944	Westlands Raphta Road (outside the city centre), 12 km from UN Gigiri *Paid airport transfers*
17	WINDSOR GOLF HOTEL & COUNTRY CLUB	$ 120	$ 190	www.windsorgolfresort.com	reservations@windsor.co.ke	P.O. Box 45587 -00100 Nairobi, Kenya Tel: 254 20 8562300 / 711 203361/ 711 203362 Fax: +254 20 2338093/6	Kiambu Road (outside the city centre), 15 km from UN Gigiri
18	RADISSON BLU	$ 230	$ 260	www.radissonblu.com/hotel-nairobi	reservations.nairobi@radissonblu.com	P.O. Box 21695 –00200, Nairobi Kenya Tel: 254 (0) 0709 810000	Upper Hill (outside the city centre) 15 km from UN Gigiri
19	CROWNE PLAZA NAIROBI	$ 150	$ 210	http://www.cpnairobi.com/	reservations@cpnairobi.com	P.O. Box 25574 –00100, G.P.O Nairobi Tel: 254 719 096000 / 254 20 2746000	Upper Hill, (outside the city centre) (Near the airport), 15 Km from UN Gigiri

Hotel List in Nairobi – (Breakfast Included) Please note that Hotel Rates are subject to Change							
No.	**Hotel**	**Single Room USD**	**Double Room**	**Internet**	**E-mails**	**Contacts**	**Place**
20	EKA HOTEL	$150	$ 195	www.ekahotel.com	reservations@ekahotel.com	P.O. Box 27695 –00506,1 Nairobi, Kenya Cell: 254 719 045000	Outside the city centre (Near the airport) 15 km from UN Gigiri
21	THE BOMA NAIROBI	$ 120	$ 180	www.theboma.co.ke	reservations@theboma.co.ke	P.O. Box 26601-00100 G.P.O Red Cross Road, Nairobi, Kenya Tel: 254 720 689024 / 719 050000	Off Mombasa Road (Near the airport), 18 km from UN Gigiri
22	OLE-SERENI HOTEL	$ 120	$ 180	www.ole-sereni.com	reservations@ole-serenihotel.com	Case postale 18187 – 00500, Nairobi, Kenya Tél : 254 732191000/020 3901000 Télécopie : 254 20	Mombasa Road (Near Airport), 18 Km to the UN
23	PANARI HOTEL	$ 150	$ 180	www.panarihotels.com	reservations@panarihotels.com	Boîte postale 4372 - 00506, Nairobi, Kenya Tél : 254 20694600/71191000 Télécopie : 254 20	Mombasa Road (Near Airport) 20 Km to the UN

Hotel List in Nairobi – (Breakfast Included) Please note that Hotel Rates are subject to Change							
No.	**Hotel**	**Single Room USD**	**Double Room**	**Internet**	**E-mails**	**Contacts**	**Place**
24	HILTON GARDEN INN	$ 130	$ 180	NBOAPRM@HILTON.COM	www.nairobiairport.hgi.com	P.O. Box 25407-00603, Nairobi, Kenya Tel: 254 20 4075000 Fax: 254 20 4075001	Jomo Kenyatta International Airport, 25 km from UN Gigiri *Inclusive of airport*
25	FOUR POINT BY SHERATON	$ 150	$ 190	www.fourpointsnairobiairport.com	reservations@fourpointsnairobiairport.co.ke	P.O. Box 1158-00606 Nairobi, Kenya Tel: 254 20 6424000/254 709 760000 Fax: 254 740 031190	Jomo Kenyatta International Airport 25 km from UN Gigiri *Inclusive of airport transfers*
26	HEMINGWAYS NAIROBI	$ 170	$ 300	www.hemingways-collection.com	sales@hemingways.co	P.O. Box 146 –00502, Nairobi, Kenya Tel: 254 711 032000/ 254 20 2295011 Fax: 254 20 2295011/222	Outside the city centre, 30 km from UN Gigiri
GUEST HOUSES Near Gigiri							
1.	TARA SUITES	$ 120	$ 140	www.tarasuites.com	info@tarasuites.com	Tel: +254 712 680542/786 387772	1 km from UN Gigiri
2.	VILLA LEONE	$ 90	$ 120	www.villa-leon.com www.villaleonenairobi.c	info@villa-leon.com / info@villaleone.co.ke	Tel: +254 712 680542/786 387772	1 km from UN Gigiri
3.	THE 140	$ 100	$ 120	www.the140guesthouse.com	the140@cenhika.com	Tel:: +254 722 527964/733600298	3 km from UN Gigiri

Guest Houses Near Gigiri – (Breakfast Included) Please note that Rates are subject to Change							
No.	**Hotel**	**Single Room USD**	**Double Room**	**Internet**	**E-mailsl**	**Contacts**	**Place**
4.	DOLFRAN GUEST HOUSE	$ 70	$ 90	www.dolfranguesthouse.co.ke	info@dolfranguesthouse.co.ke	Tel: +254 706501811/254 0708588515	1.5 km from Gigiri UN
5.	COMFORT GARDENS	$ 85	$ 127	www.comfortgardens.com	info@comfortgardens.com	Tel: +254 723610280/254 2014014	2.5 km from Gigiri UN
6.	TRADEMARK SUITES AT ENAKI TOWN (One bedroom)	$130	$155	www.ts-enakitown.com	stay@ts-enakitown.com sm1@tribehotelsgroup.com	Tel: +254 111054150 /254 722170169	3 km from Gigiri UN
7.	KINGDOM GARDENS	$ 115	$ 180	www.kingdomgardens.co.ke	info@kingdomgardens.co.ke	Tel: +254 733 975916/731006020	3 km from Gigiri UN No Alcohol
8.	THE BEDELLE	$ 100	$ 150	www.thebedelle.com	reservations@thebedelle.com	Tel: +254 700 368611/733 370312	5 km from UN Gigiri
9.	CASA BELLA SUITES	$ 75	$ 105	www.casabellagigiri.com	enquiries@casabellagigiri.com	Tel: +254 722 994999	6 km from UN Gigiri *Free shuttle to UNON*

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