



## INTERNATIONAL CIVIL AVIATION ORGANIZATION

### TWENTY FIRST MEETING OF THE AFRICA-INDIAN OCEAN PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG/21)

(NAIROBI, KENYA, 9 – 11 OCTOBER 2017)

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#### INFORMATION BULLETIN <sup>1</sup>

#### 1. Venue of the Meeting

- 1.1 The meeting will take place from **9 to 11 October 2017** at the Intercontinental Hotel, situated along City-Hall Way, Nairobi, Kenya.

#### ICAO ESAF Regional Office Contacts:

Mr. Vitalis Ahago Regional Officer, Meteorology (RO/MET) Coordinating the Meeting Tel. +254-20-7622397 E-mail: <a href="mailto:Vahago@icao.int">Vahago@icao.int</a>	Mr. Seboeso Machobane Regional Officer, ATM&SAR Coordinating the Meeting Tel. +254-20-7622372 E-mail: <a href="mailto:Smachobane@icaoi.int">Smachobane@icaoi.int</a>
Ms. Hellen Serem Team Assistant (AVSEC/FAL/MET) Tel: +254-20-762 22646 E-mail: <a href="mailto:hserem@icao.int">hserem@icao.int</a>	Ms. Lilian Ndegwa Team Assistant (CNS/AT/TA) Tel: +254-20-762 22374 E-mail: <a href="mailto:Indegwa@icao.int">Indegwa@icao.int</a>

#### 2. Registration

- 2.1 Registration of participants will take place on **9 October 2017 from 07:30am to 08:30am** at the Hotel Intercontinental, , Nairobi, Kenya.

#### 3. Opening Session

- 3.1 The official opening of the meeting will take place on **9 October 2017 at 09:00am**.

#### 4. Working Language

- 4.1 The meeting will be conducted in the English and French Languages. Meeting material will **ONLY** be provided in electronic format. Accordingly, participants are required to bring their own portable computers/laptops configured with Microsoft Windows operating system.

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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.

## 5. Transport

### 5.1 *From the Airport*

Taxis are available from the airport to the city centre and the fare is normally 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.

## 6. Hotel Information

7.1 Participants are requested 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/lodges is attached at the end of this bulletin.

## 8. Entry Visa

8.1 Participants are advised to ascertain at the respective Embassies whether or not they are exempt from the Kenyan entry visa requirement. 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 meeting:***

- 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 meeting.*
- 5) *Provide a copy of Itinerary indicating 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***

## 9. Health

9.1 It is strongly recommended that participants should 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.

9.2 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.*

- 9.3 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 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.

## **10. Weather**

- 10.1 While Nairobi is very close to the Equator (about 1.3<sup>0</sup> S), it is located at a relatively high elevation of about 5000 feet (1524m) above mean sea level. In October the mean minimum/maximum temperatures are between 24.7°C and 12.5°C.
- 10.2 Nairobi local time is GMT+3.

## **11. Local Currency and Foreign Exchange Rates**

- 11.1 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.
- 11.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.
- 11.3 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.

## **12. Telephones**

- 12.1 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 four (4) cellular phone (mobile) operators in Kenya: Airtel, Orange, Safaricom and YU.

## **13. Security**

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

**A LIST OF RECOMMENDED HOTELS IN AND AROUND THE NAIROBI CENTRAL BUSINESS AREA  
AND GUEST HOUSES NEAR ICAO/UN WHICH OFFER UN/CORPORATE RATES**

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>BOMA INN Nairobi***</b>	S 170US\$ D 215 US\$  B&B, inclusive of all Taxes	Near the Airport	<a href="mailto:reservations@theboma.co.ke">reservations@theboma.co.ke</a> <a href="http://www.theboma.co.ke">www.theboma.co.ke</a>	254 20 3904000		18 Km
<b>Crowne Plaza Nairobi*****</b>	SBB: 205 US\$ DBB: 230 US\$  B&B, inclusive of all Taxes	Upper Hill (Downtown)	<a href="mailto:reservations@cpnairobi.com">reservations@cpnairobi.com</a> <a href="http://www.cpnairobi.com">www.cpnairobi.com</a>	254 (0) 20-2746000	254 (0) 20-2746100	15 Km
<b>Eka Hotel ****</b>	SR: US\$ 190 JS: US\$ 212  B&B, taxes included	Near the Airport	<a href="mailto:reservations@ekahotel.com">reservations@ekahotel.com</a> <a href="http://www.ekahotel.com">www.ekahotel.com</a>	254 20 704493090	-	18 Km
<b>Fairmont The Norfolk*****</b>	SBB: 246 US\$ DBB: 246US\$  B&B, inclusive of all Taxes	Harry Thuku Road, Nairobi,	<a href="mailto:kenya.reservations@fairmont.com">kenya.reservations@fairmont.com</a> <a href="http://www.fairmont.com">www.fairmont.com</a>	254 (0) 20 2265000/ 2216940/ 225900	254 (0) 20 2216796/336742	10 Km
<b>Hemingways Nairobi*****</b>	S 230 US\$ D 285 US\$  B B&B, inclusive of all Taxes	Outside City Center	<a href="mailto:centralreservations@hemingways-collection.com">centralreservations@hemingways-collection.com</a> <a href="http://www.hemingways-collection.com">www.hemingways-collection.com</a>	254 722 204 251		30 Km

List of Hotels  
Appendix B

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>Hilton Hotel****</b>	SBB: 175 US\$ DBB: 215 US\$  B&B, inclusive of all Taxes	Mama Ngina street, Nairobi,	<a href="mailto:Reservations.nairobi@hilton.com">Reservations.nairobi@hilton.com</a> <a href="http://www.hilton.com">www.hilton.com</a>	254(0)20 2790000	254(0)20 250099/2226477	10 Km
<b>Intercontinental Nairobi*****</b>	SBB: 210 US\$ DBB:245 US\$  B B&B, inclusive of all Taxes	Cr. City Hall Way, Uhuru Highway	<a href="mailto:reservations@icnairobi.com">reservations@icnairobi.com</a> <a href="http://www.intercontinental.com/nairobi">www.intercontinental.com/nairobi</a>	254 (0) 20 320 00 000 Cell: +254 710 800 409	254 (0) 20 320 00 036	10 Km
<b>Jacaranda Hotel – Nairobi*****</b>	SBB: 160 US\$ DBB:198 US\$  B&B, inclusive of all Taxes	Chiromo Road, Westlands	<a href="mailto:cro@jacarandahotels.com">cro@jacarandahotels.com</a> <a href="http://www.jacarandahotels.com">www.jacarandahotels.com</a>	254(0) 20 4448713/4/5/6/7 Mob: 254 722 205486/ 722722633/	254 (0) 20 4452117	6 Km
<b>Laico Regency Hotel****</b>	Deluxe S: 175 US\$ Deluxe D: 200 US\$  B&B, inclusive of all Taxes	Loita Street, Uhuru Highway	<a href="mailto:reservations@laico-regency.com">reservations@laico-regency.com</a> <a href="http://www.laico-regecncy.com">www.laico-regecncy.com</a>	254 (0) 20 2211199	254 (0) 20 2217120	10 Km
<b>Nairobi Safari Club***</b>	SBB: 170 US\$ DBB: 190 US\$  B&B, inclusive of all Taxes	University Way/Koinange Street	<a href="mailto:reservations@nairobisafariclub.com">reservations@nairobisafariclub.com</a> <a href="http://www.nairobisafariclub.com">www.nairobisafariclub.com</a>	254 (0) 20 2821000	254 (0) 20 215137/224625	10 Km

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Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>Ole- Sereni Hotel*****</b>  (confirmed/n July 03)	SBB: 220 US\$ DBB: 270 US\$  B&B, inclusive of all Taxes	Off Mombasa Road	<a href="mailto:reservations@ole-serenihotel.com">reservations@ole-serenihotel.com</a> <a href="http://www.ole-serenihotel.com">www.ole-serenihotel.com</a>	254 (0) 20 3901000/5036000 Mob: 254-732-191-000		18 Km
<b>Panari Hotel*****</b>	S: 170 US\$ D: 210 US\$  B&B, inclusive of all Taxes	Mombasa Road Near Airport	<a href="mailto:reservations@panarihotels.com">reservations@panarihotels.com</a> <a href="http://www.panarihotels.com">www.panarihotels.com</a>	254 (0)20 394 6000/ 828990/ Mob: 254 722 474 836/ 733 474 836	254 (0)20 828985	18 Km
<b>Safari Park Hotel*****</b>	S Deluxe: 190 US\$ D Deluxe: 240 US\$  B&B, inclusive of all Taxes	Kasarani off Thika Road	<a href="mailto:reservations@safariparkhotel.co.ke">reservations@safariparkhotel.co.ke</a> <a href="mailto:sales@safariparkhotel.co.ke">sales@safariparkhotel.co.ke</a> <a href="http://www.safaripark-hotel.com">www.safaripark-hotel.com</a>	254 (0) 20 3633000/3633312 /971	254 (0)20 3633919	10 Km
<b>Sankara*****</b>	Superior: 248 US\$ Deluxe: 278 US\$  B&B, inclusive of all Taxes	Westlands	<a href="mailto:stay@nairobi.sankara.com">stay@nairobi.sankara.com</a> <a href="http://www.sankara.com">www.sankara.com</a>	254 (0) 20 4208000	254 (0) 20 4208888	6 Km
<b>Sarova Panafric*****</b>	SBB: 165 US\$ DBB: 205 US\$  B&B, inclusive of all Taxes	Kenyatta Avenue	<a href="mailto:Reservations2@sarovahotels.com">Reservations2@sarovahotels.com</a> <a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	254 (0) 20 276 7000/7431 Mob: 254 732866166	254 (0) 20 271 5566	18 Km
<b>Sarova – The Stanley*****</b>	SBB: 175 US\$ DBB: 215 US\$  B&B, inclusive of all	Kenyatta Avenue/Kimat hi Street	<a href="mailto:Reservations3@sarovahotels.com">Reservations3@sarovahotels.com</a> <a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	254 (0) 20 276 7000/7431  Mob: + 254 732866166	254 (0) 20 271 5566	12 Km

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	Taxes					
<b>Southern Sun Mayfair Nairobi****</b>	SBB 215 US\$ DBB 230 US\$  B&B, inclusive of all Taxes	Parklands Road and Mpaka Lane	<a href="mailto:reserve@southernsun.co.ke">reserve@southernsun.co.ke</a> <a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	254 (0) 20 3740920/1 0722 205 508	254 (0) 203748823	6 Km
<b>Tribe –The Village Market Hotel****</b>	SS-260 US\$ DD 330 US\$	Village Market Shopping Centre/Gigiri Area	<a href="mailto:reservations@tribehotel-kenya.com">reservations@tribehotel-kenya.com</a> <a href="http://www.tribe-hotel.com">www.tribe-hotel.com</a>	254 (0) 20 7200000	254 (0) 20 7200110	2.5 Km
<b>Villa Rosa Kempinski*****</b>	SS 256 US\$ DD 286 US\$  B&B, inclusive of all Taxes	Westlands	<a href="mailto:Reservations.nairobi@kempinski.com">Reservations.nairobi@kempinski.com</a> <a href="http://www.kempinski.com/nairobi">www.kempinski.com/nairobi</a>	254 20 3603000		8 Km
<b>Windsor Golf Hotel and Country Club****</b>	Deluxe: 180 US\$ Suite: 220US\$  B&B, inclusive of all Taxes	Off Kiambu Rd	<a href="mailto:reservations@windsor.co.ke">reservations@windsor.co.ke</a> <a href="http://www.windsorgolfresort.com">www.windsorgolfresort.com</a>	254 (0) 20 8562300/8562500	254 (0) 20 8563322	8 Km

**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 January 2017 and are subject to change by the hotels without notice.**

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