



**ICAO/IATA/EURO CONTROL WORKSHOP FOR THE DEVELOPMENT OF AIS
MANAGEMENT AND OVERSIGHT FOR CAA'S AND ANSP'S IN THE ICAO ESAF REGION
(NAIROBI, KENYA, 27 NOVEMBER TO 1 DECEMBER 2017)**

INFORMATION BULLETIN

1. Site and date of the Meeting

1.1 The meeting will be held from **27 November to 1 December 2017** ~~at the ICAO ESAF Regional Office, which is located at the United Nations Complex in Gigiri, Nairobi, Kenya.~~

1.1.1 ICAO WACAF Regional Office Contact

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2. Registration

2.1 Registration of participants will take place on Monday 27 November 2017 from 08:30am to 09:00am.

3. Opening Session

3.1 The opening of the meeting will take place on Monday 27 November 2017 at 9:00am.

4. Working Language

4.1 The meeting will be conducted in the English language only. Translation and interpretation facilities will not be available.

5. Transport

5.1 From the Airport

Taxis are available from the airport 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 the meeting venue. A bus will depart at 7:15am daily from Six-Eighty Hotel to the UN Complex in Gigiri, and will transport the delegates back to the pickup point after closure of the meeting each day.

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 While all travellers arriving in Kenya should have a valid passport, 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.**

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 Presentation of a valid **yellow fever vaccination certificate** at the point of entry in Kenya 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. This includes 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 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 more 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 minimum/ maximum temperatures for November 2017 are 12.6°C / 23.4°C.

10. Local Currency and Foreign Exchange Rates

- 10.1 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. The current exchange rate is approximately 100 shillings to the US dollar. Participants may wish to obtain updated information from the internet.
- 10.2 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 the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at 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. There are four (4) cellular phone (mobile) operators in Kenya: Airtel, Orange, Safaricom and YU.

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.



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

A List of recommended hotels in and around Nairobi Central Business Area

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to UNON
Crowne Plaza Nairobi****	SBB: 225 US\$ DBB: 255 US\$ S Superior: 245 US\$ D Superior: 285 US\$ S Deluxe: 265 US\$ D Deluxe: 295 US\$ S Club Room: 315 US\$ D Club Room: 345 US\$ J Suite 550 US\$ Ex Suite 700 US\$ B&B inclusive of taxes	Upper Hill (Downtown)	sales@cpnairobi.com Contact person: Cynthia Chebii cynthia.chebii@cpnairobi.com Website: www.ichotelsgroup.com	254 (0) 20-2746000	254 (0) 20-2746100	15 Km
Eka Hotel ****	SR: US\$ 180 JS: US\$ 360	Near the Airport	Email : info@ekahotel.com Website : www.ekahotel.com	254 20 704493090		18 Km
Fairmont The Norfolk*****	SBB: 238 US\$ DBB: 271 US\$ B&B inclusive of taxes	Harry Thuku Road, Nairobi,	kenya.reservations@fairmont.com Contact person: Steve Biko – Sales Manager steve.biko@fairmont.com June Mweu. – Assistant Reservations Manager E-mail : June.mweu@fairmont.com ; Website: www.fairmont.com/norfolkhotel	254 (0) 20 2265000/ 2216940/ 225900	254 (0) 20 2216796/3367 42	12 Km
Fairview Hotel****	S Ec: 14,800 Kshs S B: 16,700 Kshs First Class: 18,400 Kshs Small S: 20,000 kshs Large S: 22,000 Kshs Ex. Suite: 23,000 Kshs B&B inclusive of taxes	Bishop Road, Nairobi,	book@fairviewkenya.com Contact person: Eric Ganira www.fairviewkenya.com	254 (0)20 2711321/2710 090	254 (0)20 2721320/2711 655	14 Km
Hillpark Hotel	Standard S: 146 US\$ Standard D: 220 US\$	Upper Hill (Downtown)	reservations@hillparkhotel.com	254 (0)20 2724312/3/5	254 (0)20 2716768	

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to UNON
	Premium S: 196 US\$ Premium D: 293 US\$ Deluxe S: 303 US\$ Deluxe D: 484 US\$ Executive S: 233 US\$ Executive D: 348 US\$ B&B inclusive of taxes		Contact person: Pauline Irungu Pauline@hillparkhotel.com Website: www.hillparkhotel.com		254 735 337 522/ 720 698 325	
Hilton Hotel*****	SBB: 175 US\$ S Deluxe: 220 US\$ DBB: 215 US\$ D Deluxe: 260 US\$ B&B, taxes included	Mama Ngina street, Nairobi,	Reservations.nairobi@hilton.com Contact persons: Maureen Ogola Maureen.Ogola@hilton.com Ronald Oromo Ronald.Oromo@hilton.com Website: www.hilton.com	254(0)20 2790000	254(0)20 250099/22264 77	12 Km
Ambassadeur Hotel	SBB: 60 US\$ DBB: 80 US\$	Moi Avenue	ambassadeurhotel@hotmail.com reserve@hotellambassadeurkenya.com	254-20- 242933 226733	254-20- 336860	12km
Hotel La Mada	SBB: 160 US\$ DBB: 180 US\$ Suite: 250 US\$ 15% discount for group booking B&B, taxes included	Thika road,	lamada@madahotels.com Contact person: Martin M. Thinji Mob:254-0722-312-345 Website: www.madahotels.com	254 (0)20 8561113/ 8561046/ 8561460/ 8561598/	254 (0)20 8561194	8 Km
Intercontinental Nairobi*****	SBB: 205 US\$ DBB:245 US\$ B&B, taxes included	Cr. City Hall Way, Uhuru Highway	reservations.icnairobi@ihg.com Website: www.ihg.com	254 (0) 20 32 00 00 00	254 (0) 20 320 00 030	12 Km
Jacaranda Hotel Nairobi*****	SBB: 175 US\$ DBB:218 US\$ B&B, taxes included	Chiromo Road, Westlands	Sales@jacarandahotels.com Contact person: Liz Tapawa ltapawa@jacarandahotels.com Website: www.jacarandahotels.com	254(0) 20 4448713/4/5/6 /7 Mob: 254 722 205486/ 722722633	254 (0) 20 4452117	10 Km
Laico Regency Hotel*****	SBB:195 US\$ DBB:220 US\$ Ex. SS: 450 US\$ Ex.SD: 450US\$ Deluxe SS: 600 US\$ Deluxe SD: 600 US\$ Presidential S: 3,100US\$	Loita Street, Uhuru Highway	Contact Person: Jassi Sian jsian@laicoregencyhotel.co.ke Website: www.laicohotels.com	254 (0) 20 2211199	254 (0) 20 2217120	12 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to UNON
	B&B, taxes included					
Lenana Mount Hotel ***	SBB: 80 US\$ DBB: 100 US\$ SBB: 4,500 Kshs DBB: 7,000 Kshs Twin Rooms: 7,000 Kshs Twin Rooms: 100 US\$ B&B taxes included	Ralph Bunche Road	lenanamounthotel@iconnect.co.ke Contact persons: Levina/Joseph Website: www.lenanamounthotel.com	254 (0) 202214411/2; 2717 044/48	254 (0) 20 2719426	10 Km
Meridian Hotel	SBB 74 US\$ DBB 90 US\$ SBB 5,250 Kshs DBB 6,350Kshs B&B and taxes included	Murang'a Road, off Moi Avenue	info@meridianhotelkenya.com Contact person: Lucy www.meridianhotelkenya.com	254 (0)20 313991/31748 1/2220006 Mob: 254 735 337 927		12 Km
Nairobi Safari Club*****	SBB: 170 US\$ DBB: 190 US\$ B&B taxes included	University Way/Koinange Street	sales@nairobisafariclub.com Contact Person: Florence Marangu www.Nairobisafariclub.com	254 (0) 20 2821000	254 (0) 20 215137/22462 5	12 Km
Ngong Hills Hotel	SBB: 4,000/ 4,800/ 5,600 DBB: 5,000/ 6,600/ 8,200 Prices are in Kshs for B&B/ HB/ FB B&B taxes included	Off Ngong Road	info@ngonghillshotel.com Contact person: Bernard Maina info.ngonghillshotel@jambo.co.ke Website: www.ngonghillshotel.com	254 (0)20 3860894/5; 3876745	254 (0)20 3871750	20 Km
Ole- Sereni Hotel***** (confirmed/no changes on rates till 1 st July 2013)	S Superior: 200 US\$ S Deluxe: 240 US\$ S Club: 280 US\$ D Superior: 250 US\$ D Deluxe: 300 US\$ D Club: 330 US\$ B&B taxes included	Off Mombasa Road	info@ole-serenihotel.com Contact Person: Steve Mulei Sales1@ole-serenihotel.com sales@ole-serenihotel.com Website: www.ole-serenihotel.com	254 (0) 20 3901000/5036 000 Mob: 254-732-191-000		25 Km
Panari Hotel*****	S Standard: 200 US\$ S Superior: 240 US\$ D Standard: 240 US\$ D Superior: 280 US\$ S Deluxe: 280 US\$ D Deluxe D: 320 US\$	Mombasa Road Near Airport	info@panarihotels.com Contact Person: Michael Barasa michael.b@panarihotels.com	254 (0)20 394 6000/ 828990/ Mob: 254 722 474 836/ 733 474 836	254 (0)20 828985	18 Km

AIM Workshop
List of Hotels

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to UNON
			Website: www.panarihotels.com			
Red Court Hotel****	SBB: 150 US\$ DBB: 180 US\$ B&B, taxes included	Kenya Red Cross complex	Info@redcourt.co.ke Contact Person: Nancy Wachuka Website: www.redcourt.co.ke	254 (0)20 3520757/3593 145 Mob: 254 734 973 512	254 (0)20 3503147	18 Km
Safari Park Hotel*****	S Deluxe: 190 US\$ D Deluxe: 210 US\$ J. Suite: 240 US\$ B. Suite: 280 US\$ Presidential Suite: 1,600US\$ B&B, taxes included	Kasarani off Thika Road,	reservations@safariparkhotel.co.ke sales@safariparkhotel.co.ke Contact person: Ruth Chege, Scola Muthamia Website: www.safaripark-hotel.com	254 (0) 20 3633000/3633 312/971	254 (0)20 3633919	10 Km
Sankara*****	Superior: 223 US\$ Deluxe: 261 US\$ Club: 363 US\$ B&B, taxes included	Westlands	meet@nairobi.sankara.com Contact person: Grace Waweru grace.waweru@sankara.com Website: www.sankara.com	254 (0) 20 4208000	254 (0) 20 420888	10 Km
Sarova Panafri****	SBB: 140 US\$ DBB: 170 US\$ B&B, taxes included	Kenyatta Avenue	panafri@sarovahotels.com Contact person: Steve Wambua Steve.wambua@sarovahotels.com Website: www.sarovahotel.com	254 (0) 20 276 7000/7431 Mob: 254 732866166	254 (0) 20 271 5566	18 Km
Sarova – The Stanley*****	SBB: 195 US\$ DBB: 240 US\$ B&B, taxes included	Kenyatta Avenue/Kimathi Street	thestanley@sarovahotels.com Contact persons: Nelson Mburu, Steve Wambua Nelson.mburu@sarovahotels.com Steve.wambua@sarovahotels.com Website: www.sarovahotels.com/stanley	254 (0) 20 276 7000/7431 Mob: + 254 732866166	254 (0) 20 271 5566	12 Km
Sentrim-Sixeighty Hotel ***	SBB: 85 US\$ DBB: 100 US\$ B&B taxes included	Muindi Mbingu Street/Kenyatta Avenue	info@680-hotel.co.ke reservations680@sentrim-hotels.com Contact person: Lucy Gatere lucy.gatere@sentrim-	254 (0) 20 315680/34400 0 Mob: 254 722 806 952	254 (0) 20 332908/22183 14	12 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to UNON
			hotels.com Website: www.680-hotel.co.ke/ www.sentrim-hotels.com			
Sentrim - Hotel Boulevard****	SBB: US\$80 DBB: US\$105 SBB: 6,350 Kshs DBB: 8,250 Kshs B&B taxes included	Harry Thuku Road,	hotel@hotelboulevard.com jac@hotelboulevardkenya.com Contact person: Elizabeth Mwangi Lucy.gatere@sentrim-hotels.com Website: www.sentrim-hotels.com	254 (0)20 227567/8/9	254 (0) 20 317825	12 Km
Serena Nairobi Hotel*****	SBB: 270 US\$ DBB: 300 US\$ B&B, taxes excluded	Kenyatta Avenue/ Processional Way (Downtown)	NSHreservations@serena.co.ke Contact person : James Mutua jmutua@serena.co.ke Website: www.serenahotels.com	254 (0) 20 2822000/ 3138000 Mob: 254 733 282200/1/2, 733 282283	254 (0) 20 2725184	12 Km
Silver Springs Hotel***	SBB: 11,900 Kshs. DBB: 15,900 Kshs. S Superior suite: 15, 500 kshs. D superior suite: 19, 500 kshs. B&B, taxes excluded	Argwings Kodhek Road approximately 3 miles from the city centre	silversprings@iconnect.co.ke Contact person: Martin Wambugu 0722 486586 mwambugu@silversprings-hotel.com Website : www.silversprings-hotel.com	254 20 2722451/2-7	254 20 2720545	18 Km
Southern Sun Mayfair Nairobi	SBB 225 US\$ DBB 250 US\$ B&B, Internet, taxes included	Parklands Road and Mpaka Lane	admin@southern.sun.co.ke Contact person: Sallie Khavere khaveres@southern.sun.co.ke Website: www.southern.sun.co.ke	254 (0) 20 3740920/1 0722 205 508	254 (0) 203748823	6 Km
The Heron Portico Hotel***	SBB:105 US\$ DBB:127 US\$ S Del: 13,000 Kshs S Sup: 9,995 Kshs D del: 15,000 Kshs D Sup: 11,995 Kshs (Internet included)	Milimani Road (Downtown)	reservations@heronhotel.com Contact person: David Mwaniki administration@heronhotel.com Website: www.heronhotel.com	254 (0) 20 2720740/1/2/3	254 (0) 20 2721698	13 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to UNON
Tribe –The Village Market Hotel*****	SDel: 225 US\$ SSup: 265 US\$ Jun Suite S: 345 US\$ DDel: 265 US\$ DSup:305 US\$ Jun Suite D: 385 US\$	Village Market Shopping Centre	reservations@tribehotel-kenya.com Contact person: Sandeep Brar, Cecilian Adhola Website: www.tribe-hotel.com	254 (0) 20 7200000	254 (0) 20 7200110	1 Km
Utalii Hotel	Resident rates S: 7,500 Kshs D: 9,000 Kshs Non resident rates S: 140 USD D: 170 USD B&B, taxes included	Thika Road, Nairbi	reservations@utalii.co.ke marketing@utalii.co.ke utaliihotel@utalii.co.ke Contact person: Suleiman Mwanyere Wesite: www.utaliihotel.co.ke	254(0) 208 563540/85612 01	254 (0) 208 560514	6 Km
Windsor Golf Hotel and Country Club*****	Deluxe: 170 US\$ Suite: 320US\$ Cottage: 450US\$	Off Kiambu Rd	admin@windor.co.ke reservations@windor.co.ke info@windor.co.ke marketing@windor.co.ke Contact person: Rosemary Nyakarura nnyakarura@windor.co.ke www.windsorgolfresort.com	254 (0) 20 8562300/8562 500	254 (0) 20 8563322	8 Km

Note 1: SBB = Single, Bed and Breakfast
DBB = Double, Bed & Breakfast

Note 2: When making your reservations, please specify that you are attending an ICAO Workshop in order to be accorded special UN/Corporate Rates. The above rates are subject to change by the hotels without prior notice.
