

Ref.: ES AT 3/1 - 0348

8 April 2002

Subject: Regional Workshop on Airport and Route Facility Management (Nairobi, 27 to 31 May 2002)

Action required: Reply concerning attendance and submission of working papers not later than **17 May 2002**

Sir/Madam,

I have the honour to formally invite your Administration to nominate participants for a regional Workshop on Airport and Route Facility Management to be held in Nairobi, Kenya, from 27 to 31 May 2002. Details regarding the workshop, including the agenda, are attached.

I would be grateful if you would indicate and/or confirm to me at your earliest convenience, preferably before **17 May 2002**, whether your Administration wishes to nominate participants and, if so, their names, official positions and contact numbers.

Accept, Sir/Madam, the assurances of my highest consideration.

L. Mollel
Regional Director

Enclosures:

- A — Agenda
- B — Workshop details
- C — General information
- D — Reference documents

ATTACHMENT A

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Nairobi, 27 to 31 May 2002)

Agenda

1. ICAO policy on airport charges
2. Organizational structures of airports, including commercialization
3. Airport financial management
4. Airport charges on air traffic and their collection
5. Development and management of non-aeronautical activities
6. Infrastructure financing
7. ICAO policy on air navigation services charges
8. Organizational structures of air navigation services, including international cooperation
9. Financial management of air navigation services
10. Air navigation services charges and their collection

References to documentation and explanatory notes to the Agenda will be contained in Working Paper WARFM (Nairobi) ! WP/1.

ATTACHMENT B

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Nairobi, 27 to 31 May 2002)

WORKSHOP DETAILS

Date	27 to 31 May 2002
Place	ICAO Regional Office, Gigiri, Nairobi, Kenya
Registration	Monday, 27 May 2002, 0900 hours
Opening	Monday, 27 May 2002, 1000 hours
Objective	To provide the general knowledge needed to deal with economic, organizational and other managerial issues related with the management of airports and air navigation services. The participants should be able to find main principles and related guidance material in <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/6), the <i>Airport Economics Manual</i> (Doc 9562) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/3).
Invitations	<p>States: Angola, Botswana, Burundi, Comoros, Djibouti, Eritrea, Ethiopia, France*, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, Somalia, South Africa, Swaziland, Uganda, United Kingdom*, United Republic of Tanzania, Zambia and Zimbabwe (* States with territories in the region)</p> <p>Organizations: Airports Council International (ACI), African Civil Aviation Commission (AFCAC), African Airlines Association (AFRAA), Agency for Air Navigation Safety in Africa and Madagascar (ASECNA), Common Market for Eastern and Southern Africa (COMESA), Commission for East African Cooperation (EAC), Economic Commission for Africa (ECA), International Air Transport Association (IATA) and Southern African Development Community (SADC) (Transport Commission Sub-Committee on Civil Aviation (SATCSCAA))</p>
Attendance	<p>The workshop is intended for those who are currently in responsible positions for the management and financial performance of airports and air navigation services, and for economists and other supporting staff in these areas. The workshop does not assume that participants possess previous knowledge or experience about ICAO policy on cost recovery.</p> <p>It should be emphasized that representatives of autonomous entities (public as well as private) for airports and air navigation services in your State are welcome to participate in these workshops. The participation of such entities is in the interest of States with respect to their obligations under the <i>Convention on International Civil Aviation</i> in Doc 7300 (the Chicago Convention), and will further increase the dissemination of ICAO policy and guidance. As invitations to ICAO workshops are addressed to States, you are encouraged to bring this invitation also to the attention of any autonomous entities established in your State and to include them in your participation where possible.</p>

There is no attendance fee.

An ICAO certificate will be awarded to participants with a satisfactory level of attendance.

Language	English and French
Secretary/ adviser	Mr. Ö. Magnusson, Economist, Airport and Route Facility Management Section, ICAO Headquarters Tel.: +1 (514) 954-8219 ext. 8073; facsimile: +1 (514) 954-6744; e-mail: omagnusson@icao.int
Assisted by	Mr. G. Uriyo, Regional Officer, Air Transport, Eastern and Southern African Office Tel.: + 1 254-2-622 393; facsimile: +1 254-2-520 135/623 028 e-mail: Gasper.uriyo@icao.unon.org
Documentation	<p>A complete list of ICAO publications used as reference documents for the meeting is in Attachment D. The most essential meeting documentation will be provided by ICAO free of charge, that is the <i>Airport Economics Manual</i> (Doc 9562) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/3). Some of the ICAO publications that will be used during the workshop are available via the ICAO web site http://www.icao.int and the participants should therefore provide themselves with copies of these documents and bring them to the meeting. This is applicable to the following documents: <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/6), the <i>Report of the Conference on the Economics of Airports and Air Navigation Services</i> (Doc 9764, ANSConf 2000), and the <i>Report of the World-wide CNS/ATM Systems Implementation Conference</i> (Doc 9719). To access these publications see guidance in Attachment D. The distribution of other reference documents will be limited to one per delegation, but participants who may wish to purchase (well prior to the meeting) copies of the relevant publications will be accorded a 50 % discount by quoting the reference of the meeting, WARFM (Nairobi) 2002, when ordering. Such publications may be ordered through the ICAO Website.</p> <p>Participants having points of interest or information relating to the agenda are encouraged to prepare informal working papers, not exceeding three pages. Papers should be forwarded to the workshop Secretary not later than 17 May 2002.</p>
Travel and daily subsistence	The travel and daily subsistence costs for participants are the responsibility of the nominating State/Organization.
Information on the Web	The invitation letter together with Working Paper WARFM (Nairobi) ! WP/1 are available via ICAO's Website, under the heading "Meetings".

ATTACHMENT C

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Nairobi, 27 to 31 May 2002)

INFORMATION BULLETIN

1. SITE OF THE WORKSHOP

1.1 The workshop will be held at the Conference Room of the ICAO Eastern and Southern African Office (ESAF) Nairobi. The opening of the workshop is planned at 1000 hours. The ESAF Office is located within the United Nations Complex at Gigiri on Limuru Road at about 20 km from the city centre. The working hours of the Office are 0800-1630. The ICAO Regional Office contacts are:

Telephone: (254 2) 62 23 95/96
Fax: (254 2) 22 67 06 or 52 01 35
e-mail: icao@icao.unon.org

1.2 Registration

Registration of participants will be at 0900 hours.

2. HOTELS

2.1 Participants are requested to make their own hotel reservations. A list of recommended hotels is attached. When reserving participants should state that they are attending an ICAO meeting.

3. VISA

3.1 All travellers arriving in Kenya should have a valid passport. Kenyan entry visas are not required for nationals of a number of countries. Participants are therefore advised to ascertain whether or not they are exempt from the Kenyan entry visa requirement. Those who are not exempt should apply for visas well in advance from Kenyan Embassies or High Commissions, which will issue them upon presentation of documentation showing that the applicants are designated representatives to a particular UN meeting held in Nairobi. In countries where there is no Kenyan Embassy or High Commission, the British Embassy or High Commission will generally represent Kenya, and be in a position to issue visas.

4. TRANSPORT

4.1 Jomo Kenyatta International Airport is situated 16 kilometres (a 20 minute drive) from the city centre. The fare from the airport to the city centre by the Kenya Airways airport bus is Kshs. 100. Taxis are readily available. The taxi fare from the airport to the city centre is approximately Kshs. 650. However it is advisable to establish the fare before getting into the vehicle. The State controlled Kenatco taxis have, by law, to charge per kilometre. Other taxis tend to vary and as they do not come under the control of the municipal councils, you might not be insured. It is therefore wise to ensure that the taxi is from a reputable company.

Transport to/from the ESAF Office

4.2 Transportation to/from the ESAF Office will be provided to all delegates. The bus will depart from the Sixeighty Hotel at 08:30 hours. Delegates residing in other hotels will be expected to proceed to the SixEighty Hotel before this time.

5. CLIMATE

5.1 The mean minimum temperature during the month of May is 14°C and the mean maximum temperature is 23°C. The mean relative humidity is 74 per cent. The month of May is relatively wet with a mean of about 18 rainy days. The winds are mostly from the North East.

6. SECURITY

6.1 The number of incidents of crime in Nairobi has been on the increase. Precautions, therefore, have to be taken to avoid unpleasant experiences that sometimes can even turn into personal injuries. The following advice is given to assist you in protecting yourself against being victims of criminal action and to ensure that your stay in Kenya is safe and trouble free.

6.2 Mugging in the streets is not confined to night attacks but can occur at any time, anywhere during the day. To avoid being an easy victim it is recommended to do the following:

- a) Do not carry or display large sums of money when shopping and do not wear jewellery when walking in the streets.
- b) Do not talk to strangers on the street, radiate confidence and act as if you know where you are going.
- c) Be alert when approached or stopped for whatever reason by one or a group of young people, as they usually are expert pick-pockets.
- d) Under no circumstances should you walk in the streets in Nairobi at night. Even for short distance, take a taxi. Do not take any car offering services as a taxi. Confine yourselves to the Kenatco accredited taxis (Tel. 225123, 221561, 338611 and 822356) and the “London Taxis” available in the town centre.

6.3 When faced with a criminal action the best reaction is to calmly give in to the offender. From experience of previous incidents the person who does not react violently usually comes out unhurt.

7. HEALTH

7.1 A yellow fever vaccination certificate is mandatory for travellers over one year of age coming from infested areas. However, as there has been an outbreak of yellow fever in certain regions of Kenya it is advisable that all visitors are vaccinated 10 days prior to departure.

7.2 Malaria risk predominantly in malignant (*p. falciparum*) form exists throughout the year in the whole country. There is little risk in Nairobi and the highlands (above 2500 m.) of central Rift Valley, Eastern, Nyanza and western provinces. *P. falciparum* is highly resistant to chloroquine and resistance to sulfaxomine-pyrimethamine has been reported. It is therefore recommended to use a combination of

paludrine and chloroquine which are the safest and most practical antimalarial medicines. Other drugs are effective, but can be toxic, more expensive or less potent. When going on safari outside Nairobi it is advisable to check with a clinic about health requirements before leaving. Mosquitoes bite mainly at dusk and during the night. Many types of mosquitoes do not carry malaria, notably those found in Nairobi and other areas higher and colder than Nairobi. The anopheles mosquitoes, the carriers of malaria, are common at the coast and most parks, but by no means they are all infected with malaria. The best prevention of course is to avoid being bitten. It is therefore, recommended to wear long sleeves and trousers in the evening, use mosquito netting and gauze over the bed, windows and other openings.

7.3 It is also recommend that all travellers should receive typhoid, tetanus and poliomyelitis immunization prior to travel. Re-inoculations of all kinds are obtainable in Nairobi at the City Council Inoculation Centre, City Hall, or at the Port Health Office, Jomo Kenyatta Airport, where a 24-hour service is maintained.

7.4 An infirmary is available at the UN Gigiri Complex.

8. CURRENCY

8.1 The basic unit of currency is the Kenyan shilling, which is divided into 100 cents. There are copper coins of 5 cents and 10 cents and nickel coins of 50 cents, 1 shilling, 5 shillings, 10 shillings and twenty shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

8.2 There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring into Kenya. However, the export of Kenyan currency by visitors is strictly forbidden. A maximum of 400 shillings may be taken out. If the amount is greater the whole lot will be confiscated by the authorities.

8.3 The commercial banks in the city centre provide exchange facilities. Most banks are open between 9 a.m. and 2 p.m. from Monday to Friday and between 9 a.m. and 11 a.m. on the first and last Saturday of the month. Hotels also offer exchange facilities but at a slightly disadvantageous rate. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta International Airport are open daily from 7 a.m. to midnight, and will change foreign currency into Kenyan shillings. Insure you keep a receipt after changing your foreign currency to be able to change back the remaining shillings when you go back.

8.4 Kenyan shilling exchange rates are determined by the inter bank trade which varies daily. The mean rate for 1 United States dollar was Kshs 78.00 in April 2002.

8.5 Banking facilities are available at the UN Gigiri Complex.

LIST OF HOTELS

HOTELS	RATES US \$	ADDRESS	TELEFAX NO.	TELEPHONE	Email
Intercontinental Hotel	15.00 Single (BO) 135.00 double (BO)	Cr. City Hall Way, Uhuru Highway	(254 2) 210675 214617	(254 2) 261000	Nairobi@interconti.com
Holiday Inn	110.00 (SBB) 136.00 (SBB)	Cor. Parklands Road and Mpaka Lane	254 2 748823	254 2 740920/1 740906	Mayfair@africaonline.co.ke
SixEighty Hotel	50.00 (SBB) 65.00 (DBB)	Cr. Muindi Mbingu Street/Kenyatta Avenue	(254 2) 332908	(254 2) 332680	
The Stanley	80.0 Deluxe Rm (Single/Double (BO)) 120.00 Club Rm (Single/Double(BO))	Cr. Kenyatta Avenue/Kimathi Street	254 2 229388 Reserv.2542 715566	(254 2) 228830 Reserv. 254 2 713333	reservations@sarova.co.ke
Hilton Hotel	85.00 (SBB) incl. 105.00 (DBB) incl.	Mama Ngina Street	(254 2) 339462	(254 2) 334000	hilton@africaonline.co.ke
Nairobi Safari Club	95.00 (SO) 105.00 (DO)	University Way/Koinange Street	(254 2) 331201	(254 2) 251333	nsclub@africaonline.co.ke
Meridian Court Hotel	41.00 (SO) 55.00 (DO)	Murang'a Road, off Moi Avenue	(254 2) 333658	(254 2) 333916	
Landmark Hotel	102.00 (SB) 126.00 (DB)	Chiromo Road, Westlands		(254 2) 448715/6/7	Reservations@sarova.co.ke
Grand Regency	95.00+ 28% (SO) 150+28% (DO)	Loita Street	254 (2) 217120	(254 2) 211199	
Ambassador Hotel	45.00(SB) 60.00(DB)	Moi Avenue	(254 2) 336860	(254 2) 336809	

Rates may change without notice

ATTACHMENT D

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT (Nairobi, 27 to 31 May 2002)

ICAO PUBLICATIONS THAT WILL BE USED AS REFERENCE DOCUMENTS IN THE WORKSHOP DISCUSSIONS (IN ADDITION TO WORKING PAPERS ISSUED FOR THE MEETING)

Doc 7300/8	Convention on International Civil Aviation
Doc 9082/6	ICAO's Policies on Charges for Airports and Air Navigation Services
Doc 9764, ANSConf 2000	Report of the Conference on the Economics of Airports and Air Navigation Services
Doc 9562	Airport Economics Manual
Doc 9161/3	Manual on Air Navigation Services Economics
Doc 7100 ! 2001 Edition	Tariffs for Airports and Air Navigation Services
Circular 284-AT/120	Study on Privatization in the Provision of Airports and Air Navigation Services
Circular 142-AT/47	Development of Non-Aeronautical Revenues at Airports
Doc 9719	Report of the World-wide CNS/ATM Systems Implementation Conference
Doc 9660	Report on Financial and Related Organizational and Managerial Aspects of Global Navigation Satellite Systems (GNSS) Provision and Operation

GUIDANCE TO ACCESS ICAO DOCUMENTS THROUGH THE ICAO WEB SITE

1. Go to ICAO's web site: <http://www.icao.int>.
2. On the left side of the page, navigate down to the heading "Publications" and select "Free publications" to find "Doc 9082 - ICAO's Policies on Charges for Airports and Air Navigation Services".
3. Back on the left side of the ICAO web page, navigate down to the heading "Meetings" and select "List of meetings". Scroll down on the right side and click on "ICAO Meetings and Conference Archives".
4. Go to "2000" to find the "Conference on the Economics of Airports and Air Navigation Services - ANSConf 2000". On the left side of the ANSConf 2000 web page select "Working Papers" and you will find draft report material starting with WP/101.
5. Go back to "ICAO Meetings and Conference Archives" then to "1998" to find the "World Wide CNS/ATM Systems Implementation Conference". Click on "Final Report".