



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
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Organización  
de Aviación Civil  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref: ES AN 1/6.4 – 0154

19 March 2013

**Subject: Tenth Meeting of the Aerodrome Operations Planning Sub-Group (AOP/SG/10)  
(Nairobi, Kenya, 5-7 August 2013)**

**Action Required: Reply at your earliest convenience, preferably not later than 30 June 2013**

Sir/Madam,

1. I have the honour to inform you that the Tenth Meeting of the Aerodrome Operations Planning Sub-Group (AOP/SG/10) is scheduled to be held in Nairobi, Kenya, from 5 to 7 August 2013. Your State/Organization is therefore invited to nominate participants to this meeting bearing in mind the decision that was made at AOP/SG/6 and endorsed by the fifteenth meeting of the Africa-Indian Ocean Planning and Implementation Regional Group (APIRG/15) that in order to ensure efficiency during these meetings, whenever possible, nominations should include individuals who have participated at previous AOP/SG meetings.

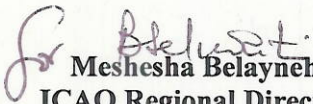
2. The following documents are attached for information of the nominated participants:

- a) Provisional Agenda of the meeting;
- b) Information bulletin and List of Hotels/Guest Houses; and
- c) Registration form.

3. The meeting shall be conducted in English and French languages. Documentation will be distributed in both languages.

4. Participants are encouraged to prepare information and working papers on the Agenda Item of their choice. However, only working papers submitted on/or before 30 June 2013 shall be translated. Information papers and appendices to working papers will be distributed in the language they are submitted. Participants are further advised to bring along laptops as working papers will be distributed only in electronic format.

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

  
**Meshesha Belayneh**  
ICAO Regional Director  
Eastern and Southern African Office

**Attachments:**

- Provisional Agenda of the meeting
- Information bulletin and List of Hotels/Guest Houses; and
- Registration form.



**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
EASTERN AND SOUTHERN AFRICAN OFFICE**

**TENTH MEETING OF THE AERODROMES OPERATIONAL  
PLANNING SUB-GROUP (AOP/SG/10)  
(NAIROBI, KENYA, 5-7 AUGUST 2013)**

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**PROVISIONAL AGENDA**

- Agenda Item 1:** Follow-up on APIRG Conclusions and Decisions still in force in the AOP field.
- Agenda Item 2:** Review of the AFI Air Navigation Plan.
- Agenda Item 3:** Review of deficiencies in the AOP field.
- Agenda Item 4:** Runway safety programmes.
- Agenda Item 5:** ASBU concept.
- Agenda Item 6:** ICAO-ACI APEX Programme.
- Agenda Item 7:** High level safety targets - Abuja 2012 Ministerial Conference.
- Agenda Item 8:** AOP/SG Terms of Reference (ToR) in support of the ICAO Strategic Objectives.
- Agenda Item 9:** Any other business. Any other matters not specifically provided for and covered under the above agenda items, might be addressed under this agenda item.
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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
EASTERN AND SOUTHERN AFRICAN OFFICE**

**TENTH MEETING OF THE AERODROME OPERATIONS  
PLANNING SUB-GROUP (AOP/SG/10)  
(NAIROBI, KENYA, 5-7 AUGUST 2013)**

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**INFORMATION BULLETIN<sup>1</sup>**

**1. VENUE**

The Tenth Meeting of the Aerodrome Operations Planning Sub-Group (AOP/SG/10) will be held at the United Nations Office, Gigiri, Nairobi, Kenya, from 5 to 7 August 2013.

**2. REGISTRATION**

Based on the duly completed pre-registration form received by us, name badges will be issued on site to participants. Participants will be required to re-confirm their registration at the registration desk of the United Nations from 08:00 am, on the first day of the meeting.

**3. OPENING SESSION**

The official opening of the AOP/SG/10 meeting will take place on Monday 5 August 2013 at 09:00 am.

**4. WORKING LANGUAGE**

The meeting will be conducted in both the French and English languages.

**5. HOTEL INFORMATION**

Participants are requested to make their own hotel reservations and indicate that they are attending an ICAO (United Nations) meeting. A list of recommended Hotels/Guest Houses is attached at the end of this bulletin. However it is advisable to confirm the applicable rates when booking the accommodation.

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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, the ICAO ESAF Regional Office 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.

## 6. TRANSPORT

### 6.1 *From the Airport*

Jomo Kenyatta International Airport is situated 16 kilometres (about 20-minutes' drive depending on the traffic) from the city centre. Taxis are readily available. Please refer to the information desk for travelers at the Airport.

### 6.2 *To the meeting venue*

Transport to and from United Nations Complex will be provided to all participants. The bus will depart from Sentrim 680 Hotel at 07:00 am. All participants residing in other hotels will be expected to proceed to Sentrim 680 Hotel before this time. The bus will then proceed to the United Nations Office, Gigiri, Nairobi.

## 7. VISA

Participants are advised to ascertain whether or not they are exempt from the Kenyan entry visa requirement at the respective Embassies. 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 that participants should have travel insurance (including health) from their home country for the duration of their stay in Nairobi. Participants should particularly ensure that their insurance is applicable in Nairobi. 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 yellow fever certificate at the point of entry is required for persons who originate from or have travelled to 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 port health officials may be required to take the vaccination at the point of entry against payment of US\$15. The officials may take other action in accordance with applicable regulations and procedures. For more information you may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Kenya.

## **9. WEATHER AND LOCAL TIME INFORMATION**

- 9.1 The mean maximum temperature for the month of August is 21°C and the mean minimum temperature is 10°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 shilling, 5 shillings, 10 shillings, 20 shillings 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. Recently the rate has been fluctuating between Kshs.80.00 to Kshs.86.00 to the US dollar, but may be out of this range depending on market influences.
- 10.3 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 Kenya currency by visitors is strictly forbidden. A maximum of 400 shillings may be taken out.
- 10.4 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 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. HOURS OF BUSINESS**

The working week in ICAO ESAF runs from Monday to Thursday (0800-1630hrs)/ Friday (0800-1400hrs)/Saturday and Sundays are holidays.

## **12. ELECTRICAL SUPPLY**

Local voltage is 220/240 V 50 Hz

## **13. TELEPHONES**

Worldwide direct connections are available, using the international code or telephone operator if necessary. From outside Kenya, dial 254 followed by the area code (for landline numbers) and the required number. There are 4 mobile operators: Airtel, Orange, Safaricom and YU.

## **14. SECURITY**

- 14.1 Please visit the site <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, go sightseeing or need to travel for any other purpose.

### ***Security at the UN Complex***

- 14.2 Security procedures for entry and remaining within the UN Complex at Gigiri are strictly enforced. International participants must bring valid passports to the UN Complex. Kenya nationals and residents may bring other forms of identification documents issued by the Government of Kenya. All participants must wear forms of identification (tags/badges) issued by UN Security at all times while within the UN Complex.

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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>Crowne Plaza Nairobi****</b>  | SBB: 225 US\$<br>DBB: 255 US\$<br>S Superior: 245 US\$<br>D Superior: 285 US\$<br>S Deluxe: 265 US\$<br>D Deluxe: 295 US\$<br>S Club Room: 315 US\$<br>D Club Room: 345 US\$<br>J Suite 550 US\$<br>Ex Suite 700 US\$<br>B&B inclusive of taxes | Upper Hill<br>(Downtown)      | <a href="mailto:sales@cpnairobi.com">sales@cpnairobi.com</a><br><br>Contact person: Cynthia Chebii<br><a href="mailto:cynthia.chebii@cpnairobi.com">cynthia.chebii@cpnairobi.com</a><br><br>Website: <a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a>  | 254 (0) 20-2746000                   | 254 (0) 20-2746100                                       | 15 Km                         |
| <b>Fairmont The Norfolk*****</b> | SBB: 238 US\$<br>DBB: 271 US\$<br>B&B inclusive of taxes  | Harry Thuku Road,<br>Nairobi, | <a href="mailto:kenya.reservations@fairmont.com">kenya.reservations@fairmont.com</a><br>Steve Biko – Sales Manager<br><a href="mailto:steve.biko@fairmont.com">steve.biko@fairmont.com</a><br>June Mweu. – Assistant Reservations<br>Manager<br>E-mail : <a href="mailto:June.mweu@fairmont.com">June.mweu@fairmont.com</a> ;<br>Website: <a href="http://www.fairmont.com/norfolkhotel">www.fairmont.com/norfolkhotel</a> | 254-0-20 2265000/<br>2216940/ 225900 | 254 (0) 20<br>2216796/336742                             | 12 Km                         |
| <b>Fairview Hotel*****</b>       | S Ec: 14,800 Kshs<br>S B: 16,700 Kshs<br>First Class: 18,400 Kshs<br>Small S: 20,000 kshs<br>Large S: 22,000 Kshs<br>Ex. Suite: 23,000 Kshs<br>B&B inclusive of taxes   | Bishop Road,<br>Nairobi,      | <a href="mailto:book@fairviewkenya.com">book@fairviewkenya.com</a><br><br>Contact person: Eric Ganira<br><a href="http://www.fairviewkenya.com">www.fairviewkenya.com</a>  | 254 (0)20<br>2711321/2710090         | 254 (0)20<br>2721320/2711655                             | 14 Km                         |
| <b>Hillpark Hotel</b>            | Standard S: 146 US\$<br>Standard D: 220 US\$<br>Premium S: 196 US\$<br>Premium D: 293 US\$<br>Deluxe S: 303 US\$<br>Deluxe D: 484 US\$<br>Executive S: 233 US\$<br>Executive D: 348 US\$<br>B&B inclusive of taxes                              | Upper Hill<br>(Downtown)      | <a href="mailto:reservations@hillparkhotel.com">reservations@hillparkhotel.com</a><br><br>Contact person: Pauline Irungu<br><a href="mailto:Pauline@hillparkhotel.com">Pauline@hillparkhotel.com</a><br><br>Website: <a href="http://www.hillparkhotel.com">www.hillparkhotel.com</a>  | 254 (0)20 2724312/3/5                | 254 (0)20 2716768<br><br>254 735 337 522/ 720<br>698 325 |                               |

| Hotel                                | Rates  | Address / Location                  | E-mail   | Telephone   | Telefax                    | Distance to ICAO / UN Offices |
|--------------------------------------|--|-------------------------------------|--|---|----------------------------|-------------------------------|
| <b>Hilton Hotel*****</b>             | SBB: 175 US\$<br>S Deluxe: 220 US\$<br>DBB: 215 US\$<br>D Deluxe: 260 US\$<br><br>B&B, taxes included  | Mama Ngina street, Nairobi,         | <a href="mailto:Reservations.nairobi@hilton.com">Reservations.nairobi@hilton.com</a><br>Contact persons:<br>Maureen Ogola<br><a href="mailto:Maureen.Ogola@hilton.com">Maureen.Ogola@hilton.com</a><br>Ronald Oromo<br><a href="mailto:Ronald.Oromo@hilton.com">Ronald.Oromo@hilton.com</a><br>Website: <a href="http://www.hilton.com">www.hilton.com</a> | 254(0)20 2790000  | 254(0)20<br>250099/2226477 | 12 Km                         |
| <b>Ambassadeur Hotel</b>             | SBB: 60 US\$<br>DBB: 80 US\$   | Moi Avenue                          | <a href="mailto:ambassadeurhotel@hotmail.com">ambassadeurhotel@hotmail.com</a><br><a href="mailto:reserve@hotellambassadeurkenya.com">reserve@hotellambassadeurkenya.com</a>   | 254-20-242933<br>226733   | 254-20-336860              | 12km                          |
| <b>Hotel La Mada</b>                 | SBB: 160 US\$<br>DBB: 180 US\$<br>Suite: 250 US\$<br><br>15% discount for group booking<br>B&B, taxes included   | Thika road,                         | <a href="mailto:lamada@madahotels.com">lamada@madahotels.com</a><br><br>Contact person: Martin M. Thinji<br>Mob:254-0722-312-345<br><br>Website: <a href="http://www.madahotels.com">www.madahotels.com</a>  | 254 (0)20 8561113/<br>8561046/<br>8561460/ 8561598/                 | 254 (0)20 8561194          | 8 Km                          |
| <b>Intercontinental Nairobi*****</b> | SBB: 205 US\$<br>DBB:245 US\$<br><br>B&B, taxes included   | Cr. City Hall Way,<br>Uhuru Highway | <a href="mailto:reservations@icnairobi.com">reservations@icnairobi.com</a><br><br>Contact person: Simon Chege<br><a href="mailto:simon.chege@icnairobi.com">simon.chege@icnairobi.com</a><br><br>Website: <a href="http://www.ihg.com">www.ihg.com</a>   | 254 (0) 20 320 00 217   | 254 (0) 20 320 00 036      | 12 Km                         |
| <b>Jacaranda Hotel – Nairobi****</b> | SBB: 175 US\$<br>DBB:218 US\$<br><br>B&B, taxes included   | Chiromo Road,<br>Westlands          | <a href="mailto:Sales@jacarandahotels.com">Sales@jacarandahotels.com</a><br>Contact person: Liz Tapawa<br><a href="mailto:ltapawa@jacarandahotels.com">ltapawa@jacarandahotels.com</a><br>Website: <a href="http://www.jacarandahotels.com">www.jacarandahotels.com</a>  | 254(0) 20 4448713/4/5/6/7<br><br>Mob: 254 722 205486/<br>722722633/ | 254 (0) 20 4452117         | 10 Km                         |
| <b>Laico Regency Hotel*****</b>      | SBB:195 US\$<br>DBB:220 US\$<br>Ex. SS: 450 US\$<br>Ex.SD: 450US\$<br>Deluxe SS: 600 US\$<br>Deluxe SD: 600 US\$<br>Presidential S: 3,100US\$<br>B&B, taxes included | Loita Street,<br>Uhuru Highway      | Contact person: Jassi Sian<br><a href="mailto:jsian@laicoregencyhotel.co.ke">jsian@laicoregencyhotel.co.ke</a><br><br>Website: <a href="http://www.laicohotels.com">www.laicohotels.com</a>  | 254 (0) 20 2211199  | 254 (0) 20 2217120         | 12 Km                         |



| Hotel                           | Rates  | Address / Location             | E-mail   | Telephone  | Telefax                     | Distance to ICAO / UN Offices |
|---------------------------------|--|--------------------------------|--|--|-----------------------------|-------------------------------|
| <b>Lenana Mount Hotel ***</b>   | SBB: 80 US\$<br>DBB: 100 US\$<br>SBB: 4,500 Kshs<br>DBB: 7,000 Kshs<br>Twin Rooms: 7,000 Kshs<br>Twin Rooms: 100 US\$<br>B&B taxes included            | Ralph Bunche Road              | <a href="mailto:lenanamounthotel@iconnect.co.ke">lenanamounthotel@iconnect.co.ke</a><br>Contact persons Levina/Joseph<br>Website: <a href="http://www.lenanamounthotel.com">www.lenanamounthotel.com</a>   | 254 (0) 202214411/2;<br>2717 044/48  | 254 (0) 20 2719426          | 10 Km                         |
| <b>Meridian Hotel</b>           | SBB 74 US\$<br>DBB 90 US\$<br>SBB 5,250 Kshs<br>DBB 6,350Kshs<br>B&B and taxes included  | Murang'a Road, off Moi Avenue  | <a href="mailto:info@meridianhotelkenya.com">info@meridianhotelkenya.com</a><br><br>Contact person: Lucy<br><a href="http://www.meridianhotelkenya.com">www.meridianhotelkenya.com</a>   | 254 (0)20<br>313991/317481/2220006<br>Mob: 254 735 337 927                 |                             | 12 Km                         |
| <b>Nairobi Safari Club*****</b> | SBB: 170 US\$<br>DBB: 190 US\$<br><br>B&B taxes included   | University Way/Koinange Street | <a href="mailto:sales@nairobisafariclub.com">sales@nairobisafariclub.com</a><br><br>Contact Person: Florence Marangu<br><a href="http://www.Nairobisafariclub.com">www.Nairobisafariclub.com</a>   | 254 (0) 20 2821000   | 254 (0) 20<br>215137/224625 | 12 Km                         |
| <b>Ngong Hills Hotel</b>        | SBB: 4,000/ 4,800/ 5,600<br>DBB: 5,000/ 6,600/ 8,200<br>Prices are in Kshs for B&B/ HB/ FB<br><br>B&B taxes included                                   | Off Ngong Road                 | <a href="mailto:info@ngonghillshotel.com">info@ngonghillshotel.com</a><br><br>Contact person: Bernard Maina<br><a href="mailto:info.ngonghillshotel@jambo.co.ke">info.ngonghillshotel@jambo.co.ke</a><br><br>Website: <a href="http://www.ngonghillshotel.com">www.ngonghillshotel.com</a>   | 254 (0)20 3860894/5;<br>3876745  | 254 (0)20 3871750           | 20 Km                         |
| <b>Ole- Sereni Hotel*****</b>   | S Superior: 200 US\$<br>S Deluxe: 240 US\$<br>S Club: 280 US\$<br>D Superior: 250 US\$<br>D Deluxe: 300 US\$<br>D Club: 330 US\$<br>B&B taxes included | Off Mombasa Road               | <a href="mailto:info@ole-serenihotel.com">info@ole-serenihotel.com</a><br><br>Contact Person: Steve Mulei<br><a href="mailto:Sales1@ole-serenihotel.com">Sales1@ole-serenihotel.com</a><br><a href="mailto:sales@ole-serenihotel.com">sales@ole-serenihotel.com</a><br><br>Website: <a href="http://www.ole-serenihotel.com">www.ole-serenihotel.com</a> | 254 (0) 20<br>3901000/5036000<br>Mob: 254-732-191-000                      |                             | 25 Km                         |
| <b>Panari Hotel*****</b>        | S Standard: 200 US\$<br>S Superior: 240 US\$<br>D Standard: 240 US\$<br>D Superior: 280 US\$<br>S Deluxe: 280 US\$<br>D Deluxe D: 320 US\$             | Mombasa Road<br>Near Airport   | <a href="mailto:info@panarihotels.com">info@panarihotels.com</a><br><br>Contact Person: Michael Barasa<br><a href="mailto:michael.b@panarihotels.com">michael.b@panarihotels.com</a><br><br>Website: <a href="http://www.panarihotels.com">www.panarihotels.com</a>  | 254 (0)20 394 6000/<br>828990/<br><br>Mob: 254 722 474 836/<br>733 474 836 | 254 (0)20 828985            | 18 Km                         |

| Hotel                              | Rates  | Address / Location                   | E-mail   | Telephone  | Telefax                      | Distance to ICAO / UN Offices |
|------------------------------------|--|--------------------------------------|--|--|------------------------------|-------------------------------|
| <b>Red Court Hotel****</b>         | SBB: 150 US\$<br>DBB: 180 US\$<br><br>B&B, taxes included  | Kenya Red Cross complex              | <a href="mailto:Info@redcourt.co.ke">Info@redcourt.co.ke</a><br><br>Contact Person: Nancy Wachuka<br><br>Website: <a href="http://www.redcourt.co.ke">www.redcourt.co.ke</a>   | 254 (0)20<br>3520757/3593145<br><br>Mob: 254 734 973 512 | 254 (0)20 3503147            | 18 Km                         |
| <b>Safari Park Hotel*****</b>      | S Deluxe: 190 US\$<br>D Deluxe: 210 US\$<br>J. Suite: 240 US\$<br>B. Suite: 280 US\$<br>Presidential Suite: 1,600US\$<br><br>B&B, taxes included | Kasarani off Thika Road,             | <a href="mailto:reservations@safariparkhotel.co.ke">reservations@safariparkhotel.co.ke</a><br><a href="mailto:sales@safariparkhotel.co.ke">sales@safariparkhotel.co.ke</a><br><br>Contact person: Ruth Chege, Scola Muthamia<br><br>Website: <a href="http://www.safaripark-hotel.com">www.safaripark-hotel.com</a>  | 254 (0) 20<br>3633000/3633312/971                        | 254 (0)20 3633919            | 10 Km                         |
| <b>Sankara*****</b>                | Superior: 223 US\$<br>Deluxe: 261 US\$<br>Club: 363 US\$<br><br>B&B, taxes included  | Westlands                            | <a href="mailto:meet@nairobi.sankara.com">meet@nairobi.sankara.com</a><br><br>Contact person: Grace Waweru<br><a href="mailto:grace.waweru@sankara.com">grace.waweru@sankara.com</a><br><br>Website: <a href="http://www.sankara.com">www.sankara.com</a>  | 254 (0) 20 4208000                                       | 254 (0) 20 420888            | 10 Km                         |
| <b>Sarova Panafric****</b>         | SBB: 140 US\$<br>DBB: 170 US\$<br><br>B&B, taxes included  | Kenyatta Avenue                      | <a href="mailto:panafric@sarovahotels.com">panafric@sarovahotels.com</a><br><br>Contact person: Steve Wambua<br><a href="mailto:Steve.wambua@sarovahotels.com">Steve.wambua@sarovahotels.com</a><br><br>Website: <a href="http://www.sarovahotel.com">www.sarovahotel.com</a>  | 254 (0) 20 276<br>7000/7431<br>Mob: 254 732866166        | 254 (0) 20 271<br>5566       | 18 Km                         |
| <b>Sarova – The Stanley*****</b>   | SBB: 195 US\$<br>DBB: 240 US\$<br><br>B&B, taxes included  | Kenyatta Avenue/Kimathi Street       | <a href="mailto:thestanley@sarovahotels.com">thestanley@sarovahotels.com</a><br>Contact persons: Nelson Mburu, Steve Wambua<br><a href="mailto:Nelson.mburu@sarovahotels.com">Nelson.mburu@sarovahotels.com</a><br><a href="mailto:Steve.wambua@sarovahotels.com">Steve.wambua@sarovahotels.com</a><br>Website:<br><a href="http://www.sarovahotels.com/stanley">www.sarovahotels.com/stanley</a>                                      | 254 (0) 20 276<br>7000/7431<br><br>Mob: + 254 732866166  | 254 (0) 20 271<br>5566       | 12 Km                         |
| <b>Sentrim-Sixeighty Hotel ***</b> | SBB: 85 US\$<br>DBB: 100 US\$<br>B&B taxes included  | Muindi Mbingu Street/Kenyatta Avenue | <a href="mailto:info@680-hotel.co.ke">info@680-hotel.co.ke</a><br><a href="mailto:reservations680@sentrim-hotels.com">reservations680@sentrim-hotels.com</a><br><br>Contact person: Lucy Gatere<br><a href="mailto:lucy.gatere@sentrim-hotels.com">lucy.gatere@sentrim-hotels.com</a><br>Website: <a href="http://www.680-hotel.co.ke/">www.680-hotel.co.ke/</a><br><a href="http://www.sentrim-hotels.com">www.sentrim-hotels.com</a> | 254 (0) 20<br>315680/344000<br><br>Mob: 254 722 806 952  | 254 (0) 20<br>332908/2218314 | 12 Km                         |

| Hotel                                       | Rates  | Address / Location   | E-mail  | Telephone  | Telefax            | Distance to ICAO / UN Offices |
|---|--|--|---|--|--------------------|-------------------------------|
| <b>Sentrim - Hotel Boulevard****</b>        | SBB: US\$80<br>DBB: US\$105<br>SBB: 6,350 Kshs<br>DBB: 8,250 Kshs<br><br>B&B taxes included  | Harry Thuku Road,  | <a href="mailto:hotel@hotelboulevard.com">hotel@hotelboulevard.com</a><br><a href="mailto:jac@hotelboulevardkenya.com">jac@hotelboulevardkenya.com</a><br><br>Contact person: Elizabeth Mwangi<br><br><a href="mailto:Lucy.gatere@sentrim-hotels.com">Lucy.gatere@sentrim-hotels.com</a><br>Website: <a href="http://www.sentrim-hotels.com">www.sentrim-hotels.com</a> | 254 (0)20 227567/8/9   | 254 (0) 20 317825  | 12 Km                         |
| <b>Serena Nairobi Hotel*****</b>            | SBB: 270 US\$<br>DBB: 300 US\$<br><br>B&B, taxes excluded  | Kenyatta Avenue/<br>Processional Way<br>(Downtown)                 | <a href="mailto:NSHreservations@serena.co.ke">NSHreservations@serena.co.ke</a><br><br>Contact person:<br>James Mutua <a href="mailto:jmutua@serena.co.ke">jmutua@serena.co.ke</a><br><br>Website: <a href="http://www.serenahotels.com">www.serenahotels.com</a>  | 254 (0) 20 2822000/<br>3138000<br><br>Mob: 254 733<br>282200/1/2, 733 282283 | 254 (0) 20 2725184 | 12 Km                         |
| <b>Silver Springs Hotel***</b>              | SBB: 11,900 Kshs.<br>DBB: 15,900 Kshs.<br>S Superior suite: 15, 500 kshs.<br>D superior suite: 19, 500 kshs.<br><br>B&B, taxes excluded      | Argwings Kodhek Road<br>approximately 3 miles from the city centre | <a href="mailto:silversprings@iconnect.co.ke">silversprings@iconnect.co.ke</a><br><br>Contact person: <del>Lillian Wasike</del><br>Martin Wambugu<br>0722 486586<br><a href="mailto:mwambugu@silversprings-hotel.com">mwambugu@silversprings-hotel.com</a><br><br>Website : <a href="http://www.silversprings-hotel.com">www.silversprings-hotel.com</a>                | 254 20 2722451/2-7   | 254 20 2720545     | 18 Km                         |
| <b>Southern Sun Mayfair Nairobi</b>         | SBB 225 US\$<br>DBB 250 US\$<br>B&B, Internet, taxes included  | Parklands Road<br>and Mpaka Lane                                   | <a href="mailto:admin@southersun.co.ke">admin@southersun.co.ke</a><br>Contact person:., Sallie Khavere<br><a href="mailto:khaveres@southersun.co.ke">khaveres@southersun.co.ke</a><br>Website: <a href="http://www.southernsun.co.ke">www.southernsun.co.ke</a>   | 254 (0) 20 3740920/1<br>0722 205 508   | 254 (0) 203748823  | 6 Km                          |
| <b>The Heron Portico Hotel***</b>           | SBB:105 US\$<br>DBB:127 US\$<br>S Del: 13,000 Kshs<br>S Sup: 9,995 Kshs<br>D del: 15,000 Kshs<br>D Sup: 11,995 Kshs<br>Internet use included | Milimani Road<br>(Downtown)  | <a href="mailto:reservations@heronhotel.com">reservations@heronhotel.com</a><br><br>Contact person: David Mwaniki<br><a href="mailto:administration@heronhotel.com">administration@heronhotel.com</a><br>Website: <a href="http://www.heronhotel.com">www.heronhotel.com</a>  | 254 (0) 20 2720740/1/2/3   | 254 (0) 20 2721698 | 13 Km                         |
| <b>Tribe –The Village Market Hotel*****</b> | SDel: 225 US\$<br>SSup: 265 US\$<br>Jun Suite S: 345 US\$<br>DDel: 265 US\$<br>DSup:305 US\$<br>Jun Suite D: 385 US\$                        | Village Market<br>Shopping Centre                                  | <a href="mailto:reservations@tribehotel-kenya.com">reservations@tribehotel-kenya.com</a><br>Contact person: Sandeep Brar,<br>Cecilia Adhola<br><br>Website: <a href="http://www.tribe-hotel.com">www.tribe-hotel.com</a>  | 254 (0) 20 7200000   | 254 (0) 20 7200110 | 1 Km                          |

| Hotel   | Rates   | Address / Location    | E-mail   | Telephone                     | Telefax            | Distance to ICAO / UN Offices |
|---|---|-----------------------|--|-------------------------------|--------------------|-------------------------------|
| <b>Utalii Hotel</b>                             | Resident rates<br>S: 7,500 Kshs<br>D: 9,000 Kshs<br>Non resident rates<br>S: 140 USD<br>D: 170 USD<br>B&B, taxes included | Thika Road,<br>Nairbi | <a href="mailto:reservations@utalii.co.ke">reservations@utalii.co.ke</a><br><a href="mailto:marketing@utalii.co.ke">marketing@utalii.co.ke</a><br><a href="mailto:utaliihotel@utalii.co.ke">utaliihotel@utalii.co.ke</a><br><br>Contact person: Suleiman Mwanyere<br><br>Website: <a href="http://www.utaliihotel.co.ke">www.utaliihotel.co.ke</a>   | 254(0) 208<br>563540/8561201  | 254 (0) 208 560514 | 6 Km                          |
| <b>Windsor Golf Hotel and Country Club*****</b> | Deluxe: 170 US\$<br>Suite: 320US\$<br>Cottage: 450US\$  | Off Kiambu Rd         | <a href="mailto:admin@windor.co.ke">admin@windor.co.ke</a><br><a href="mailto:reservations@windor.co.ke">reservations@windor.co.ke</a><br><a href="mailto:info@windor.co.ke">info@windor.co.ke</a><br><a href="mailto:marketing@windor.co.ke">marketing@windor.co.ke</a><br>Contact person: Rosemary Nyakarura<br><a href="mailto:nnyakarura@windor.co.ke">nnyakarura@windor.co.ke</a><br><a href="http://www.windsorgolfresort.com">www.windsorgolfresort.com</a> | 254 (0) 20<br>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 February 2013 and are subject to change by the hotels without notice.**

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**GUEST HOUSES NEAR UN COMPOUND, GIGIRI**  
*(These rates are as of February 2013 and are subject to change without notice.)*

| Name of Guest House      | Rate US\$  | Distance to ICAO/<br>UN Offices | E-mail   | Telephone  | Internet Access<br>(Wireless) |
|--------------------------|--|---------------------------------|--|--|-------------------------------|
| <b>Alexandra's</b>       | Single 100 US\$<br>Double 130 US\$<br>Bed & Breakfast inclusive of taxes   | 4km                             | <a href="mailto:teddy@gianopulos.home.co.ke">teddy@gianopulos.home.co.ke</a>   | 254-0735502581                                       | inclusive                     |
| <b>Casa Bella Suites</b> | Single 100 US\$<br>Double 120 US\$<br>Bed and Breakfast inclusive of taxes   | 6km                             | <a href="mailto:enquiries@casabellagigiri.com">enquiries@casabellagigiri.com</a><br><a href="http://www.casabellagigiri.com">www.casabellagigiri.com</a> | 254-0722994999                                       | inclusive                     |
| <b>Daisy Homes Ltd.</b>  | Single 100 US\$<br>Double 120 US\$<br>Bed and Breakfast inclusive of taxes   | 1km                             | <a href="mailto:info@daisyhomekenya.com">info@daisyhomekenya.com</a><br><a href="http://www.daisyhomekenya.com">www.daisyhomekenya.com</a>               | 254-721703333  | inclusive                     |
| <b>Gigiri Homestead</b>  | Master Room en-suite 100 US\$<br>Double Room en-suite 115 US\$<br>Master Room non en-suite 75 US\$<br>Studio en-suite 65 US\$<br>Bed and Breakfast inclusive of taxes  | 1.5km                           | <a href="mailto:info@gigirihomestead.com">info@gigirihomestead.com</a><br><a href="http://www.gigirihomestead.com">www.gigirihomestead.com</a>           | 254-722839232<br>254-203-544-189                     | inclusive                     |
| <b>Homely</b>            | Single 85 US\$<br>Double 105 US\$<br>NB: prices may change in accordance to daily dollar rates variation.<br>Bed and Breakfast inclusive of taxes  | 1km                             | <a href="mailto:Homely.Guesthouse@gmail.com">Homely.Guesthouse@gmail.com</a><br><a href="http://www.homelyguesthouses.com">www.homelyguesthouses.com</a> | 254-722-901335<br>254-722-315588                     | inclusive                     |
| <b>Shanema Homes</b>     | Single 80 US\$<br>Double 100 US\$<br>Bed and Breakfast inclusive of taxes  | 1km                             | <a href="mailto:info@shanemahomes.com">info@shanemahomes.com</a><br><a href="http://www.shanemahomes.com">www.shanemahomes.com</a>                       | 254-20-2691911<br>254-0700-333404                    | inclusive                     |
| <b>Tara Suites</b>       | Single room BB 120 US\$<br>Double room BB 175 US\$<br>Junior executive suite BB 200 US\$<br>Executive suite is 250 US\$<br>NB: Prices do not include 18% VAT and Catering levy taxes. The above charges apply only on production of a VAT tax exemption certificate. | 1km                             | <a href="mailto:info@tarasuites.com">info@tarasuites.com</a><br><a href="http://www.tarasuites.com">www.tarasuites.com</a>                               | 254-2-0518006719<br>254-0717700417<br>254-0786700417 | inclusive                     |

| Name of Guest House | Rate US\$  | Distance to ICAO/<br>UN Offices | E-mail   | Telephone                      | Internet Access<br>(Wireless) |
|---------------------|--|---------------------------------|--|--------------------------------|-------------------------------|
| <b>The 140</b>      | Single 100 US\$<br>Double 120 US\$<br>Bed and Breakfast inclusive of taxes   | 3km                             | <a href="mailto:the140@cenhika.com">the140@cenhika.com</a><br><a href="http://www.cenhika.com/the140">www.cenhika.com/the140</a>           | 254-722527964<br>254-733600298 | inclusive                     |
| <b>The Bedelle</b>  | <p><b><u>Single Occupancy</u></b><br/>Superior Room - US\$140<br/>Deluxe Suite - US\$170<br/>Superior Deluxe Suite - US\$200<br/>Presidential Suite - US\$350</p> <p><b><u>Double Occupancy</u></b><br/>Superior Room - US\$170<br/>Deluxe Suite - US\$200<br/>Superior Deluxe Suite - US\$230<br/>Presidential Suite - US\$380</p> <p>All rates include Bed and Breakfast all taxes</p> <p><b><u>Lunch or Dinner</u></b><br/>US\$15 - US\$40<br/>3 course lunch US\$25<br/>Inclusive of all taxes</p> | 5km                             | <a href="mailto:reservations@thebedelle.com">reservations@thebedelle.com</a><br><a href="http://www.thebedelle.com">www.thebedelle.com</a> | 254-700368611<br>254-733370312 | inclusive                     |

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