



**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)**

INFORMATION BULLETIN¹

1. VENUE

The Tenth Meeting of the Aerodrome Operations Planning Sub-Group (AOP/SG/10) will be held at The Nairobi Safari Club, in Town (City Centre) ~~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.

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, 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
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
Fairmont The Norfolk*****	SBB: 238 US\$ DBB: 271 US\$ B&B inclusive of taxes	Harry Thuku Road, Nairobi,	kenya.reservations@fairmont.com 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 2216796/336742	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 2711321/2710090	254 (0)20 2721320/2711655	14 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
Hillpark Hotel	Standard S: 146 US\$ Standard D: 220 US\$ 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	Upper Hill (Downtown)	reservations@hillparkhotel.com Contact person: Pauline Irungu Pauline@hillparkhotel.com Website: www.hillparkhotel.com	254 (0)20 2724312/3/5	254 (0)20 2716768 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 250099/2226477	12 Km
Ambassadeur Hotel	SBB: 60 US\$ DBB: 80 US\$	Moi Avenue	ambassadeurhotel@hotmail.com reserve@hotelambassadeurkenya.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 Contact Person: Lempuris Partoti lempuris.partoti@ihg.com Website: www.ihg.com	254 (0) 20 320 00 217	254 (0) 20 320 00 036	12 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
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\$ B&B, taxes included	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
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 313991/317481/2220006 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 215137/224625	12 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
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*****	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 3901000/5036000 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 Website: www.panarihotels.com	254 (0)20 394 6000/ 828990/ Mob: 254 722 474 836/ 733 474 836	254 (0)20 828985	18 Km
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 3520757/3593145 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 3633000/3633312/971	254 (0)20 3633919	10 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
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 Panafric****	SBB: 140 US\$ DBB: 170 US\$ B&B, taxes included	Kenyatta Avenue	panafric@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-hotels.com Website: www.680-hotel.co.ke/ www.sentrim-hotels.com	254 (0) 20 315680/344000 Mob: 254 722 806 952	254 (0) 20 332908/2218314	12 Km
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

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
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: Lillian Wasike 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@southernsun.co.ke Contact person:., Sallie Khavere khaveres@southernsun.co.ke Website: www.southernsun.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 use 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
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, Cecilia Adhola Website: www.tribe-hotel.com	254 (0) 20 7200000	254 (0) 20 7200110	1 Km

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
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 Website: www.utaliihotel.co.ke	254(0) 208 563540/8561201	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@windsor.co.ke info@windor.co.ke marketing@windor.co.ke Contact person: Rosemary Nyakarura nyakarura@windor.co.ke www.windsorgolfresort.com	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 February 2013 and are subject to change by the hotels without notice.**

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/ UN Offices	E-mail	Telephone	Internet Access (Wireless)
Alexandra's	Single 100 US\$ Double 130 US\$ Bed & Breakfast inclusive of taxes	4km	teddy@gianopulos.home.co.ke	254-0735502581	inclusive
Casa Bella Suites	Single 100 US\$ Double 120 US\$ Bed and Breakfast inclusive of taxes	6km	enquiries@casabellagigiri.com www.casabellagigiri.com	254-0722994999	inclusive
Daisy Homes Ltd.	Single 100 US\$ Double 120 US\$ Bed and Breakfast inclusive of taxes	1km	info@daisyhomekenya.com www.daisyhomekenya.com	254-721703333	inclusive
Gigiri Homestead	Master Room en-suite 100 US\$ Double Room en-suite 115 US\$ Master Room non en-suite 75 US\$ Studio en-suite 65 US\$ Bed and Breakfast inclusive of taxes	1.5km	info@gigirihomestead.com www.gigirihomestead.com	254-722839232 254-203-544-189	inclusive
Homely	Single 85 US\$ Double 105 US\$ NB: prices may change in accordance to daily dollar rates variation. Bed and Breakfast inclusive of taxes	1km	Homely.Guesthouse@gmail.com www.homelyguesthouses.com	254-722-901335 254-722-315588	inclusive
Shanema Homes	Single 80 US\$ Double 100 US\$ Bed and Breakfast inclusive of taxes	1km	info@shanemahomes.com www.shanemahomes.com	254-20-2691911 254-0700-333404	inclusive

Name of Guest House	Rate US\$	Distance to ICAO/ UN Offices	E-mail	Telephone	Internet Access (Wireless)
Tara Suites	Single room BB 120 US\$ Double room BB 175 US\$ Junior executive suite BB 200 US\$ Executive suite is 250 US\$ 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	info@tarasuites.com www.tarasuites.com	254-2-0518006719 254-0717700417 254-0786700417	inclusive
The 140	Single 100 US\$ Double 120 US\$ Bed and Breakfast inclusive of taxes	3km	the140@cenhika.com www.cenhika.com/the140	254-722527964 254-733600298	inclusive
The Bedelle	<u>Single Occupancy</u> Superior Room - US\$140 Deluxe Suite - US\$170 Superior Deluxe Suite - US\$200 Presidential Suite - US\$350 <u>Double Occupancy</u> Superior Room - US\$170 Deluxe Suite - US\$200 Superior Deluxe Suite - US\$230 Presidential Suite - US\$380 All rates include Bed and Breakfast all taxes <u>Lunch or Dinner</u> US\$15 - US\$40 3 course lunch US\$25 Inclusive of all taxes	5km	reservations@thebedelle.com www.thebedelle.com	254-700368611 254-733370312	inclusive

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