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منظمة الطيران  
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国际民用  
航空组织

Ref.: ES AN 9/10 - 0106

7 February 2013

**Subject: Universal Safety Oversight and Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Regional Workshop for the ESAF Region (Nairobi, Kenya, 15-17 May 2013)**

**Action Required: Reply at your earliest convenience, preferably not later than 15 March 2013**

Sir/Madam,

I have the honor to inform you that the International Civil Aviation Organization (ICAO) is organizing another regional workshop on the Continuous Monitoring Approach (CMA) of the Universal Safety Oversight Audit Programme (USOAP) for the ESAF Region, which will be held at the ICAO Regional Office, Nairobi, Kenya from 15 to 17 May 2013.

The objectives of this workshop are to provide States with updated information on the ICAO USOAP CMA and hands-on training on the CMA online framework. The workshop is intended primarily for States' National Continuous Monitoring Coordinators (NCCMs) as it focuses on practical training on the use of latest CMA tools, including updates to the revised protocol questions which will be applicable as of 1 May 2013.

Considering the need to make the corresponding administrative arrangements for holding this workshop, we would greatly appreciate if you could inform this Office of the names of your nominee(s) including the positions they hold to be submitted to [icaoesaf@icao.int](mailto:icaoesaf@icao.int) with a copy to Lilian Ndegwa ([LNdegwa@icao.int](mailto:LNdegwa@icao.int)) or by fax to: +254-20-7621092 at the earliest possible, but **not later than 15 March 2013**. For this purpose, please find enclosed the corresponding Registration Form.

Accept, Sir/Madam, the assurances of our highest consideration

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

**Enclosures: Registration Form**  
**Information Bulletin**



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

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**UNIVERSAL SAFETY OVERSIGHT AND AUDIT PROGRAMME (USOAP) CONTINUOUS  
MONITORING APPROACH (CMA) REGIONAL WORKSHOP FOR THE ESAF REGION  
(NAIROBI, KENYA, 15-17 MAY 2013)**

**INFORMATION BULLETIN**

**1. VENUE**

The Universal Safety Oversight and Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Regional Workshop will be held at the United Nations Office, Gigiri, Nairobi, Kenya from 15 to 17 May 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 hours, on the first day of the meeting.

**3. OPENING SESSION**

The official opening of the USOAP CMA Regional Workshop will take place on 15 May 2013 at 09:00 hours.

**4. WORKING LANGUAGE**

The workshop will be conducted in the English language only.

**5. REQUIREMENTS FOR EACH PARTICIPANT**

Every participant will be required to have an individual laptop computer, with the following minimum specifications;

1. Pentium IV or above processor
2. CD/DVD Optical Drive
3. 1GB RAM and above
4. 1GB Minimum of available disk space
5. Windows XP Professional with Service Pack 2 or higher, Windows Vista, or Windows 7.
6. Microsoft Office 2003 or 2007 or 2010
7. An updated Anti-Virus Software

To ensure your laptop adequately meets these requirements, please liaise with ICT Focal person in your State.

## 6. HOTEL INFORMATION

Participants are requested to make their own hotel reservations and indicate that they are attending an ICAO (United Nations) workshop. A list of recommended hotels/Guest Houses is attached at the end of this bulletin.

## 7. TRANSPORTATION

### 7.1 *From the Airport*

Jomo Kenyatta International Airport is situated 16 kilometres (about 20-minutes' drive depending on the traffic) from the city centre. The fare from the airport to the city centre by special buses (namely City Hoppa and Double M) is Kshs.60. Taxis are readily available. The taxi fare from the airport to the city centre is between Kshs.1000 – 1500. However, it is advisable to establish the fare before getting into the vehicle. The list of recommended taxis is listed below:-

**BUZZ A CAB:** Tel: +254 (0) 721 34 95 90 /(0)734 82 85 85 Land line +254 20 828585 or 828774 (From airport to Panari Hotel Kshs.600 and from airport to city centre is between Kshs.1000 to 1500).

**KENATCO:** Tel:+254-20-824248/+254-20-225123/+254-20-230771/+254-20 230772 (From airport to Panari Hotel Ksh. 900, and from airport to city centre between Ksh.1200 to 1500).

**JATCO TAXIS:** Tel: +254 20 4448162/0722648383/0722725131/ 0733 701494  
Fax: 4442114 (From airport to Panari Hotel Ksh.800 and airport to City Centre between Kshs.1200 to 1500).

### 7.2 *To the workshop 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 hours. All participants residing in other hotels will be expected to proceed to 680 Hotel before this time. The bus will then proceed to the United Nations Office, Gigiri, Nairobi.

## 8. 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.

## 9. HEALTH

9.1 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.

- 9.2 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.
- 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. 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.

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

- 10.1 The average temperatures for the month of May are maximum daytime temperature is 24°C (75°F) and minimum night-time temperature is 14°C (57°F).
- 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 shilling, 5 shillings, 10 shillings, 20 shillings 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. Recently the rate has been fluctuating between Kshs.80.00 to Kshs.85.00 to the US dollar, but may be out of this range depending on market influences.
- 11.3 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.
- 11.4 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.

## **12. HOURS OF BUSINESS**

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

## **13. ELECTRICAL SUPPLY**

Local voltage is 220/240 V 50 Hz

## 14. 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.

## 15. SECURITY

15.1 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*

15.2 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\$ 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)	<a href="mailto:sales@cpnairobi.com">sales@cpnairobi.com</a>  Contact person: Cynthia Chebii <a href="mailto:cynthia.chebii@cpnairobi.com">cynthia.chebii@cpnairobi.com</a>  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\$ DBB: 271 US\$ B&B inclusive of taxes	Harry Thuku Road, Nairobi,	<a href="mailto:kenya.reservations@fairmont.com">kenya.reservations@fairmont.com</a> Steve Biko – Sales Manager <a href="mailto:steve.biko@fairmont.com">steve.biko@fairmont.com</a> June Mweu. – Assistant Reservations Manager E-mail : <a href="mailto:June.mweu@fairmont.com">June.mweu@fairmont.com</a> ; Website: <a href="http://www.fairmont.com/norfolkhotel">www.fairmont.com/norfolkhotel</a>	254 (0) 20 2265000/ 2216940/ 225900	254 (0) 20 2216796/336742	12 Km
<b>Fairview Hotel****</b>	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,	<a href="mailto:book@fairviewkenya.com">book@fairviewkenya.com</a>  Contact person: Eric Ganira <a href="http://www.fairviewkenya.com">www.fairviewkenya.com</a>	254 (0)20 2711321/2710090	254 (0)20 2721320/2711655	14 Km
<b>Hillpark Hotel</b>	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)	<a href="mailto:reservations@hillparkhotel.com">reservations@hillparkhotel.com</a>  Contact person: Pauline Irungu <a href="mailto:Pauline@hillparkhotel.com">Pauline@hillparkhotel.com</a>  Website: <a href="http://www.hillparkhotel.com">www.hillparkhotel.com</a>	254 (0)20 2724312/3/5	254 (0)20 2716768  254 735 337 522/ 720 698 325	

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>Hilton Hotel*****</b>	SBB: 175 US\$ S Deluxe: 220 US\$ DBB: 215 US\$ D Deluxe: 260 US\$  B&B, taxes included	Mama Ngina street, Nairobi,	<a href="mailto:Reservations.nairobi@hilton.com">Reservations.nairobi@hilton.com</a> Contact persons: Maureen Ogola <a href="mailto:Maureen.Ogola@hilton.com">Maureen.Ogola@hilton.com</a> Ronald Oromo <a href="mailto:Ronald.Oromo@hilton.com">Ronald.Oromo@hilton.com</a> Website: <a href="http://www.hilton.com">www.hilton.com</a>	254(0)20 2790000	254(0)20 250099/2226477	12 Km
<b>Ambassadeur Hotel</b>	SBB: 60 US\$ DBB: 80 US\$	Moi Avenue	<a href="mailto:ambassadeurhotel@hotmail.com">ambassadeurhotel@hotmail.com</a> <a href="mailto:reserve@hotellambassadeurkenya.com">reserve@hotellambassadeurkenya.com</a>	254-20-242933 226733	254-20-336860	12km
<b>Hotel La Mada</b>	SBB: 160 US\$ DBB: 180 US\$ Suite: 250 US\$  15% discount for group booking B&B, taxes included	Thika road,	<a href="mailto:lamada@madahotels.com">lamada@madahotels.com</a>  Contact person: Martin M. Thinji Mob:254-0722-312-345  Website: <a href="http://www.madahotels.com">www.madahotels.com</a>	254 (0)20 8561113/ 8561046/ 8561460/ 8561598/	254 (0)20 8561194	8 Km
<b>Intercontinental Nairobi*****</b>	SBB: 205 US\$ DBB:245 US\$  B&B, taxes included	Cr. City Hall Way, Uhuru Highway	<a href="mailto:reservations@icnairobi.com">reservations@icnairobi.com</a>  Contact person: Simon Chege <a href="mailto:simon.chege@icnairobi.com">simon.chege@icnairobi.com</a>  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\$ DBB:218 US\$  B&B, taxes included	Chiromo Road, Westlands	<a href="mailto:Sales@jacarandahotels.com">Sales@jacarandahotels.com</a> Contact person: Liz Tapawa <a href="mailto:ltapawa@jacarandahotels.com">ltapawa@jacarandahotels.com</a> Website: <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	10 Km
<b>Laico Regency Hotel*****</b>	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 <a href="mailto:jsian@laicoregencyhotel.co.ke">jsian@laicoregencyhotel.co.ke</a>  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\$ 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	<a href="mailto:lenanamounthotel@iconnect.co.ke">lenanamounthotel@iconnect.co.ke</a> Contact persons Levina/Joseph Website: <a href="http://www.lenanamounthotel.com">www.lenanamounthotel.com</a>	254 (0) 202214411/2; 2717 044/48	254 (0) 20 2719426	10 Km
<b>Meridian Hotel</b>	SBB 74 US\$ DBB 90 US\$ SBB 5,250 Kshs DBB 6,350Kshs B&B and taxes included	Murang'a Road, off Moi Avenue	<a href="mailto:info@meridianhotelkenya.com">info@meridianhotelkenya.com</a>  Contact person: Lucy <a href="http://www.meridianhotelkenya.com">www.meridianhotelkenya.com</a>	254 (0)20 313991/317481/2220006 Mob: 254 735 337 927		12 Km
<b>Nairobi Safari Club*****</b>	SBB: 170 US\$ DBB: 190 US\$  B&B taxes included	University Way/Koinange Street	<a href="mailto:sales@nairobisafariclub.com">sales@nairobisafariclub.com</a>  Contact Person: Florence Marangu <a href="http://www.Nairobisafariclub.com">www.Nairobisafariclub.com</a>	254 (0) 20 2821000	254 (0) 20 215137/224625	12 Km
<b>Ngong Hills Hotel</b>	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	<a href="mailto:info@ngonghillshotel.com">info@ngonghillshotel.com</a>  Contact person: Bernard Maina <a href="mailto:info.ngonghillshotel@jambo.co.ke">info.ngonghillshotel@jambo.co.ke</a>  Website: <a href="http://www.ngonghillshotel.com">www.ngonghillshotel.com</a>	254 (0)20 3860894/5; 3876745	254 (0)20 3871750	20 Km
<b>Ole- Sereni Hotel*****</b>	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	<a href="mailto:info@ole-serenihotel.com">info@ole-serenihotel.com</a>  Contact Person: Steve Mulei <a href="mailto:Sales1@ole-serenihotel.com">Sales1@ole-serenihotel.com</a> <a href="mailto:sales@ole-serenihotel.com">sales@ole-serenihotel.com</a>  Website: <a href="http://www.ole-serenihotel.com">www.ole-serenihotel.com</a>	254 (0) 20 3901000/5036000 Mob: 254-732-191-000		25 Km
<b>Panari Hotel*****</b>	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	<a href="mailto:info@panarihotels.com">info@panarihotels.com</a>  Contact Person: Michael Barasa <a href="mailto:michael.b@panarihotels.com">michael.b@panarihotels.com</a>  Website: <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



Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>Red Court Hotel****</b>	SBB: 150 US\$ DBB: 180 US\$  B&B, taxes included	Kenya Red Cross complex	<a href="mailto:Info@redcourt.co.ke">Info@redcourt.co.ke</a>  Contact Person: Nancy Wachuka  Website: <a href="http://www.redcourt.co.ke">www.redcourt.co.ke</a>	254 (0)20 3520757/3593145  Mob: 254 734 973 512	254 (0)20 3503147	18 Km
<b>Safari Park Hotel*****</b>	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,	<a href="mailto:reservations@safariparkhotel.co.ke">reservations@safariparkhotel.co.ke</a> <a href="mailto:sales@safariparkhotel.co.ke">sales@safariparkhotel.co.ke</a>  Contact person: Ruth Chege, Scola Muthamia  Website: <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: 223 US\$ Deluxe: 261 US\$ Club: 363 US\$  B&B, taxes included	Westlands	<a href="mailto:meet@nairobi.sankara.com">meet@nairobi.sankara.com</a>  Contact person: Grace Waweru <a href="mailto:grace.waweru@sankara.com">grace.waweru@sankara.com</a>  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\$ DBB: 170 US\$  B&B, taxes included	Kenyatta Avenue	<a href="mailto:panafric@sarovahotels.com">panafric@sarovahotels.com</a>  Contact person: Steve Wambua <a href="mailto:Steve.wambua@sarovahotels.com">Steve.wambua@sarovahotels.com</a>  Website: <a href="http://www.sarovahotel.com">www.sarovahotel.com</a>	254 (0) 20 276 7000/7431 Mob: 254 732866166	254 (0) 20 271 5566	18 Km
<b>Sarova – The Stanley*****</b>	SBB: 195 US\$ DBB: 240 US\$  B&B, taxes included	Kenyatta Avenue/Kimathi Street	<a href="mailto:thestanley@sarovahotels.com">thestanley@sarovahotels.com</a> Contact persons: Nelson Mburu, Steve Wambua <a href="mailto:Nelson.mburu@sarovahotels.com">Nelson.mburu@sarovahotels.com</a> <a href="mailto:Steve.wambua@sarovahotels.com">Steve.wambua@sarovahotels.com</a> Website: <a href="http://www.sarovahotels.com/stanley">www.sarovahotels.com/stanley</a>	254 (0) 20 276 7000/7431  Mob: + 254 732866166	254 (0) 20 271 5566	12 Km
<b>Sentrim-Sixeighty Hotel ***</b>	SBB: 85 US\$ DBB: 100 US\$ B&B taxes included	Muindi Mbingu Street/Kenyatta Avenue	<a href="mailto:info@680-hotel.co.ke">info@680-hotel.co.ke</a> <a href="mailto:reservations680@sentrim-hotels.com">reservations680@sentrim-hotels.com</a>  Contact person: Lucy Gatere <a href="mailto:lucy.gatere@sentrim-hotels.com">lucy.gatere@sentrim-hotels.com</a> Website: <a href="http://www.680-hotel.co.ke/">www.680-hotel.co.ke/</a> <a href="http://www.sentrim-hotels.com">www.sentrim-hotels.com</a>	254 (0) 20 315680/344000  Mob: 254 722 806 952	254 (0) 20 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 DBB: US\$105 SBB: 6,350 Kshs DBB: 8,250 Kshs  B&B taxes included	Harry Thuku Road,	<a href="mailto:hotel@hotelboulevard.com">hotel@hotelboulevard.com</a> <a href="mailto:jac@hotelboulevardkenya.com">jac@hotelboulevardkenya.com</a>  Contact person: Elizabeth Mwangi  <a href="mailto:Lucy.gatere@sentrim-hotels.com">Lucy.gatere@sentrim-hotels.com</a> 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\$ DBB: 300 US\$  B&B, taxes excluded	Kenyatta Avenue/ Processional Way (Downtown)	<a href="mailto:NSHreservations@serena.co.ke">NSHreservations@serena.co.ke</a>  Contact person: James Mutua <a href="mailto:jmutua@serena.co.ke">jmutua@serena.co.ke</a>  Website: <a href="http://www.serenahotels.com">www.serenahotels.com</a>	254 (0) 20 2822000/ 3138000  Mob: 254 733 282200/1/2, 733 282283	254 (0) 20 2725184	12 Km
<b>Silver Springs Hotel***</b>	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	<a href="mailto:silversprings@iconnect.co.ke">silversprings@iconnect.co.ke</a>  Contact person: <del>Lillian Wasike</del> Martin Wambugu 0722 486586 <a href="mailto:mwambugu@silversprings-hotel.com">mwambugu@silversprings-hotel.com</a>  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\$ DBB 250 US\$ B&B, Internet, taxes included	Parklands Road and Mpaka Lane	<a href="mailto:admin@southersun.co.ke">admin@southersun.co.ke</a> Contact person: Sallie Khavere <a href="mailto:khaveres@southersun.co.ke">khaveres@southersun.co.ke</a> Website: <a href="http://www.southernsun.co.ke">www.southernsun.co.ke</a>	254 (0) 20 3740920/1 0722 205 508	254 (0) 203748823	6 Km
<b>The Heron Portico Hotel***</b>	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)	<a href="mailto:reservations@heronhotel.com">reservations@heronhotel.com</a>  Contact person: David Mwaniki <a href="mailto:administration@heronhotel.com">administration@heronhotel.com</a> 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\$ SSup: 265 US\$ Jun Suite S: 345 US\$ DDel: 265 US\$ DSup:305 US\$ Jun Suite D: 385 US\$	Market Hotel	<a href="mailto:reservations@tribehotel-kenya.com">reservations@tribehotel-kenya.com</a> Contact person: Sandeep Brar, Cecilia Adhola  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 S: 7,500 Kshs D: 9,000 Kshs Non resident rates S: 140 USD D: 170 USD B&B, taxes included	Thika Road, Nairbi	<a href="mailto:reservations@utalii.co.ke">reservations@utalii.co.ke</a> <a href="mailto:marketing@utalii.co.ke">marketing@utalii.co.ke</a> <a href="mailto:utaliihotel@utalii.co.ke">utaliihotel@utalii.co.ke</a>  Contact person: Suleiman Mwanyere  Website: <a href="http://www.utaliihotel.co.ke">www.utaliihotel.co.ke</a>	254(0) 208 563540/8561201	254 (0) 208 560514	6 Km
<b>Windsor Golf Hotel and Country Club*****</b>	Deluxe: 170 US\$ Suite: 320US\$ Cottage: 450US\$	Off Kiambu Rd	<a href="mailto:admin@windor.co.ke">admin@windor.co.ke</a> <a href="mailto:reservations@windsor.co.ke">reservations@windsor.co.ke</a> <a href="mailto:info@windor.co.ke">info@windor.co.ke</a> <a href="mailto:marketing@windor.co.ke">marketing@windor.co.ke</a> Contact person: Rosemary Nyakarura <a href="mailto:nnyakarura@windor.co.ke">nnyakarura@windor.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 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 January 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)
<b>Alexandra's</b>	Single 100 US\$ Double 130 US\$ 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\$ Double 120 US\$ Bed and Breakfast inclusive of taxes	6km	<a href="mailto:enquiries@casabellagigiri.com">enquiries@casabellagigiri.com</a> <a href="http://www.casabellagigiri.com">www.casabellagigiri.com</a>	254-0722994999	inclusive
<b>Daisy Homes Ltd.</b>	Single 100 US\$ Double 120 US\$ Bed and Breakfast inclusive of taxes	1km	<a href="mailto:info@daisyhomekenya.com">info@daisyhomekenya.com</a> <a href="http://www.daisyhomekenya.com">www.daisyhomekenya.com</a>	254-721703333	inclusive
<b>Gigiri Homestead</b>	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	<a href="mailto:info@gigirihomestead.com">info@gigirihomestead.com</a> <a href="http://www.gigirihomestead.com">www.gigirihomestead.com</a>	254-722839232 254-203-544-189	inclusive
<b>Homely</b>	Single 85 US\$ Double 105 US\$ NB: prices may change in accordance to daily dollar rates variation. Bed and Breakfast inclusive of taxes	1km	<a href="mailto:Homely.Guesthouse@gmail.com">Homely.Guesthouse@gmail.com</a> <a href="http://www.homelyguesthouses.com">www.homelyguesthouses.com</a>	254-722-901335 254-722-315588	inclusive
<b>Shanema Homes</b>	Single 80 US\$ Double 100 US\$ Bed and Breakfast inclusive of taxes	1km	<a href="mailto:info@shanemahomes.com">info@shanemahomes.com</a> <a href="http://www.shanemahomes.com">www.shanemahomes.com</a>	254-20-2691911 254-0700-333404	inclusive
<b>Tara Suites</b>	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	<a href="mailto:info@tarasuites.com">info@tarasuites.com</a> <a href="http://www.tarasuites.com">www.tarasuites.com</a>	<del>254-717-700417</del> <del>254-733-600298</del> 254-2-0518006719 254-0717700417 254-0786700417	inclusive

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

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