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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref: ES AN 6/7.1 - 0083

13 February 2014

**Subject: Invitation to attend the Ninth Meeting of the NAFISAT Supervisory Committee (Nairobi Kenya 18-20 March 2014)**

**Action required: Reply by 25 February 2014**

Sir/Madam,

I have the honour to inform you that the Ninth Meeting of the NAFISAT Supervisory Committee (SVC/9) will take place in Nairobi, Kenya, from 18 to 20 March 2014, at the United Nations Office in Nairobi, Gigiri.

Your Administration/Organization is hereby invited to attend this important meeting which will discuss, among other issues, the technical and operational aspect of the NAFISAT network against regionally agreed requirements for VSAT networks, as well as the Draft Memorandum of Understanding (MoU) to govern the management and operation of the network.

**Attachment A** is the Provisional Agenda for the meeting while **Attachment B** is an Information Bulletin for the participants.

In order to enable ICAO Secretariat to finalize arrangements for the meeting in a timely manner, please confirm at your earliest convenience, preferably by **25 February 2014**, the name and designation of your delegate(s) and return the attached Registration Form duly completed with his/her particulars provided at **Attachment C** to this letter to the ESAF Regional Office at: [icaoesaf@icao.int](mailto:icaoesaf@icao.int). Your Administration/Organization is also requested to submit by **25 February 2014** a copy of the passport of the NAFISAT Committee member that will attend the meeting in order to enable us to make travel and logistical arrangements.

Kindly also indicate if your Administration/Organization intends to present a working paper for coordination with the ICAO Secretariat not later than **7 March 2014**.

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

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

**Attachments:** A - Provisional Agenda  
B - Information Bulletin  
C - Registration Form



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**NINTH MEETING OF THE NAFISAT SUPERVISORY COMMITTEE**  
**(NAIROBI, KENYA, 18-20 MARCH 2014)**

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**PROVISIONAL AGENDA**

1. Introduction
2. Opening and Welcome Remarks
3. Confirmation of the Chairperson
4. Attendance
5. Apologies
6. Adoption of the Agenda
7. Status of implementation of conclusions from previous meetings
8. Matters Arising
  - a) Review of Network Operation and Performance
  - b) Financial Statements (2013/2014)
  - c) Implementation of APIRG Conclusions and Decisions relevant to the NAFISAT network
    - i) Interconnection and interoperability of NAFISAT network with its neighbouring networks
    - ii) Integration of Regional Telecommunication Infrastructure - Progress Report
    - iii) Preparation for the ITU WRC-15 Upgrade of NAFISAT Network pre-2015
  - d) Review of the Draft Memorandum of Understanding prepared by the Study Group established by NAFISAT SVC/8 Meeting
9. Date and Venue of the Next Meeting
10. Any Other Business
11. Approval of Records of Meeting
12. Closure of Meeting

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
NINTH MEETING OF THE NAFISAT SUPERVISORY COMMITTEE  
(NAIROBI, KENYA, 18-20 MARCH 2014)**

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

**1. VENUE**

- 1.1 The Ninth Meeting of the NAFISAT Supervisory Committee will be held from 18 to 20 March 2014 at the ICAO ESAF Regional Office, which is located at the United Nations Complex in Gigiri, Nairobi, Kenya.

**ICAO ESAF Regional Office Contact:**

Mr. Prosper Zo'o Minto'o  
Deputy Regional Director  
Tel. +254 20 762 2367  
Fax: +254 20 762 1092  
E-mail: [PZoomintoo@icao.int](mailto:PZoomintoo@icao.int)

**2. REGISTRATION**

- 2.1 Registration of participants will take place on 18 March 2014 from 8.00 am to 9.00 am.

**3. OPENING SESSION**

- 3.1 The official opening of the Ninth Meeting of the NAFISAT Supervisory Committee will take place on 18 March 2014 at 9.00 am.

**4. WORKING LANGUAGE**

- 4.1 The Ninth Meeting of the NAFISAT Supervisory Committee will be conducted in the English language. Documentation will, to the extent practical also be provided in the English language.

**5. TRANSPORT**

*From the Airport*

- 5.1 Public buses and taxis are available from the Jomo Kenyatta International Airport (JKIA). Inquiries may be made at the airport information desks/counters on arrival.

*To the meeting venue*

- 5.2 Transport will be provided to the meeting venue. A bus will depart at 7:15am daily from the Sentrim Six-Eighty Hotel to the ESAF Regional Office at the UN Compound in Gigiri, Nairobi and will transport delegates back to the pickup point after closure of the meeting each day.

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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, ICAO 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. HOTEL INFORMATION

6.1 Participants are to make their own hotel reservations and indicate to the hotel the specific ICAO meeting which they are attending. A list of recommended hotels is attached at the end of this bulletin.

## 7. VISA

7.1 Participants are advised to ascertain at the respective Embassies whether or not they are exempt from the Kenyan entry visa requirement. Kenya visas may be obtained from the Kenya High Commissions or Embassies. In applying for the visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required by the High Commission or Embassy. **It is important to apply for visas well in advance.**

7.2 Holders of UNLPs or other diplomatic passports may apply for a visa upon arrival at the airport in Nairobi.

7.3 Visas for citizens of most Commonwealth countries may be obtained from Kenya Embassies/Consulates or can be issued upon arrival at the airport in Nairobi.

7.4 ***Participants from referred countries: namely, Cameroon, Eritrea, Libya, Mali, Nigeria, Senegal and Somalia are required to submit the following documents to ESAF Regional Office at least one month prior to the expected date of travel to enable processing of visa:***

1. *Copy of national Passport (valid at for least 6 months)*
2. *Electronic copies of passport photo*
3. *An application form for visa which need to be filled and signed by the participants (Form 22 can be obtained from <http://www.kenya.org.za/forms/VisaApplicationForm.pdf>).*
4. *A letter from State/Organization indicating that you have been nominated to attend the workshop/seminar/meeting/conference*

***Note: ICAO ESAF cannot accept responsibility for applications submitted less than the stipulated one month prior to travel.***

## 8. HEALTH

8.1 It is strongly recommended that participants should have travel insurance (including health) for the duration of their stay in Kenya. Participants should particularly ensure that their insurance is applicable in Kenya. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

8.2 Presentation of a valid **yellow fever certificate** at the point of entry is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic, including 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 (subject to change by the appropriate authority). The officials may take other action in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int.ith/> for information on Kenya.

## **9. WEATHER**

- 9.1 While Nairobi is very close to the Equator (about 1.3° S), it is located at a relatively high elevation of about 5000 feet (1524m) above mean sea level. The coolest months are July and August when minimum/maximum temperatures are 11C°/23° C, while the higher mean temperatures of 13.1° C/25.6° C are in **March**.
- 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 (Ksh), which is divided into 100 cents. There are silver and bronze coins of 1, 5, 10, 20 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. Participants may wish to obtain current information from the internet.
- 10.3 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 noon 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. TELEPHONES**

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

## **12. SECURITY**

- 12.1 Participants are advised to visit the UNON website <http://www.unon.org> and click on “Security Advice” for the latest information. As in many large cities, crime is prevalent within Nairobi. It is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping complexes, to go sightseeing or to travel for any other purpose.

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

- 12.2 Security procedures for entry and 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**

<b>Hotel</b>	<b>Rate US\$ and Kshs.</b>	<b>Address / Location</b>	<b>E-mail</b>	<b>Telephone</b>	<b>Telefax</b>	<b>Distance to ICAO / UN Offices</b>
<b>Crown Plaza Nairobi****</b>	<b>UN/Corporate Rates</b> SBB. 225 US\$ DBB 265 US\$ S. Superior: 245 US\$ D. Superior: 275US\$ S. Deluxe: 265 US\$ D. Deluxe: 295 US\$ S. ClubRoom: 315 US\$ D ClubRoom: 345 US\$ J Suite: 550 US\$ Ex Suite: 700 US\$	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>  <a href="http://www.ichotelsgroup.com">Website: www.ichotelsgroup.com</a>	254 (0) 20-2746000	254 (0) 20-2746100	15 Km
<b>Fairmont The Northfolk*****</b>	<b>UN/Corporate Rates</b> S: 160 US\$ D: 209 US\$	Harry Thuku Road, Nairobi,	<a href="mailto:kenya.reservations@fairmont.com">kenya.reservations@fairmont.com</a>  Contact person: Charles Kikuvi, June Mweu. 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>	<b>UN/Corporate Rates</b> S Exec: Ksh 14,800 S B: Ksh 16,700 First Class: Ksh 18,400	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

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
	Small S: Ksh 20,000 Large S: Ksh 22,000 Ex. Suite: Ksh 23,000					
<b>Hillpark Hotel</b>	<b>UN/Corporate Rates</b> Standard S: 100 US\$ Standard D: 143 US\$ Premium S: 184 US\$ Premium D: 187 US\$ Executive S: 233 US\$ Executive D: 348 US\$ * Prices include B&B and all taxes	Upper Hill	<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	
<b>Hilton Hotel*****</b>	<b>UN/Corporate Rates</b> SBB:200US\$ DBB: 245 US\$  B&B, taxes included	Mama Ngina street, Nairobi,	<a href="mailto:Reservations.nairobi@hilton.com">Reservations.nairobi@hilton.com</a> Contact persons: Joan Ngure, Maureen Ogola  <a href="mailto:Maureen.Ogola@hilton.com">Maureen.Ogola@hilton.com</a> <a href="mailto:Joan.ngure@hilton.com">Joan.ngure@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>Holiday Inn</b>	<b>UN/Corporate Rates</b> SBB US\$235 DBB US\$260	Cr. Parklands Road and Mpaka Lane	<a href="mailto:admin@holidayinn.co.ke">admin@holidayinn.co.ke</a> <a href="mailto:khaveres@holidayinn.co.ke">khaveres@holidayinn.co.ke</a>	254-20-3740920/1 3740906	254-20-3748823	6km
<b>Ambassadeur Hotel</b>	<b>UN/Corporate Rates</b> SBB US\$60 DBB US\$80	Moi Avenue	<a href="mailto:ambassadeurhotel@hotmail.com">ambassadeurhotel@hotmail.com</a> <a href="mailto:reserve@hotelambassadeurkenya.com">reserve@hotelambassadeurkenya.com</a>	254-20-242933 226733	254-20-336860	12km
<b>Hotel La Mada</b>	S:200 US\$	Thika road,	<a href="mailto:lamada@madahotels.com">lamada@madahotels.com</a>	254 (0)20 8561113/	254 (0)20 8561194	8 Km

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
	D:250 US\$ Suite:350 US\$  * 15% discount for group booking		Contact person: Martin  Website: <a href="http://www.madahotels.com">www.madahotels.com</a>	8561046/ 8561460/ 8561598/		
<b>Intercontinental Nairobi*****</b>	<b>UN/Corporate Rates</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>	<b>UN/Corporate Rates</b> S: 175 US\$ D:218 US\$	Chiromo Road, Westlands	<a href="mailto:Sales-jhgroup@africaonline.co.ke">Sales-jhgroup@africaonline.co.ke</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:185 US\$ DBB:210 US\$ Ex. SS: 450 US\$ Ex.SD: 450US\$ Deluxe SS: 600 US\$ Deluxe SD: 600 US\$	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
<b>Lenana Mount Hotel ***</b>	Residents rates B&B: S: 4,500* Kshs D: 7,000* Kshs	Ralph Bunche Road	<a href="mailto:lenanamounthotel@iconnect.co.ke">lenanamounthotel@iconnect.co.ke</a> Contact persons: David Materi, Stella Mugogo	254 (0) 202214411/2; 2717 044/48	254 (0) 20 2719426	10 Km



Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
	Twin Rooms: 7,000*Kshs Non-residents rates B&B: S: 80* US\$ D: 100* US\$ Twin Rooms: 100*US\$  * Taxes included		Website: <a href="http://www.lenanamounthotel.com">www.lenanamounthotel.com</a>			
<b>Meridian Hotel</b>	S: 5,250* Kshs / 74* US\$ D: 6,350* Kshs / 90* US \$  *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 313991/317481/222 0006 Mob: 254 735 337 927		12 Km
<b>Nairobi Safari Club***</b>	S: 170* US\$ D: 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>	S: 4,000/ 4,800/ 5,600 D: 5,000/ 6,600/ 8,200 Prices are in Kshs for B&B/ HB/ FB	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

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>Ole- Sereni Hotel*****</b>	S Superior: 200 US\$ S Delux: 240 US\$ S Club: 280 US\$ D Superior: 250 US\$ D Delux: 300 US\$ D Club: 330 US\$	Off Mombasa Road	<a href="mailto:info@ole-serenihotel.com">info@ole-serenihotel.com</a>  Contact Person: Cyrus Mungai <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		25 Km
<b>Panari Hotel*****</b>	S Standard: 220 US\$ S Superior: 260 US\$ D Standard: 260 US\$ D Superior: 300 US\$ Deluxe S: 300 US\$ Deluxe D: 340 US\$	Mombasa Road	<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	8 Km
<b>Red Court Hotel****</b>	S: 150* US\$ D: 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>	SD: 190*US\$ DD: 210**US\$ J. Suite: 240* US\$ B. Suite: 280* US\$ Presidential Suite: 1,600US\$	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 3633000/3633312/9 71	254 (0)20 3633919	10 Km

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>Sankara*****</b>	Superior: 223 US\$ Deluxe: 261 US\$ Club: 363 US\$	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>	S: 140 US\$ D: 170 US\$ B&B	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>	S: 195* US\$ D: 240* US\$  B&B	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>			12 Km
<b>Sentrim-Sixeighty Hotel ***</b>	S: US\$ 80 / Ksh 6,350 D: US\$ 105 / Ksh 8,250	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>	254 (0) 20 315680/344000	254 (0) 20 332908/2218314	12 Km

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
	B&B taxes included		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>	Mob: 254 722 806 952		
<b>Sentrim - Hotel Boulevard****</b>	SBB: US\$ 80/ Ksh 6,350 DBB: US\$105/Ksh 8,250  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:290US\$ DBB:320US\$  *B&B, taxes excluded	Off Kenyatta Avenue Downtown	<a href="mailto:Nairobi@serena.co.ke">Nairobi@serena.co.ke</a>  Contact person: Tuva Mwangi  <a href="mailto:lbenson@serena.co.ke">lbenson@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>	SS: 11,400 Kshs SD:21,000 Kshs SSS:12,500 Kshs SSD:15,500 Kshs	Argwings Kodhek Road approximately 3 miles from the city centre	<a href="mailto:silversprings@iconnect.co.ke">silversprings@iconnect.co.ke</a>  Contact person: Lillian Wasike 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</b>	S: 235* US\$	Parklands Road	<a href="mailto:admin@southersun.co.ke">admin@southersun.co.ke</a>	254 (0) 20 3740920	254 (0) 203748823	6 Km

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>Mayfair Nairobi</b>	D: 260* US\$  *B&B, Internet, taxes included	and Mpaka Lane	<a href="mailto:conference@southernsun.co.ke">conference@southernsun.co.ke</a>  Contact person: Joy K. Obessa, Sallie Khavere <a href="mailto:khaveres@southernsun.co.ke">khaveres@southernsun.co.ke</a> Website: <a href="http://www.southernsun.co.ke">www.southernsun.co.ke</a>			
<b>The Heron 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	Kilimani 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>	SSup: 235 US\$ SDel: 275 US\$ Jun Suite S: 355 US\$ DSup: 275 US\$ DDel: 315 US\$ Jun Suite D: 395 US\$	Market Hotel	<a href="mailto:reservations@tribehotel-kenya.com">reservations@tribehotel-kenya.com</a>  Contact person: Sandeep Brar, Ceciliah Adhola  Website: <a href="http://www.tribe-hotel.com">www.tribe-hotel.com</a>	254 (0) 20 7200000	254 (0) 20 7200110	1 Km
<b>Utalii Hotel</b>	Resident rates S: 7,500 Kshs D: 9,000 Kshs  Non-resident rates S: 140 US\$ D: 170 US\$  *B&B, taxes included	Thika Road, Nairobi	<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

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<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:nyakarura@windor.co.ke">nyakarura@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 applicable as of 28 November 2012 and are subject to change by the hotels without notice.**

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**GUEST HOUSES NEAR UN COMPOUND, GIGIRI**

<b>Name of Guest House</b>	<b>Rate US\$</b>	<b>Distance to ICAO/ UN Offices</b>	<b>E-mail</b>	<b>Telephone</b>	<b>Internet Access (Wireless)</b>
<b>Alexandra's</b>	Single US\$100 Double US\$130 Bed & Breakfast inclusive of all 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 US\$100 Double US\$120 Bed and Breakfast inclusive of all 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 US\$80 Double US\$120 Bed and Breakfast inclusive of all taxes	1km	<a href="mailto:info@daisyhomekenya.com">info@daisyhomekenya.com</a> <a href="http://www.daisyhomekeny.com">www.daisyhomekeny.com</a>	254-721703333	inclusive
<b>Gigiri Homestead</b>	Single US\$95 Double US\$150 Bed and Breakfast inclusive of all 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 254-02-35644189	inclusive
<b>Homely</b>	Single US\$85 Double US\$105 Bed and Breakfast inclusive of all 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 US\$80 Double US\$100 Bed and Breakfast inclusive of all taxes	1km	<a href="mailto:info@shanemahomes.com">info@shanemahomes.com</a> <a href="http://www.shanemahomes.com">www.shanemahomes.com</a>	254-02-2691911 254-0700-333404	inclusive
<b>Tara Suites</b>	Single US\$140 Double US\$175 Bed and Breakfast inclusive of all taxes	1km	<a href="mailto:info@tarasuites.com">info@tarasuites.com</a> <a href="http://www.tarasuites.com">www.tarasuites.com</a>	254-717-700417 254-733-600298	inclusive
<b>The 140</b>	Single US\$100 Double US\$120 Bed and Breakfast inclusive of all 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>	Single US\$100 Double US\$150 Bed and Breakfast inclusive of all taxes	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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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
NINTH MEETING OF THE NAFISAT SUPERVISORY COMMITTEE  
(NAIROBI, KENYA, 18-20 MARCH 2014)**

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**ATTENDANCE NOTIFICATION AND REGISTRATION FORM**

- ✓ Please fill and forward the form in the same (MS Word) format. Do not fax, scan or change format to PDF.
- ✓ Insert information in the grey empty boxes
- ✓ Where appropriate, click to make the appropriate selection

1. Surname	Click to select title	
2. Given Name (s)		
3. Job Title		
4. State/ Organization		
5. Mailing Address		
6. Telephone		
7. Fax		
8. E-mail address		
9. Hotel		