



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

INFORMATION BULLETIN ¹

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
Secretary of the Meeting
Tel. +254 20 762 2367
Fax: +254 20 762 1092
E-mail: PZoomintoo@icao.int

Regional Director
Eastern and Southern African Office
Tel. +254 20 762 2395/6
Fax: +254 20 762 1092
E-mail: icaoesaf@icao.int

Mrs. Rosemary Muhanji
Technical Cooperation Associate
Tel. +254 20 762 2391
Fax: +254 20 762 1092
E-mail: RMuhanji@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.

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, 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 1.3⁰ 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 11C⁰/23⁰C, while the higher mean temperatures of 13.1⁰C/25.6⁰C 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.

**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

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
Crown Plaza Nairobi****	UN/Corporate Rates 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)	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 Northfolk*****	UN/Corporate Rates S: 160 US\$ D: 209 US\$	Harry Thuku Road, Nairobi,	kenya.reservations@fairmont.com Contact person: Charles Kikuvi, June Mweu. 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****	UN/Corporate Rates S Exec: Ksh 14,800 S B: Ksh 16,700 First Class: Ksh 18,400 Small S: Ksh 20,000 Large S: Ksh 22,000 Ex. Suite: Ksh 23,000	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
Hillpark Hotel	UN/Corporate Rates Standard S: 100 US\$ Standard D: 143 US\$	Upper Hill	reservations@hillparkhotel.com	254 (0)20 2724312/3/5	254 (0)20 2716768	

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
	Premium S: 184 US\$ Premium D: 187 US\$ Executive S: 233 US\$ Executive D: 348 US\$ * Prices include B&B and all taxes		Contact person: Pauline Irungu Pauline@hillparkhotel.com Website: www.hillparkhotel.com		254 735 337 522/ 720 698 325	
Hilton Hotel*****	UN/Corporate Rates SBB:200US\$ DBB: 245 US\$ B&B, taxes included	Mama Ngina street, Nairobi,	Reservations.nairobi@hilton.com Contact persons: Joan Ngure, Maureen Ogola Maureen.Ogola@hilton.com Joan.ngure@hilton.com Website: www.hilton.com	254(0)20 2790000	254(0)20 250099/2226477	12 Km
Holiday Inn	UN/Corporate Rates SBB US\$235 DBB US\$260	Cr. Parklands Road and Mpaka Lane	admin@holidayinn.co.ke khaveres@holidayinn.co.ke	254-20-3740920/1 3740906	254-20-3748823	6km
Ambassadeur Hotel	UN/Corporate Rates SBB US\$60 DBB US\$80	Moi Avenue	ambassadeurhotel@hotmail.com reserve@hotelambassadeurkenya.com	254-20-242933 226733	254-20-336860	12km
Hotel La Mada	S:200 US\$ D:250 US\$ Suite:350 US\$ * 15% discount for group booking	Thika road,	lamada@madahotels.com Contact person: Martin Website: www.madahotels.com	254 (0)20 8561113/ 8561046/ 8561460/ 8561598/	254 (0)20 8561194	8 Km
Intercontinental	UN/Corporate Rates SBB: 205 US\$	Cr. City Hall	reservations@icnairobi.com	254 (0) 20 320 00	254 (0) 20 320 00	12 Km

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
Nairobi*****	DBB:245 US\$ B&B, taxes included	Way, Uhuru Highway	Contact person: Simon Chege simon.chege@icnairobi.com Website: www.ihg.com	217	036	
Jacaranda Hotel – Nairobi****	UN/Corporate Rates S: 175 US\$ D:218 US\$	Chiromo Road, Westlands	Sales-jhgroup@africaonline.co.ke 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: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 jsian@laicoregencyhotel.co.ke Website: www.laicohotels.com	254 (0) 20 2211199	254 (0) 20 2217120	12 Km
Lenana Mount Hotel ***	Residents rates B&B: S: 4,500* Kshs D: 7,000* Kshs Twin Rooms: 7,000*Kshs Non-residents rates B&B: S: 80* US\$ D: 100* US\$ Twin Rooms: 100*US\$ * Taxes included	Ralph Bunche Road	lenanamounthotel@iconnect.co.ke Contact persons: David Materi, Stella Mugogo Website: www.lenanamounthotel.com	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
Meridian Hotel	S: 5,250* Kshs / 74* US\$ D: 6,350* Kshs / 90* US \$ *B&B and taxes included	Murang'a Road, off Moi Avenue	info@meridianhotelkenya.com Contact person: Lucy www.meridianhotelkenya.com	254 (0)20 313991/317481/2220 006 Mob: 254 735 337 927		12 Km
Nairobi Safari Club***	S: 170* US\$ D: 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
Ngong Hills Hotel	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	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 Delux: 240 US\$ S Club: 280 US\$ D Superior: 250 US\$ D Delux: 300 US\$ D Club: 330 US\$	Off Mombasa Road	info@ole-serenihotel.com Contact Person: Cyrus Mungai Sales1@ole-serenihotel.com sales@ole-serenihotel.com Website: www.ole-serenihotel.com	254 (0) 20 3901000/5036000		25 Km
Panari Hotel*****	S Standard: 220 US\$ S Superior: 260 US\$ D Standard: 260 US\$	Mombasa Road	info@panarihotels.com Contact Person: Michael Barasa michael.b@panarihotels.com	254 (0)20 394 6000/ 828990/	254 (0)20 828985	8 Km

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
	D Superior: 300 US\$ Deluxe S: 300 US\$ Deluxe D: 340 US\$		Website: www.panarihotels.com	Mob: 254 722 474 836/ 733 474 836		
Red Court Hotel*****	S: 150* US\$ D: 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*****	SD: 190*US\$ DD: 210**US\$ J. Suite: 240* US\$ B. Suite: 280* US\$ Presidential Suite: 1,600US\$	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 3633000/3633312/97 1	254 (0)20 3633919	10 Km
Sankara*****	Superior: 223 US\$ Deluxe: 261 US\$ Club: 363 US\$	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*****	S: 140 US\$ D: 170 US\$ B&B	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

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
Sarova – The Stanley*****	S: 195* US\$ D: 240* US\$ B&B	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			12 Km
Sentrim-Sixeighty Hotel ***	S: US\$ 80 / Ksh 6,350 D: US\$ 105 / Ksh 8,250 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/ Ksh 6,350 DBB: US\$105/Ksh 8,250 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
Serena Nairobi	SBB:290US\$	Off Kenyatta	Nairobi@serena.co.ke	254 (0) 20 2822000/	254 (0) 20 2725184	12 Km

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
Hotel*****	DBB:320US\$ *B&B, taxes excluded	Avenue Downtown	Contact person: Tuva Mwahunga lbenson@serena.co.ke Website: www.serenahotels.com	3138000 Mob: 254 733 282200/1/2, 733 282283		
Silver Springs Hotel***	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	silversprings@iconnect.co.ke Contact person: Lillian Wasike Website: www.silversprings-hotel.com	254 20 2722451/2-7	254 20 2720545	18 Km
Southern Sun Mayfair Nairobi	S: 235* US\$ D: 260* US\$ *B&B, Internet, taxes included	Parklands Road and Mpaka Lane	admin@southernsun.co.ke conference@southernsun.co.ke Contact person: Joy K. Obessa, Sallie Khavere khaveres@southernsun.co.ke Website: www.southernsun.co.ke	254 (0) 20 3740920	254 (0) 203748823	6 Km
The Heron 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	Kilimani 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*****	SSup: 235 US\$ SDel: 275 US\$ Jun Suite S: 355 US\$	Market Hotel	reservations@tribehotel-kenya.com Contact person: Sandeep Brar, Ceciliah	254 (0) 20 7200000	254 (0) 20 7200110	1 Km

Hotel	Rate US\$ and Kshs.	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
	DSup: 275 US\$ DDel: 315 US\$ Jun Suite D: 395 US\$		Adhola Website: www.tribe-hotel.com			
Utalii Hotel	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	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 nnyakarura@windor.co.ke www.windsorgolfresort.com	254 (0) 20 8562300/8562500	254 (0) 20 8563322	8 Km

SBB = Single, Bed and Breakfast

= 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.**

GUEST HOUSES NEAR UN COMPOUND, GIGIRI

Name of Guest House	Rate US\$	Distance to ICAO/ UN Offices	E-mail	Telephone	Internet Access (Wireless)
Alexandra's	Single US\$100 Double US\$130 Bed & Breakfast inclusive of all taxes	4km	teddy@gianopulos.home.co.ke	254-0735502581	inclusive
Casa Bella Suites	Single US\$100 Double US\$120 Bed and Breakfast inclusive of all taxes	6km	enquiries@casabellagigiri.com www.casabellagigiri.com	254-0722994999	inclusive
Daisy Homes Ltd.	Single US\$80 Double US\$120 Bed and Breakfast inclusive of all taxes	1km	info@daisyhomekenya.com www.daisyhomekenya.com	254-721703333	inclusive
Gigiri Homestead	Single US\$95 Double US\$150 Bed and Breakfast inclusive of all taxes	1.5km	info@gigirihomestead.com www.gigirihomestead.com	254-722839232 254-02-35644189	inclusive
Homely	Single US\$85 Double US\$105 Bed and Breakfast inclusive of all taxes	1km	Homely.Guesthouse@gmail.com www.homelyguesthouses.com	254-722-901335 254-722-315588	inclusive
Shanema Homes	Single US\$80 Double US\$100 Bed and Breakfast inclusive of all taxes	1km	info@shanemahomes.com www.shanemahomes.com	254-02-2691911 254-0700-333404	inclusive
Tara Suites	Single US\$140 Double US\$175 Bed and Breakfast inclusive of all taxes	1km	info@tarasuites.com www.tarasuites.com	254-717-700417 254-733-600298	inclusive
The 140	Single US\$100 Double US\$120 Bed and Breakfast inclusive of all taxes	3km	the140@cenhika.com www.cenhika.com/the140	254-722527964 254-733600298	inclusive
The Bedelle	Single US\$100 Double US\$150 Bed and Breakfast inclusive of all taxes	5km	reservations@thebedelle.com www.thebedelle.com	254-700368611 254-733370312	inclusive