



**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
EASTERN AND SOUTHERN AFRICAN (ESAF) OFFICE**

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

**1. Venue**

- 1.1 The workshop will take place from **18 to 19 April 2016** at the ICAO ESAF Regional Office, which is located at the United Nations Complex in Gigiri, Nairobi, Kenya.

**ICAO ESAF Regional Office Contacts**

Mr. Papa Issa Mbengue Regional Officer Flight Operations Coordinating the Workshop Tel. +254 20 7622399 Fax: +254 20 762 1092 E-mail: <a href="mailto:PMbengue@icao.int">PMbengue@icao.int</a>	Catherine Nyagah Assisting in coordination of the Workshop Tel:+254 20 7622646 Fax: +254 20 762 1092 Cell:+254-0722822557 E-mail: <a href="mailto:CNyagah@icao.int">CNyagah@icao.int</a>
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**2. Registration**

- 2.1 Registration of participants will take place on **18 April 2016 from 07:30am to 08:30am** in the Delegates Lobby at the UN Complex, Gigiri.

**3. Opening Session**

- 3.1 The official opening of the Workshop will take place on **18 April 2016 at 09:00am**.

**4. Working Language**

- 4.1 The Workshop will be conducted in the English Language. Workshop material will **ONLY** be provided in electronic format. Accordingly, participants are required to bring their own portable computers/laptops configured with Microsoft Windows operating system.

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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.

## **5. Transport**

### **5.1 From the Airport**

Taxis are available from the airport to the city centre and the fare is normally between Kshs.1000 to 1500. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desks/counters upon arrival.

### **5.2 To the training venue**

Transport will be provided to the workshop venue. A bus will depart at 7:00am 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 workshop each day.

## **6. Hotel Information**

6.1 Participants are requested to make their own hotel reservations and indicate that they are attending an ICAO workshop in order to take advantage of the special accommodation rates. A list of recommended hotels/lodges near UN Complex is attached at the end of this bulletin.

## **7. Entry 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 to avoid delays and inconveniences.**

### **NOTE**

***Participants from referred countries: Cameroon, Eritrea, Libya, Mali, Senegal and Somalia are required to submit the following documents to ESAF Regional Office at least one and a half months prior to the Workshop:***

- 1) *Copy of national Passport (valid at for least 6 months).*
- 2) *Electronic copies of passport photo (JPEG FORMAT scanned in high resolution of at least 150kb).*
- 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 your State indicating that you have been nominated to attend the workshop.*
- 5) *Indicate arrival/departure dates and how your accommodation/incidental expenses will be met.*

***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<sup>0</sup> S), it is located at a relatively high elevation of about 5000 feet (1524m) above mean sea level. In April the mean minimum/ maximum temperatures are 25<sup>0</sup>C/14<sup>0</sup>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, 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 WHICH OFFER UN/CORPORATE RATES**

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
<b>BOMA INN Nairobi***</b>	S 170US\$ D 215 US\$  B&B, inclusive of all Taxes	Near the Airport	<a href="mailto:reservations@theboma.co.ke">reservations@theboma.co.ke</a> <a href="http://www.theboma.co.ke">www.theboma.co.ke</a>	254 20 3904000		18 Km
<b>Crowne Plaza Nairobi*****</b>	SBB: 205 US\$ DBB: 230 US\$  B&B, inclusive of all Taxes	Upper Hill (Downtown)	<a href="mailto:reservations@cpnairobi.com">reservations@cpnairobi.com</a> <a href="http://www.cpnairobi.com">www.cpnairobi.com</a>	254 (0) 20-2746000	254 (0) 20-2746100	15 Km
<b>Eka Hotel ****</b>	SR: US\$ 190 JS: US\$ 212  B&B, taxes included	Near the Airport	<a href="mailto:reservations@ekahotel.com">reservations@ekahotel.com</a> <a href="http://www.ekahotel.com">www.ekahotel.com</a>	254 20 704493090	-	18 Km
<b>Fairmont The Norfolk*****</b>	SBB: 246 US\$ DBB: 246US\$  B&B, inclusive of all Taxes	Harry Thuku Road, Nairobi,	<a href="mailto:kenya.reservations@fairmont.com">kenya.reservations@fairmont.com</a> <a href="http://www.fairmont.com">www.fairmont.com</a>	254 (0) 20 2265000/ 2216940/ 225900	254 (0) 20 2216796/336742	10 Km
<b>Hemingways Nairobi*****</b>	S 230 US\$ D 285 US\$  B B&B, inclusive of all Taxes	Outside City Center	<a href="mailto:centralreservations@hemingways-collection.com">centralreservations@hemingways-collection.com</a> <a href="http://www.hemingways-collection.com">www.hemingways-collection.com</a>	254 722 204 251		30 Km
<b>Hilton Hotel*****</b>	SBB: 175 US\$ DBB: 215 US\$  B&B, inclusive of all Taxes	Mama Ngina street, Nairobi,	<a href="mailto:Reservations.nairobi@hilton.com">Reservations.nairobi@hilton.com</a> <a href="http://www.hilton.com">www.hilton.com</a>	254(0)20 2790000	254(0)20 250099/2226477	10 Km
<b>Intercontinental Nairobi*****</b>	SBB: 210 US\$ DBB:245 US\$  B B&B, inclusive of all Taxes	Cr. City Hall Way, Uhuru Highway	<a href="mailto:reservations@icnairobi.com">reservations@icnairobi.com</a> <a href="http://www.intercontinental.com/nairobi">www.intercontinental.com/nairobi</a>	254 (0) 20 320 00 000 Cell: +254 710 800 409	254 (0) 20 320 00 036	10 Km

**List of Hotels/Lodges**

<b>Hotel</b>	<b>Rates</b>	<b>Address / Location</b>	<b>E-mail</b>	<b>Telephone</b>	<b>Telefax</b>	<b>Distance to ICAO / UN Offices</b>
<b>Jacaranda Hotel – Nairobi****</b>	SBB: 160 US\$ DBB:198 US\$  B&B, inclusive of all Taxes	Chiromo Road, Westlands	<a href="mailto:cro@jacarandahotels.com">cro@jacarandahotels.com</a> <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	6 Km
<b>Laico Regency Hotel****</b>	Deluxe S: 175 US\$ Deluxe D: 200 US\$  B&B, inclusive of all Taxes	Loita Street, Uhuru Highway	<a href="mailto:reservations@laico-regency.com">reservations@laico-regency.com</a> <a href="http://www.laico-regegency.com">www.laico-regegency.com</a>	254 (0) 20 2211199	254 (0) 20 2217120	10 Km
<b>Nairobi Safari Club***</b>	SBB: 170 US\$ DBB: 190 US\$  B&B, inclusive of all Taxes	University Way/Koinange Street	<a href="mailto:reservations@nairobisafariclub.com">reservations@nairobisafariclub.com</a> <a href="http://www.nairobisafariclub.com">www.nairobisafariclub.com</a>	254 (0) 20 2821000	254 (0) 20 215137/224625	10 Km
<b>Ole- Sereni Hotel*****</b>  (confirmed/n July 03)	SBB: 220 US\$ DBB: 270 US\$  B&B, inclusive of all Taxes	Off Mombasa Road	<a href="mailto:reservations@ole-serenihotel.com">reservations@ole-serenihotel.com</a> <a href="http://www.ole-serenihotel.com">www.ole-serenihotel.com</a>	254 (0) 20 3901000/5036000 Mob: 254-732-191- 000		18 Km
<b>Panari Hotel****</b>	S: 170 US\$ D: 210 US\$  B&B, inclusive of all Taxes	Mombasa Road Near Airport	<a href="mailto:reservations@panarihotels.com">reservations@panarihotels.com</a> <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
<b>Safari Park Hotel****</b>	S Deluxe: 190 US\$ D Deluxe: 240 US\$  B&B, inclusive of all Taxes	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> <a href="http://www.safaripark-hotel.com">www.safaripark-hotel.com</a>	254 (0) 20 3633000/3633312/97 1	254 (0)20 3633919	10 Km
<b>Sankara*****</b>	Superior: 248 US\$ Deluxe: 278 US\$  B&B, inclusive of all Taxes	Westlands	<a href="mailto:stay@nairobi.sankara.com">stay@nairobi.sankara.com</a> <a href="http://www.sankara.com">www.sankara.com</a>	254 (0) 20 4208000	254 (0) 20 4208888	6 Km
<b>Sarova Panafric****</b>	SBB: 165 US\$ DBB: 205 US\$  B&B, inclusive of all Taxes	Kenyatta Avenue	<a href="mailto:Reservations2@sarovahotels.com">Reservations2@sarovahotels.com</a> <a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	254 (0) 20 276 7000/7431 Mob: 254 732866166	254 (0) 20 271 5566	18 Km

**List of Hotels/Lodges**

<b>Hotel</b>	<b>Rates</b>	<b>Address / Location</b>	<b>E-mail</b>	<b>Telephone</b>	<b>Telefax</b>	<b>Distance to ICAO / UN Offices</b>
<b>Sarova – The Stanley*****</b>	SBB: 175 US\$ DBB: 215 US\$  B&B, inclusive of all Taxes	Kenyatta Avenue/Kimathi Street	<a href="mailto:Reservations3@sarovahotels.com">Reservations3@sarovahotels.com</a> <a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	254 (0) 20 276 7000/7431  Mob: + 254 732866166	254 (0) 20 271 5566	12 Km
<b>Southern Sun Mayfair Nairobi*****</b>	SBB 215 US\$ DBB 230 US\$  B&B, inclusive of all Taxes	Parklands Road and Mpaka Lane	<a href="mailto:reserve@southernsun.co.ke">reserve@southernsun.co.ke</a> <a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	254 (0) 20 3740920/10722 205 508	254 (0) 203748823	6 Km
<b>Tribe –The Village Market Hotel*****</b>	SS-260 US\$ DD 330 US\$	Village Market Shopping Centre/Gigiri Area	<a href="mailto:reservations@tribehotel-kenya.com">reservations@tribehotel-kenya.com</a> <a href="http://www.tribe-hotel.com">www.tribe-hotel.com</a>	254 (0) 20 7200000	254 (0) 20 7200110	2.5 Km
<b>Villa Rosa Kempinski*****</b>	SS 256 US\$ DD 286 US\$  B&B, inclusive of all Taxes	Westlands	<a href="mailto:Reservations.nairobi@kempinski.com">Reservations.nairobi@kempinski.com</a> <a href="http://www.kempinski.com/nairobi">www.kempinski.com/nairobi</a>	254 20 3603000		8 Km
<b>Windsor Golf Hotel and Country Club****</b>	Deluxe: 180 US\$ Suite: 220US\$  B&B, inclusive of all Taxes	Off Kiambu Rd	<a href="mailto:reservations@windsor.co.ke">reservations@windsor.co.ke</a> <a href="http://www.windsorgolfresort.com">www.windsorgolfresort.com</a>	254 (0) 20 8562300/8562500	254 (0) 20 8563322	8 Km

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**GUEST HOUSES NEAR UN COMPOUND, GIGIRI***(These rates 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>Comfort Gardens</b>	Single 100 US\$ Double 134 US\$ Bed and Breakfast inclusive of taxes	2 Km	<a href="mailto:info@comfortgardens.com">info@comfortgardens.com</a>	254 – 0723610280 0722873741	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\$ 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>	254-2-0518006719 254-0717700417 254-0786700417	inclusive



**List of Hotels/Lodges**

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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