



**OPERATIONAL SKILLS DEVELOPMENT WORKSHOP FOR THE TRANSITION FROM AIS TO AIM FOR
CAAs AND ANSPs OF ESAF STATES**

(NAIROBI, KENYA, 2 TO 6 JULY 2018)

INFORMATION BULLETIN

1. Site and dates of the Meeting

- 1.1 The *Operational Skills Development Workshop for the Transition from AIS to AIM for CAAs and ANSPs of ESAF States* will be held from 2 to 6 July 2018 at the ICAO ESAF Regional Office, located at the United Nations Compound in Gigiri, Nairobi, Kenya.

ICAO ESAF Regional Office Contacts

Email: icaoesaf@icao.int (ESAF)

2. Registration

- 2.1 Registration of participants will take place on Monday, 2 July 2018 from 08:30am to 09:00am at the site of the meeting.

3. Opening Session

- 3.1 The official opening of workshop will take place on Monday, 2 July 2018 at 9:00am, where subsequent sessions will also be held.

4. Working Language

- 4.1 The meeting will be conducted in the English language only, without interpretation services.

5. Transport

5.1 *From the Airport*

Taxis are available from the airport to the city centre and the fare normally is between Kshs 1600 to 2000. 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 *Transport arrangement to the Meeting venue*

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

6. Hotel Information

Participants are requested to make their own hotel reservations and indicate that they are attending an ICAO workshop. A list of recommended hotels is attached at the end of this bulletin. When making your reservations, please specify that you are attending an ICAO Meeting in order to be accorded special UN/Corporate Rates. Kindly note that the hotel rates are subject to change by the hotels without notice.

7. Entry Visa

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: Eritrea, Libya 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) from their home country for the duration of their stay in Nairobi. Participants should particularly ensure that their insurance is applicable in Nairobi. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

8.2 Presentation of a **yellow fever certificate** at the point of entry is required for persons who originate from or have travelled to the following States – Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda.

8.3 Persons who fail to produce a valid yellow fever vaccination certificate to the port health officials may be required to take the vaccination at the point of entry in Nairobi and the officials may take other action in accordance with applicable regulations and procedures. For more information you may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for information on Kenya.

9. **Weather**

9.1 Forecast minimum/maximum temperatures for July are 12 C⁰/21 C⁰.

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 shilling, 5 shillings, 10 shillings, 20 shillings and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

10.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Recently the rate has been fluctuating between Kshs 98 to Kshs 100 to the US dollar, but may change depending on market influences.

10.3 There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring into Kenya. However, the export of Kenya currency by visitors is strictly forbidden.

10.4 Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 4.00 pm from Monday to Friday and between 9.00 am to 12.00 am on Saturdays. Some forex bureaux may be open outside of 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 if necessary. From outside Kenya, dial 254 followed by the area code (for landline numbers) and the required number. The main mobile operators in Kenya are Airtel, Orange and Safaricom.

12. Security

- 12.1 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 and use taxis or transport arranged by the hotel reception to visit shopping complexes, 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. All participants must wear identification (tags/badges) issued by UN Security at all times while within the UN Complex.

NAIROBI HOTEL RATES - 2017



[BOMA INN NAIROBI](#) ★★☆☆
Email: reservations@theboma.co.ke
www.theboma.co.ke

Outside City Center, (Near the Airport)
18 Km to the UN

P.O. Box 26601 - 00100,
G.P.O Red Cross Road, Nairobi
Tel: 254 720 689024 / +254 719 050643

- * Single Room - US\$ 120
- * Double Room - US\$ 150

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included



[CROWNE PLAZA NAIROBI](#) ★★★★★
Email: reservations@cpnairobi.com
www.cpnairobi.com

Upper Hill, (Outside the City Center)
(Near the Airport), 15 Km to the UN

P.O. Box 25574 - 00100,
G.P.O Nairobi
Tel: 254 719 096005 / 20 2746083
Fax: 254 20 2746100

- * Single Room- US\$ 180

* Bed & Complimentary Buffet Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included



[dusitD2 NAIROBI](#) ★★★★★
Email: reservations.nairobi@dusit.com
www.d2nairobi.com

Riverside Park, Westlands,
8 Km to the UN

14 Riverside Drive,
Off Riverside Drive, Nairobi
Tel: 254 20 4233000

- * Single Room - US\$ 225
- * Double Room - US\$ 250

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included

NAIROBI HOTEL RATES - 2017



EKA HOTEL ★★★★★

Email: reservations@ekahotel.com
www.ekahotel.com

Outside City Center, (Near the Airport)
15 Km to the UN

P.O. Box 27695 - 00506,
Nairobi, Kenya
Cell: 254 719 045000

- * Standard En-suite room - US\$ 180
- * Bed & Breakfast Inclusive of all taxes
- * Airport Transfer Not Included



FAIRMONT ★★★★★

THE NORFOLK HOTEL

Email: kenya.reservations@fairmont.com
www.fairmont.com

City Center,
10 Km to the UN

P.O. Box 58581 - 00200,
Nairobi, Kenya
Tel: 254 20 2265000
Fax: 254 20 2216796

- * Fairmont Single Room - US\$ 150
- * Fairmont Double Room - US\$ 190
- * Bed & Breakfast Inclusive of all taxes
- * Airport Transfer Not Included



HEMINGWAYS NAIROBI ★★★★★

Email: central.reservations@hemingways.co
www.hemingways-collection.com

Outside City Center,
30 Km to the UN

P.O. Box 146 - 00502,
Nairobi, Kenya
Tel: 254 0 711032000/ 20 2295256
Fax: 254 20 2295111/222

- * Deluxe Single - US\$ 230
- * Deluxe Double- US\$ 350
- * Bed & Breakfast Inclusive of all taxes
- * Airport Transfer Not Included

NAIROBI HOTEL RATES - 2017



[HILTON HOTEL NAIROBI](#) ★★★★★
Email: reservations.nairobi@hilton.com
www.nairobi.hilton.com

City Center,
10 Km to the UN

P.O. Box 30624 - 00100,
Nairobi, Kenya
Tel: 254 20 2288000
Fax: 254 20 2226477

- * Single Room - US\$ 150
- * Double Room - US\$ 190

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included



[INTERCONTINENTAL NAIROBI](#) ★★★★★
Email: reservations.icnairobi@ihg.com
www.intercontinantal.com/nairobi

City Center,
10 Km to the UN

P.O. Box 30353 - 00100,
Nairobi, Kenya
Tel: 254 20 32000000
Fax: 254 20 32000030

- * Superior Single Room - US\$ 185
- * Superior Double Room - US\$ 220

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included



[JACARANDA HOTEL](#) ★★★★★
Email: cro@jacarandahotels.com
www.jacarandahotels.com

Woodvale Close, Westlands,
6 Km to the UN

P.O. Box 14287 - 00800,
Nairobi, Kenya
Tel: 254 711089000

- * Standard Single Room - US\$ 160
- * Standard Double Room - US\$ 190

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included

NAIROBI HOTEL RATES - 2017



[LAICO REGENCY HOTEL](#) ★★★★★
Email: reservations.laicoregency@laicohotels.com
www.laico-regency.com

City Center,
10 Km to the UN

P.O. Box 30624 - 00100,
Nairobi, Kenya
Tel: 254 20 2211199 / 2790000
Fax: 254 20 2217120

- * Single Room - US\$ 175
- * Double Room - US\$ 205

* *Bed & Breakfast
Inclusive of all taxes*

* *Airport Transfer
Not Included*



[MAGNA HOTEL & SUITES](#) ★★★★★
Email: info@magna-hotel.com
www.magna-hotel.com

GIGIRI AREA,
2.5 Km to the UN

P.O. Box 75200 - 00200,
Nairobi, Kenya
Tel: 254 20 5138000

- * Superior Suite - US\$ 160
- * Deluxe Suite - US\$ 170

* *Bed & Breakfast
Inclusive of all taxes*

* *Airport Transfer
Not Included*



[NAIROBI SAFARI CLUB](#) ★★★★★
Email: reservations@nairobisafariclub.com
www.nairobisafariclub.com

City Center,
10 Km to the UN

P.O. Box 43564 - 00100,
Nairobi, Kenya
Tel: 254 20 2821000/ +254 722
209842

- * Single Suite - US\$ 150
- * Double Suite - US\$ 170

* *Bed & Breakfast
Inclusive of all taxes*

* *Airport Transfer
Not Included*

NAIROBI HOTEL RATES - 2017



NAIROBI SERENA HOTEL ★★★★★

Email: nshreservations@serena.co.ke

www.serenahotels.com

City Center,
10 Km to the UN

P.O. Box 48690- 00100,
Nairobi, Kenya
Tel: 254 20 2842000/1/2

- * Single Suite- US\$ 270
- * Double Suite - US\$ 305

- * Bed & Breakfast
Inclusive of all taxes

- * Airport Transfer
Not Included

OLE-SERENI HOTEL ★★★★★

Email: reservations@ole-serenihotel.com

www.ole-sereni.com

Mombasa Road (Near Airport),
18 Km to the UN

P.O. Box 18187 - 00500,
Nairobi, Kenya
Tel: 254 732 910000
Fax: 254 20 3901400

- * Superior Room - US\$ 200
- * Superior Double - US\$ 250

- * Bed & Breakfast
Inclusive of all taxes

- * Airport Transfer
Not Included



PANARI HOTEL ★★★★★

Email: reservations@panarihotels.com

www.panarihotels.com

Mombasa Road (Near airport),
18 Km to the UN

P.O. Box 4372 - 00506,
Nairobi, Kenya
Tel: 254 20 694600/ 71109100
Fax: 254 20 828985

- * Single Suite - US\$ 170
- * Double Suite - US\$ 200

- * Bed & Breakfast
Inclusive of all taxes

- * Airport Transfer
Not Included



NAIROBI HOTEL RATES - 2017



RADISSON BLU



Email: info.nairobi@radissonblu.com

www.radissonblu.com

Upper Hill (Outside City Center)
15 Km to the UN

P.O. Box 21695 - 00200,
Nairobi Kenya
Tel: 254 (0) 0709 810000

- * Standard Room - US\$ 240
- * Double room - US\$ 270

- * Bed & Breakfast
Inclusive of all taxes

- * Airport Transfer
Not Included



SAFARI PARK HOTEL



Email: sales@safariparkhotel.co.ke

www.safaripark-hotel.com

Thika Highway (Outside city center),
10 Km to the UN

P.O. Box 45038- 00100,
Nairobi, Kenya
Tel: 254 20 3633000/137
Fax: 254 20 3633919 / 8561584

- * Deluxe Single Room - US\$ 178
- * Superior Double Room - US\$ 240

- * Bed & Breakfast
Not Inclusive of all taxes

- * Airport Transfer
Not Included



SANKARA NAIROBI



Email: stay@nairobi.sankara.com

www.sankara.com

Woodvale Groove, Westlands
6 Km to the UN

P.O. Box 1638 - 00606,
Nairobi, Kenya
Tel: 254 20 420000 / 254 703 028000
Fax: 254 20 4208888

- * Superior Room - US\$ 253
- * Deluxe Room - US\$ 283

- * Bed & Breakfast
Inclusive of all taxes

- * Airport Transfer
Not Included

NAIROBI HOTEL RATES - 2017



SAROVA - PANAFRIC HOTEL ★★★★★

Email: panafric@sarovahotels.com

www.sarovahotels.com

Upper Hill (outside city center),
12 Km to the UN

P.O. Box 72493 - 00200,

Nairobi, Kenya

Tel: 254 20 2767000 / 254 722 319005

Fax: 254 202715566

- * Standard Single - US\$ 155
- * Standard Double - US\$ 185

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included



SAROVA - THE STANLEY ★★★★★

Email: sarovastanley@sarovahotels.com

www.sarovahotels.com

City Center,
11 Km to the UN

P.O. Box 30680,

Nairobi, Kenya

Tel: 254 20 2757000 / 254 722 319005

Fax: 254 20 2229388

- * Single Suite - US\$ 170

- * Double Suite - US\$ 200

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included



SOUTHERNSUN MAYFAIR NAIROBI ★★★★★

Email: reserve@southernsun.co.ke

www.tsogusun.com

Westlands
6 Km to the UN

P.O. Box 66807 - 00800,

Nairobi, Kenya

Tel: 254 20 3688000

Fax: 254 20 3748823

- * Single Suite - US\$ 200
- * Double Suite - US\$ 255

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included

NAIROBI HOTEL RATES - 2017



THE BOMA NAIROBI ★★★★★

Email: info@theboma.co.ke

www.theboma.co.ke

Off Mombasa Road (near the airport),
18 Km to the UN

P.O. Box 26601-00100
G.P.O Red Cross Road,
Nairobi, Kenya
Tel: 254 720 689024 / 719 050643

- * Single Suite - US\$ 200
- * Double Suite - US\$ 255

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included



THE CONCORD HOTEL & SUITES ★★★

Email: reservations@theconcordhotels.com

www.theconcordhotels.com

Parklands,
6 Km to the UN

P.O. Box 49434-00100
Nairobi, Kenya
Tel: 254 711 111333/738 466336

- * Single Suite - US\$ 135
- * Double Suite - US\$ 165

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included



TRIBE - THE VILLAGE MARKET HOTEL ★★★★★

Email: tsm@tribehotel-kenya.com

www.tribe-hotel.com

Gigiri Area
2.5 Km to the UN

P.O. Box 1333 - 00621
Limuru Road,
Nairobi, Kenya
Tel: 254 20 7200110
Fax: 254 20 7200110

- * Superior Single - US\$ 250
- * Deluxe Double - US\$ 250

* Bed & Breakfast
Inclusive of all taxes

* Airport Transfer
Not Included

NAIROBI HOTEL RATES - 2017



[VILLA ROSA KEMPINSKI](#) ★★★★★
Email: reservations.nairobi@kempinski.com
www.kempinski.com/nairobi
Westlands (Outside City Center)
8 Km to the UN

P.O. Box 14164 - 00800
Nairobi, Kenya
Tel: 254 20 2308819 / 703 049000

- * Superior Single - US\$ 245
- * Superior Double - US\$ 275
- * Bed & Breakfast Inclusive of all taxes
- * Airport Transfer Not Included



[WINDSOR GOLF HOTEL & COUNTRY CLUB](#) ★★★★★
Email: reservations@windsor.co.ke
www.windsorgolfresort.com
Kiambu Road (Outside City Center),
15 Km to the UN

P.O. Box 45587 - 00100
Nairobi, Kenya
Tel: 254 20 8562300 / 711 203361 / 711 203362
Fax: +254 20 2338093/6

- * Single Suite - US\$ 190
- * Bed & Breakfast Inclusive of all taxes
- * Airport Transfer Not Included

GUEST HOUSES NEAR UN COMPOUND, GIGIRI - 2017

CASA BELLA SUITES

Email: enquiries@casabellagigiri.com

www.casabellagigiri.com

6 Km to the UN

Tel: +254 722 994999

- * Single Room - US\$ 90
- * Double Room - US\$ 120

- * Bed & Breakfast
- * Free Shuttle Services to UNON
Inclusive of all taxes

COMFORT CARDENS

Email: info@comfortgardens.com

www.comfortgardens.com

2.5 Km to the UN

Tel: +254 723610280/254 2014014

- * Single Room - US\$ 98
- * Double Room - US\$ 147

- * Bed & Breakfast
Inclusive of all taxes

DOLFRAN GUEST HOUSE

Email: info@dolfranguesthouse.co.ke

www.dolfranguesthouse.co.ke

1.5 Km to the UN

Tel: +254 706501811/254 0708588515

- * Single Room - US\$ 70
- * Double Room - US\$ 90

- * Bed & Breakfast
Inclusive of all taxes

GIGIRI HOMESTEAD

Email: info@gigirihomestead.co.ke

www.gigirihomestead.com

1.5 Km to the UN

Tel: +254 722 839232/254 703847018

- * Single Room - US\$ 120
- * Double Room - US\$ 135

- * Bed & Breakfast
Inclusive of all taxes

KINGDOM GARDENS

Email: info@kingdomgardens.co.ke

www.kingdomgardens.co.ke

3 Km to the UN

Tel: +254 733 975916/731006020

- * Single Room - US\$ 115
- * Double room - US\$ 180

- * Bed & Breakfast
Inclusive of all taxes
Alcoholic free

ORCHID HOMES

Email: orchidhomeske@gmail.com

www.orchidhomeskenya.com

1.5 Km to the UN

Tel: +254 708 985920/717 060905

- * Single Room - US\$ 100
- * Double room - US\$ 120

- * Bed & Breakfast
Inclusive of all taxes

SHANEMA HOMES

Email: info@shanemahomes.com

www.shanemahomes.com

1.5 Km to the UN

Tel: +254 700 333404

- * Single Room - US\$ 80
- * Double room - US\$ 110

- * Bed & Breakfast
Inclusive of all taxes

1. These houses are approved by the UN Security
2. Rates are negotiable for groups
3. Most establishments have additional room types kindly enquire directly
4. A la Carte Lunch & Dinner provided on request

03/03/2017

GUEST HOUSES NEAR UN COMPOUND, GIGIRI - 2017

TARA SUITES

Email: info@tarasuites.com
www.tarasuites.com

1 Km to the UN

Tel: +254 717 700417

- * *Single Room - US\$ 141.60*
- * *Double room - US\$ 206.50*

- * *Bed & Breakfast*
Inclusive of all taxes

THE 140

Email: the140@cenhika.com
www.the140guesthouse.com

3 Km to the UN

Tel.: +254 722 527964/733600298

- * *Single Room - US\$ 100*
- * *Double room - US\$ 120*

- * *Bed & Breakfast*
Inclusive of all taxes

THE BEDELLE

Email: reservations@thebedelle.com
www.thebedelle.com

5 Km to the UN

Tel: +254 700 368611/733 370312

- * *Single Room - US\$ 120*
- * *Double room - US\$ 150*

- * *Bed & Breakfast*
Inclusive of all taxes

VILLA LEONE

Email: info@villa-leon.com
www.villa-leon.com
www.villaleonenairobi.com

1 Km to the UN

Tel: +254 712 680542/786 387772

- * *Single Room - US\$ 80*
- * *Double room - US\$ 100*

- * *Bed & Breakfast*
Inclusive of all taxes

1. These houses are approved by the UN Security 2. Rates are negotiable for groups 3. Most establishments have additional room types kindly enquire directly 4. A la Carte Lunch & Dinner provided on request

03/03/2017