



JOINT IATA/ICAO - AIRPORTS AND AIR NAVIGATION CHARGES WORKSHOP (NAIROBI, KENYA, 12 – 13 JUNE 2019)

INFORMATION BULLETIN

1. Venue

- 1.1 The Workshop will be convened from 12 to 13 June 2019 at the African Airlines Association (AFRAA) Headquarters, Red Cross Road, South C, Nairobi, Kenya from 12 to 13 June 2019 and from 17 to 18 June 2019 at ICAO Western and Central African Regional Office, Leopold Sedar Senghor International Airport (Old Airport) – Opposite Airport Mosque, Dakar, Senegal.

2. Registration

- 2.1 Registration of participants will take place on Wednesday, 12 June 2019 from 08:00am to 09:00am.

3. Opening Session

- 3.1 The official opening of Workshop will take place on Wednesday, 12 June 2019 at 9:00am.

4. Working Language

- 4.1 The Workshop will be conducted in the English language only. Translation and interpretation facilities will not be available.

5. Hotel Information

- 5.1 Participants are requested to make their own hotel reservations.

6. Equipment

- 6.1 Workshop material will **ONLY** be provided in electronic format. Accordingly, participants are required to bring their own portable computers/laptops.

7. Transport

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. Taxis are readily available and the fare from the airport to the city centre is between Kshs.1600 – 2000. However, it is advisable to establish the fare before getting into the vehicle.

7.2 Transport to the Workshop venue

Complimentary transport to the Workshop Venue at AFRAA Offices shall be provided by AFRAA for guests who have booked at any of the hotels mentioned on the attached list (AFRAA negotiated Hotel List), with a return transfer back to the hotel after the Workshop each day. For those who will be making their own transport arrangements, please refer to the attached sketch map to AFRAA Offices for your kind attention. Delegates staying at other hotels (not on the AFRAA negotiated list) will have to organize their own transfers.

8. Visa

- 8.1 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. **It is important to apply for visas well in advance to avoid delays and inconveniences.**

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 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.

10. Weather

- 10.1 Nairobi is very close to the Equator and is located at a relatively high elevation of approximately 5000 feet (1524m) above mean sea level. Forecast maximum/minimum temperatures for May are 22.6°C / 13.2°C.

11. Local Currency and Foreign Exchange Rates

- 11.1 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.

- 11.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Recently the rate has been fluctuating between Kshs 100 to Kshs 102 to the US dollar, but may change 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.
- 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 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.

12. Telephones

- 12.1 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.

13. Security

- 13.1 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.

AFRAA NEGOTIATED HOTEL LIST

No.	Hotel	Rate (USD) on B&B basis	Proximity from the airport	Proximity from AFRAA
1.	Boma Hotel (5 star)	150	20 minutes	5 minutes
2.	Panari Hotel (5 star)	140	15 minutes	15 minutes
3.	Eka Hotel (5 star)	150	15 minutes	10 minutes
4.	Boma Inn (4 star)	120	20 minutes	5 minutes
5.	Ole Sereni (5 star)	150	15 minutes	10 minutes
6.	Weston Hotel	110	30 minutes	20 minutes

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