



**International Civil Aviation Organization
ICAO/EASA PBN for ATC/ATM Personnel Joint Workshop
(African Flight Procedure Programme / AFPP)**

Nairobi, Kenya, 11-15 April 2016

Information Bulletin

1. Venue of the workshop

The ICAO/EASA PBN for ATC/ATM Personnel Joint Workshop will be held at the East African School of Aviation (EASA) on the East of Nairobi about 5 km or 7 minutes' drive from Jomo Kenyatta International Airport (JKIA), off the Airport North Road.

- The Contact Persons of EASA are:
Mary Sindiga, ICAO focal point for EASA
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2. Languages

The workshop will be conducted in English.

3. Opening Session

The opening session of the workshop will take place on Monday 11 April 2016 at 09:00 hours.

4. Registration

The registration of participants will take place at the site of the workshop on Monday 11 April 2016 from 08:30 to 09:00 hours.

5. Documentation

The workshop will be paperless and all related documentation will be posted at <http://www.icao.int/WACAF/African-FPP/Pages/2016-Activities.aspx> as soon as it is available and participants are advised to bring laptops for access.



6. Weather and Clothing

Nairobi is located relatively close to the Equator and has an elevation of approximately 5000 feet (1524m) above mean sea level. Minimum/maximum temperatures for November are 15/25°C.

The weather is subject to rain showers.

7. Visa

While all travellers arriving in Kenya should have a valid Passport, Kenya entry visas are not required for nationals from some countries. Participants are therefore advised to ascertain whether or not they are exempt from the Kenyan visa requirements at our respective embassies.

Those who are not exempt should apply for visas well in advance from Kenya High Commissions or Embassies, which will issue them upon the presentation of documentation showing that the applicants are designated representatives to a particular UN meeting to be held in Nairobi/Kenya. For countries with no Kenya High Commission or Embassy, the British Embassy or High Commission will generally represent Kenya and be in a position to issue visas. Further information is on Kenya immigration website (online application: ecitizenkenya → evisa → create account → apply & pay → download).

8. Health

It is strongly recommended for participants to 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.

Presentation of a valid yellow fever vaccination certificate at the point of entry in Kenya 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. This includes 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.

Persons who fail to produce a valid yellow fever vaccination certificate to the 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 more information on Kenya.

9. Banks and Currency

The basic unit of currency in Kenya 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. The Kenya shilling exchange rates are determined by the interbank trade which varies daily. The exchange rate is approximately 105 KES for 1 USD, subject to fluctuation.

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. A maximum of 400 shillings may be allowed.

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 the first and last Saturday of the month. Some forex bureaux may be open outside these hours. Hotels also offer exchange facilities but at less favourable rates. On arrival at Jomo Kenyatta International Airport (JKIA), forex services are available within customs hall, from 7.00 am to midnight. Please keep a receipt after



changing your foreign currency to enable you to change back the remaining shillings into foreign currency when you are leaving the country.

10. Telephone

Worldwide direct connections are available in Kenya, 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.

11. Security

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.

12. Transport

Jomo Kenyatta International Airport (JKIA) is situated 16 km (about 20 minutes' drive) from the City centre. The fare from the Airport to the City centre by special buses (City HOPPA, KBS and Double M) is around Ksh. 80. Taxis are readily available and the taxi fare from the Airport to the City centre is between Kshs.2000 - 3000. However, it is advisable to confirm the charges before getting into the vehicle. The state-controlled KENATCO have by law to charge per kilometre. For those who may wish to hire taxis the following is a list of those recommended.

a) **Nairobi Airport Transfer/Cabs:** JKIA to Nairobi City Hotels

Book online email info@nairobiacabs.com, call +254 722 32 44 21 (Lucy) or 254-710-189751 (Chris)

b) **Taxis/Cabs for Hire:**

- NEW JAMBO TAXIS OPERATORS, JKIA International Arrivals Hall, Tel: (20) – 822011;
Mobile: 0722221986, 0722472134

- KENATCO, Tel: +254-20-824248/827283/225123/230771/230772

- JIMCAB SERVICES Ltd, (JKIA) Tel: +254-720-275720(JKIA), (Town) +254-722-711001/
714243 or +254-20-27122565/1205/0344.

13. Transport To/From EASA

Transport to and from EASA will be provided to all participants to a central place in town (i.e. 680 Hotel). The bus will depart 680 hotel at 7.20am, pass along Mombasa Road. However it will stop over at the Panari Hotel bus stage at 7.40am to pick any participant staying at Panari Hotel and other hotels along the same route then, it will proceed to the East African School of Aviation. Delegates are advised to book their hotels in town or along Mombasa Road.

14. Hotels

A list of recommended hotels is appended to this Bulletin and participants are required to make their own reservation on line direct to the hotel of their choice from the list of the hotels attached, and should state that they are attending ICAO Course in order to be extended UN special rates.



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

List of Hotels

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
Jacaranda Hotel – Nairobi****	SBB: 160 US\$ DBB: 198 US\$ B&B, inclusive of all Taxes	Chiromo Road, Westlands	cro@jacarandahotels.com www.jacarandahotels.com	254(0) 20 4448713/4/5/6/7 Mob: 254 722 205486/ 722722633/	254 (0) 20 4452117	6 Km
Laico Regency Hotel****	Deluxe S: 175 US\$ Deluxe D: 200 US\$ B&B, inclusive of all Taxes	Loita Street, Uhuru Highway	reservations@laico-regency.com www.laico-regency.com	254 (0) 20 2211199	254 (0) 20 2217120	10 Km
Nairobi Safari Club***	B&B, inclusive of all Taxes SBB: 170 US\$ DBB: 190 US\$	University Way/Koinange Street	reservations@nairobisafariclub.com www.nairobisafariclub.com	254 (0) 20 2821000	254 (0) 20 215137/224625	10 Km
Ole-Sereni Hotel*****	B&B, inclusive of all Taxes SBB: 220 US\$ DBB: 270 US\$	Off Mombasa Road	reservations@ole-serenihotel.com www.ole-serenihotel.com	254 (0) 20 3901000/5036000 Mob: 254-732-191- 000		18 Km
Panari Hotel****	S: 170 US\$ D: 210 US\$ B&B, inclusive of all Taxes	Mombasa Road Near Airport	reservations@panarhotels.com www.panarhotels.com	254 (0)20 394 6000/ 828990/ Mob: 254 722 474 836/ 733 474 836	254 (0)20 828985	18 Km
Safari Park Hotel*****	S Deluxe: 190 US\$ D Deluxe: 240 US\$ B&B, inclusive of all Taxes	Kasarani off Thika Road	reservations@safariparkhotel.co.ke sales@safariparkhotel.co.ke www.safaripark-hotel.com	254 (0) 20 3633000/363312/9 71	254 (0)20 3633919	10 Km
Sankara*****	Superior: 248 US\$ Deluxe: 278 US\$ B&B, inclusive of all Taxes	Westlands	stay@nairobi.sankara.com www.sankara.com	254 (0) 20 4208000	254 (0) 20 4208888	6 Km
Sarova Panafri*****	SBB: 165 US\$ DBB: 205 US\$ B&B, inclusive of all Taxes	Kenyatta Avenue	Reservations2@sarovahotels.com www.sarovahotels.com	254 (0) 20 276 7000/7431 Mob: 254 732866166	254 (0) 20 271 5566	18 Km

List of Hotels

Hotel	Rates	Address / Location	E-mail	Telephone	Telefax	Distance to ICAO / UN Offices
Sarova – The Stanley*****	SBB: 175 US\$ DBB: 215 US\$	Kenya Avenue/Kimathi Street	Reservations3@sarovahotels.com www.sarovahotels.com	254 (0) 20 276 7000/7431 Mob: + 254 732866166	254 (0) 20 271 5566	12 Km
Southern Sun Mayfair Nairobi*****	SBB 215 US\$ DBB 230 US\$	Parklands Road and Mpaka Lane	reserve@southern.sun.co.ke www.sarovahotels.com	254 (0) 20 3740920/1 0722 205 508	254 (0) 203748823	6 Km
Tribe –The Village Market Hotel*****	SS-260 US\$ DD 330 US\$	Village Market Shopping Centre/Gigiri Area	reservations@tribehotel-kenya.com www.tribe-hotel.com	254 (0) 20 7200000	254 (0) 20 7200110	2.5 Km
Villa Rosa Kempinski*****	SS 256 US\$ DD 286 US\$	Westlands	Reservations.nairobi@kempinski.com www.kempinski.com/nairobi	254 20 3603000		8 Km
Windsor Golf Hotel and Country Club*****	Deluxe: 180 US\$ Suite: 220US\$	Off Kiambu Rd	reservations@windsor.co.ke www.windsorgolfresort.com	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 as of January 2015 and are subject to change by the hotels without notice.

GUEST HOUSES NEAR UN COMPOUND, GIGIRI
(These rates are as of January 2015 and are subject to change without notice.)

Name of Guest House	Rate US\$	Distance to ICAO/ UN Offices	E-mail	Telephone	Internet Access (Wireless)
Alexandra's	Single 100 US\$ Double 130 US\$ Bed & Breakfast inclusive of taxes	4km	teddy@gianopulos.home.co.ke	254-0735502581	inclusive
Casa Bella Suites	Single 100 US\$ Double 120 US\$ Bed and Breakfast inclusive of taxes	6km	enquiries@casabellagigiri.com www.casabellagigiri.com	254-0722994999	inclusive
Daisy Homes Ltd.	Single 100 US\$ Double 120 US\$ Bed and Breakfast inclusive of taxes	1km	info@daisyhomekenya.com www.daisyhomekenya.com	254-721703333	inclusive
Gigiri Homestead	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	info@gigirihomestead.com www.gigirihomestead.com	254-722839232 254-203-544-189	inclusive
Homely	Single 85 US\$ Double 105 US\$ Bed and Breakfast inclusive of taxes	1km	Homely.Guesthouse@gmail.com www.homelyguesthouses.com	254-722-901335 254-722-315588	inclusive
Shanema Homes	Single 80 US\$ Double 100 US\$ Bed and Breakfast inclusive of taxes	1km	info@shanemahomes.com www.shanemahomes.com	254-20-2691911 254-0700-333404	inclusive
Tara Suites	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	info@tarasuites.com www.tarasuites.com	254-2-0518006719 254-0717700417 254-0786700417	inclusive
The 140	Single 100 US\$ Double 120 US\$ Bed and Breakfast inclusive of taxes	3km	the140@cehika.com www.cehika.com/the140	254-722527964 254-733600298	inclusive
The Bedelle	Single Occupancy	5km	reservations@thebedelle.com	254-700368611	inclusive

List of Hotels

Name of Guest House	Rate US\$	Distance to ICAO/ UN Offices	E-mail	Telephone	Internet Access (Wireless)
	Superior Room - US\$140 Deluxe Suite - US\$170 Superior Deluxe Suite - US\$200 Presidential Suite - US\$350 <u>Double Occupancy</u> Superior Room - US\$170 Deluxe Suite - US\$200 Superior Deluxe Suite - US\$230 Presidential Suite - US\$380 All rates include Bed and Breakfast all taxes <u>Lunch or Dinner</u> US\$15 - US\$40 3 course lunch US\$25 Inclusive of all taxes		www.thebedelle.com	254-733370312	
