



# International Civil Aviation Organization

## African Flight Procedure Programme

Steering Committee Meeting #1  
16-17 December 2014  
Nairobi, Kenya

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Attachment A

### Draft Agenda

1. Adoption of the agenda
2. Formation of the Steering Committee (Review and endorsement of Terms of Reference)
3. Election of the Steering Committee Co-chairpersons
4. Report of implementation of 2014 AFPP Work Programme (activities, personnel, and membership)
5. Global PBN update (implementation status and developments)
6. Industry perspective of PBN implementation
  - Airlines (IATA)
  - Aircraft manufacturers (AIRBUS and BOEING)
7. Proposed 2015 AFPP Work Programme
8. Review of 2015 Budget (closed session)
9. Any other business
10. Venue and date for next SC meeting
11. Closing session of the meeting



# African Flight Procedure Programme

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## Attachment B

### African Flight Procedure Programme

Steering Committee, Meeting #1

16 – 17 December 2014

Nairobi, Kenya

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### Registration Form

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Kindly fill this form and return to:

[icaowacaf@icao.int](mailto:icaowacaf@icao.int) / [icaoesaf@icao.int](mailto:icaoesaf@icao.int)

Last Name (in blocks letters) \_\_\_\_\_

First Name (in blocks letters) \_\_\_\_\_

State/Organization/Company \_\_\_\_\_

Official designation \_\_\_\_\_

Permanent address \_\_\_\_\_

City and Country \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Local Hotel \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**1<sup>ST</sup> AFPP STEERING COMMITTEE MEETING  
(NAIROBI, KENYA, 16 - 17 DECEMBER 2014)**

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**INFORMATION BULLETIN**

**1. Site of the Meeting**

- 1.1 The meeting will be held from 16 to 17 December 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. Seboeso M. Machobane  
Regional Officer ATM/SAR  
Tel: + 254 20 7622372 / 7622646  
Email: [SMachobane@icao.int](mailto:SMachobane@icao.int)

**2. Registration**

- 2.1 Registration of participants will take place on Tuesday 16 December 2014 from 08:00am to 09:00am.

**3. Opening Session**

- 3.1 The official opening of the meeting will take place on Tuesday 16 December 2014 at 9:00am.

**4. Working Language**

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

**5. Transport**

**5.1 *From the Airport***

Taxis are available from the airport to the city centre and the fare normally is 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 *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 the delegates back to the pickup point after closure of the meeting each day.

**6. Hotel Information**

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

**7. Entry Visa**

- 7.1 While all travellers arriving in Kenya should have a valid passport, 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.**

**8. Health**

- 8.1 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.
- 8.2 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.
- 8.3 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. Weather**

- 9.1 Nairobi is located relatively close to the Equator and has an elevation of approximately 5000 feet (1524m) above mean sea level. Forecast minimum/ maximum temperatures for December 2014 are 12.6°C / 23.4°C.

**10. Local Currency and Foreign Exchange Rates**

- 10.1 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.

- 10.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. The current exchange rate is between 82.00 and 85.00 shillings to the US dollar. 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 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.

**11. Telephones**

- 11.1 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.

**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 while working within the UN Complex at Gigiri are strictly enforced. International participants must bring their passports in order to facilitate their access to the UN Complex. All participants must ensure that their identification tags/badges issued by UN Security are fully visible 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**

| Hotel                            | Rate US\$ and Kshs.   | Address / Location         | E-mail   | Telephone                              | Telefax   | Distance to ICAO / UN Offices |
|----------------------------------|---|----------------------------|--|--|---|-------------------------------|
| <b>Crown Plaza Nairobi****</b>   | UN/Corporate Rates<br>SBB. 225 US\$<br>DBB 265 US\$<br>S. Superior: 245 US\$<br>D. Superior: 275 US\$<br>S. Deluxe: 265 US\$<br>D. Deluxe: 295 US\$<br>S. ClubRoom: 315 US\$<br>D ClubRoom: 345 US\$<br>J Suite: 550 US\$<br>Ex Suite: 700 US\$ | Upper Hill (Downtown)      | <a href="mailto:sales@cpnairobi.com">sales@cpnairobi.com</a><br><br>Contact person: Cynthia Chebii<br><a href="mailto:cynthia.chebii@cpnairobi.com">cynthia.chebii@cpnairobi.com</a><br><br>Website:<br><a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a>   | 254 (0) 20-2746000                     | 254 (0) 20-2746100                                | 15 Km                         |
| <b>Fairmont The Norfolk*****</b> | UN/Corporate Rates<br>S: 160 US\$<br>D: 209 US\$  | Harry Thuku Road, Nairobi, | <a href="mailto:kenya.reservations@fairmont.com">kenya.reservations@fairmont.com</a><br><br>Contact person: Charles Kikuvi, June Mweu.<br>E-mail :<br><a href="mailto:June.mweu@fairmont.com">June.mweu@fairmont.com</a> ;<br><br>Website:<br><a href="http://www.fairmont.com/norfolkhotel">www.fairmont.com/norfolkhotel</a> | 254 (0) 20 2265000/<br>2216940/ 225900 | 254 (0) 20 2216796/336 742                        | 12 Km                         |
| <b>Fairview Hotel****</b>        | UN/Corporate Rates<br>S Exec: Ksh 14,800<br>S B: Ksh 16,700<br>First Class: Ksh 18,400<br>Small S: Ksh 20,000<br>Large S: Ksh 22,000<br>Ex. Suite: Ksh 23,000   | Bishop Road, Nairobi,      | <a href="mailto:book@fairviewkenya.com">book@fairviewkenya.com</a><br><br>Contact person: Eric Ganira<br><a href="http://www.fairviewkenya.com">www.fairviewkenya.com</a>  | 254 (0)20 2711321/2710090              | 254 (0)20 2721320/271 1655                        | 14 Km                         |
| <b>Hillpark Hotel</b>            | UN/Corporate Rates<br>Standard S: 100 US\$<br>Standard D: 143   | Upper Hill                 | <a href="mailto:reservations@hillparkhotel.com">reservations@hillparkhotel.com</a><br><br>Contact person: Pauline Irungu<br><a href="mailto:Pauline@hillparkhotel.com">Pauline@hillparkhotel.com</a>   | 254 (0)20 2724312/3/5                  | 254 (0)20 2716768<br><br>254 735 337 522/ 720 698 |                               |

| Hotel                                | Rate US\$ and Kshs.  | Address / Location                         | E-mail   | Telephone   | Telefax                        | Distance to ICAO / UN Offices |
|--------------------------------------|--|--|--|---|--------------------------------|-------------------------------|
|                                      | US\$<br>Premium S: 184<br>US\$<br>Premium D: 187<br>US\$<br>Executive S: 233<br>US\$<br>Executive D: 348<br>US\$<br>* Prices include<br>B&B and all<br>taxes |  | Website:<br><a href="http://www.hillparkhotel.com">www.hillparkhotel.com</a>   |   | 325                            |                               |
| <b>Hilton Hotel*****</b>             | UN/Corporate<br>Rates<br>SBB:200US\$<br>DBB: 245 US\$<br><br>B&B, taxes<br>included  | Mama Ngina<br>street,<br>Nairobi,          | <a href="mailto:Reservations.nairobi@hilton.com">Reservations.nairobi@hilton.com</a><br><br>Contact persons: Joan Ngure,<br>Maureen Ogola<br><br><a href="mailto:Maureen.Ogola@hilton.com">Maureen.Ogola@hilton.com</a><br><a href="mailto:Joan.ngure@hilton.com">Joan.ngure@hilton.com</a><br><br>Website: <a href="http://www.hilton.com">www.hilton.com</a> | 254(0)20 2790000  | 254(0)20<br>250099/2226<br>477 | 12 Km                         |
| <b>Holiday Inn</b>                   | UN/Corporate<br>Rates<br>SBB US\$235<br>DBB US\$260  | Cr.<br>Parklands<br>Road and<br>Mpaka Lane | <a href="mailto:admin@holidayinn.co.ke">admin@holidayinn.co.ke</a><br><a href="mailto:khaveres@holidayinn.co.ke">khaveres@holidayinn.co.ke</a>   | 254-20-<br>3740920/1<br>3740906                           | 254-20-<br>3748823             | 6km                           |
| <b>Ambassadeur Hotel</b>             | UN/Corporate<br>Rates<br>SBB US\$60<br>DBB US\$80  | Moi Avenue                                 | <a href="mailto:ambassadeurhotel@hotmail.com">ambassadeurhotel@hotmail.com</a><br><br><a href="mailto:reserve@hotellambassadeurkenya.com">reserve@hotellambassadeurkenya.com</a>   | 254-20-242933<br>226733                                   | 254-20-<br>336860              | 12km                          |
| <b>Hotel La Mada</b>                 | S:200 US\$<br>D:250 US\$<br>Suite:350 US\$<br><br>* 15% discount<br>for group<br>booking   | Thika road,                                | <a href="mailto:lamada@madahotels.com">lamada@madahotels.com</a><br><br>Contact person: Martin<br><br>Website: <a href="http://www.madahotels.com">www.madahotels.com</a>  | 254 (0)20<br>8561113/<br>8561046/<br>8561460/<br>8561598/ | 254 (0)20<br>8561194           | 8 Km                          |
| <b>Intercontinental Nairobi*****</b> | UN/Corporate<br>Rates<br>SBB: 205 US\$<br>DBB:245 US\$<br><br>B&B, taxes<br>included   | Cr. City Hall<br>Way, Uhuru<br>Highway     | <a href="mailto:reservations@icnairobi.com">reservations@icnairobi.com</a><br><br>Contact person: Simon Chege<br><a href="mailto:simon.chege@icnairobi.com">simon.chege@icnairobi.com</a><br><br>Website: <a href="http://www.ihg.com">www.ihg.com</a>   | 254 (0) 20 320 00<br>217                                  | 254 (0) 20<br>320 00 036       | 12 Km                         |
| <b>Jacaranda Hotel – Nairobi****</b> | UN/Corporate<br>Rates<br>S: 175 US\$<br>D:218 US\$   | Chiromo<br>Road,<br>Westlands              | <a href="mailto:Sales-jhgroup@africaonline.co.ke">Sales-jhgroup@africaonline.co.ke</a><br><br>Contact person: Liz Tapawa   | 254(0) 20<br>4448713/4/5/6/7<br><br>Mob: 254 722          | 254 (0) 20<br>4452117          | 10 Km                         |

AFPP  
Attachment C

| Hotel                           | Rate US\$ and Kshs.   | Address / Location             | E-mail   | Telephone   | Telefax                         | Distance to ICAO / UN Offices |
|---------------------------------|---|--------------------------------|--|---|---------------------------------|-------------------------------|
|                                 |   |                                | <a href="mailto:ltapawa@jacarandahotels.com">ltapawa@jacarandahotels.com</a><br>Website:<br><a href="http://www.jacarandahotels.com">www.jacarandahotels.com</a>   | 205486/<br>722722633/   |                                 |                               |
| <b>Laico Regency Hotel*****</b> | SBB:185 US\$<br>DBB:210 US\$<br>Ex. SS: 450 US\$<br>Ex.SD:<br>450US\$<br>Deluxe SS: 600 US\$<br>Deluxe SD:<br>600 US\$  | Loita Street,<br>Uhuru Highway | Contact person: Jassi Sian<br><a href="mailto:jsian@laicoregencyhotel.co.ke">jsian@laicoregencyhotel.co.ke</a><br><br>Website:<br><a href="http://www.laicohotels.com">www.laicohotels.com</a>                                 | 254 (0) 20<br>2211199   | 254 (0) 20<br>2217120           | 12 Km                         |
| <b>Lenana Mount Hotel ***</b>   | Residents rates B&B:<br>S: 4,500* Kshs<br>D: 7,000* Kshs<br>Twin Rooms:<br>7,000*Kshs<br>Non-residents rates B&B:<br>S: 80* US\$<br>D: 100* US\$<br>Twin Rooms:<br>100*US\$<br><br>* Taxes included | Ralph Bunche Road              | <a href="mailto:lenenamounthotel@iconnect.co.ke">lenenamounthotel@iconnect.co.ke</a><br>Contact persons: David Materi, Stella Mugogo<br><br>Website:<br><a href="http://www.lenanamounthotel.com">www.lenanamounthotel.com</a> | 254 (0)<br>202214411/2;<br>2717 044/48                            | 254 (0) 20<br>2719426           | 10 Km                         |
| <b>Meridian Hotel</b>           | S: 5,250* Kshs<br>S: 74* US\$<br>D: 6,350* Kshs<br>D: 90* US \$<br><br>*B&B and taxes included  | Murang'a Road, off Moi Avenue  | <a href="mailto:info@meridianhotelkenya.com">info@meridianhotelkenya.com</a><br><br>Contact person: Lucy<br><a href="http://www.meridianhotelkenya.com">www.meridianhotelkenya.com</a>   | 254 (0)20<br>313991/317481/<br>2220006<br>Mob: 254 735<br>337 927 |                                 | 12 Km                         |
| <b>Nairobi Safari Club***</b>   | S: 170* US\$<br>D: 190* US\$<br><br>*B&B taxes included   | University Way/Koinange Street | <a href="mailto:sales@nairobisafariclub.com">sales@nairobisafariclub.com</a><br><br>Contact Person: Florence Marangu<br><a href="http://www.Nairobisafariclub.com">www.Nairobisafariclub.com</a>                               | 254 (0) 20<br>2821000   | 254 (0) 20<br>215137/224<br>625 | 12 Km                         |

AFPP  
Attachment C

| Hotel                         | Rate US\$ and Kshs.  | Address / Location      | E-mail  | Telephone   | Telefax              | Distance to ICAO / UN Offices |
|-------------------------------|--|-------------------------|---|---|----------------------|-------------------------------|
| <b>Ngong Hills Hotel</b>      | S: 4,000/<br>4,800/ 5,600<br>D: 5,000/<br>6,600/ 8,200<br>Prices are in Kshs for B&B/ HB/ FB   | Ngong Road              | <a href="mailto:info@ngonghillshotel.com">info@ngonghillshotel.com</a><br><br>Contact person: Bernard Maina<br><a href="mailto:info.ngonghillshotel@jambo.co.ke">info.ngonghillshotel@jambo.co.ke</a><br><br>Website:<br><a href="http://www.ngonghillshotel.com">www.ngonghillshotel.com</a>   | 254 (0)20<br>3860894/5;<br>3876745  | 254 (0)20<br>3871750 | 20 Km                         |
| <b>Ole- Sereni Hotel*****</b> | S Superior: 200 US\$<br>S Delux: 240 US\$<br>S Club: 280 US\$<br>D Superior: 250 US\$<br>D Delux: 300 US\$<br>D Club: 330 US\$           | Off Mombasa Road        | <a href="mailto:info@ole-serenihotel.com">info@ole-serenihotel.com</a><br><br>Contact Person: Cyrus Mungai<br><a href="mailto:Sales1@ole-serenihotel.com">Sales1@ole-serenihotel.com</a><br><a href="mailto:sales@ole-serenihotel.com">sales@ole-serenihotel.com</a><br><br>Website: <a href="http://www.ole-serenihotel.com">www.ole-serenihotel.com</a> | 254 (0) 20<br>3901000/503600<br>0   |                      | 25 Km                         |
| <b>Panari Hotel*****</b>      | S Standard: 220 US\$<br>S Superior: 260 US\$<br>D Standard: 260 US\$<br>D Superior: 300 US\$<br>Deluxe S: 300 US\$<br>Deluxe D: 340 US\$ | Mombasa Road            | <a href="mailto:info@panarihotels.com">info@panarihotels.com</a><br>Contact Person: Michael Barasa<br><a href="mailto:michael.b@panarihotels.com">michael.b@panarihotels.com</a><br><br>Website:<br><a href="http://www.panarihotels.com">www.panarihotels.com</a>  | 254 (0)20 394<br>6000/ 828990/<br><br>Mob: 254 722<br>474 836/ 733<br>474 836 | 254 (0)20<br>828985  | 8 Km                          |
| <b>Red Court Hotel****</b>    | S: 150* US\$<br>D: 180* US\$<br><br>*B&B, taxes included   | Kenya Red Cross complex | <a href="mailto:Info@redcourt.co.ke">Info@redcourt.co.ke</a><br><br>Contact Person: Nancy Wachuka<br><br>Website:<br><a href="http://www.redcourt.co.ke">www.redcourt.co.ke</a>   | 254 (0)20<br>3520757/359314<br>5<br><br>Mob: 254 734<br>973 512               | 254 (0)20<br>3503147 | 18 Km                         |

| Hotel                             | Rate US\$ and Kshs.  | Address / Location                   | E-mail   | Telephone  | Telefax                    | Distance to ICAO / UN Offices |
|-----------------------------------|--|--------------------------------------|--|--|----------------------------|-------------------------------|
| <b>Safari Park Hotel*****</b>     | SD: 190*US\$<br>DD: 210**US\$<br>J. Suite: 240* US\$<br>B. Suite: 280* US\$<br>Presidential Suite: 1,600US\$ | Kasarani off Thika Road,             | <a href="mailto:reservations@safariparkhotel.co.ke">reservations@safariparkhotel.co.ke</a><br><a href="mailto:sales@safariparkhotel.co.ke">sales@safariparkhotel.co.ke</a><br><br>Contact person: Ruth Chege, Scola Muthamia<br><br>Website: <a href="http://www.safaripark-hotel.com">www.safaripark-hotel.com</a>  | 254 (0) 20 3633000/363331 2/971                      | 254 (0)20 3633919          | 10 Km                         |
| <b>Sankara*****</b>               | Superior: 223 US\$<br>Deluxe: 261 US\$<br>Club: 363 US\$   | Westlands                            | <a href="mailto:meet@nairobi.sankara.com">meet@nairobi.sankara.com</a><br><br>Contact person: Grace Waweru<br><a href="mailto:grace.waweru@sankara.com">grace.waweru@sankara.com</a><br><br>Website: <a href="http://www.sankara.com">www.sankara.com</a>  | 254 (0) 20 4208000                                   | 254 (0) 20 420888          | 10 Km                         |
| <b>Sarova Panafric*****</b>       | S: 140 US\$<br>D: 170 US\$<br>B&B  | Kenyatta Avenue                      | <a href="mailto:panafric@sarovahotels.com">panafric@sarovahotels.com</a><br><br>Contact person: Steve Wambua<br><a href="mailto:Steve.wambua@sarovahotels.com">Steve.wambua@sarovahotels.com</a><br><br>Website: <a href="http://www.sarovahotel.com">www.sarovahotel.com</a>  | 254 (0) 20 276 7000/7431<br>Mob: 254 732866166       | 254 (0) 20 271 5566        | 18 Km                         |
| <b>Sarova – The Stanley*****</b>  | S: 195* US\$<br>D: 240* US\$<br><br>B&B  | Kenyatta Avenue/Kimathi Street       | <a href="mailto:thestanley@sarovahotels.com">thestanley@sarovahotels.com</a><br><br>Contact persons: Nelson Mburu, Steve Wambua<br><br><a href="mailto:Nelson.mburu@sarovahotels.com">Nelson.mburu@sarovahotels.com</a><br><a href="mailto:Steve.wambua@sarovahotels.com">Steve.wambua@sarovahotels.com</a><br><br>Website: <a href="http://www.sarovahotels.com/stanley">www.sarovahotels.com/stanley</a> | 254 (0) 20 276 7000/7431<br><br>Mob: + 254 732866166 | 254 (0) 20 271 5566        | 12 Km                         |
| <b>Sentrim-Sixeighty Hotel***</b> | S: US\$ 80 / Ksh 6,350<br>D: US\$ 105 / Ksh 8,250  | Muindi Mbingu Street/Kenyatta Avenue | <a href="mailto:info@680-hotel.co.ke">info@680-hotel.co.ke</a><br><a href="mailto:Reservations680@sentrim-hotels.com">Reservations680@sentrim-hotels.com</a><br><br>Contact person: Lucy Gatere  | 254 (0) 20 315680/344000<br><br>Mob: 254 722         | 254 (0) 20 332908/221 8314 | 12 Km                         |

| Hotel                                | Rate USS and Kshs.   | Address / Location   | E-mail  | Telephone  | Telefax               | Distance to ICAO / UN Offices |
|--------------------------------------|--|--|---|--|-----------------------|-------------------------------|
|                                      | B&B taxes included   |  | <a href="mailto:Lucy.gatere@sentrim-hotels.com">Lucy.gatere@sentrim-hotels.com</a><br><br>Website: <a href="http://www.680-hotel.co.ke">www.680-hotel.co.ke</a><br><a href="http://www.sentrim-hotels.com">www.sentrim-hotels.com</a>   | 806 952  |                       |                               |
| <b>Sentrim - Hotel Boulevard****</b> | SBB: US\$ 80/<br>Ksh 6,350<br>DBB:<br>US\$105/Ksh<br>8,250<br><br>B&B taxes included | Harry Thuku Road,  | <a href="mailto:hotel@hotelboulevard.com">hotel@hotelboulevard.com</a><br><a href="mailto:jac@hotelboulevardkenya.com">jac@hotelboulevardkenya.com</a><br><br>Contact person: Elizabeth Mwangi<br><br><a href="mailto:Lucy.gatere@sentrim-hotels.com">Lucy.gatere@sentrim-hotels.com</a><br>Website: <a href="http://www.sentrim-hotels.com">www.sentrim-hotels.com</a>   | 254 (0)20<br>227567/8/9  | 254 (0) 20<br>317825  | 12 Km                         |
| <b>Serena Nairobi Hotel*****</b>     | SBB:290US\$<br>DBB:320US\$<br><br>*B&B, taxes excluded                               | Off Kenyatta Avenue<br>Downtown  | <a href="mailto:Nairobi@serena.co.ke">Nairobi@serena.co.ke</a><br><br>Contact person: Tuva Mwachungu<br><br><a href="mailto:lbenson@serena.co.ke">lbenson@serena.co.ke</a><br><br>Website:<br><a href="http://www.serenahotels.com">www.serenahotels.com</a>  | 254 (0) 20<br>2822000/<br>3138000<br><br>Mob: 254 733<br>282200/1/2, 733<br>282283 | 254 (0) 20<br>2725184 | 12 Km                         |
| <b>Silver Springs Hotel***</b>       | SS: 11,400<br>Kshs<br>SD:21,000<br>Kshs<br>SSS:12,500<br>Kshs<br>SSD:15,500<br>Kshs  | Argwings<br>Kodhek Road<br>(approx 3<br>miles from the<br>city centre) | <a href="mailto:silversprings@iconnect.co.ke">silversprings@iconnect.co.ke</a><br><br>Contact person: Lillian Wasike<br>Website: <a href="http://www.silversprings-hotel.com">www.silversprings-hotel.com</a>   | 254 20<br>2722451/2-7  | 254 20<br>2720545     | 18 Km                         |
| <b>Southern Sun Mayfair Nairobi</b>  | S: 235* US\$<br>D: 260* US\$<br><br>*B&B,<br>Internet, taxes<br>included             | Parklands<br>Road and<br>Mpaka Lane                                    | <a href="mailto:admin@southernsun.co.ke">admin@southernsun.co.ke</a><br><a href="mailto:conference@southernsun.co.ke">conference@southernsun.co.ke</a><br><br>Contact person: Joy K. Obessa, Sallie Khavere<br><a href="mailto:khaveres@southernsun.co.ke">khaveres@southernsun.co.ke</a><br>Website:<br><a href="http://www.southernsun.co.ke">www.southernsun.co.ke</a> | 254 (0) 20<br>3740920  | 254 (0)<br>203748823  | 6 Km                          |
| <b>The Heron</b>                     | SBB:105 US\$   | Kilimani   | <a href="mailto:reservations@heronhotel.co">reservations@heronhotel.co</a>  | 254 (0) 20   | 254 (0) 20            | 13 Km                         |

| Hotel   | Rate US\$ and Kshs.   | Address / Location | E-mail   | Telephone                         | Telefax               | Distance to ICAO / UN Offices |
|---|---|--------------------|--|-----------------------------------|-----------------------|-------------------------------|
| <b>Hotel***</b>                                 | DBB:127 US\$<br>S Del: 13,000*<br>Kshs<br>S Sup: 9,995*<br>Kshs<br>D del: 15,000*<br>Kshs<br>D Sup: 11,995*<br>Kshs<br><br>*Internet use included | Downtown           | <a href="#">m</a><br><br>Contact person: David Mwaniki<br><a href="mailto:administration@heronhotel.com">administration@heronhotel.com</a><br>Website:<br><a href="http://www.heronhotel.com">www.heronhotel.com</a>   | 2720740/1/2/3                     | 2721698               |                               |
| <b>Tribe –The Village Market Hotel*****</b>     | SSup: 235 US\$<br>SDel: 275 US\$<br>Jun Suite S: 355 US\$<br>DSup: 275 US\$<br>DDel: 315 US\$<br>Jun Suite D: 395 US\$                            | Market Hotel       | <a href="mailto:reservations@tribehotel-kenya.com">reservations@tribehotel-kenya.com</a><br><br>Contact person: Sandeep Brar, Cecilia Adhola<br><br>Website: <a href="http://www.tribe-hotel.com">www.tribe-hotel.com</a>  | 254 (0) 20<br>7200000             | 254 (0) 20<br>7200110 | 1 Km                          |
| <b>Utalii Hotel</b>                             | Resident rates<br>S: 7,500 Kshs<br>D: 9,000 Kshs<br><br>Non resident rates<br>S: 140 US\$<br>D: 170 US\$<br><br>*B&B, taxes included              | Thika Road, Nairbi | <a href="mailto:reservations@utalii.co.ke">reservations@utalii.co.ke</a><br><a href="mailto:marketing@utalii.co.ke">marketing@utalii.co.ke</a><br><a href="mailto:utaliihotel@utalii.co.ke">utaliihotel@utalii.co.ke</a><br><br>Contact person: Suleiman Mwanyere<br><br>Website:<br><a href="http://www.utaliihotel.co.ke">www.utaliihotel.co.ke</a>  | 254(0) 208<br>563540/8561201      | 254 (0) 208<br>560514 | 6 Km                          |
| <b>Windsor Golf Hotel and Country Club*****</b> | Deluxe: 170 US\$<br>Suite: 320US\$<br>Cottage: 450US\$  | Off Kiambu Rd      | <a href="mailto:admin@windor.co.ke">admin@windor.co.ke</a><br><a href="mailto:reservations@windor.co.ke">reservations@windor.co.ke</a><br><a href="mailto:info@windor.co.ke">info@windor.co.ke</a><br><a href="mailto:marketing@windor.co.ke">marketing@windor.co.ke</a><br><br>Contact person: Rosemary Nyakarura<br><a href="mailto:nnyakarura@windor.co.ke">nnyakarura@windor.co.ke</a><br><a href="http://www.windsorgolfresort.com">www.windsorgolfresort.com</a> | 254 (0) 20<br>8562300/856250<br>0 | 254 (0) 20<br>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 applicable as of March 2014 and are subject to change by the hotels without notice.*

## GUEST HOUSES NEAR THE UN COMPLEX AT GIGIRI

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

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# International Civil Aviation Organization

## African Flight Procedure Programme

Steering Committee Meeting #1  
16-17 December 2014  
Nairobi, Kenya

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Attachment D

### Terms of Reference

## 5. INSTITUTIONAL FRAMEWORK

5.1 **Participating States:** The Programme will be executed on the basis of the Programme Document signed by the Host Administration and ICAO and to which any State wishing to participate shall sign on. Upon signature onto the attachment of the Programme Document, such State becomes a Participating State.

5.2 **Active Participating States:** All African Participating States that commit to funding the programme by means of an annual financial contribution in line with an approved budget become an Active Participating State.

5.3 **User States:** All African Participating States who are not Active Participating State are User States.

5.4 **Observer States:** Participating States who are not Active Participating States or User States are Observer States.

### 5.5 Host Administration

During Phase 1 of the Programme, ASECNA is the Host Administration.

### 5.6 Steering Committee

5.6.1 The members of the Steering Committee consist of:

- One representative from each Active Participating State;
- One representative from the Host Administration; and
- One representative from ICAO as facilitator/observer.



# International Civil Aviation Organization

## African Flight Procedure Programme

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5.6.2 The role and responsibility of the Steering Committee include:  
:

- Review and approve the Annual Work Programme of the African-FPP;
- Review and approve the Annual Budget;
- Review and approve annual financial contribution level for Active Participating States, including considering request for waiver of financial contribution in lieu of in-kind contribution;
- Review of the performance of the Programme and review the Programme document as necessary.
- Review and approve fee schedule for services and trainings in consultation with ICAO Policy.

5.6.3 Conduct of Steering Committee meeting

- The Steering Committee meeting will be conducted at least once a year to accomplish the role and the responsibility of the Steering Committee as listed in 5.6.2;
- A Steering Committee meeting will consist of at least three Members of the Steering Committee including one of the Co-Chairpersons, and ICAO as facilitator/observer;
- Two Co-Chairpersons of the Steering Committee, each from ESAF and WACAF area, shall be elected by Members of the Steering Committee for the duration of the Phase 1 of the Programme. They are responsible for convening the Steering Committee meeting;
- Steering Committee meeting attendance include the Members of the Steering Committee and can be extended, upon agreement by the Steering Committee, to all Participating States and Donors;
- The Steering Committee through the Co-Chairpersons may invite guests to attend the Steering Committee meeting to assist the Steering Committee in achieving the objectives of the Programme;
- Steering Committee Meetings will be conducted in the English Language, and if resources available, in the French language; and
- The AFPP Manager is the Secretary of the Steering Committee and shall perform duties according to the job description in the Appendix 2-1.

5.6.4 ICAO will facilitate the assistance detailed in this Programme Document by providing overall programme oversight, the inputs set out in 8.4 below, financial account management and budgetary control of the programme, financial reports in accordance with its rules and procedures, and implementation monitoring of the programme in cooperation with the Programme Manager. It will provide technical support to its experts in the performance of their duties and undertake monitoring missions.



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5.6.5 The Host Administration and the Participating States will provide the respective inputs, as set out in 8.1 to 8.3 below.

5.6.6 The AFPP Manager will be responsible for the local coordination and management of the Programme in accordance with the job description.

### 5.7 **Legal context**

5.7.1 Nothing contained in or relating to this document shall be deemed a waiver, express or implied, of any of the privileges and immunities which may be enjoyed by ICAO, its funds, assets and personnel under applicable treaties, agreements, laws or decrees.

Any dispute, controversy or claim arising out or relating to document, or the breach, termination or invalidity thereof, shall be settled, in the first instance, by direct negotiations between the parties. If unsuccessful, such dispute, controversy or claim shall be settled by Arbitration Rules with united Nations Commission on International Trade Law (UNCITRAL).