



International Civil Aviation Organization

**Quality Assurance for Instrument Flight Procedure Implementation Workshop
(African Flight Procedure Programme / AFPP)**

Nairobi, Kenya, 3 – 6 November 2015

Information Bulletin

1. Venue and dates of the workshop

The Quality Assurance for Instrument Flight Procedure Implementation Workshop will be held at the East African School of Aviation (EASA) on Airport North Road near Kabansora Mills, next to Jomo Kenyatta International Airport, in Nairobi, Kenya from 3-6 November 2015.

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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 Tuesday 3 November 2015 at 09:00 hours.

4. Registration

The registration of participants will take place at the site of the workshop on Tuesday 3 November 2015 from 08:30 to 09:00 hours.

5. Documentation

The workshop will be paperless and all related documentation will be on line at <http://www.icao.int/WACAF/African-FPP/Pages/2015-Activities.aspx> 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. Procedures for obtaining an entry visa for Kenya

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

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.

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.

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. Hotels

A list of recommended hotels is attached hereto 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.