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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: ES AN 6/7 - 0716

19 November 2010

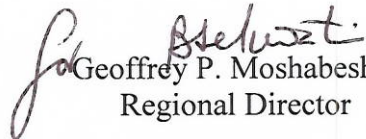
Subject: Regional Workshop on Frequency Management and Development of Training Aid (Nairobi, Kenya, 14-16 December 2010)

Sir/Madam,

I have the honour to refer to our letter Ref. ES AN 6/7 – 0670 of 1 November 2010 inviting your Administration to attend a three-day workshop on Frequency Management and Development of Training Aid (ICAO Special Implementation Project) which will be held at the ICAO Regional Office for Eastern and Southern Africa in Nairobi, Kenya, from 14 to 16 December 2010.

As stated in paragraph 3 of our above mentioned letter, attached hereto please find the Information Bulletin and the Registration Form. You are kindly reminded that if you have not responded to our invitation letter to do so in order to facilitate the workshop arrangements.

Accept, Sir/Madam, the assurances of my highest consideration.


Geoffrey P. Moshabesha
Regional Director

Attachments: Information Bulletin
Registration Form

Eastern and Southern African Office
United Nations Office at Nairobi
P.O. Box 46294,
00100 Nairobi, Kenya

Tel. No: 254 (20) 7622395 (ICAORD)
254 (20) 7622396 (ICAODEPRD)
254 (20) 7622391 (TECH. COOP)
254 (20) 7622399 (ADMIN)
Fax No: 254 (20) 7621092
E-Mail: icao@icao.unon.org



**INTERNATIONAL CIVIL AVIATION ORGANISATION
EASTERN AND SOUTHERN AFRICAN OFFICE**

INFORMATION BULLETIN

1. VENUE

The Regional Workshop on Frequency Management and Development of Training Aid will be held at the ICAO Eastern and Southern Regional office, United Nations Office, Nairobi, Gigiri, Kenya from 14 to 16 December 2010.

2. REGISTRATION

The participants are requested to pre-register by filling the attached registration form and sending by fax or e-mail to us. Based on the duly completed pre-registration form received by us, name badges will be issued on site. Participants will be required to reconfirm their registration at the registration desk of the United Nations on 14 December 2010 (09:00-10:00 Hours), during the first day of the workshop.

3. OPENING SESSION

The official opening of the Regional Workshop on Frequency Management and Development of Training will take place on 14 December 2010 at 10.00 a.m. The formal workshop will be held daily from 08.30 a.m.

4. WORKING LANGUAGE

The workshop will be carried in English.

5. HOTEL INFORMATION

Participants are requested to make their own hotel reservations. A list of recommended hotels is attached.

6. TRANSPORTATION

Jomo Kenyatta International Airport is situated 16 kilometers (about 20 minutes drive) from the city centre. The fare from the airport to the city centre by special buses (namely City Hoppa and Double M) is Ksh 60. Taxis are readily available; the taxi fare from the airport to the city centre is between Kshs 1000 - 1500. The list of recommended taxis is listed below.

BUZZ A CAB : Tel: +254 (0) 721 34 95 90 /(0)734 82 85 85
Land line +254 20 828585 or 828774
(From airport to Panari Hotel Ksh.600 and for airport to city centre is between ksh.1000 - 1500)

KENATCO : Tel: +254 20 824248/+254 20 225123/+254 20 230771/+254 20 230772
(From airport to Panari Hotel Ksh. 900, and from airport to city centre between Ksh 1200 - 1500)

JATCO TAXIS : Tel: +254 20 4448162/0722648383/0722725131/ 0733 701494 Fax: 4442114
(from airport to Panari Hotel Ksh.800 and airport to City Centre between Ksh.1200 -1500)

Transport to and from ICAO Regional Office will be provided to all participants. The bus will depart from 680 Hotel at 07:00 hours. All participants residing in other hotels will be expected to proceed to 680 Hotel before this time. The bus will then proceed to ICAO REGIONAL OFFICE, UNITED NATIONS OFFICE, GIGIRI, and NAIROBI, KENYA.

7. VISA

7.1 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 Kenya visa requirements at our respective embassies.

7.2 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. 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.

8. HEALTH

8.1 Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Nairobi.

8.2 Presentation of yellow fever certificate at the point of entry is highly required for the following African countries – 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 e Príncipe, Senegal, Sierra Leone, Tanzania, Togo, Uganda. If the certificate cannot be made available, vaccination will take place on point of entry against payment of 15\$.

9. WEATHER AND LOCAL TIME INFORMATION

Short rainy season – mid-October to mid-December

In Nairobi, November's rainfall of 167 mm is only exceeded by that of April and May although sunshine averages 7 hours a day compared with the 4 hours that accompany the dry months of June, July and August. Prior to the short rains, in September and early October, there is an abrupt change to warmer sunnier weather.

10. LOCAL CURRENCY AND FOREIGN EXCHANGES 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; bronze 5 shillings, 10 shillings 20 shillings and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

10.2 Kenya shilling exchange rates are determined by the inter bank trade which varies daily. The dollar rates fluctuate from Ksh.70 to 80.

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. A maximum of 400 shillings may be taken out.

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 the first and last Saturday of the month. Hotels also offer exchange facilities but at a small extra fee. For those who may

need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta international airport are open daily from 7.00 am to midnight and will change foreign currency into Kenya shillings. 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.

11. HOURS OF BUSINESS

The working week in Kenya runs from Monday to Friday (0800-1700hrs) and Saturday (0800-1300 hrs) and Sunday being a holiday.

12. ELECTRICAL SUPPLY

Local voltage is 220/240 V 50 Hz

13. TELEPHONES

World wide direct connections are available, using the international code or telephone operator if necessary.

From abroad dial 254 followed by required number. There are 4 mobile operators: Orange, Safaricom , YU and Zain.

List of Hotels/Rates-2010

HOTEL	RATES TARIFF US \$	ADDRESS	TELEFAX NO.	TELEPHONE	Email
Ambassador Hotel	US\$45.00(SBB) US\$55.00(DBB)	Moi Avenue	254-20-336860	254-20-242933 226733	hotelambassador@nbi.ispkenya.com
Hilton Hotel	US\$260 (SBB) US\$285 (DBB)	Mama Ngina Street	254-20-250099	254-20-250000	hilton@africaonline.co.ke
Holiday Inn	260.00 (SBB) 282.00 (DBB)	Cr. Parklands Road and Mpaka Lane	254-20-3748823	254-20-3740920/1 3740906	Hi-sales@africaonline.co.ke
Intercontinental Hotel	165.00 (SSBB) 212.00 (SDBB) 195.00 (DSBB) 242.00 (DDBB) 310.00 (CSBB) 335.00 (CDBB)	Cr. City Hall Way, Uhuru Highway	254-20-32000030	254-20- 3200000	reservations@interconti.co.ke
Jacaranda Hotel	US\$140.00 (SBB) US\$176.00 (DBB)	Chiromo Road, Westlands	254-20- 4448977/6159	254-20-4448715/6/7	cor@jacarandahotel.com
Laico Regency Nairobi	US\$160.00 (SBB) US\$186.00 (DBB)	Loita Street	254-20-217120	254-20- 228820 254-20 - 211199	info@grandregency.co.ke
Meridian Court Hotel	Kshs. 4,000.00 (SBB) Kshs. 4,800.00 (DBB)	Murang'a Road, off Moi Avenue	254-20-333658	254-20-313991	Meridian@bidii.com
Nairobi Safari Club	US\$120.00 (SBB)* US\$160.00 (DBB)* *Free Airport transfer	University Way/Koinange Street	254-20-224625 or 215137	254-20- 2821609/1615 0733715987	Info@nairobisafariclub.com
Panari Hotel (The)	US\$130.00 (SBB)	Mombasa Road	254 20 828985	254 20 828990/3 254 20 6946000	reservations@panarihotel.com
Serena Hotel	US\$ 260 Deluxe (DB) (SO) US\$30 (Breakfast)	Kenyatta Avenue	254-20-2725184	254-20-2822000 254-20-2725250	nairobi@serena.co.ke www.serenahotels.com
Six Eighty Hotel	Ksh.4600(SBB) Ksh.6400.00(DBB)	Cr. Muindi Mbingu Street/Kenyatta Avenue	254-20-332908	254-20-315680	info@sentrin-hotels.com
Stanley Hotel (The)	Ksh.10,850.00(SBB) Ksh.13,650.00(DBB)	Cr. Kenyatta Avenue/Kimathi Street	254-20-249757	254-20-316377	reservations@sarova.co.ke
			Reserv. 254-20-2715566	Reserv. 254-20-2713333	
Tribe Hotel (The) Village Market Hotel	US\$ 210 for a deluxe single US\$ 250 for a deluxe double	Village Market 1km from UN offices in Gigiri	Fax: (254-20) 7200110/020 7200112	Tel: (254-20) 7200106	Email: reservations@tribehotel-kenya.com or tsm@tribehotel-kenya.com
Windsor Hotel	183.00 (SBB) 212.00 (SBB)	Off Kiambu Rd	254 20 8560160/1	254 20 8562300	admin@windsor.co.ke

A dollar is changing at 79-81 Kenya shillings. These rates are subject to change without notice.

DB = Double, Bed & Breakfast; SBB = Single, Bed and Breakfast; SSBB = Superior Single, Bed & Breakfast; DSBB = Deluxe Single, Bed & Breakfast; SDBB = Superior Double, Bed & Breakfast; DDBB = Deluxe Double Bed & Breakfast; CSBB = Club Single, Bed & Breakfast; CDBB = Club Double, Bed & Breakfast

Note: When making reservations, Delegates should specify that they are attending an UN/ICAO meeting in order to be accorded special rates for United Nations (UN).-----



INTERNATIONAL CIVIL AVIATION ORGANIZATION

REGIONAL WORKSHOP ON FREQUENCY MANAGEMENT AND
DEVELOPMENT TRAINING AID
(Nairobi, Kenya, 14-16 December 2010)

REGISTRATION FORM

(Please to return to icao@icao.unon.org copy icaowacaf@dakar.icao.int)

Date of Registration : _____

Country/Organization you represent : _____

Name (in full block letters): _____

Hotel Address : _____

Official designation in
Government/Organization: _____

Permanent address to which mail
should be sent after your departure: _____

Telephone: _____ Fax No: _____

E-Mail: (typed) _____

SIGNATURE: _____ DATE: _____