



| ICAO ENVIRONMENT

# CAPACITY BUILDING FOR CO<sub>2</sub> MITIGATION FROM INTERNATIONAL AVIATION

## FOURTH SEMINAR

MOMBASA, KENYA, 12-14 DECEMBER 2018

PROJECT FUNDED BY



European Union

# INFORMATION BULLETIN

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## 1. Venue of the meeting

1.1 The Fourth Seminar of the ICAO – European Union Assistance Project on Capacity Building for CO<sub>2</sub> Mitigation from International Aviation will be held from 12 to 14 December 2018 in the **Inner Pier Conference Room** at the **English Point Hotel** in Mombasa, Kenya. Signage will be positioned at strategic points on the hotel grounds.

1.2 The Venue details and contacts are:

### **Seminar Venue:**

#### **Inner Pier Conference room**

English Point Marina Hotel  
Silos Road, Mombasa, Kenya

Telephone Number: +254 730 930 107/111  
+254 41 214 7000/7800

Email: [info@englishpointmarina.com](mailto:info@englishpointmarina.com)

Website: <https://www.hotelenglishpoint.com>

### **Inauguration Ceremony of 'Solar-At-Gate' Pilot Project Venue:**

Moi International Airport  
Mombasa, Kenya

Website: <https://www.kaa.go.ke/airports/our-airports/moi-international-airport/>



## 2. Contact Persons

2.1 For assistance and further information on the venue of the meeting, please contact:

### **ICAO Focal Point**

Name: Mr. Eduardo Caldera-Petit

Title: Programme Coordinator, ICAO-EU Assistance Project

Contact: +1 514 954 8219, ext. 6676

Email: [ecaldera@icao.int](mailto:ecaldera@icao.int)

### **ICAO Registration and Seminar logistics**

Name: Ms. Jasna Sepetavec

Title: Programme/Administrative Assistant

Contact: +1 514 954 8219, ext. 5435

Email: [jsepetavec@icao.int](mailto:jsepetavec@icao.int)

### **KCAA Focal Point**

Name: Mr. Francis Mwangi

Title: Senior Planning Officer/Senior Statistician, KCAA

Contact: + 254 (0)20 827 806/+254724235395

Email: [fmwangi@kcaa.or.ke](mailto:fmwangi@kcaa.or.ke)

### **Venue and Hotel (English Point Marina)**

Name: Ms. Doris Mwende Kioko

Title: Sales Account Manager Contact: +254716579277

Email: [sales4@englishpointmarina.com](mailto:sales4@englishpointmarina.com)

(copy: Ms. Risper Karanja +254730930119, email: [sales6@englishpointmarina.com](mailto:sales6@englishpointmarina.com))

## 3. Registration

3.1 Registration of participants and collection of the name tags will take place on Wednesday, 12 December 2018 from 0900 to 0930 hours at the English Point Marina Hotel (the venue of the Seminar).

## **4. Language & Communication**

4.1 The meeting will be conducted in English with simultaneous interpretation in French.

4.2 English and Swahili are the official languages in Kenya.

4.3 Worldwide direct connections are available, 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) main cellular phone (mobile) operators in Kenya: Airtel, Faiba, Orange and Safaricom.

## **5. Lunch and Coffee**

5.1 Lunch and coffee breaks will be provided to the Seminar participants.

## **6. Electricity**

6.1 Kenya uses the British system standard three pin sockets. Domestic power voltage is 240volts. Participants are encouraged ensure compatibility with their gadgets or to have international power adopters.

## **7. Programme**

7.1 The event program can be accessed at:  
<https://box.icao.int/link/LiFsoYQeiGfoNr4cyrYbxj>

## **8. Documentation**

8.1 Kindly note that this is a paperless meeting; no documentation in hard copy will be available. Participants are requested to bring their laptops with Microsoft Office, for practical exercises scheduled during the seminar.



## 9. Accommodations

9.1 Participants are encouraged to stay at the English Point Marina Hotel (venue of the meeting), which has given the following special rates:

SINGLE ROOM	DOUBLE ROOM	SUITE
USD140	USD190	USD230

9.2 Participants are requested to make their own hotel reservations and indicate that they are attending the “ICAO-EU Assistance Project Fourth Capacity Building Seminar” in order to take advantage of the special accommodation rates.

9.3 To ensure the special rate offered to the participants staying at the English Point Marina and to avoid delays, the reservations should be forwarded to Ms. Doris Mwendu Kioko, Sales Account Manager (+254716579277, [sales4@englishpointmarina.com](mailto:sales4@englishpointmarina.com)) and copied to Ms. Risper Karanja (+254730930119, [sales6@englishpointmarina.com](mailto:sales6@englishpointmarina.com)).

9.4 A list of other recommended hotels is also attached at the end of this bulletin. Participants staying at a different hotel than the English Point Marina, are to make their own hotel reservations and to arrange their own transportation to the meeting venue.

## 10. Weather

10.1 Mombasa is located in a tropical zone close to the equator, causing its weather to vary very little over the course of the year. In December the mean minimum/maximum temperatures are between 22°C and 29°C.

10.2 Mombasa local time is GMT+3.

## 11. Visa Requirements for Kenya

11.1 Participants are advised to ascertain with the respective Embassies whether or not they are exempt from the Kenyan entry visa requirement.

11.2 Kenya visas may be applied for on-line through <http://evisa.go.ke/evisa.html>

11.3 In applying for the visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required.

11.4 It is important to apply for visas well in advance.

## **12. Airport Arrival and Transfers**

12.1 Transfers with English Point Hotel Saloon Cars:  
From the Airport, 24 hour transfers will be available to the English Point Hotel if reserved in advance. Participants need to request for transfers directly to the Hotel as they reserve their accommodation and provide their flight details. The cost is USD 25 per trip.

12.2 Transfer with English Point Hotel Buses:  
Hotel Buses will be available at the airport for group arrivals if reserved in advance and subject to the current schedule. Participants need to request for transfers directly to the Hotel as they reserve their accommodation and provide their flight details.

12.3 Taxis are available from the Moi International Airport (MIA) and the fare to the city is normally between Kshs.2000 to 2500. 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.

## **13. Health**

13.1 It is strongly recommended that participants should 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.

13.2 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.

13.3 Presentation of a valid yellow fever certificate at the point of entry 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, including 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.



13.3 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 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/>

## 14. Banks

14.1 The basic unit of currency is the Kenyan shilling (Kshs.), 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.

14.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.

14.3 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 noon 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 an extra fee and/or less favourable rates.

## 15. Alternative hotels (provided by KCAA)

No.	Hotel	Rates	Address	Contacts	Distance from venue
1	Creekside Hotel	USD160	Silos Road, Mombasa	+254 702 500900 <a href="mailto:reservations@citybluehotels.com">reservations@citybluehotels.com</a>	3.1 Km
2	Voyager Beach Resort	USD170	Mt Kenya road, Mombasa	+254 20 4446651 <a href="mailto:sales@heritagehotels.co.ke">sales@heritagehotels.co.ke</a>	6.1 Km
3	The Reef Hotel	USD100	Mt Kenya road, Mombasa	+254 736 474005 <a href="mailto:reservations@reefhotelkenya.com">reservations@reefhotelkenya.com</a>	6.9 Km



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