



INFORMATION NOTE

1. VENUE

The Establishment and Management of a State's Safety Oversight System Workshop will be at the East African School of Aviation (EASA), Nairobi, Kenya, 27 to 31 July 2009. EASA is located at about 7 minutes drive from Jomo Kenyatta International Airport, off the Airport North Road.

East African School of Aviation (EASA)

Tel: +254 20 823 602/7

Fax: +254 20 823 699

E-mail address: info@easa.ac.ke

2. ORGANIZERS

East African School of Aviation (EASA and ICAO AFI Comprehensive Implementation Programme (ACIP)

James Nderitu
East African School of Aviation (EASA)
P.O. Box 30689 – 00100
Nairobi, Kenya
Tel: +254 722395200
E-mail: jwnderitu@easa.ac.ke

AFI Comprehensive Implementation Programme
International Civil Aviation Organization (ICAO)
P.O. Box 46294 – 00100 GPO
Nairobi, Kenya
Tel: +254 20 7622368/69/79
Fax: +254 20 7623028
E-mail: icaoacip@icao.unon.org

3. REGISTRATION

The participants are requested to pre-register by filling the attached registration form and sending by fax or email to the organizers. Based on the duly completed pre-registration forms received by the organizers, name badges will be issued on site. Participants will be required to reconfirm their registration at the registration desk of the meeting on 26 July 2009 (14:00 – 18:00) and between 08:00 and 09:00 am, during the first day of the seminar/workshop.

For participants who have access to the internet, registration form can be found on the ACIP website: <http://www2.icao.int/en/acip>

4. OPENING SESSION

The official opening of the Establishment and Management of a State's Safety Oversight System Workshop will take place on 27 July at 09.00 a.m. The formal workshop/seminar will be held daily from 08.30 a.m.

5. WORKING LANGUAGE

The workshop will be carried in English.

6. HOTEL INFORMATION

Participants are requested to make their own hotel reservations. A list of recommended hotels is attached. Alternative accommodation is also available at the EASA Hostels. The room tariff/rates is US\$30 full board per day per person (Not self Contained). You need to make earlier arrangements to reserve the room through info@easa.ac.ke.

7. TRANSPORTATION

- 7.1 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)

- 7.2 Transport to and from EASA will be provided to all participants. The bus will depart from 680 Hotel at 06.45 hours. All participants residing in other hotels will be expected to proceed to 680 Hotel before this time. However it will stop over at the Panari Hotel bus stage 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.

8. VISA

- 9.1 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 Kenyan visa requirements at our respective embassies.
- 9.2 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.

9. HEALTH

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

- 10.2 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\$.

10. WEATHER AND LOCAL TIME INFORMATION

Cool dry season – mid June to early October

As the southeast monsoon sets in the rains give way to the driest season. Low-level moisture however ensures there is a lot of cloud and often, in Nairobi, the sun may not be seen for days. In contrast the nights are clear. Nairobi's mean maximum temperature is reduced to 21°C and minimum to 10°C.

11. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

- 11.1 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, 20 shillings and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.
- 11.2 Kenya shilling exchange rates are determined by the inter bank trade which varies daily. The dollar rates fluctuate from Ksh.70 to 80.
- 11.3 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.
- 11.4 Commercial banks and Forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 3.00 pm from Monday to Friday and between 9.00 am to 11.00 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.

12. HOURS OF BUSINESS

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

13. ELECTRICAL SUPPLY

Local voltage is 220/240 V 50 Hz

14. 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 3 mobile operators: Orange, Safaricom and Zain.