



Republic of Kenya



United Nations
Economic Commission for Africa

13

20th Meeting of the Intergovernmental Committee of Experts (ICE)

Nairobi, Kenya

8-11 February 2016

INFORMATION NOTE FOR INTERNATIONAL PARTICIPANTS OF THE 20th MEETING OF THE INTERGOVERNMENTAL COMMITTEE OF EXPERTS (ICE)

Nairobi, Kenya, 8-11 February 2016

Information Note for International Participants of the 20th Meeting of the Intergovernmental Committee of Experts (ICE)

The Republic of Kenya and the UN Economic Commission for Africa (ECA) wish to extend their welcome to all participants to the twentieth Meeting of the Intergovernmental Committee of Experts (ICE), scheduled to take place in Nairobi, Kenya, 8-11 February 2016.

The conference will be held under the theme: ***Institutions, Decentralization and Structural Transformation in Eastern Africa***

Please read the following information carefully, as it will help you to plan your travel to Nairobi.

1. Meeting Venue

The venue for the conference is Safari Park Hotel
P.O. Box 45038 - 00100 Nairobi, Kenya
Tel: (254-20) 3633000, 0722205683, 0733333713
Sales Contact: +254-20 3633137 / 3633220 / 3633000
Fax: (254-20) 3633919, 8561584
<http://www.safaripark-hotel.com>

2. Arrival Date

Participants are expected encouraged to arrive in Nairobi in the afternoon of Sunday 7 February 2016 and depart on Thursday 12 February 2016.

3. Immigration Requirements

It is the delegate's own responsibility to obtain a visa for Kenya. The information provided herein acts only as guidance.

- A valid passport, not expiring for at least six months from date of travel is required for entry into Kenya.
- A valid entry visa is also required for most countries and may be obtained in advance from the Kenyan Embassy/High Commission in your country of residence.
- Participants requesting visas upon arrival should carry with them their personal official letter of invitation for the event, so that they can show it to the immigration authorities at JKIA.
- Nationals of the following countries require special advance visa clearance by the Kenyan authorities (as of May 2014): Afghanistan, Armenia, Azerbaijan, Cameroon, Democratic People's Republic of Korea, Eritrea, Iraq, Jordan, Kosovo, Lebanon, Mali, Palestine, Senegal, Somalia, Syria, Tajikistan and Stateless persons also require advance clearance.
- Please note that: visas are not required by citizens of Bahamas, Barbados, Belize, Botswana, Brunei- Darussalam, Burundi, Cyprus, Dominica, Fiji, Gambia, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Malaysia (for less than 30 days stay), Maldives, Mauritius, Namibia, Nauru, Papua New Guinea, Rwanda, Samoa, San Marino, Seychelles, Sierra Leone, Singapore, South Africa (for less than 30 days stay), Solomon Islands, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Trinidad, Tonga, Tuvalu, Uganda, United Republic of Tanzania, Vanuatu, Zambia or Zimbabwe.

For more information regarding visas please visit the Kenya Immigration website:
www.immigration.go.ke

4. Arrival at the Airport

Jomo Kenyatta International Airport in Nairobi is located in the Embakasi suburb, 15 kilometers from Nairobi's central business district.

Airport shuttles will be provided to delegates between JKIA and the Safari Park Hotel on arrival and departure dates. However, transport will not be provided during lunch breaks or during the conference.

Information on changes of your date and time of arrival in Nairobi with flight details should be clearly sent as soon as possible to:

Mr. Dereje Bune; Administrative & Finance Officer; Sub-Regional Office for Eastern Africa, ECA;

Email: dbune@uneca.org

And

Kezy Mukiri; Managing Director- Zuri Events Limited; E-mail :kezy@zurievents.com

5. Hotel Reservations

ECA/ SRO-EA has made block bookings and will cover the cost of hotel rooms for all sponsored participants at the Safari Park Hotel.

The duration of accommodations for sponsored participants will depend on the authorized itinerary of the ticket issued to you by ECA/ SRO-EA. Participants who will want to arrive earlier and/or stay at the Hotel longer than their authorized itinerary will personally settle the hotel expenses for the extra days. ECA/SRO-EA will not pay for the stay that exceeds the days of the authorized ticket.

All self-sponsored participants must contact the hotel directly to arrange, confirm and guarantee their bookings at the Safari Park Hotel, they might contact:

Mr. Samson Mwangangi

Sales and Marketing Executive

Email: smwangangi@safariparkhotel.co.ke

Tel : +254 720 447211 | Fax : (+254-020)8561584

All non-sponsored participants are kindly requested to note that ECA will not be in a position to provide hotel accommodation to those who fail to arrange their hotel accommodation directly with the hotels in Nairobi.

All sponsored participants will be responsible for additional costs – i.e. telephone, room service, mini-bar, laundry, other meals (dinner) – and must pay for these directly to the Hotel. Lunch will be served for meeting participants.

6. Registration

Participants will be registered and obtain identification badges on Sunday 7 February prior to the start of the Conference. For security reasons, identification badges should be worn by all participants at all times during the Conference as well as during official social functions.

Kindly bring along your invitation letter and personal identification for registration purposes.

7. Daily Subsistence Allowance (DSA)

In order to facilitate DSA/Perdiem payment, sponsored participants are required to bring their original passports as they will be requested to show them before collecting their DSA/ Perdiem.

8. Documents and Languages

Participants will be issued with copies of the 20th ICE documents at the time of registration. Documents can also be downloaded from www.uneca.org/ea-ice20. Participants are advised to consult the Secretariat on any matters pertaining to the issuance or distribution of documents.

The working languages in the meeting are English and French, with simultaneous translation.

9. Health and Health Care Requirements

Participants should be in possession of a valid health certificate for yellow fever. Vaccination requirements change from time to time. We suggest you consult your local doctor or health department for information on the latest health precautions.

Also, if you are on prescription medication, please ensure you have an adequate supply to last the duration of your stay and a copy of your prescription(s).

10. Security and safety of participants

The United Nations and the Government of Kenya are working closely together to ensure that all precautionary measures are taken for delegates' safety and security. However, participants are personally responsible for their movements.

For your own safety and security, kindly follow the below listed tips:

- Minimize your exposure in crowded areas, especially public places;
- If walking on foot on streets, avoid carrying large sums of money and valuables that could attract attention or that are not required for immediate use;
- Be cautious while making phone calls while walking on the street;
- Be observant of your surroundings;
- Pay closer attention when approaching the gates to the hotel, shopping centres and places of entertainment. Always take evasive action when you reasonably suspect that you are being followed by suspected criminals; whether in a vehicle, motorcycle or on foot;
- Keep car windows and doors locked at all times; if travelling on-board a hired vehicle (taxi), request the driver to do so;
- Be wary of people loitering outside hotels;

- Ignore street children and people coming up to you in the streets with hard-luck tales. They may be pickpockets or part of an elaborate scam. The best thing to do is just to walk on and ignore them;
- When using your credit cards, apply same precautions you would exercise anywhere in the world;
- Do not accept food and drinks from strangers;
- When you are in your hotel, please follow this safety advice: Upon entering or leaving your room, make it a habit to lock the door;
- Before leaving, inspect your room to make sure that no money, jewelry, cameras, etc. are visible;
- Deposit valuables or portable items at the reception desk and obtain a receipt;
- When confronted by assailants and in order to reduce the likelihood of assailants using violence, DO NOT RESIST; comply with all demands and hand over any valuables.

Participants are encouraged to use reputable taxi companies. Recommended taxi companies are listed below. Or use of hotel provided vehicles.

- Pewin Cabs, Tel: 0727-776 761
- Jatco Taxis, Tel: 0725-280 000
- Jim Cab Services, Tel: 0735-555 559
- Apollo Tours Ltd, Tel: 0723-794 249
- Amicabre Travels Ltd, Tel: 0710-760 055

Kindly note the unpredictability of Nairobi traffic. While there is only 20km from the airport to the Safari Park Hotel, the trip can take between 30 and 120 minutes depending on the time of day. City rush hours are 07:00 – 09:00hrs and 16:00 – 18:00hrs

11. Emergency numbers

- UNDSS Security Control Room: +254 (20) 7626666
- Kenyan Police +254 999 or +254 (20) 2724201
- Diplomatic Police +254 (0) 726283030 or +254 (0) 735356506
- Nairobi Hospital +254 (20) 2845000
- Aga Khan Hospital +254 (20) 3662000
- St. John Ambulance Service +254 (20) 2210000/2241000
- Safari Park Hotel Security Manager +254 (0) 722649530

12. Money and Banking

The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rate is approximately:

1 US Dollar = KES 102.3

Foreign currency can be changed at JKIA, banks, foreign currency Exchange Bureaus or hotels. Banks in major centers are usually open from 09:00 to 15:00hrs Monday to Friday and from 09:00 to 12:00hrs on Saturdays.

International credit cards are accepted by most Hotels and shops. Credit card fraud occurs in Kenya as in most other parts of the world. The usual precautions should be taken.

Note: Participants are informed that old foreign currency notes, US dollar notes prior to 2006 and small denominations, such as below US\$50, may obtain a considerably lower exchange rate.

13. Language

The official languages of the Republic of Kenya are English and Swahili.

14. Communications and Electricity Supply

Services like Internet, telephone, postal and fax are available at the meeting venue. For electricity, Kenya uses 240 Volts. Kindly note that Kenya uses the 13A 3 pin wall switch socket outlet.



If your appliance's plug doesn't match the shape of these sockets, you will need a travel plug adapter in order to plug in. Travel plug adapters simply change the shape of your appliance's plug to match whatever type of socket you need to plug into.

15. Time

The local time in Nairobi is GMT + 0300 hours.
