



Republic of Kenya



United Nations  
Economic Commission for Africa

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UNITED NATIONS  
ECONOMIC COMMISSION FOR AFRICA

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SUB-REGIONAL OFFICE FOR EASTERN AFRICA

**INFORMATION NOTE FOR INTERNATIONAL PARTICIPANTS OF THE 20<sup>th</sup>  
MEETING OF THE INTERGOVERNMENTAL COMMITTEE OF EXPERTS (ICE)**

***Nairobi, Kenya***

***08-11 February 2016***

## Information Note for International Participants of the 20<sup>h</sup> 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 encouraged to arrive in Nairobi by the evening of Sunday 7 February 2015 and depart after the official closure of the meeting.

### 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 arrival 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.
- For participants who are not able to process their visas in advance, ECA will make a request for them to be given visas upon arrival at Jomo Kenyatta International Airport (JKIA).

- In order to assist participants in obtaining visas upon arrival, the secretariat needs to receive the following particulars at least 15 working days before arrival at JKIA:
  - **First name and second name;**
  - **Nationality;**
  - **Flight details (arrival and departure);**
  - **Passport number and**
  - **Copy of the passport**
- 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. The fee is USD 50.
- 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](http://www.immigration.go.ke)

#### **4. Arrival at the Airport**

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

Transport will be provided to delegates from JKIA to the hotel. 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](mailto:dbune@uneca.org)**

And

**Kezy Mukiri; Managing Director- Zuri Events Limited; E-mail : [kezy@zurievents.com](mailto: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 be dependent on the authorized itinerary of the ticket issued to you by ECA/ SRO-EA. For participants who will want to arrive earlier and/or stay at the Hotel longer than their authorized itinerary, they 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](mailto: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 of them 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.

## **6. Registration**

Participants will be required to register and obtain identification badges 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, participants are required to bring their original passports, advance copies of passports shall be sent to Ms. Angelique Ntagengerwa by email: [ANtagengerwa@uneca.org](mailto:ANtagengerwa@uneca.org). All sponsored participants will also be requested to show their original passports before collecting the DSA/ Perdiem.

### **8. Documents and Languages**

Participants will be issued with copies of the 20<sup>th</sup> ICE documents at the time of registration. Documents can also be downloaded from [www.uneca.org/ea-ice20](http://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.

In addition, caution is advised against the risks of malaria in the country. Avoid as much as possible meetings in open places and carry with you some antimalarial prevention drugs

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 Kenyan Authorities are working closely together to ensure that all precautionary measures are taken for delegate's safety and security. However, participants are personally responsible for their movements.

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

- Avoid crowded areas such as malls
- When walking, keep to the main roads and avoid shortcuts down back alleys and the like. However, where possible, take a taxi rather than walking
- Never walk at night in the city center even for a short distance – always take a taxi
- 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

- Do not carry large sums of money. Avoid carrying credit cards, wearing expensive jewelry, watches or the like when walking in the street
- Do not accept food and drinks from strangers; visitors have been known to be drugged and then robbed
- 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.
- Should you observe anything suspicious or out of the ordinary, please contact the Security and Safety Service.

In case visitors want to use reputable taxi companies. Recommended taxi companies are listed below.

- Hilltop +254 (20) 272 3218
- Jatco +254 (20) 444 8162/444 6096
- Jimcab +254 (20) 712 2565/712 0344
- Kenatco +254 (20) 230771/2 or 3166117

**Kindly note the unpredictability of Nairobi traffic. While there is only 25 km from the airport to the UN compound, the trip can take between 45 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

- UN Office in Nairobi: +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

## 12. Money and Banking

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

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 open from 09:00 to 15:00hrs Monday to Friday and from 09:00 to 12:00hrs on the first and last Saturday of each month.

ATMs accepting Visa and MasterCard in local currency are available at Carlton HOTEL and in the city center.

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.

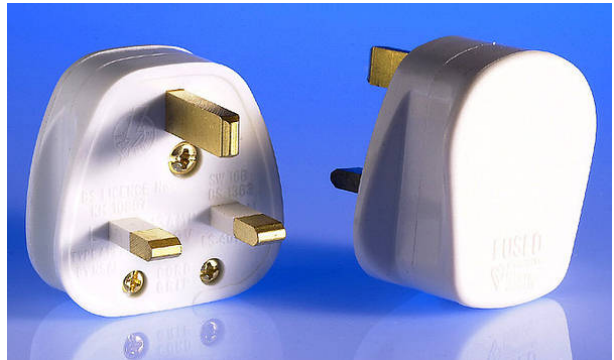
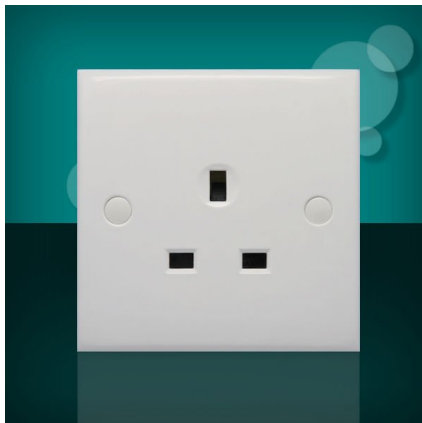
**Note:** Participants are informed that old foreign currency notes, US dollar notes prior to 2006 and small denominations, such as below US\$50, obtain a considerably lower exchange rate.

### 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 the 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.