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## INFORMATION BULLETIN

### 1. Site and Date of the Meeting

1.1 The second forum on Regional Safety Oversight Organizations (RSOOs) will be held from **10 October to 12 October 2023** at the Emara Ole-Sereni Hotel, Nairobi, Kenya.

### 1.2 Hotel contacts:

*Address:* Emara Ole-Sereni Hotel

*Street/Road:* Off Mombasa Road, Nairobi

*Email:* [enquiries@ole-serenihotel.com](mailto:enquiries@ole-serenihotel.com)

*Website:* [www.ole-sereni.com](http://www.ole-sereni.com)

### 2. KCAA Contact person:

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

Name: Ms. Loise Mwangi-Njoroge

Email: [loisemwangi@kaa.or.ke](mailto:loisemwangi@kaa.or.ke)

### 3. ESAF Focal Point Contact

Name: Ms. Catherine Nyagah

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

#### **4. Registration**

- 4.1 Registration of participants will take place on Tuesday, 10 October 2023 from 08:00am to 09:00am at Emara Ole-Sereni Hotel.

#### **5. Opening Session**

- 5.1 The opening of the meeting will take place on Tuesday, 10 October 2023 at 09:00am.

#### **6. Working Language**

- 6.1 The meeting will be conducted in the English and French languages. Translation and interpretation facilities will be available. Participants are required to bring their own portable computers/laptops for access.

#### **7. Transport**

##### **7.1 *From the Airport***

Taxis are available from Jomo Kenyatta International Airport (JKIA). There are no standard rates, and 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.

Taxi hailing apps e.g UBER can be utilized for transportation around the city.

##### **7.2 *Transport arrangement to the Meeting venue***

Transportation will be provided for those not residing at the meeting venue from the designated hotels only. Please see the list of hotels below and provide details of your reserved hotel to facilitate planning using the link <https://forms.office.com/r/yXXdUUXYhk>

*\*\*\* Anyone staying at any other hotels will need to make their own arrangements for travel to and from the conference hotel.*

#### **8. Hotel Information**

- 8.1 Participants are to make their own hotel reservations and indicate that they are attending the RSOO meeting to take advantage of the special accommodation rates. The list of designated hotels for this meeting is attached at the end of this bulletin.

#### **9. Entry Visa**

- 9.1 Participants are advised to ascertain as to whether or not they are exempt from the Kenya entry visa requirements through the link <https://evisa.go.ke/eligibility>

- 9.2 Kenya visas may be applied online via the link; <http://evisa.go.ke/evisa.html>. The steps to follow include:

- a) Create an account as 'Visitor'.
- b) Once verified go to Directorate of Immigration.
- c) Complete the e-Visa Application.
- d) Select Single Entry visa type
- e) Upload documents such as Letter of invitation to the meeting, passport copy.
- f) Once approved print out the e-Visa approval.

g) There is a US\$50 processing fee.

**9.3** *It is important to apply for visas in advance and at least two weeks before the start of meeting to avoid delays and inconveniences.*

## **10. Health**

10.1 It is strongly recommended for participants to 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.

10.2 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.*

10.3 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 <https://www.who.int> for information on Kenya.

10.4 All travelers arriving in the country through any point of entry shall no longer be required to show proof of either COVID-19 vaccination or pre-departure COVID-19 test. Only travelers arriving at any port of entry into Kenya with flu-like symptoms will be required to fill out the passenger locator form on the 'jitenge' platform: [https://ears.health.go.ke/airline\\_registration/](https://ears.health.go.ke/airline_registration/) they will also be required to take a COVID-19 antigen test upon arrival at their own cost. Those who turn out positive for antigen tests will be required to take a further COVID-19 PCR test at their own cost. Those with severe symptoms shall thereafter be allowed to isolate as per the prevailing isolation requirements for mild, moderate, and severe disease. Passengers traveling out of the country will be required to abide by the particular travel, health, and COVID-19-related requirements of the transit and destination country.

## **12 Weather**

12.1 While Nairobi is very close to the Equator (about 1.3° S), it is located at a relatively high elevation of about 5000 feet (1524m) above mean sea level. In October, the mean minimum/maximum temperatures are 15°C and high up to 26°C.

## **13 Local Currency and Foreign Exchange Rates**

13.1 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.

- 13.2 The Kenya shilling exchange rates are determined by the interbank trade which varies daily. Participants may wish to obtain current information from the internet.
- 13.3 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. On arrival at Jomo Kenyatta International Airport (JKIA), forex services are available within customs hall, from 7.00 am to midnight.

#### **14 Electricity**

- 14.1 Kenya uses the British system's standard three-pin sockets. The domestic power voltage is 240 volts. Participants are encouraged to ensure compatibility with their gadgets or to have international power adapters.

#### **15 Security**

- 15.1 Participants are advised to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception or use of UBER to visit shopping complexes, to go sightseeing or to travel for any other purpose.

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**2<sup>nd</sup> RSOO Forum Meeting 10 - 12**  
**October 2023**

No.	Hôtel	Room Rates	Website	emails	Location	Distance
1.	EMARA OLE-SERENI HOTEL	\$170	<a href="http://www.ole-sereni.com">www.ole-sereni.com</a>	Contact Person: Milkah Kimani  <a href="mailto:mkimani@ole-serenihotel.com">mkimani@ole-serenihotel.com</a> <a href="mailto:reservations@ole-serenihotel.com">reservations@ole-serenihotel.com</a>	Tel: 254 732 191 000	MEETING VENUE
2.	254 OLE-SERENI	\$120				
3.	BOMA INN NAIROBI	\$ 80	<a href="http://www.theboma.co.ke/inn-nairobi/">www.theboma.co.ke/inn-nairobi/</a>	Contact Person: Dinah Wayua <a href="mailto:dinah.wayua@theboma.co.ke">dinah.wayua@theboma.co.ke</a>	Red Cross Road, South C Tel: 254 719 050 000 / 254 719 05064	2.3 Km Drive: 9 min
4.	THE BOMA HOTEL	\$100	<a href="http://www.theboma.co.ke">www.theboma.co.ke</a>	Contact Person: Sadiq Tosh  <a href="mailto:sadiki.tosh@theboma.co.ke">Email: sadiki.tosh@theboma.co.ke</a>	Red Cross Road, South C Tel:254 723 495817	2.3 Km Drive: 9 min
5.	EKA HOTEL	\$150	<a href="http://www.ekahotel.com">www.ekahotel.com</a>	<a href="mailto:reservations@ekahotel.com">reservations@ekahotel.com</a>	Mombasa Road, Nairobi Tel: 254 719 045000	900 m Drive: 4 min
6.	SENTRIM 680 HOTEL	\$85	<a href="http://www.sentrimhotels.net">www.sentrimhotels.net</a>	Contact Person: Wairimu Karanja  <a href="mailto:reservations680@sentrim-hotels.com">reservations680@sentrim-hotels.com</a>	Muindi Mbingu Street, Off Kenyatta Avenue, City Centre Tel: 254 714 589 290	6.8 Km Drive:12min
7.	THE CLARION HOTEL	\$65	<a href="http://www.theclarionhotel.co.ke">www.theclarionhotel.co.ke</a>	<a href="mailto:reservations@theclarionhotel.co.ke">reservations@theclarionhotel.co.ke</a> <a href="mailto:sales@theclarionhotel.co.ke">sales@theclarionhotel.co.ke</a>	Moi Avenue City Centre Tel: 254 721 485 024 / 254 735 485 024	7.8 Km Drive:15min

8.	SAROVA –THE STANLEY	\$170	<a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	Contact Person: Hannah Nderi <a href="mailto:hannah.nderi@sarovahotels.com">hannah.nderi@sarovahotels.com</a> , <a href="mailto:sarovastanley@sarovahotel.com">sarovastanley@sarovahotel.com</a>	Junction of Kenyatta Avenue & Kimathi Street, City Centre Tel: 254 722 319 005	7 Km Drive: 15min
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