



Kenya
Meteorological
Department



WORLD
METEOROLOGICAL
ORGANIZATION



Department
for International
Development

HIGHWAY SCIENTIFIC AND TECHNICAL WORKSHOP AND REGIONAL STAKEHOLDER AND STEERING COMMITTEE MEETING

INFORMATION FOR PARTICIPANTS

Welcome Note

The Local Organizing Committee of the **HIGHWAY SCIENTIFIC AND TECHNICAL WORKSHOP AND REGIONAL STAKEHOLDER AND STEERING COMMITTEE MEETING** welcomes you to Nairobi, Kenya. The LOC has compiled the following information that will make your stay in Nairobi more comfortable and enjoyable.

1.0 DATE AND VENUE

The Workshop will be held from **26 February to 2 March 2018** at Nairobi Safari Club Hotel Lillian Towers, Nairobi, Kenya. The Hotel is located within the Central Business District of Nairobi 8km from Jomo Kenyatta International Airport (JKIA).

2.0 MEALS

There will be a morning and afternoon coffee/tea break and lunch provided during the meeting for all the participants.

3.0 IMMIGRATION REQUIREMENTS

The Government of Kenya has issued new regulations for Entry Visa into Kenya.

Visa application **MUST** be done online through the Kenya Immigration website. We encourage each participant to visit the website <http://www.immigration.go.ke> for more information.

Entry visas can also be obtained from the Kenya Diplomatic Missions or Consulates in the participants' countries. It is advisable to obtain your visa from the Kenyan Embassy/High Commission in your country prior to departure. For some specific countries visas may be granted on arrival.

A single Entry Visa processing time is two (2) business days, is valid for three (3) months and costs **50 USD. Make sure you have some United States Dollars for this transaction.**

Entry Requirements (on arrival)

1. Passport valid for at least six months
2. E-visa print out from www.ecitizen.go.ke
3. Travel itinerary
4. Supporting letter e.g. invitation letter
5. Yellow fever certificate (if necessary)

4.0 HEALTH REQUIREMENTS

No inoculations or vaccinations are required unless one is coming from or passing through contaminated areas. ***Travellers should enquire with the relevant embassies or health ministry's about any requirements conditioning entry at their destination, and prepare accordingly.*** Allow additional time during arrival and departure to pass through enhanced medical screening. Do not travel if you are sick. Persons with fever or other Ebola-like symptoms may be taken to designated centres or have entry/exit denied. Yellow fever certificates are required for visitors coming from Bolivia, Brazil, Colombia, Peru, Angola, Burkina Faso, the Gambia, Ghana, Guinea, Mauritania, Mali, Nigeria, Sudan and Democratic Republic of Congo (DRC). Those without the yellow fever certificate are subject to quarantine.

The following are recommended:

- Vaccination against typhoid and paratyphoid fever for all visitors to Kenya.
- Malaria prophylaxis.

5.0 MEDICAL /HEALTH INSURANCE

KMD will not be responsible for any medical expenses which may be incurred during this workshop. Foreign participants are, therefore, advised to obtain international medical cover, for themselves, valid for the duration of their stay in Nairobi.

6.0 ARRIVAL AND TRANSPORT ARRANGEMENTS

Transport from and to Jomo Kenyatta International Airport (JKIA) in Nairobi will be at the participants own cost. **The taxi charges range between USD30 – 40 (one way).**

7.0 MONEY

The currency used in Kenya is the Kenya shilling (Ksh). The approximate conversion rates in February 2018 (***subject to change with time***) with some of the international currencies are as follows:

- 1 US \$ KShs. 102.3572
- 1 \$ (Sterling Pound) KShs. 144.6625
- 1 Euro KShs. 127.6119

Most banks in Kenya have Bureaux de Change services. Banking hours are generally from 9:00 a.m. to 4:00 p.m. There are also many Forex Bureaux, which operate up to 5:00 p.m.

It is advisable that the participants carry a few United States Dollars to cater for any unforeseen incidental expenses.

8.0 CREDIT CARDS

Credit cards are widely accepted at most hotels and shopping malls. The most popular ones are the Visa and Master Cards.

9.0 ELECTRICITY

The electric current in Kenya is 240V, 50Hz, and the plug below is usually used. If your appliances' plug has a different shape, you may need an adapter.



10.0 ACCOMMODATION

All participants are advised to make their own accommodation bookings. The local organizing committee has sources several affordable hotels close to the meeting venue from which you may choose to stay in.

The costs and contact information for single rooms on bed and breakfast rate at the following hotels:

HOTEL	COST (USD)	CONTACT PERSON	TELEPHONE/ EMAIL
Nairobi Safari Club (Lillian Towers)	100	Florence Marangu	+254-20-2251333, +254-733715987 florencemarangu@nairobisafariclub.com

HOTEL	COST (USD)	CONTACT PERSON	TELEPHONE/ EMAIL
Laico Regency	155	Rachael Rubia	+254-20-2887000, +254-722791319 Rachael.rubia@outlook.com
Hotel Intercontinental	130	Faith Mbaya	+254-20-3200000, +254-725648414 faith.mbaya@ihg.com
Kenya Comfort Hotel	45	Illa Kaveke	+254-722608866 comfort@kenyaweb.com
Parkside Hotel	35	Margaret Mwangi	+254-710420859 info@africanspicesafaris.com
680 Hotel (Sentrim)	80	James Egoha	+254-20-315680, +254-721482234 james@sentrim-hotel.com

11.0 NAIROBI CLIMATE IN FEBRUARY

The mean conditions in Nairobi in February are as follows:

Month	Mean Temperature °C		Mean Total Rainfall (mm)
	Monthly Maximum	Monthly Minimum	
FEBRUARY	26.2	12.8	54.4

Weather forecasts for Nairobi can be obtained at <http://www.meteo.go.ke/pws/wx/index.html>, our Facebook page: Kenya Meteorological Department and twitter handle: @KenyaMetService.

12.0 SECURITY

The organizers are not responsible for personal losses. In case you bring any valuables, large sums of money, or personal items, we recommend that you have them secured.

Nairobi is generally safe but like any other City in the world, there are some areas which may not be safe especially in the evenings. You are advised to avoid dark alleys and to walk in two or more. In the evenings, visitors are advised to take taxis that are well marked.

13.0 BAN OF PLASTIC BAGS IN KENYA

Please note that the Government of Kenya banned the use and sale of plastic paper bags within its borders. Participants are advised to avoid carrying on their person or in their luggage plastic bags. There is a cost of USD40000 for breaking this law. kenya_gazette/gazette/notice/181293

14.0 TIME ZONE

Nairobi is GMT+3 all year round.

15.0 15.0 ADDITIONAL INFORMATION

The Kenya Meteorological Department is responsible for the local arrangements of the Workshop. Should you require further information regarding the arrangements for the Workshop, please contact:

<p>Mr. Samuel Mwangi Deputy Director Kenya Meteorological Department Dagoretti Corner, Ngong Road, P.O. Box 30259 00100 GPO NAIROBI, Kenya Phone: +254 20 3876957 or 3867880 or 3873137 +254 722 805 439 Email: smgathumbi@yahoo.com, with copy to irdkmd@gmail.com</p>	<p>Mr. Mark Majodina WMO Representative WMO ESA Dagoretti Corner, Ngong Road P.O. Box 1395-00606, Nairobi Phone: +254 20 3877371 +254 795 835446 Email: mmajodina@wmo.int pamimo@wmo.int</p>
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We would like to take this opportunity to wish you all a safe journey.

We look forward to seeing you all in Nairobi, Kenya.