



UNSPN Annual Meeting

2-4 Dec 2019
The Tribe Hotel
& United Nations
Office at Nairobi
(UNON)

Advancing
Strategic Planning
in the UN Reform
Context

Information for Participants

1 Visitors to Kenya

1.1 General Information



The Republic of Kenya is located on the Eastern coast of Africa and is bisected by the Equator. It is a land of strikingly beautiful landscapes ranging from snow-capped Mount Kenya, rich farmlands in the highlands of the central region and the western flanks of the Great Rift Valley, barren deserts in the north and tropical sandy beaches on the western Indian Ocean coast and the shores of lakes Turkana and Victoria.

Kenya borders Somalia to the North East, Ethiopia and South Sudan to the North, Uganda to the West, Tanzania to the South, and the Indian Ocean to the East. Kenya's capital city is Nairobi with a population of about 4.5 million people. Other major cities include Mombasa, which is the main sea port on the Indian Ocean, and Kisumu on the Lake Victoria front. Kenya is one of the world's most popular tourist destinations and has attracted millions of tourists over the years. The country is endowed with attractive tourist sites, rich culture, striking geographical and

biological diversity and landscapes ranging from beautiful beaches, to wildlife, forest reserves and archaeological sites. Its people are hospitable and welcoming to visitors.

1.2 Time Zone

The time zone in Kenya is (GMT+3)

1.3 Jomo Kenyatta International Airport (JKIA)

The Airport is in the Embakasi suburb, 15 kilometres from Nairobi's central business district and about 28 kilometres from the The Tribe Hotel in Nairobi.

1.4 Visas

It is the participant's responsibility to obtain a visa for entry into Kenya. Information provided here only acts as guidance. A valid passport, not expiring for at least six months from the date of arrival is required for entry into the country.

A valid entry visa is also required for most countries and may be obtained in advance from the Kenyan Embassy/High Commission/Consulate in your country of residence. In the absence of either, the British Embassy will generally represent Kenya in the issuance of visas.

Please note that issuance of visas on arrival depends on the classification of your country of origin and the nationality indicated on your passport. Participants are encouraged to visit the [eVisa](#) website for more information on types of visa, eligibility and applicable fees.

1.5 Health, Medical and Travel Insurance

A yellow fever vaccination certificate is required if you are arriving in Kenya from a country with risk of yellow fever transmission. Please seek further advice from the travel agent or doctor in your home country to obtain information on vaccination requirements for visitors to Kenya. Useful information on other vaccinations recommended for visitors to Kenya can be found here: <https://www.who.int/ith/en/>.

Malaria is common throughout the year in many parts of Kenya. Nairobi is generally malaria free, but residents are still encouraged to take necessary precautions to protect themselves from infection by mosquitoes. You are advised to consult your doctor about malaria prophylaxis if travelling into Kenya and beyond Nairobi. Adequate safeguards against mosquito bites are also advised e.g. insect repellents, mosquito nets and clothing that covers both arms and legs.

Food and waterborne diseases including diarrhoea are common depending on the hygiene standards of the places you visit. Drinking water directly from taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than fruits and vegetables that you have peeled off yourself. Wash hands frequently with soap, water or sanitizers at designated spots in eateries and restaurants.

Medical costs incurred in Kenya will be directly borne by the participant. Travel Insurance is not provided by the United Nations and it is therefore strongly recommended that all participants secure travel health insurance prior to departure from their countries of origin country and arrival in Kenya.

1.6 Security

Participants are personally responsible for their movements within and outside of Nairobi. You are advised to select your accommodation from the recommended list of hotels and guest houses available [here](#). For your own safety, kindly read and follow these tips:

- When walking, keep to the main roads and avoid shortcuts down back alleys. Where possible, take a taxi rather than walking (refer to the section below with information on recommended taxi services).
- 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 to ignore them and keep walking.
- Do not carry large sums of money. Avoid carrying credit cards, wearing expensive jewellery, watches or the like when walking on the street. Wherever possible, please do not walk alone.

1.7 Weather

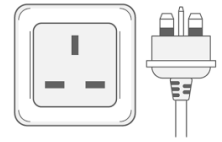
The climate outlook for the October, November and December (OND) 2019 short rains season indicates that most of the country is likely to experience enhanced rainfall. The distribution of the rainfall is expected to be generally good over most places especially during November and the peak month of December. More information on current weather conditions in Nairobi can be found [here](#).

1.8 Official Languages

The official language of the Republic of Kenya is English, whereas Swahili is the national language.

1.9 Electricity

The electrical current in Kenya is 220-240 Volts, 50 Hertz. Kindly note that Kenya uses the 13A three-pronged square wall socket outlet. You may need to bring along universal socket adapters to conveniently power your devices.



1.10 Money and Banking

The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rate between the United States Dollar (USD), Euro (€) and KES is approximately $1 \text{ USD} = \text{KES } 103.26$ and $1 \text{ €} = \text{KES } 115.18$. Please visit: <https://www.centralbank.go.ke/rates/forex-exchange-rates/> for more information on exchange rates.

Foreign currency can be exchanged at JKIA, where you can find 24-hr service banks and foreign currency exchange bureaus. Banks with ATM services in major centres across the city are open from 09:00 to 16:00hrs from Monday to Friday and from 09:00 to 12:00hrs on Saturdays. Some ATMs can dispense foreign currency in USD. There are some malls that have banks that operate on Sundays and public holidays. ATM services are however more widely available at designated booth locations in various malls, selected convenience stores and at gas/petrol stations. They have 24-hour access, and most can accommodate different debit and credit cards e.g. Mastercard, Visa etc. The following options are available near The Tribe Hotel in Nairobi for currency exchange.

- *The Village Market*: is East Africa's largest shopping, recreation and entertainment destination. **The Tribe Hotel is located within Village Market.** This mall contains several banks and forex bureaus.
- *Emerald Gardens*: is located opposite the United Nations Complex on UN Avenue. Within its Chinese Pagoda building on the first floor, you will find Forex Bureau de Change. The National Bank of Kenya also has one of its branches housed within the complex.
- *Warwick Centre*: is located opposite the United Nations petrol station on UN Avenue. The complex contains shops, banks, restaurants, offices and ATMs. In addition, Stanbic Bank has one of its branches located here.
- *Gigiri Square*: is located on UN Avenue next to Warwick Centre. The complex houses Kenya Commercial, Equity, and I&M Banks respectively.

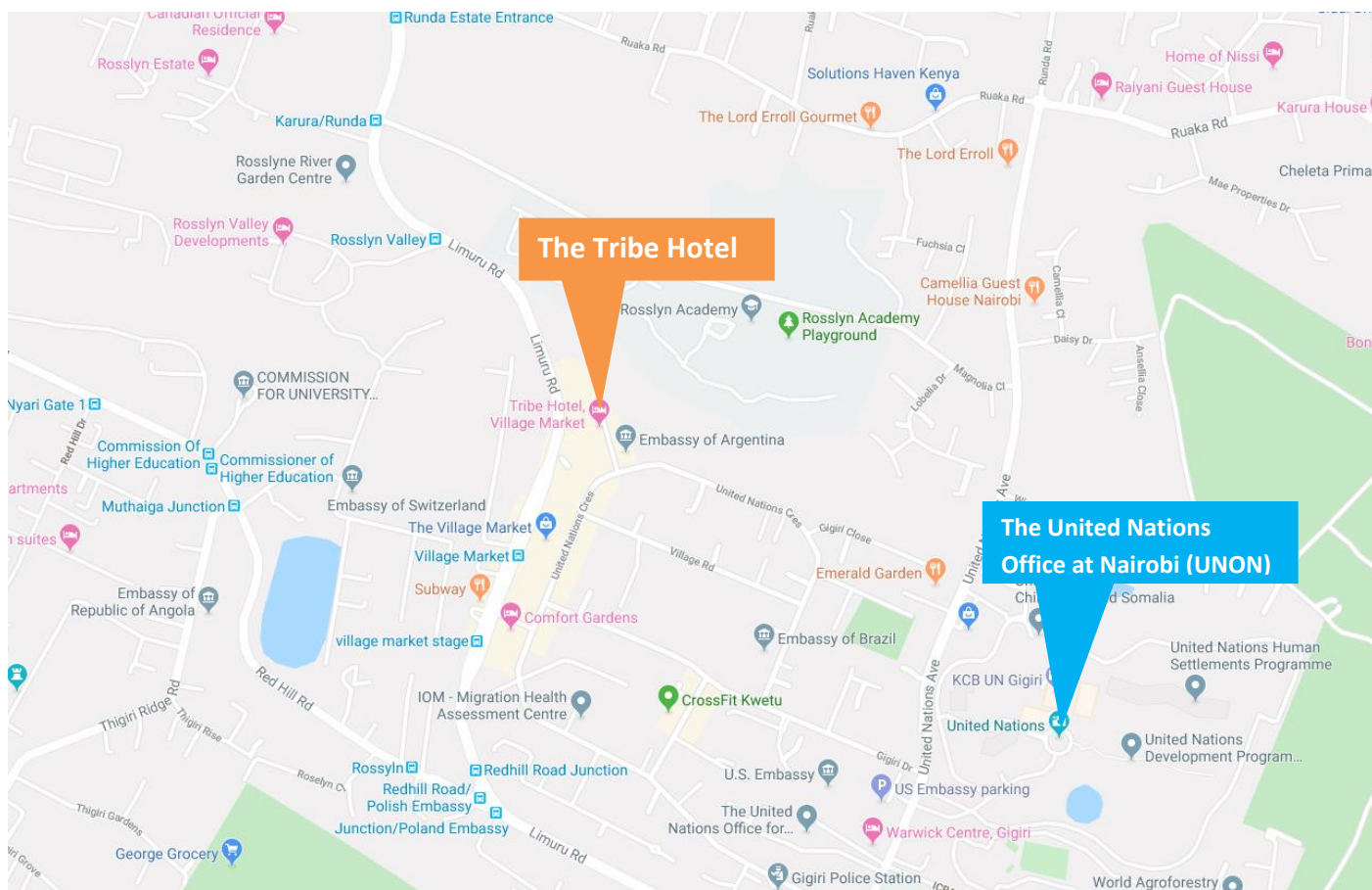
Travellers' cheques are accepted at most banks, foreign currency exchange bureaus, hotels and stores in major malls. Tipping is appreciated though most bills from hotels and restaurants include a service charge. **The Central Bank of Kenya recently launched the new currency notes across the country.** As it is required by law to adhere to all official currency within the country, please ensure that any currency that you receive looks like the one illustrated below. For more information, click [here](#).



2 Meeting Venue

On 2 & 3 December, the meeting will take place at **The Tribe Hotel** located at The Village Market which is part of the serene Gigiri neighbourhood of Nairobi. It has 135 guestrooms and suites which are exciting and soothing at the same time. With rich deep colours mixed with natural stone and wood, stainless steel and glass features that blend with rustic metal and handmade wooden furniture, the hotel has incorporated world-class amenities and new age technology that seamlessly complement local fabrics and artefacts.

Other facilities within the hotel include restaurants, bar, spa and the surrounding of a vast business centre. The hotel also has a gym, spa, heated pool and other amenities. Nairobi's central business district is a 20 minutes' drive and JKIA a 45 minutes' drive from the hotel. The hotel is a 15 minutes' walk from the United Nations Office at Nairobi (UNON). A map to the location is provided below.



Participants are requested to plan for their accommodation. Kindly note below the preferred rates and contact details if you would like to consider the Tribe Hotel and Trademark Hotel (also recommended as it is in the same vicinity).

Hotel	Website	Email	Accommodation Details
Tribe	www.tribe-hotel.com	reservations@tribehotel-kenya.com	Special rate for UN Staff USD 190 single occupancy bed and breakfast (tax inclusive)
Trademark	www.trademark-hotel.com	reservations@trademark-hotel.com	Special rate for UN Staff USD 140 single occupancy bed and breakfast (tax inclusive)

Contact person Dennis Mwangi email: sm@tribehotelsgroup.com

On 4 December, the meeting will take place at the United Nations Office at Nairobi.

3 Additional Information

3.1 Accommodation in Nairobi

Participants are required to make their own hotel reservations during their stay in Nairobi. A list of hotels and guest houses that offer UN negotiated rates and that have been cleared by the UN Department of Safety and Security (UNDSS) can be accessed [here](#).

While the final decision on where to stay rests with the participants, they are encouraged to remain vigilant on the selection of safe and appropriate accommodation. Participants should obtain adequate information on their accommodation of choice including emergency and safety measures that have been put in place.

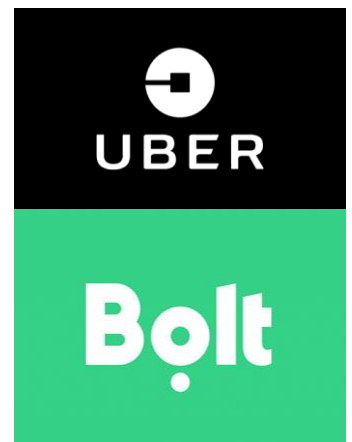
3.2 Shuttle and Taxi Services

Most hotels provide shuttle services to and from the airport. They can also provide transport from the hotel to the meeting venue upon request. Participants should get in touch with their hotel or guest house of choice in advance to obtain information on transport services offered and rates applicable.

Participants may also opt to utilize reputable taxi companies that usually require direct cash payments to be made in KES. Recommended taxi companies are listed below:

- Safari Seekers Ltd: +254782241273 / +254707969268
- Hilltop: +254 (0)20 272 3270
- Jaycab Taxis: +254 (0)20 721 0520 or +254 (0)733 750455 / (0)723 239750
- Jatco: +254 (0)20 444 8162 or +254 (0)733 701494 / (0)722 648383
- Jimcab: +254 (0)20 712 2565 or +254 (0)737 333222 / (0)722 711001
- Kenatco: +254 (0)20 250 6790 or +254 (0)705 780011 / (0)705 780016

Various international online taxi hailing services such as Uber, Bolt (formerly known as Taxify)



3.3 Emergency Numbers

- Kenyan Police: +254 999 or +254 (0)20 272 4201
- Diplomatic Police: +254 (0) 726 283030 or +254 (0) 735 356506
- Nairobi Hospital: +254 (0)20 284 5000
- Aga Khan Hospital: +254 (0)20 366 2000
- St. John Ambulance Service: +254 (0)20 221 0000 / 224 1000

3.4 Tours and Excursions

Nairobi is one of the most vibrant cities in Africa and participants can take advantage of attractions within the city or opt to travel out of town on a safari to explore Kenya's natural beauty.

4 Contact Persons

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5 UN Entity Acronyms

CTBTO	Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization
ESCWA	United Nations Economic and Social Commission for Western Asia
FAO	Food and Agriculture Organization of the United Nations
IAEA	International Atomic Energy Agency
IFAD	International Fund for Agricultural Development
IFRC	International Federation of Red Cross and Red Crescent Societies
ILO	International Labour Organization
IMO	International Maritime Organization
IOM	International Organization for Migrations
ITC	International Trade Centre
ITU	International Telecommunication Union
OCHA	Office for the Coordination of Humanitarian Affairs
OHCHR	Office of the United Nations High Commissioner for Human Rights
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCTAD	United Nations Conference on Trade and Development
UNDESA	United Nations Department of Economic and Social Affairs
UNDG	United Nations Development Group
UNDP	United Nations Development Programme
UNECA	United Nations Economic Commission for Africa
UNECE	United Nations Economic Commission for Europe
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNESCO-IIEP	UNESCO International Institute for Educational Planning
UNFCCC	United Nations Framework Convention on Climate Change
UNFPA	United Nations Population Fund
UN-Habitat	United Nations Human Settlements Programme
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research
UNODC	United Nations Office on Drugs and Crime
UNOGS	United Nations Office in Geneva
UNOOSA	United Nations Office for Outer Space Affairs
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNV	United Nations Volunteers
UN-Women	United Nations Entity for Gender Equality and the Empowerment of Women
UPU	Universal Postal Union
WBG	World Bank Group
WFP	World Food Programme
WHO	World Health Organization
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization