



Secretariat provided by the
United Nations Environment Programme (UNEP)



10th MEETING OF THE AEWA TECHNICAL COMMITTEE

12 - 16 September 2011, Naivasha, Kenya

FACT SHEET

Dear TC Members and Observers,

The Kenya Wildlife Service through the Kenya Wildlife Service Training Institute (KWSTI), is hosting the forthcoming 10th AEWA Technical Committee from 12th - 16th September 2011, at the KWSTI in Naivasha. This is an initial note on the logistic arrangements for the meeting. It contains essential information for all meeting participants. **Please read the information sheet carefully and bring the relevant information with you to the meeting.**

James G. Njogu and Jenipher Olang (Biodiversity Conventions Office, Kenya Wildlife Service) and Sergey Dereliev and Jolanta Kremer (UNEP/AEWA Secretariat) can be contacted in the case of any questions, problems or emergency. Their contacts are as follows:

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(I) THE MEETING VENUE

The meeting will take place at the Kenya Wildlife Service Institute in Naivasha located 90km from Nairobi town and approximately one and half hour drive from Nairobi. The contacts are as follows:

Principal,
Kenya Wildlife Service Training Institute,
P.O. Box 842 Naivasha, Kenya
Tel.+254-050-2020267/2020577/2021329
Fax.+254-050-2021328
E-mail: principal@kwsti.ac.ke
http://www.kws.org/about/training/kwsti_info.html

Accommodation is available in standard single rooms. All rooms have a working desk and chair. The rooms also have mosquito net. There is a TV room, a bar and a swimming pool available on the premises.

Internet through W-LAN is also available within the conference area at a rate of Kenya Shilling 120/= (USD 1.5) per one hour.

(II) KENYA VISA REQUIREMENTS

Delegates from the following countries can be issued with a visa on arrival: *Botswana, Burundi, Djibouti, Ethiopia, Madagascar, South Africa, Seychelles, Tanzania, Uganda, Zambia and Zimbabwe, UK and EU Schengen countries.*

Please have your invitation letter and the fee* with you. Please ensure that your passports are valid for at least six months. In order to save time, we also advise you to fill in the visa application form (attached) in advance and take it with you.

KWS will provide the immigration authorities with a list of delegates to avoid any problems or delays at the airport. Visas for all other countries can be obtained at any Kenyan Embassy/High Commission in your home country. KWS will provide all delegates with an official letter of invitation (accompanying this information sheet).

***The entry visa for Kenya costs 25 US\$, but this varies depending on the prevailing exchange rates with respect to local currencies. It is advisable to carry this in cash.**

(III) ON ARRIVAL

On arrival at Jomo Kenyatta International Airport you will be met by **JATCO** tours. The taxi personnel will display the AEWA TC Meeting with KWS and AEWA Logos stationed immediately outside the arrival/baggage hall.

(IV) USE OF CREDIT CARDS

Credit cards are widely and easily used in Nairobi but this service will not be available at the meeting venue. So kindly bring some cash with you for your personal use. However, you can use Visa or Mastercards to obtain cash from ATMs all over Nairobi.

(V) TRANSPORT ARRANGEMENTS TO KWSTI

The drive from Nairobi to Naivasha is about one hour thirty minutes, depending on traffic. Transfers from the airport to an overnight hotel will be organised at regular intervals depending on the arrival

schedules of delegates. On the excursion day (Planned to be Lake Nakuru National Park), travel to will be organized accordingly. Delegates will depart from KWSTI at 7am in the morning. Travel time is estimated as one hour. Please remember to bring along your binoculars and other necessary field gear as appropriate.

Please let Jenipher and Jolanta know of any special transport requirements using the contacts provided above. The meeting organizers will arrange all return trips to the airport. These arrangements will be communicated during the meeting.

(VI) OVERNIGHT IN NAIROBI

Delegates planning to spend one night in Nairobi before travel should inform Jolanta as soon as their travel itineraries are confirmed, so that reservations to be organized accordingly. The recommended hotel is close to the Kenya Wildlife Service Headquarters;

Headquarter Inn Hotel & Spa, P. O. Box 11853-00400 Langata - Nairobi, Kenya; Tel: +254 (0) 20 6003632/6002174/8084743 Mobile: +254 (0) 77 064 0071/0726 085921; e-mail: headquarters@gmail.com and the web www.headquartersinn.com

The hotel is located in Nairobi along Langata Road Opposite the Uhuru Gardens and is about 25 km from Jomo Kenyatta International Airport and 2 km from Kenya Wildlife Service Headquarters.

(VII) DRESS CODE

The dress code for this meeting is smart casual or traditional.

(VIII) CURRENCY EXCHANGE

The local currency is the Kenya Shilling (Ksh). Exchange rates tend to fluctuate around **1 USD to 75 – 85 Ksh / 1 Euro to 100 – 122 Ksh / 1 GBP to 130 – 142 Ksh**. We advise you to bring sufficient cash with you; however, if necessary, we can facilitate money exchange at the meeting venue. There are foreign exchange bureaus at the airport if you need cash on arrival. Formalities for purchasing local currency are minimal; however, you will need your passport.

(IX) TELEPHONE USE

Telephone services are available at the meeting venue and the cost of international calls varies between USD 1 – 2 per minute. SIM cards (Safaricom, Airtel, Yu and Orange) for mobile phones are also available and can be purchased from vendors. You need your passport to be able to register the SIM.

(X) ACCOMMODATION AND MEALS AT KWSTI

Accommodation at KWSTI is in standard single self-contained rooms. For the benefit of those who are self-funded, the room rate is USD 55 for a single room on a full board basis. All other expenses such as bar bills, laundry, phone calls etc are extras and at your own cost. This applies to all delegates whether funded or not.

For any special dietary requirements, please inform Jolanta.

(XI) AIR TICKET RE-CONFIRMATION

This will be arranged and handled by KWS and AEWAS Secretariat Staff. Please supply Jolanta with a copy of your flight itinerary as soon as it is confirmed.

(XII) MEETING DOCUMENTS

To help preserve the environment, participants are urged to download and print the meeting documents from the AEWA website. **Photocopying during the meeting will be kept to an absolute minimum:** http://www.unep-aewa.org/meetings/en/tc_meetings/tc10/tc10.htm

(XIII) EXCURSION DAY

A field excursion will be hosted by KWS for all delegates. Several options are being considered and will be communicated to delegates later. However, from the point of view of avifauna in Kenya and close proximity to the meeting venue, Lake Nakuru National Park has been proposed. It is among the most visited Park in Kenya due to its richness in biodiversity.

(XIV) HEALTH

Please remember to travel with your **yellow fever vaccination certificate**. For your own safety, it is of utmost importance that you have sufficient health insurance cover. The incidence of malaria is high in Kenya and delegates are advised to take appropriate precautions. Mosquito nets are provided at the KWS institute accommodation. Please consult your doctor before you travel. For your information, hospitals are easily accessible both in Nairobi and Naivasha.

(XV) CLIMATE

The month September in Kenya is fairly dry, sunny and windy. It could be cold in the evening and therefore delegates are also advised to bring warm clothes.

(XVI) ELECTRICITY

Voltage is 220-240V with British style plug sockets please bring adaptors for your use should you require them.

(XVII) TIME

Kenya time is GMT plus 3hours

(XVIII) AIRPORT TAX

You will not be required to pay airport tax on departure at JKIA as this will normally be included in the ticket cost, but it is advisable to carry some cash just in case.

(XV) SECURITY IN KENYA

Kenya, particularly Nairobi, continues to be on a heightened state of alert against the threat of terrorism. We therefore advise you to be vigilant at all times and aware of your surroundings.

Last but not least, we are happy to be able to host you and we hope you will accomplish the objectives of the meeting and enjoy being in Kenya. KWS Website: <http://www.kws.org>