



**INFORMATION PACK/LOGISTICS NOTE**

FOR DELEGATES TO THE EXTRA-ORDINARY MEETING OF THE BUREAU OF THE  
GOVERNING COUNCIL OF PARTIES TO THE LUSAKA AGREEMENT

15<sup>TH</sup> – 17<sup>TH</sup> MARCH 2017

LAICO REGENCY HOTEL - NAIROBI, KENYA

## 1. INTRODUCTION

The Extraordinary Meeting of the Bureau of the Governing Council of Parties to the Lusaka Agreement will be held from **15<sup>th</sup> to 17<sup>th</sup> March 2017** at the **Laico Regency Hotel** located at the Central Business District in Nairobi, Kenya. The meeting is being organized by the Lusaka Agreement Task Force (LATF), the Secretariat to the Lusaka Agreement on Cooperative Enforcement Operations Directed at Illegal Trade in Wild Fauna and Flora.

The Meeting will bring together Ministers, other senior Ministry Officials and Heads of National Bureaus/Technical Experts who are preferably Heads/Directors of Wildlife Authorities from all Member states directly involved in the implementation of the Agreement. Owing to the importance of the substantive matters to be discussed at the meeting, invitations have been extended to all Lusaka Agreement member states namely Congo, Kenya, Lesotho, Liberia, Tanzania, Uganda and Zambia. The Ministers or their alternates/designates will be the Heads of Delegations.

The Ministerial Session to be held on 17<sup>th</sup> March 2017 will be preceded by a two-day experts meeting. In this respect, Heads of National Bureaus and/or Technical experts are expected to travel to Nairobi on 14<sup>th</sup> March 2017 while the Bureau officials and other Members of Governing Council (Ministers) will travel to Nairobi on the eve of the Ministerial Session on Thursday, 16<sup>th</sup> March 2017. All delegates will depart a day after the meeting on Saturday, 18<sup>th</sup> March 2017.

The meeting will among other things:

- i. Elect Bureau Officials of the 11<sup>th</sup> Governing Council, in accordance with Decision XI/7(2) of the Meeting of the Governing Council held on 3<sup>rd</sup> May 2015 in Brazzaville, Congo;
- ii. Review and make substantive decisions on LATF progress reports for the financial years ending 30<sup>th</sup> June 2015 and 30<sup>th</sup> June 2016;
- iii. Deliberate and make concrete decisions on the Financial position of LATF;
- iv. Review LATF and Party proposals;
- v. Consider and adopt LATF Programmes of Work and Budgets for Financial years 2016/2017 and 2017/2018.

The meeting's provisional agenda has been shared with all member states. We will be sending other documents in due course and keep you informed of the progress on the Meeting's arrangements.

## 2. TIME ZONE

Kenya is **GMT + 0300 hours**

## 3. VISAS

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. In the absence of either, the British Embassy will generally represent Kenya in the issuance of visas. For more information, please visit: [www.immigration.go.ke/Information.html](http://www.immigration.go.ke/Information.html)

Delegates are encouraged to apply for a visa online on this link: <https://immigration.ecitizen.go.ke/index.php?id=5>. You may also use the following link to apply online <http://evisa.go.ke/evisa.html>. Please note that visas are not required for citizens of: Lesotho, Tanzania, Uganda and Zambia.

## 4. HEALTH

It is a requirement that you must have a valid international certificate of vaccination for Yellow Fever to gain entry into Kenya. Malaria risk exists throughout the year in Kenya; though there is little risk in Nairobi and the highlands, therefore it is advised that you take precautions while travelling out of these areas. A delegate shall bear any medical and related costs incurred during his/her stay in Kenya; it is therefore strongly recommended that delegates arrange for their own health insurance before travelling.

In case of medical emergency the following facilities can be contacted:

Nairobi Hospital	+254 (20) 2845000
Aga Khan Hospital	+254 (20) 3662000
St. John Ambulance Service	+254 (20) 2210000/2241000

The meeting hotel (venue) has an in-house clinic which attends to emergencies before specialized treatment is sought.

Kenya has temporarily lifted restrictions to travelers from previously Ebola stricken countries. However, visitors entering Kenya may still be required to undergo screening upon arrival at Jomo Kenyatta International Airport, Nairobi.

## **5. TRAVEL**

As earlier communicated, participants are required to make their own travel arrangements to and from Nairobi, including airport transfers as well as local transport within Nairobi.

## **6. HOTEL ACCOMODATION**

Participants are advised to arrange for own accommodation and may wish to consider staying at any of the hotels provided in the list annexed. LATF has corporate rate arrangement with Laico Regency Hotel (the meeting venue) and made tentative booking for a number of rooms for willing delegates. It is advisable that at least heads of delegations' (Ministers) are accommodated at Laico Regency Hotel.

## **7. CONFERENCING**

All delegates will be provided with the meeting materials. They are also entitled to lunch, refreshment, morning and afternoon tea/coffee during the conference.

## **8. WEATHER**

Nairobi experiences a pleasant tropical climate. In the month of March it is generally expected to be cloudy/wet with temperatures ranging between 23<sup>0</sup>C to a high of 28<sup>0</sup>C. It may be cold in the evenings with temperatures dropping to about 14<sup>0</sup>C and participants are advised to carry warm clothing. Participants may wish to confirm the weather in Nairobi immediately before travelling to enable them chose appropriate clothing.

## **9. MONEY AND BANKING**

### **Currency and exchange rates**

The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange (average) rates are: **1 US Dollar = KES 102.00; 1 EUR = KES 110.00**

Foreign currency can be converted at Jomo Kenyatta International Airport, banks, foreign currency Exchange Bureaus or hotels. Banks in major centres are open from 09:00 to 16:00hrs on Monday to

Friday and from 09:00 to 12:00hrs on Saturdays.

There may, however, be limitations in conversion of certain currencies and it is advisable to carry USD, Sterling Pounds, Euros, South African Rand or Kenya Shillings. Please note that often small denomination bills receive a lower exchange rate.

### **Credit Cards**

Major international visa/credit cards such as VISA, MasterCard, Diners Club and American Express are accepted at some supply stores, shops, restaurants and places of entertainment, as well as in ATM machines. Credit card fraud occurs in Kenya as in most other parts of the world. The usual precautions should therefore be taken.

### **ATMs**

ATMs are available country wide with 24-hour access. Within close proximity of the venue and the hotels listed, the following ATMs are available: Barclays Plaza along Loita street and Standard Chartered Bank along Koinange street.

### **Travelers' cheques**

Travelers' cheques are accepted at most banks, foreign currency exchange bureaus, hotels and stores in major shopping malls.

**Tip**ping is appreciated; however, most hotels and restaurants do include a service charge.

## **10. ELECTRICITY**

Electricity service in Nairobi is 220-240 Volts, 50 Hertz AC. Kindly note that Kenya uses the 13A 3 pin wall switch socket outlet. Participants are advised to check the voltage before using appliances and where necessary carry with them converters or adapters.

## **11. Wi-Fi**

Free Wi-Fi facility will be available in conference/meeting room. You will be guided on the specific user name(s) and password(s).

## 12. SECURITY

There are no specific security concerns. Kenyans are generally friendly/hospitable people. However participants should pay attention to the following when touring the Nairobi city:

- Keep to the main roads/streets and avoid short cuts, dark alleys or isolated places;
- Always take a taxi when it's late at night;
- Be particularly wary of people hanging around outside hotels; some may be criminals lurking around in search of vulnerable visitors/tourists;
- Ignore street children and people coming to you with hard luck tales. Street children can become a nuisance, violent and may be part of an elaborate scam or they might just be pick pockets. The best thing to do is just walk on and ignore them;
- Do not carry large sums of money when shopping and do not wear expensive jewelry. It is advisable to keep valuables in the hotel safe;
- Beware of credit card fraud as it is common in most large cities. Try and ensure that credit card slips are endorsed in your presence and if you have to have a slip as a deposit, always fill the amount in and ensure that you get the slip back.
- Do not accept food and drinks from strangers. Visitors have been known to be drugged and then robbed. Exercise caution when talking to strangers.
- Be conscious of what is happening around you on the street. Radiate confidence and act as if you belong here and know where you are going.

In case of security concerns, please contact the following:

Kenya Police Service	+254 999 or +254 (20) 2724201
Diplomatic Police	+254 (0) 726283030 or +254 (0) 735356506

## 13. CONTACT PERSONS

### General enquiries

**LATF:** P.O. Box 3533-00506, Nairobi, Kenya  
Telephone: +254 722 204008/9  
Email: [administrator@lusakaagreement.org](mailto:administrator@lusakaagreement.org) or

**Habiba Wato** [habiba@lusakaagreement.org](mailto:habiba@lusakaagreement.org)

*NB: This information pack/logistics note is also available on LATF website [www.lusakaagreement.org](http://www.lusakaagreement.org)*

## LIST OF HOTELS

#	Hotel	Physical Address – at the Nairobi City Centre	Approx. distance to the meeting venue (km)	Contact Tel.	Email	Website	Current Daily B&B Rate USD
1.	Laico Regency Hotel (VENUE)	Loita Street, Uhuru Highway	Meeting Venue	Damaris Kalee: + 254 770 920591  +254 22 111 99	<a href="mailto:damaris.kalee@laicohotels.com">damaris.kalee@laicohotels.com</a> <a href="mailto:rechael.rubia@laicohotels.com">rechael.rubia@laicohotels.com</a> <a href="mailto:reservations.laicoregency@laicohotels.com">reservations.laicoregency@laicohotels.com</a>	<a href="http://www.laicohotels.com">www.laicohotels.com</a>	USD 400 – VIP Suite (negotiated)  USD 165 (Deluxe single room - negotiated)
2.	Marble Arch Hotel	Lagos Rd, Off Tom Mboya Street	1.5	+254 20 224 5725 / +254 722 209 633 / +254 735 33766	<a href="mailto:info@marblearchhotelnairobi.com">info@marblearchhotelnairobi.com</a>	<a href="http://www.marblearchhotelnairobi.com">www.marblearchhotelnairobi.com</a>	USD 95 (Single Superior room)
3.	The Clarion Hotel	Moi Avenue, Opposite Jevanjee Gardens	0.7	(+254)721485024, (+254)735485024 (+254)202211739/40	<a href="mailto:reservations@theclarionhotel.co.ke">reservations@theclarionhotel.co.ke</a> <a href="mailto:info@theclarionhotel.co.ke">info@theclarionhotel.co.ke</a>	<a href="http://www.theclarionhotel.co.ke">www.theclarionhotel.co.ke</a>	USD 120 (Standard room)
4.	Sentrim 680 Hotel	Kenyatta Avenue/Muindi Mbingu Street	0.5	+254 20 3341277 / +254 722 207 361 / +254 737 680 680	<a href="mailto:reservations680@sentrim-hotels.com">reservations680@sentrim-hotels.com</a>	<a href="http://www.sentrimhotels.net">www.sentrimhotels.net</a>	USD 90 (Single room)
5.	Hotel Metro	Koinange Street, Moktar Daddah Street Junction, Opp Nakumatt Lifestyle. Nairobi Kenya	0.5	+254 700 777999	<a href="mailto:reservation@hotelmetro.co.ke">reservation@hotelmetro.co.ke</a>	<a href="http://www.hotelmetro.co.ke">www.hotelmetro.co.ke</a>	USD47 (KSh,4,800) Superior Single  USD39 (KSh,4,000)– Standard Single
6.	Kenya Comfort Hotel – City Centre	Muindi Mbingu/Monrovia Street, opposite Jeevanjee Gardens	0.5	+254 722 608 865, +254 734 608 866	<a href="mailto:sales@kenyacomfort.com">sales@kenyacomfort.com</a>	<a href="http://www.kenyacomfort.com">www.kenyacomfort.com</a>	USD65 Superior room  USD 50 Standard room