



INFORMATION PACK/LOGISTICS NOTE

FOR DELEGATES TO THE 12th GOVERNING COUNCIL MEETING OF PARTIES
TO THE LUSAKA AGREEMENT

28TH – 30TH MAY 2018

HILTON HOTEL - NAIROBI, KENYA

1. INTRODUCTION

The 12th Governing Council Meeting of Parties to the Lusaka Agreement will be held from **28th to 30th May 2018** at the **Hilton 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 invitations to the meeting, tentative agendas for the experts and Ministerial meeting have been circulated to all parties and signatories to the Agreement. LATF has also circulated the LATF progress report and the draft consultant report on the reengineering of Lusaka Agreement and its' Institutions. Kindly take note, the experts meeting will take place from 28th – 29th May 2018 and the Ministerial meeting will take place on 30th May 2019. The Ministers are expected to arrive on 29th May 2018 (the eve of the Ministerial Session).

TIME ZONE: Kenya is **GMT + 0300 hours**

2. VISAS

It is the delegate's 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. It is now a requirement that visitors to Kenya apply for VISA online. Delegates are therefore 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.

3. 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

Visitors entering Kenya may be required to undergo screening upon arrival at Jomo Kenyatta International Airport, Nairobi. The meeting hotel (venue) has an in-house clinic which attends to emergencies before specialized treatment is sought.

4. TRAVEL

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

For those who will prefer to be accommodated at Hilton, the hotel provides an airport shuttle service on a fixed schedule convenient to most major flights. For a cost of US \$25 per person one-way, and to facilitate all bookings for airport transfers, please confirm with the hotel full flight details at preferably two weeks prior to arrival. Kindly note that Hilton are able to arrange for group transfers for minimum of 4 persons at a cost of US \$15 per person one-way.

5. HOTEL ACCOMMODATION

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 made tentative booking for a number of rooms for willing delegates. It is advisable that at least heads of delegations' (Ministers) are accommodated at Hilton Hotel. Please confirm with LATF for reservation of the Ministers accommodation.

6. CONFERENCING

All delegates will be provided with the meeting materials. They are also entitled to lunch, refreshments, morning and afternoon tea/coffee during the conference. Simultaneous interpretation will be provided during the meeting (English to French & vice versa).

7. WEATHER

Nairobi experiences a pleasant tropical climate. In the month of May it is generally expected to be cloudy/wet with temperatures ranging between 15°C to a high of 25°C. The month of May is generally cool and it may be cold in the evenings and hence you are advised to carry warm clothing. Participants may wish to confirm the weather in Nairobi immediately before travelling to enable them choose appropriate clothing.

8. 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 100.00; 1 EUR = KES 118.00. Foreign currency can be converted at Jomo Kenyatta International Airport, banks, foreign currency Exchange Bureaus or hotels. Banks in Nairobi are open from 09:00 to 16:00hrs on Monday to Friday. 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/Debit Cards

Major international credit/debit 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/Debit card fraud occurs in Kenya as in most other parts of the world. The usual precautions should therefore be taken.

ATMs

ATMs are available within Nairobi with 24-hour access within close proximity of the venue and the hotels listed.

Travellers' cheques

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

Tipping is appreciated; however, most hotels and restaurants do include a service charge.

9. ELECTRICITY

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

10. 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).

11. SECURITY

There are no specific security concerns. Kenyans are generally friendly/hospitable people. However participants should generally keep to main streets and avoid dark alleys, crowded or isolated places. As general in most major cities do not carry large sums of money when shopping. Do not accept food and drinks from strangers. Visitors have been known to be drugged and then robbed. Exercise caution when talking to strangers.

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

CONTACT PERSONS

General enquiries

LATF: P.O. Box 3533-00506, Nairobi, Kenya

Telephone: +254 722 204008/9

Email: administrator@lusakaagreement.org

NB: This information pack/logistics note is also available on LATF website: www.lusakaagreement.org

LIST OF HOTELS

ANNEX

#	Hotel	Physical location – at the Nairobi City Centre	Approx. distance to the meeting venue (km)	Contact Tel.	Email	Website	Current Daily B&B Rate USD
1.	Hilton Hotel	Mama Ngina Street	0	+254202790000 +254202288000	dennis.macharia@hilton.com	www.nairobi.hilton.com	Executive room \$250 Deluxe plus room \$170 Deluxe room \$135 Guest room \$110
2.	Marble Arch Hotel	Lagos Rd, Off Tom Mboya Street	Within 1km	+254 20 224 5725 / +254 722 209 633 / +254 735 33766	info@marbearchhotelnairobi.com	www.marbearchhotelnairobi.com	USD 95 (Single Superior room)
3.	The Clarion Hotel	Moi Avenue, Opposite Jevanjee Gardens	Within 1km	(+254)721485024, (+254)735485024 (+254)202211739/40	reservations@theclarionhotel.co.ke info@theclarionhotel.co.ke	www.theclarionhotel.co.ke	USD 120 (Standard room)
4.	Sentrim 680 Hotel	Kenyatta Avenue/Muindi Mbingu Street	Within 1km	+254 20 3341277 / +254 722 207 361/ +254 737 680 680	reservations680@sentrim-hotels.com	www.sentrimotels.net	USD 90 (Single room)
5.	Hotel Metro	Koinange Street, Moktar Daddah Street Junction, Opp Nakumatt Lifestyle. Nairobi Kenya	Within 1km	+254 700 777999	reservation@hotelmetero.co.ke	www.hotelmetero.co.ke	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	Within 1km	+254 722 608 865, +254 734 608 866	sales@kenyacomfort.com	www.kenyacomfort.com	USD65 Superior room USD 50 Standard room