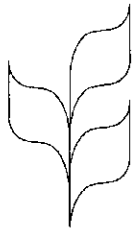




CBD



**CONVENTION ON
BIOLOGICAL
DIVERSITY**

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GENERAL

10 February 2003

ENGLISH ONLY

AFRICA REGIONAL MEETING ON THE
CLEARING-HOUSE MECHANISM
Nairobi, 31 March-2 April 2003

INFORMATION FOR PARTICIPANTS

Venue

The Africa Regional Meeting on the Clearing-House Mechanism will be held in Nairobi, Kenya, from Monday, 31 March to Wednesday, 2 April 2003, at:

The United Nations Office at Nairobi (UNON) Conference Centre,
United Nations Avenue, Gigiri, Nairobi.
Tel.: (254-20) 621234
Fax: (254-20) 226886/622624

Opening and registration

The meeting will be opened at 9:00 a.m. on Monday, 31 March 2003. Registration will take place at the venue of the meeting from 8:00 a.m. to 9:00 a.m. the same day.

General Information

Kenya is located on the eastern coast of Africa, right on the equator. It is a land of striking landscapes ranging from snow-capped Mount Kenya to rich farmlands, barren deserts and tropical beaches. It borders Somalia, Ethiopia and Sudan in the north, Uganda in the west, Tanzania in the south and the Indian Ocean in the east. Kenya's capital city is Nairobi. Other major cities are Mombasa, the main port on the Indian Ocean and Kisumu on Lake Victoria. The eight provinces of Kenya range in geographical size from the small Nairobi Province to the much larger eastern and Rift Valley provinces. Kenya's national parks are wildlife, marine and botanical sanctuaries set aside to conserve their unique species and for educational and recreational enjoyment by Kenyans and tourists.

Badges

Badges will be issued to participants upon registration. For identification and security reasons, participants are reminded that they should wear their name badges at all times.

Documents

The pre-session documents for the meeting have already been dispatched. These documents are also available at the Secretariat's web page at www.biodiv.org. Delegates are kindly reminded to bring their documents, as they will only be available in Nairobi in limited quantities for reasons of economy.

Working languages of the meeting

The meeting will be held in English and French.

Hotel reservations, airport transfers and transport for delegates

Participants are kindly requested to make their own hotel reservations (see attached Annex II). ***Please note that the prices quoted are subject to change.*** Some hotels provide transfers from the airport to the hotel and from the hotel to the UN conference centre free of charge to their guests.

Travel Agencies

The two UN travel agents at the UN complex (Acharya and Bunson) will be open from 9:00 a.m. to 5:00 p.m. for return bookings, re-routings, etc. Booking of tours and safaris may be also made through the travel agents. Acharya (Tel.: 254-20-622438/9) can be found at the lower concourse, next to the Kenya Commercial Bank, whereas Bunson (Tel.: 254-20-624980/5) is located at the upper concourse adjacent to the staff lounge.

First Aid

Emergency first aid will be available throughout the duration of the meeting. The services of a doctor will be obtainable if required. A nurse will be on duty during meeting hours, and can be contacted in Block F, room 117, Tel.: 254-20-622267/8. An ambulance is available 24 hours a day.

Banking Services

Branches of the Kenya Commercial Bank and Citi Bank will be open on weekdays from 9:00 a.m. to 4 p.m. every day.

Entry visas

All participants in the Africa Regional Meeting on the Clearing-House Mechanism are requested to approach the nearest Kenyan Consulate or Diplomatic Mission in order to secure an entry visa to enter Kenya prior to departure. Application form attached (see attached Annex III).

Health and Visa Requirements

A yellow fever vaccination certificate is mandatory for travellers over one year of age coming from countries where yellow fever may occur (see attached Annex I). Malaria risk exists throughout the year in Kenya. Although there is little risk in Nairobi and the highlands, it is recommended that participants take malaria pills two weeks prior to departure, while in the country, and for two weeks after leaving Kenya.

Time Zone

Kenya is GMT + 3 hours.

Weather

The temperature in Nairobi, late March and mid-April ranges between 14°C at night and 25°C during the day. The main rainy season is from mid-March to May.

Electricity

240 Volts.

Official Language

The official languages of the Republic of Kenya are English and Kiswahili.

Currency

The official currency of the Republic of Kenya is the Kenya Shillings (Ksh). The current exchange rate vis-à-vis the US dollar stands at approximately Kshs. 77 for one US dollar and KShs. 82 for one Euro.

Credit cards

Major credit cards are accepted in most hotels and restaurants in the city.

List of participants

A print-out of the relevant entries for each delegation will be available in the registration area on the last day of the meeting. Upon registration, delegates are kindly invited to check the entries carefully and hand in any corrections to the registration desk. The final list of participants will be made available to the delegates on the last day of the meeting.

UN Gift Centre

The United Nations Gift Centre, situated next to the Commissary, will be open from 8:30 a.m. to 5:00 p.m. on weekdays. It has a large and varied list of items available, including souvenirs, mementos and gift items from different United Nations Agencies as well as from different countries.

Postal Services

The post office, with telegram, telex, fax and international telephone facilities, will be open from 8:30 a.m. to 5:00 p.m. every day of the week except for Saturday and Sunday. During office hours, public telephones are available inside the post office for which cash payments may be made at the counter. Telephone cards may be purchased from the post office.

Courier Services

UPS Courier Mail Service Office will be open from 8:00 a.m. to 5:00 p.m. every day of the week except Saturday and Sunday. UPS is located at the lower concourse, next to the post office, adjacent to the Kenya Commercial Bank, UN Gigiri Branch. The telephone extensions are 2579 and 2580.

ANNEX I

VISAS AND HEALTH REQUIREMENTS

Below, please find information on visas and health requirements. National of countries marked “required” will need to bring with them Yellow Fever Certificates. Visas for nationals whose countries are marked “referred” require special advance visa clearance by the Kenyan authorities. This category of participants **MUST**, therefore, complete and sign the attached application form V.1 (Revised 1995) (see attached Annex III).

COUNTRY	VISA INFORMATION	YELLOW FEVER CERTIFICATE
Afghanistan	Referred	
Albania	On application	
Algeria	On application	
Andorra	On application	
Angola	On application	Required
Antigua and Barbuda	On application	
Argentina	On application	
Armenia	Referred	
Australia	On application	
Austria	On application	
Azerbaijan	Referred	
Bahamas	On application	
Bahrian	On application	
Bangladesh	No visa	
Barbados	No visa	
Belarus	On application	
Belgium	On application	
Belize	No visa	
Benin	On application	Required
Bhutan	On application	
Bolivia	On application	Required
Bosnia and Herzegovina	On application	
Botswana	On application	
Brazil	On application	Required
Brunei Darussalam	On application	
Bulgaria	On application	
Burkina Faso	On application	
Cambodia	On application	
Cameroon	Referred	Required
Canada	On application	
Cape Verde	On application	
Central African Republic	On application	
Chad	On application	
Chile	On application	
China	On application	
Colombia	On application	Required
Comoros	On application	
Congo	On application	
Costa Rica	On application	
Cote d’Ivoire	On application	
Croatia	On application	

COUNTRY	VISA INFORMATION	YELLOW FEVER CERTIFICATE
Cuba	On application	
Cyprus	On application	
Czech Republic	On application	
Democratic People's Republic of Korea	On application	
Democratic Republic of the Congo	On application	Required
Denmark	No visa	
Djibouti	On application	
Dominica	On application	
Dominican Republic	On application	
Ecuador	On application	Required
Egypt	On application	
El Salvador	On application	
Equatorial Guinea	On application	
Eritrea	No visa	
Estonia	On application	
Ethiopia	No visa	
Fiji	No visa	
Finland	No visa	
France	On application	
Gabon	On application	Required
Gambia	No visa	Required
Georgia	Referred	
Germany	On application	
Ghana	No visa	
Greece	On application	
Grenada	On application	
Guatemala	On application	
Guinea	On application	Required
Guinea-Bissau	On application	
Guyana	On application	
Haiti	No visa	
Honduras	No visa	
Hungary	On application	
Iceland	On application	
Indonesia	On application	
Iran	Referred	
Iraq	Referred	
Ireland	On application	
Israel	On application	
Italy	On application	
Jamaica	No visa	
Japan	On application	
Jordan	On application	
Kazakhstan	On application	
Kiribati	On application	
Kuwait	On application	
Kyrgyzstan	On application	
Lao People's Democratic Republic	On application	
Latvia	On application	

COUNTRY	VISA INFORMATION	YELLOW FEVER CERTIFICATE
Lebanon	Referred	
Lesotho	No visa	
Liberia	On application	Required
Libyan Arab Jamahiriva	Referred	
Liechtenstein	On application	
Lithuania	On application	
Luxemburg	On application	
Madagascar	On application	
Malawi	On application	
Malaysia	On application	
Maldives	On application	
Mali	Referred	
Malta	On application	
Marshall Islands	On application	
Mauritania	On application	
Mauritius	No visa	
Mexico	On application	
Micronesia	On application	
Monaco	On application	
Mongolia	On application	
Morocco	On application	
Mozambique	On application	
Myanmar	On application	
Namibia	No visa	
Nauru	No visa	
Nepal	On application	
Netherlands	On application	
New Zealand	On application	
Nicaragua	On application	
Niger	On application	
Nigeria	Referred	
Norway	No visa	
Oman	On application	
Pakistan	Referred	
Peru	On application	Required
Sierra Leone	No visa	Required
Sudan	Referred	Required
Tonga	No visa	
Trinidad and Tobago	No visa	
Tunisia	On application	
Turkey	No visa	
Turkmenistan	On application	
Uganda	No visa	
Ukraine	On application	
United Arab Emirates	On application	
UK of Great Britain & Northern Ireland	On application (for more than 30 days)	
United Republic of Tanzania	On application	
United States of America	On application	
Uruguay	No visa	

COUNTRY

Uzbekistan
Vanuatu
Venezuela
Vietnam
Yemen
Yugoslavia
Zambia
Zimbabwe

VISA INFORMATION YELLOW FEVER CERTIFICATE

On application
On application
On application
On application
Referred
On application
No visa
No visa

ANNEX II

NAIROBI HOTEL RATES - 2003 ** May be subject to change.

NAME	STAR RATING	ROOM OCCUPANCY	ROOM RATE	AIRPORT TRANSFER	HOTEL TO UN TRANSPORT				
FAIRVIEW HOTEL P.O. Box 40842 Tel: 254-20-2723211/27110090 Fax: 254-20-2721320 Email:reserv@fairviewkenya.com Web: www.fairviewkenya.com Contact person: Jane Karuga	4 Star	Single room	US\$ 65	US\$ 13 per person one way	US\$ 11 per person one way				
		Standard Single	US\$ 70						
		Superior Single	US\$ 78						
		Deluxe Single	US\$ 86						
		Standard Double	US\$ 91						
		Superior Double	US\$ 98						
		Deluxe Double	US\$ 105						
						Inclusive all taxes, bed & breakfast			
						US\$ 120.00	Complimentary	US\$ 15 (saloon)	
						US\$ 150.00		3 persons one-way	
GRAND REGENCY HOTEL P.O Box 57549 Nairobi, Kenya Tel: 254-20-211199 Fax: 254-20-217120 Contact person: Mr. Joshua Lwala Email:gregency@africaonline.co.ke	5 Star	Deluxe Single	US\$ 120.00	Complimentary	US\$ 15 (saloon) 3 persons one-way				
		Deluxe Double	US\$ 150.00						
		Executive Suite	US\$ 170.00						
							US\$ 20 (9 Seater) one way		
HILTON HOTEL P.O. BOX 30624, Nairobi, Kenya Tel: 254-20-250000 Fax: 254-20-250099/226477 Email: Hillsales@africaonline.co.ke Web: www.hilton.com Contact person: Mr. Mike Mutia	5 Star	Standard single	US\$ 90	US\$ 10 per person one way	US\$ 10 per person one ways				
		Superior single	US\$ 100						
		Deluxe single	US\$ 170						
		Superior double	US\$ 120						
		Deluxe double	US\$ 190						
		Suite	US\$ 300						
						Inclusive all taxes, bed & breakfast			
HOLIDAY INN P.O Box 66807 Nairobi, Kenya Tel: 254-20-3740920 Fax: 254-20-3748823 Contact person: Ms.Sallie Khavere E-mail: hi-sales@africaonline.co.ke	4 Star	Single room	US\$ 115.00	US\$6.50 per person one way	US\$ 5.00 per person 2-ways				
						Addition Person			
						Add US\$ 15			
HOTEL BOULEVARD P.O Box 42831-00100 Nairobi, Kenya Tel: 254-20-227567 Fax: 254-20-334071 Contact person: Mr. David Mugo Email:hotelboulevard@wananchi.com	3 Star	Single room	US\$ 60.00	US\$ 13 per person one way	US\$ 10 per person one way				
		Double room	US\$ 80.00						
		Triple room	US\$ 97.00						
HOTEL INTER-CONTINENTAL P.O. Box 30353-00200, Nairobi, Kenya Tel: 254-20- 32000000 Fax: 254-20- 32000 030 Email: nairobi@interconti.com Web: www.interconti.com Contact person: Mr. Peter Mukulu	5 Star	Superior Single	US\$ 85	US\$ 12 per person one way	Complimentary to Groups of more than five				
		Superior Double	US\$ 105						
		Deluxe Single	US\$ 120						
		Deluxe Double	US\$ 140						
		Club Floor Single	US\$ 160						
		Club Floor Double	US\$ 180						
		Superior Suite	US\$ 200						
		Deluxe Suite	US\$ 250						
			Inclusive all taxes, bed & breakfast						

LANDMARK HOTEL

P.O. Box 40075 Nairobi, Kenya
 Tel: 254-20-540780
 Fax: 254-20-543810
 Email: blocktmm@africaonline.co.ke
 Contact person: Tonney Muiruri

4 Star

Single Room

US\$ 78

Double Room

US\$ 105

Accommodation only
 Valid for groups of
 more than 15

Inclusive all taxes,
 bed & breakfast

US\$ 25 per person
 one-way

Not applicable

LENANA MOUNT HOTEL

P.O. Box 40943 Nairobi Kenya
 Tel: 254-20-2717044/48
 Fax: 254-20-218809/719394
 Email: lenanamounthotel@iconnect.co.ke
 Contact Person: Ms. Jacinta Wanjiru

3 star

Single room

US\$ 40

Superior Single

US\$ 50

Superior Double

US\$ 60

**special package for
 groups**

Single room

US\$ 40

Superior Single

US\$ 65

Superior Double

US\$ 80

*Inclusive all taxes, bed
 breakfast, airport & UN
 transfers 2-ways*

US\$ 110

US\$ 25 per person
 2-ways

US\$ 20 per person
 2-ways

MERIDIAN COURT HOTEL

P.O. Box 30278
 Tel: 254-20-333916/333744/333601
 Fax: 254-20-333658/230700
 Email: Meridian@arcc.co.ke

3 Star

Suite, Single or Double
 occupancy (bed only)

US\$28

Inclusive all taxes
 bed only

US\$ 19 per person
 one way

US\$ 15 per person
 one way

NAIROBI SAFARI CLUB

P.O. Box 43564 Nairobi, Kenya
 Tel: 254-20-251333
 Fax: 254-20-215137/224625
 Contact person: Mr. Ken Kimani
 Email: info@nairobisafariclub.com
 Website: http://www.nairobisafariclub.com

5 Star

Breakfast

US\$4.5per person

All-suite

Single occupancy

US\$ 90

Double occupancy

US\$ 100

Inclusive all taxes,
 bed & breakfast

Complimentary

Complimentary for
 minimum 10 delegates

NAIROBI SERENA HOTELS

P.O Box 48690 Nairobi, Kenya
 Tel: 254-20-2710511
 Fax: 254-20-2718100
 Contact person: Ms. Grace Nyundo
 E-mail: mktg@serena.co.ke

5 Star

Single room

US\$ 130.00

Double Room

US\$ 150.00

US\$ 15 per person
 one way

Complimentary

SAFARI PARK HOTEL

P.O. Box 45038, Thika Rd. Nairobi, Kenya
 Tel: 254-20-802493, 862222
 Fax: 254-20-802477
 Contact Person: Mr. Enock Achoki/Ms. Ruth Chege
 email: sales@safariparkhotel.co.ke
 Website: http://www.safaripark-hotel.com

5 Star

Standard single

US\$ 95

Deluxe single

US\$ 115

Superior double

US\$ 110

Deluxe double

US\$ 130

Business Suite

US\$ 135

Executive Suite

US\$ 155

Inclusive all taxes,
 bed & breakfast

Complimentary
 for minimum 4 guests
 otherwise, for less
 than 4, the charge @
 US\$ 25 per Taxi
 one way

Complimentary during
 meetings 2-ways

SAROVA HOTELS

1. THE STANLEY
 P.O. Box 72493 Nairobi Kenya
 Tel: 254-20-2716688
 Fax: 254-20-2715566
 reservation@thestanley.sarova.co.ke
 Contract Person: Mr. Mike Macharia
 Website: http://www.sarovahotels.com

5 Star

Deluxe Single

US\$ 100

Deluxe Double

US\$ 116

Executive Room

US\$ 50

State Suite

US\$ 200

Inclusive all taxes,
 bed & breakfast

Complimentary
*Flight details should
 be submitted 24 hrs -
 36 hrs prior to arrival
 date*

US\$ 10 per person
 2-ways

2. PANAFRIC HOTEL

P.O. Box 72493 Nairobi Kenya
 Tel: 254-20-3720822

4 Star

Single occupancy

US\$ 76

Double occupancy

US\$ 88

Complimentary
*Flight details should
 be submitted 24 hrs -*

US\$ 10 per person
 2-ways

Fax: 254-20-3726356

Email: gm@panafric.sarova.co.ke

SILVER SPRINGS HOTEL

P.O. Box 61362-00200

Tel: 254-20-2722451/2-7

Fax: 254-20-2720545 / 2728061

Email: silversprings@iconnect.co.ke

Contact: George Njagi - Manager

(10% room discount for UN guest
booked for over 5 days)

THE NORFOLK HOTEL

P.O. Box 40064-00100 Nairobi, Kenya

Tel: 254-20-250900

Fax: 254-20-336742

Contact person: Mr. Charles Kikuvi

Email: ckikuvi@lonrhohotels.co.ke

WINDSOR GOLF & COUNTRY CLUB

P.O. Box 45587 Nairobi, Kenya

Tel: 254-20- 862300

Fax: 254-20-802322

Contact person: Ms. Masolia Okinda

Email: marketing@windsor.co.ke

3 Star	Single room	Inclusive all taxes, bed & breakfast	US\$43	36 hrs prior to arrival date	US\$13 per person one way	US\$16 per person 2-ways
	Standard single		US\$43			
	Superior Single		US\$52			
	Superior Double		US\$65			
	Deluxe Double		US\$65			
	Deluxe Single		US\$52			
	Suite		US\$77			
		Inclusive all taxes, bed & breakfast				
	Single room		US\$ 100.00		US\$ 10 per person one way	
	Double room		US\$ 100.00			
5 Star	Studio Suite		US\$ 200.00			
	Executive/Duplex Suite		US\$ 300.00			
	Deluxe Suite		US\$ 350.00			
	Deluxe Single		US\$ 100.00		US\$ 35 saloon car (3 people one-way)	US\$ 30 (saloon) 3 persons one-way
	Deluxe double		US\$ 120.00			
5 Star	Suite		US\$ 150.00			
	Cottage		US\$ 220.00			US\$ 80(9-seater) one way
		Inclusive all taxes, bed & breakfast			US\$ 50 nine seater (9 people one way)	

ANNEX III

FORM V.1 (Revised 1995)



R _____

REPUBLIC OF KENYA

DEPARTMENT OF IMMIGRATION
APPLICATION FORM FOR A VISA
(To be Completed in Block Letters)

1. Single/Multiple/Transit Visa for _____
2. (a) Surname (Mr./Mrs./Miss) _____
 (b) Other Names in Full _____
 (c) Full Names of Father/Husband/Wife _____
 (Name of husband or wife in the case of married persons or father if unmarried)
3. (a) Date of Birth _____
 (b) Country and Place of Birth _____
 (c) Profession/Occupation _____
 (d) Sex _____
4. (a) Nationality at Birth _____
 (b) Present Nationality, if different _____
 (c) Country of Residence _____
5. Passport/Travel Document held:
 (a) No. _____ (b) Place of Issue _____
 (c) Date of Issue _____ (d) Valid Until _____
 (e) Issued by _____
6. Contact Address in the Country of Residence _____

7. (a) Reasons for Entry _____

 (b) Proposed Date of Entry _____
 (c) Duration of Stay _____
8. Full Names and Addresses of Friends, Firms or Relatives to be Visited _____

9. Dates and Duration of Previous Visits to Kenya _____

10. Will you be returning to your Country of Residence/Domicile? _____

I hereby declare that the foregoing particulars are correct in every detail.

Signature of Applicant

Date

Note.—Passport size photographs of applicant will be necessary if application is to be referred to Nairobi.

<p>FOR OFFICIAL USE ONLY</p>
