



# Convention on Biological Diversity

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ENGLISH ONLY

REGIONAL TRAINING CAPACITY-BUILDING  
WORKSHOP FOR THE AFRICAN REGION ON  
COMMUNITY PROTOCOLS, INDICATORS ON  
TRADITIONAL KNOWLEDGE AND CUSTOMARY  
SUSTAINABLE USE OF BIODIVERSITY UNDER THE CBD  
Nairobi, Kenya, 25 - 29 January 2016

## INFORMATION NOTE FOR PARTICIPANTS

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## 1. Opening and registration

The Regional Training Capacity-Building Workshop for the African Region on Community Protocols, Indicators on Traditional Knowledge and Customary Sustainable Use of Biodiversity under the CBD will be held in Nairobi, Kenya from 25 to 29 January 2016.

The meeting will start at 9:00 a.m. on Monday, 25 January 2016, and registration will take place at the venue of the meeting from 8:30 a.m. to 9:00 a.m. the same day.

## 2. Venue

The meeting will be held at:

### **HOTEL GRACEHOUSE RESORT**

Chania Avenue, Off Ring Rd Kilimani

Next to Yaya Centre

Nairobi, Kenya

Telephone: +254 20 2635007 or +254 20 2635008/ +254 20 3870407/9

Mobile: +254 721 320917

contact person is Ms Rehema

Web site: <http://www.gracia-hotels.com/>

E-mail: [reservations@gracehousesort.com](mailto:reservations@gracehousesort.com)

A map of the location of the hotel is shown below:



## 3. Working language of the meeting

The meeting will be held in English and French with interpretation for the plenary sessions of the meeting.

#### 4. Documents

Participants will receive a USB with meeting documents and relevant documents will be available for participants of the meeting. All documents for the meeting can be found at the following link:



<https://www.cbd.int/doc/?meeting=A8JWS-2016-01>

#### 5. General information on access to Nairobi, Kenya



Nairobi is serviced by the Jomo Kenyatta International Airport (14 kms from the city centre and about 18 kms from the airport). The meeting venue is located next to Yaya Centre, Chania Avenue, off Ring Rd Kilimani area of Nairobi.

Indigenous Information Network (IIN) will arrange for sponsored participant's airport pickup based on your arrival schedules. As you exit after clearing immigration and picking your baggage, please look out for a person holding a paper sign with "Indigenous Information Network" at the arrivals section.

For further information, please contact:

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Mobile No: (+254) 0724961263/0786524229

Taxis are also available at the airport; please use an official airport taxi. Agree on the price before departing and please be advised that the use of a taxi is the only way into the city from 10:00 p.m. to 6:00 a.m. The journey should take approximately 30 minutes depending on traffic. If you are staying at another hotel, please enquire about hotel shuttle service directly when making your reservations.

#### 6. Visa information



Participants are strongly advised to contact the nearest Kenyan diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Information on visa requirements can be found on the web site of the Directorate of Immigration and Registration of Persons of the Government of Kenya at the following link: <http://www.immigration.go.ke/>

You may apply on line for an entry visa for Kenya through the **eCitizen website [www.ecitizen.go.ke](http://www.ecitizen.go.ke)** through the Government of Kenya. Fill in all the details and if by any chance you are not able to pay kindly do inform us and give us the details and password for page

so we can pay form this end (contact persons in section 5 above). If you pay kindly make sure that you keep and carry your receipts with you.

Nationals of the East African Community including some commonwealth Countries do not need visa entries to Kenya: Tanzania, Uganda, Botswana, Namibia, Malawi, Ghana, Zimbabwe, Rwanda and Burundi.

Nationals of the following countries may be issued with visas on arrival: Cameroon, Benin, Sudan, Morocco and Niger, Nigeria, Sao Tome e Principe, Democratic Republic of Congo, Egypt, Eritrea, Mozambique

Participants from South Africa do not require visa for a stay of less than 30 days.

To apply you need to do the following:

1. Click register on [www.ecitizen.go.ke](http://www.ecitizen.go.ke).
2. Select Register as a Visitor.
3. Once Logged in, Select Department of Immigration services.
4. Select submit Application.
5. Select Kenyan Visa.
6. Select the type of Visa and read the Instructions Carefully.
7. Fill in the application form.
8. Pay using Visa card, MasterCard and other debit cards.
9. Await approval via e-mail, then download and print the eVisa from your eCitizen account.
10. Present your printed eVisa to the immigration officer at the port of entry.

It is advisable that all nationals carry their invitation letter (including organization letter), two passport photos in case they ask you originals at the airport and a visa fee of USD 50 .Visa fee is payable in US Dollars only. (For nationals who require a visa)

## **7. Health requirements**

The International travel, health and vaccination requirements for travel to Kenya can be obtained from the Centers for Disease Control and Preventions web site at the following link: [http://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya?s\\_cid=ncezid-dgmg-travel-single-001](http://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya?s_cid=ncezid-dgmg-travel-single-001) .

There are strict regulations at the Addis Ababa International Airport all nationals transiting via Addis Ababa, Ethiopia and arriving at Jomo Kenyatta International Airport are advised to carry their international vaccination card (Yellow Fever).

A yellow fever vaccination certificate is required from travellers over one year of age coming from countries with risk of yellow fever transmission. The cities of Nairobi and Mombasa have lower risk of transmission than rural areas.

Risk of Malaria exists throughout the year in the whole country. Normally, there is little risk in the city of Nairobi and in the highlands (above 2,500 m) of Central, Eastern, Nyanza, Rift Valley and Western provinces.

Please note that Kenyan tap water is not safe to drink, however, bottled water is readily available.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

## **8. Hotel information**

A block booking has been made on behalf of all sponsored participants at the **Gracehouse Resource Hotel**. Participants planning to arrive earlier for personal reasons (earlier than required for the meeting taking into account flight arrivals) should contact the hotel directly.

### Sponsored participants

All sponsored participants are pre-booked at the **Gracehouse Resource Hotel**. This includes a single room, breakfast, lunch, dinner and internet access. The hotel information is listed below:

**HOTEL GRACEHOUSE RESOURT**  
Chania Avenue, Off Ring Rd Kilimani  
Next to Yaya Centre  
Nairobi, Kenya  
Telephone: +254 721 320 917  
Web site: <http://www.gracia-hotels.com/>  
E-mail: [gracehouse@gracia-hotels.com](mailto:gracehouse@gracia-hotels.com)

### Non-sponsored participants

Non-sponsored participants are encouraged to make their own reservations at the Gracehouse Resource Hotel.

## **9. Field Trip**

Kindly bring walking shoes and a light but warm jacket for a field trip /visit in the forest (adventure walk) as the areas we will visit are cooler. More details for the field trip will be provided on site.

## **10. General Safety Rules for Travellers to Kenya**

General security advice for Nairobi provided by the United Nations Office for Nairobi (UNON) can be accessed at this link: [http://dcs.unon.org/index.php?option=com\\_content&view=article&id=127&Itemid=177&lang=en](http://dcs.unon.org/index.php?option=com_content&view=article&id=127&Itemid=177&lang=en)

For more specific security, advice both before and during the workshop, please check your national Foreign Office travel advisory for Kenya.

As in other countries, it is advisable to hand in your passport, traveller's cheques, excess money and any other valuables to be locked in the hotel's safe. Some precautions are as follows:

- Make a copy of your passport and keep it in your luggage;
- Don't walk on your own at night in the major cities or on empty beaches;
- Always use a licensed taxi and confirm fare in advance;
- Do not carry a lot of cash with you or wear expensive jewellery;
- Wear a money belt that fits under your clothes;
- Don't carry a lot of camera equipment especially in the major cities.

### **11. Payment of the Daily Subsistence Allowances (DSA)**

The residual DSA will be paid to the sponsored participants starting on the first day of the meeting.

### **12. Official language in Nairobi, Kenya**

There are two official languages in Kenya which are Swahili and English. During the period of the meeting translation will be provided for English/French.

### **13. Weather and time zone information**

In January, temperatures in Nairobi usually range between a maximum of +25°C in the daytime and a minimum of +11°C at night.

A light cloth during the day and warm jacket, other warm clothing for evenings is recommended. Normally January is a hot Month but we have already started the year with rains so we do not know for how long.

Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=251>.

The standard time zone will be GMT/UTC +3 hours.

### **14. Electricity**

The electrical currents in Kenya are 220-240 Volts, 50 Hertz as shown in the illustration below.



### **15. Currency**

The currency in Kenya is the Kenyan Shilling (Ksh) (KES). The current exchange rate as at 4 January 2016 (subject to change) is US \$1 = 100.00 Ksh and €1 = 108.67 Ksh. Most hotels

offer currency exchange facilities as well as banks in major centres are open from 9:00 a.m. to 4:00 p.m. and at Jomo Kenyatta International Airport which is open daily from 7:00 a.m. to midnight. ATM machines are also available country wide, including two ATM machines at the meeting venue. Major credit cards are accepted.

## **16. Disclaimer**

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

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