



# Convention on Biological Diversity

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## GLOBAL WORKSHOP ON REVIEWING PROGRESS AND BUILDING CAPACITY FOR THE NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS REVISION PROCESS

Nairobi, Kenya, 11 - 15 November 2013

### Information Note for Participants

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## 1. Opening and registration

The Global Workshop on Reviewing Progress and Building Capacity for the National Biodiversity Strategies and Action Plans Revision Process will be held in Nairobi, Kenya from Monday, 11 November to Friday, 15 November 2013.

The workshop will start at 9:00 a.m. on Monday, 11 November 2013, and registration will take place at the venue of the workshop at 8:00 a.m. the same day. Please allow an additional 10-15 minutes in travel time as all meeting participants arriving at UNON in Gigiri need to clear security at the gate.

Please note that traffic in Nairobi can be very congested, especially in rush hours, and that sufficient time should be allowed for transit to the workshop in the mornings. Please consult with your hotel reception desk on the appropriate travel time to allow.

## 2. Venue

The workshop will be held at:

### **United Nations Environment Programme (UNEP)**

Conference Room 1

United Nations Office at Nairobi (UNON)

United Nations Avenue, Gigiri

P. O. Box 67578

Nairobi, Kenya

Tel: +254-20-7621234

Fax: +254-20-7226886/ 7622624

Web site: <http://www.unon.org/>

## 3. Working language

The workshop will be held in English with simultaneous interpretation in Arabic, French, Russian and Spanish.

## 4. Documents

Participants are kindly reminded to bring their own copies of the documents for the workshop as there will be no extra copies made available on site. Pre-session documents will be on the Secretariat's web site as they become available:



<http://www.cbd.int/doc/?meeting=WSNBSAP-RPCB-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 26 kms from the airport). The meeting venue is located in Gigiri at the United

Nations office at Nairobi (UNON) / UNEP Headquarters outside the city centre of Nairobi, Kenya.

Taxis are 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.

Some hotels offer shuttle service to and from the airport at a cost, participants should enquire when making their reservations.

## 6. Visa information



Participants from countries listed below do not require a visa; all other participants require an entry visa for Kenya and 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.

A visa is required prior to entry into Kenya. A single entry Visa (valid for three months from date of issue). A transit visa may also be obtained. Citizens of the following countries must have a visa prior to arrival in Kenya: Afghanistan, Armenia, Azerbaijan, Cameroon, Democratic People's Republic of Korea, Eritrea, Iraq, Lebanon, Mali, Senegal, Somalia, Syrian Arab Republic, Tajikistan, and Stateless Persons.

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

### Countries whose nationals do not require visas to enter Kenya (from the web site of the Immigration Department of Kenya)

Bahamas	Lesotho	Sierra Leone
Barbados	Malawi	Singapore
Belize	Maldives	Solomon Islands
Botswana	Mauritius	South Africa
Brunei Darussalam	Namibia	Swaziland
Burundi	Nauru	Tanzania, United Republic of
Cyprus	Papua New Guinea	Tonga
Dominica	Rwanda	Trinidad and Tobago
Fiji	St-Kitts and Nevis	Tuvalu
Grenada	St. Lucia	Uganda
Ghana	St. Vincent and The Grenadines	Vanuatu
Jamaica	Samoa	Zambia
Kiribati	Seychelles	Zimbabwe

Information on the list of relevant Kenyan diplomatic/consular missions abroad, is available on the web site of the Ministry of Foreign Affairs of the Republic of Kenya at: <http://statehousekenya.go.ke/missions/africa.htm>.

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

#### **7. Side-events and exhibition space**

The Secretariat encourages Governments and partner Organizations to organize side-events for this workshop which will further enrich the discussions on items on the agenda of this meeting. In addition, exhibition space will be available for displays and exhibitions for those Governments and Organizations that wish to promote their initiatives.

For any further details and procedures to request side-events and exhibition space please see notification number [2013-058](http://www.cbd.int/doc/?meeting=WSNBSAP-RPCB-01) which can be found at: <http://www.cbd.int/doc/?meeting=WSNBSAP-RPCB-01>

#### **8. Hotel information**

All participants are requested to make their own hotel arrangements. A list of Hotels and Guest Houses in Nairobi and Gigiri are available below as Annex A and on UNON's web site at the following link: <http://dcs.unon.org/hotelrates2013.pdf>.

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

Sponsored participants will receive their DSA on the first day of the workshop.

#### **10. Official languages in Kenya**

There are two official languages in Kenya which are Swahili and English.

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



In November, temperatures in Nairobi usually range between a maximum of +23°C in the daytime and a minimum of +13°C at night. This is a rainy period of the year in Nairobi, please bring appropriate clothing. Current weather conditions in the area can be found at: <http://www.worldweather.org/071/c00251.htm>.

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

## 12. Electricity

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



## 13. Currency



The currency in Kenya is the Kenyan Shilling (Ksh) (KES). The current exchange rate as at 1 October 2013 is US \$1 = 86.38 Ksh and €1 = 116.91 Ksh. Most hotels offer currency exchange facilities as well as banks in major centres are open from 9:00 a.m. to 3:00 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.

## 14. Health requirements

The International travel, health and vaccination requirements for travel to Kenya can be obtained from the World Health Organization (WHO) web site: <http://apps.who.int/tools/geoserver/www/ith/index.html>. There are several vaccinations that are recommended.

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.

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

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

## 15. 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.

## **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.

**Annex A –Hotel Information  
from UNON web site  
(rates are approximate and subject to change)**

Rates as at 10/01/2013

**NAIROBI HOTEL RATES - 2013**

NAME	STAR RATING	ROOM OCCUPANCY	ROOM RATE	AIRPORT TRANSFER	LOCATION DISTANCE TO UN
1 <b>CROWNE PLAZA NAIROBI</b> P.O. Box. 25574- 00100 Tel:+254 20 2746000 Fax:+254 20 2746100 Email: info@cpnairobi.com www.cpnairobi.com	4 Star	Single Double	US\$ 215 US\$ 245  Bed & Breakfast Inclusive of all taxes	US\$25 per person	Upperhill (Outside City Centre)  15 Km
2 <b>EKA HOTEL</b> P.O. Box 27695-00506 Nairobi , Kenya Tel: 254 20 704 493 090 Email: info@ekahotel.com www.ekahotel.com	4 Star	Superior Room Junior Suite	US\$ 180 US\$ 360  Bed & Breakfast Inclusive of all taxes	US\$ 20 per person	Outside City Center (near the Airport)  18 Km
3 <b>FAIRMONT THE NORFOLK HOTEL</b> P.O. Box. 40084-00100 Nairobi, Kenya Tel: 254-20-2216940/2265000 Fax: 254-20-336742 Email: kenya.reservations@fairmont.com www.fairmont.com	5 Star	Fairmont Room Deluxe Room	US\$ 238 US\$ 288  Bed & Breakfast Inclusive of all taxes	US\$60 per person	City Center  12 Km
4 <b>HILTON HOTEL</b> P.O. BOX 30624, Nairobi, Kenya Tel: 254-20-2288000/2790000 Fax: 254-20-250099/226477  www.nairobi.hilton.com reservations.nairobi@hilton.com	4 Star	Single Double	US\$175 US\$215  Bed & Breakfast Inclusive of all taxes	US\$ 21 per person	City Center  12 Km
5 <b>INTERCONTINENTAL NAIROBI</b> P.O. Box 30353-00200, Nairobi, Kenya Tel: 254-20-320 00 000 Fax: 254-20-320 00 030 Email: reservations@icnairobi.com www.intercontinental.com/nairobi	5 Star	Single Double	US\$ 205 US\$ 245  Bed & Breakfast Inclusive of all taxes.	US\$ 30 per person	City Center  12 Km
6 <b>JACARANDA HOTEL</b> P.O. Box 14287 - 00800, Nairobi Kenya Tel: 254-20-4448713/4/5/6/7 Fax: 254-20-4448818 Email: sales-jhgroup@africanonline.co.ke www.jacarandahotels.com	4 Star	Superior Single Superior Twin	US\$ 175 US\$ 235  Bed & Breakfast Inclusive of all taxes		Westlands  10 Km
7 <b>LAICO REGENCY HOTEL</b> P.O. Box 57549 Nairobi, Kenya Tel: 254-20-2211199 Fax: 254-20-2217120 Email: reservations@laicoregencyhotel.co.ke www.laicohotels.com	4 Star	Deluxe Single Deluxe Double	US\$175 US\$200  Bed & Breakfast Inclusive of all taxes	US\$40 Per person	City Center  12 Km
8 <b>NAIROBI SAFARI CLUB</b> P.O. Box 43564 Nairobi, Kenya Tel: 254-20-2821000 Fax: 254-20-215137/224625 Email: reservations@nairobisafariclub.com www.nairobisafariclub.com	3 Star	Single Suite Double Suite	US\$ 170 US\$ 190  Bed & Breakfast Inclusive of all taxes	US\$ 30 per person	City Center  12 Km
9 <b>NAIROBI SERENA HOTELS</b> P.O. Box 48660 Nairobi, Kenya Tel: 254-20-2821000 Fax: 254-20-2718100 E-mail: nshreservations@serena.co.ke www.serenahotels.com	5 Star	Deluxe Single Deluxe Double	US\$270 US\$300  Bed & Breakfast Inclusive of all taxes	US\$ 40 Per person	City Center  12 Km
10 <b>OLE-SERENI HOTEL</b> P.O. Box 18167-00500 Tel:+254 20 3901000 Email: reservations@ole-serenihotel.com www.ole-serenihotel.com	5 Star	Superior Single Superior Double	US\$200 US\$250  Bed & breakfast Inclusive of all taxes	US\$15 Per person	Mombasa Road (near airport)  18 Km

Rates as at 10/01/2013

NAIROBI HOTEL RATES - 2013

11	<b>PANARI HOTEL</b> P.O. Box 4372, 00506 Nairobi Kenya Tel: 254-20-394600 Fax: 254-20-828985 Email: reservations@panarihotels.com <a href="http://www.panarihotels.com">www.panarihotels.com</a>	4 Star	Single room Double room	US\$ 200 US\$ 240  Bed & Breakfast Inclusive of all taxes	US\$ 20 Per person	Mombasa Road (near airport)  18 Km
12	<b>RED COURT HOTEL</b> P.O. Box 26601-00100 GPO Nairobi. Tel: 254-20-604528 Or 3520757/3593145/6 Fax: 254-20-608681 Email: reservations@redcourt.co.ke <a href="http://www.redcourt.co.ke">www.redcourt.co.ke</a>	3 Star	Single Room Double Room	US\$ 150 US\$ 175  Bed & Breakfast Inclusive of all taxes	US\$ 20 Per Person	Off Mombasa Road (near airport)  20 Km
13	<b>SAFARI PARK HOTEL</b> P.O. Box 45038, Thika Rd. Nairobi, Kenya Tel: 254-20-3633000/3633312/971 Fax: 254-20-3633919 Email: reservations@safariparkhotel.co.ke <a href="http://www.safaripark-hotel.com">www.safaripark-hotel.com</a>	4 Star	Deluxe Single room Deluxe Double room	US\$ 200 US\$ 240  Bed & Breakfast Inclusive of all taxes	US\$35 Per person	Thika Highway (Outside City Center)  12 Km
14	<b>SANKARA NAIROBI</b> P.O. Box 1638-00606 Tel: 254-20-4208000 Fax: 254-20-4208888 Email: stay@nairobi.sankara.com <a href="http://www.sankara.com">www.sankara.com</a>	5 Star	Superior Deluxe	US\$ 243 US\$283  Bed & Breakfast Inclusive of all taxes		Westlands  10 Km
15	<b>SAROVA HOTELS</b> 1. THE STANLEY P.O. Box 72493 Nairobi Kenya Tel: 254-20-316377 Fax: 254-20- 2715566 Email: reservations3@sarovahotels.com <a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	5 Star	Deluxe Single Deluxe Double	US\$190 US\$230  Bed & Breakfast Inclusive of all taxes	US\$ 40 Per Person	City Center  12 Km
16	<b>SAROVA PANAFRIC HOTEL</b> P.O. Box 72493 Nairobi, Kenya Tel: 254-20-2717000 Fax: 254-20-2715566 Email: reservations2@sarovahotels.com <a href="http://www.sarovahotels.com">www.sarovahotels.com</a>	4 Star	Standard Single Standard Double	US\$165 US\$205  Bed & Breakfast Inclusive of all taxes	US\$40 Per Person	Upper Hill (Outside City Center)  15 Km
17	<b>SOUTHERN SUN MAYFAIR NAIROBI</b> P.O. Box 68807(00800) Nairobi, Kenya Tel: 254-20-3740920 Fax: 254-20-3748823 Email: reserve@southern.sun.co.ke <a href="http://www.isogosun.com">www.isogosun.com</a>	4 Star	Single Double	US\$225 US\$250  Bed & Breakfast Inclusive of all taxes		Westlands ( Outside City Center)  8Km
18	<b>THE BOMA</b> P.O. Box 26601-00100, Nairobi, Kenya Tel: 254 20 3904000/604528 Email : reservations@theboma.co.ke <a href="http://www.theboma.co.ke">www.theboma.co.ke</a>	4 Star	Superior Room Deluxe Room	US\$ 215 US\$ 255  Bed & Breakfast Inclusive of all taxes	US\$ 20 Per Person	Off Mombasa Road (near the airport)  20 KM
19	<b>TRIBE-THE VILLAGE MARKET HOTEL</b> P.O. Box 1333,00621 Village Market Nairobi Tel: 254-20-72 00 000 Fax: 254-20-7200 110 Email: reservations@tribehotel-kenya.com <a href="http://www.tribe-hotel.com">www.tribe-hotel.com</a>	5 Star	Deluxe Single Deluxe Double	US\$235 US\$275  Bed & Breakfast Inclusive of all taxes	Limousine transfer US\$ 50	Gigiri Area  4 Km
20	<b>WINDSOR GOLF HOTEL &amp; COUNTRY CLUB</b> P.O. Box 45587 Nairobi, Kenya Tel: 254-20- 8647000/8647305 Fax: 254-20-8563322 Email: reservations@windsor.co.ke <a href="http://www.windsorgolfresort.com">www.windsorgolfresort.com</a>	4 Star	Deluxe Single Deluxe Double	US\$180 US\$215  Bed & Breakfast Inclusive of all taxes		Kiambu Road (Outside City Center)  15 Km

1. These hotels are approved by the UN security
2. Hotel rates are not fixed

GUEST HOUSES NEAR UN COMPOUND, GIGIRI - 2012

NAME	QUALITY RATING	ROOM OCCUPANCY	ROOM RATE	INTERNET ACCESS (WIRELESS)	LOCATION DISTANCE TO UN
<b>CASA BELLA SUITES</b> Email: enquiries@casabellagigiri.com <a href="http://www.casabellagigiri.com">www.casabellagigiri.com</a> Tel: +254 722 994999	Very Good	Single Double	US\$ 100 US\$ 120  Bed & Breakfast Inclusive of all taxes	Inclusive	6km
<b>DAISY HOMES LTD</b> Email: info@daisyhomekenya.com <a href="http://www.daisyhomekenya.com">www.daisyhomekenya.com</a> Tel: +254 721703333	Good	Single Double	US\$ 80 US\$ 120  Bed & Breakfast Inclusive of all taxes	Inclusive	1km
<b>GIGIRI HOMESTEAD</b> Email: info@gigirihomestead.co.ke <a href="http://www.gigirihomestead.com">www.gigirihomestead.com</a> Tel: +254 722 839 232	Good	Single Double	US\$ 95 US\$ 150  Bed & Breakfast Inclusive of all taxes	Inclusive	1.5km
<b>HOMELY</b> Email: homely.Guesthouse@gmail.com <a href="http://www.homelyguesthouses.com">www.homelyguesthouses.com</a> Tel: +254 722 901335	Good	Single Double	US\$ 85 US\$ 105  Bed & Breakfast Inclusive of all taxes	Inclusive	1km
<b>SHANEMA HOMES</b> Email : info@shanemahomes.com <a href="http://www.shanemahomes.com">www.shanemahomes.com</a> Tel: +254 700 333404	Very Good	Single Double	US\$ 80 US\$ 100  Bed & Breakfast Inclusive of all taxes	Inclusive	1km
<b>TARA SUITES</b> Email: info@tarasuites.com <a href="http://www.tarasuites.com">www.tarasuites.com</a> Tel: +254 717 700417	Excellent	Single Double	US\$ 140 US\$ 175  Bed & Breakfast Inclusive of all taxes	Inclusive	1km
<b>THE 140</b> Email: the140@cenhika.com <a href="http://www.cenhika.com/the140">www.cenhika.com/the140</a> Tel: +254 722 527964	Very Good	Single Double	US\$ 100 US\$ 120  Bed & Breakfast Inclusive of all taxes	Inclusive	3km
<b>THE BEDELLE</b> Email: reservations@thebedelle.com <a href="http://www.thebedelle.com">www.thebedelle.com</a> Tel: +254 700 368611	Excellent	Single Double	US\$ 100 US\$ 150  Bed & Breakfast Inclusive of all taxes	Inclusive	5km

1. Guest houses are approved by UNON Safety and Security Service
2. Rates are not fixed and subject to change
3. Most establishments have additional room types, kindly enquire directly
4. The above listing is in no particular order
5. A la carte lunch & dinner can be provided upon request