

MISSION LOGISTICS NOTE

ITU-MPTT- WORLD BANK NATIONAL WORKSHOP ON NUMBERING PLANNING AND POLICIES FOR SOMALI'S ICT STAKEHOLDERS

WORLD BANK COUNTRY OFFICE, NAIROBI, -KENYA, 8-9 NOVEMBER 2017

Information for participants

- **VENUE OF THE WORKSHOP**

The workshop will be held in Nairobi, Kenya on **8 November 2017**, at the country office of the World Bank, on **Menengai Road, Upper Hill, Nairobi, Kenya, in Room 1165, starting at 0900**. There will also be smaller meetings, with individual stakeholders, on **9 November 2017**. Please bring photo ID (eg passport) and allow time to complete security procedures when coming to the World Bank office.

COORDINATORS

ITU Coordinator

Eng. Mustafa Al Mahdi
Programme Administrator
ITU Arab Regional Office
Tel: +202 35 37 17 77
Fax: +202 35 37 18 88
E-mail: mustafa-ahmed.al-mahdi@itu.int

WBG Coordinator

Tim Kelly
Lead ICT Policy Specialist
World Bank Country Office, Nairobi
Tel: +254 20 293 6062
Email: tkelly@worldbank.org

- **REGISTRATION AND WORKING HOURS**

The on-site registration of participants and distribution of documents will take place in the World Bank office on 8 Nov 2017, as from 08.30 am. The opening session will start at 09:00 am. Working hours are from 09:00 to 18:00.

- **HOTEL RESERVATION**

Kindly be advised that it is recommended for participants to reserve their own hotel accommodations via telephone, fax or E-mail, directly with the hotels of preference, indicating their arrival schedules before **1st of Nov 2017**,

LIST OF LOCAL HOTELS

CROWNE PLAZA HOTEL

Room Type: 1 x Twin Standard Room
Daily Rate: \$200

NB: The room rate is per room per night inclusive of complimentary buffet breakfast at the Baraka All day dining restaurant and 28% Government taxes

Contact Details

Reservations Department
Crowne Plaza Nairobi
Hotel Main Line: +254 (0)20 27 46 000, +254 732 166000, +254 719 096000
Hotel Fax: +254 (0)20 27 46 100
Email: reservations@cpnairobi.com
Website: www.ihg.com

RADISSON BLU HOTEL

Room Type: 1 Standard King Non- Smoking
Daily Rate: \$250

NB: The rates stipulated above are per room and night, inclusive of breakfast, taxes 16% VAT, 10 % Service Charge and 2% Government Training Levy.

Contact Details

Radisson Blu Hotel, Nairobi Upper Hill
Elgon Road, PO Box 21695 - 00100 GPO
Nairobi, Kenya
Tel: +254 709 810 000
Fax: +254 20 514 1400
Email: info.nairobi@radissonblu.com
Website: www.radissonblu.com/hotel-nairobi

NAIROBI SERENA HOTEL

Room Type: 1 Standard Double
Daily Rate: \$210

Contact Details

Telephone: +254 20 2822000
Fax: +254 20 2725184
nshreservations@serena.co.ke

SAROVA PANAFRIC HOTEL

Room Type: Single Executive Room
Daily Rate: \$170

Contact Details

Matthew Gichohi
Senior Sales Account Manager,
DL: +254 20 2767218, Mobile: +254 722 620 641
Reservations: +254 709 111 000
E: centralreservations@sarovahotels.com

• **VISA PROCEDURE**

A valid passport is required to enter Kenya. In this case, participants are strongly advised to seek information on requirements applicable in their case from the Kenyan Embassy / Consulate in their home countries **at least 15 days prior to the trip**.

In case there is no Embassy or Consulate of Kenya in your country, it is recommended to send, **at least two weeks before the event** a clear scanned copy of your passport to the training coordinator Email in order to assist in issuing your visa.

The following documents are required:

- Valid passport.
- A round-trip airline.
- Hotel booking in your name or in the name of the person with whom you will be staying, including the address/phone number of your place of stay.
- Confirmation of registration for the event.
- The counter visa fee is **100\$ (one hundred US dollar) only payable in US dollars**.
- Registration fees for ordinary passports **50\$**

***If you need visa support, please contact the Workshop Coordinators

• **TRANSPORTATION FOR PARTICIPANTS**

Nairobi International Airport is the main point of entry into to Kenya Airport. Taxis and shuttles are available from the airport to hotels. Hotels can arrange to pick up for the participants.

• **CURRENCY**

- The official currency of Kenya is the **Kenyan Shilling (KES)**.
- Visa, American Express, Access/MasterCard, and Diners Club cards can be used, with Visa preferred by many organisations.
- Foreign currencies are generally **NOT ACCEPTED** for payment (with the exception of payment for visa on arrival in US\$). Foreign currencies may be changed into Kenyan Shilling at banks or private exchange offices. Most banks are open from Monday until Friday, from 8.30 to 16.00.
- The exchange current rates in Kenya as of October 2017, are as follows:

 Dollar	103.25
 Euro	121.78

• **CLIMATE**

The weather in November is beautiful to moderate, dry, with occasional rain. Approximate temperatures in November will be between 18-28 degrees Celsius.

- **SECURITY**

Nairobi is a venue for major conferences and presents a low risk to business travelers. However, as when travelling to any major city, it is important to take responsibility for your personal safety and exercise common sense security precautions at all times. The recent elections have caused some instability, and are due to be re-run on 26 October. In the event that civil disturbances continue, there is a risk of postponement of the event

Delegates should observe common sense security precautions

ELECTRICITY

AC power voltage in Kenya is 220 V, frequency 50Hz. Most electrical outlets are British standard outlets.



- **SERVICES AVAILABLE FOR PARTICIPANTS DURING THE WORKSHOP**

Communication Center:

Internet Access free of charge will be available at the World Bank office, using the SSID “guest” and a password to be supplied. Hotels normally offer free Wi-Fi connectivity.

Security:

For security reasons, all participants should always wear their badges during the workshop and in all social activities.

Medical Assistance:

Emergency and urgency medical assistance will be provided within the premises where the workshop will take place (on 15th floor). Nevertheless, it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

Healthy and safe drinking water will be available at workshop venue, and it is easy to get additional amounts from any shopping point.

- **GENERAL INFORMATION**

General Information about Kenya:

Government	Republic of Kenya
President	H.E. Uhuru Kenyatta (subject to re-election on 26 October)
Deputy President	H.E. William Ruto (subject to re-election on 26 October)
Area	580,367 km ²
Population	48,655,760
Capital	Nairobi
Official Language	English
Country Code	+254
Time Zone	<u>EAT</u> (<u>UTC</u> +3)