



**INTERNATIONAL TELECOMMUNICATION UNION (ITU)
C&I VALIDATION WORKSHOP
21ST – 23RD OCTOBER 2015
LAICO REGENCY HOTEL, NAIROBI, KENYA**

ADVANCE INFORMATION DOCUMENT

1. COUNTRY PROFILE: KENYA

Kenya is located in the Eastern Africa, bordering the Indian Ocean. The Border countries are Ethiopia, Somalia, South Sudan, Tanzania, and Uganda. It covers a total area of: 580,367 sq. km. Kenya's climate varies from tropical along coast to arid in interior. Its terrain is characterised by low plains which rise to central highlands bisected by Great Rift Valley and the fertile plateau in west. It is also a country of great contrasts. From the 17,059-foot summit of Mount Kenya (Arica's second-highest mountain) in the country's interior to the warm waters that wash its Indian Ocean coast, Kenya has a sample of lush forests, trackless deserts, sprawling national parks teeming with wildlife and jewel-like lakes. Kenya's capital is Nairobi.

It is country with a diverse population of 43,013,341 (July 2012 est.), which includes most major ethnic and linguistic groups of Africa. Traditional pastoralists, rural farmers, Muslims, Christians, and urban residents of Nairobi and other cities contribute to the cosmopolitan culture.

Kenya is a constitutional democracy with a parliament and an executive president directly elected by voters. The constitution promulgated in August 2010 introduced devolution of power to the county level and the creation of an upper house of parliament (Senate).

Kenya is country with relatively diverse export profile, led by tea, horticultural products and manufactures. Kenya's import profile is also diverse, with the Middle East and Asia accounting for around 60%.

2. HOST

The ITU Conformity & Interoperability Validation Workshop for the EAC meeting will be hosted by the Communications Authority of Kenya (CA).

3. VENUE OF THE C&I WORKSHOP

Laico Regency Hotel
P.O Box 54579
Nairobi 00200 City Square,
Loita Street, Uhuru Highway
Tel: (254 20) 2887000

INTERNATIONAL TELECOMMUNICATION UNION (ITU)
Regional Office For Africa
P.O. Box 60005. Addis Ababa, Ethiopia
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COMMUNICATIONS AUTHORITY OF KENYA
CA Centre, Waiyaki Way
PO Box 14448, Nairobi 00800, Kenya
T: + 254 703042000 | +254 (20) 4242000
Email: info@ca.go.ke | Website: www.ca.go.ke

Fax: (254 20) 2217120
info@laicoregencyhotel.co.ke

Bed and Breakfast Rates:
Guest Room (single): 130 USD
Deluxe room (single): 175 USD

Contact person: Esther Awino
Sales Account Manager
Mobile: +254720 215 737
e.awino@laicoregencyhotel.co.ke

4. RECOMMENDED ALTERNATE HOTELS

Delegates are welcome to reside at any of the hotels recommended by the host. Transfers will be arranged from the recommended hotels to the Fairmont Norfolk Hotel; however, the delegates must notify the organizers in advance with the details and duration of their stay to benefit from this service.

4.1 Nairobi Safari Club (4 Stars, 5 Minute walk from the venue)

P.O. Box 43564
Nairobi 00100
Tel: +254 20 2821000
Fax: +254 20 2215137

Bed and Breakfast Rates:
All suites single: 125 USD
All suites double: 150 USD

Contact Person: Mary Assava, Secretary Sales and Marketing
Mobile: +254 733 603 670
Reservation: sales@nairobisafariclub.com

4.2 Intercontinental Hotel Nairobi (5 Star, 10 Minute walk from the venue)

P.O. Box 30353
Nairobi 00200, City Square
City Hallway
Tel: +254 20 3200000
Fax: +254 20 3200036

Bed and Breakfast Rates:
Standard room single: 150 USD
Superior room Single: 180 USD
Standard room Double: 185 USD
Superior room Double: 215 USD
Deluxe room Single: 220 USD
Deluxe room Double: 255 USD

Contact Person: Aurelius Mukuna, Key Account Manager
Tel: +254 20 3200214
Mobile: +254 710 800 409
Reservation: aurelius.mukuna@ihg.com

4.3 Southern Sun Holiday Inn

P.O. Box 66807
Nairobi 00800
Tel: (254-20) 3740920/3740921
Fax: (254-20) 3748823
Parklands Road
www.southernsun.co.ke

Bed and Breakfast Rates:
Single Room: 195 USD
Double Room: 220 USD

Contact Person:
Susan Senya
Sales Account Manager
senyas@southernsun.co.ke
Tel: (+254) 020 3748823
Tel: (+254) 020 36 88 000
Mobile Number: 0722471599

4.4. Sarova Stanley

P.O. Box 30680
Nairobi 00100
Corner of Kimathi Street and Kenyatta Avenue
Tel: (254 20) 316377/2228830
Fax: (254 20) 2249757
thestanley@sarovahotels.com

www.sarovahotels.com

Bed and Breakfast Rates:
Deluxe single Room: 160 USD
Deluxe double Room: 200 USD
Club Single Room: 190 USD
Club Double Room: 240 USD

Contact Person:
Hannah Nderi
C: +254 722319005
E: hannah.nderi@sarovahotels.com

4.5. Laico Regency

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Nairobi 00200 City Square,

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5. TRAVEL

The Jomo Kenyatta International Airport (JKIA) is the main airport in Nairobi. It is the largest and busiest airport in East and Central Africa. It serves as a transit hub for major airlines as well as the gateway for visitors to Africa's treasured game parks, cultural heritage, scenic landscapes and business opportunities. The airport also serves as a major cargo centre for both inbound and outbound goods.

JKIA is situated in Nairobi, 20 minutes from the Central Business District. Most major hotels in Nairobi have their stations at the arrival terminal for facilitation of guests on arrival. Its connectivity to the rest of the world is also enhanced by the presence of the world's popular airlines.

Participants are responsible for making their travel arrangements.

6. LOCAL TRANSPORTATION

All travel information, including flight number, arrival and departure dates and times should be forwarded to the points of contact indicated herein. The host will provide transport to delegates as follows:

- a) On arrival and departure from & to the Jomo Kenyatta International Airport.
- b) From the designated hotels to the meeting venue and back.
- c) During the various social events organized for the delegates.

7. PUBLIC TRANSPORT

The public transportation system consists of buses and mini-buses (commonly known as matatus) that operate along designated routes. Additionally, taxi-cab and car hire services are available at hotels. Delegates are strongly advised to use official taxis from hotels or as may be recommended by the host.

8. HEALTH REQUIREMENTS

Delegates are advised to have yellow fever vaccination.

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Before visiting Kenya, delegates may check with their health-care providers about vaccinations and medications for preventable diseases according to the needs of the individual.

9. VISA REQUIREMENTS

All travellers to Kenya must be in possession of a valid passport issued and recognized by their governments.

Nationals of East African Partner States holding valid passports and other acceptable travel documents may be issued with a visitor's pass on arrival at a port of entry into Kenya valid for Six Months. Travellers entering Kenya by road are advised to pass through the gazetted entry points and report immediately to an Immigration Officer.

Citizens from countries outside the East African region should note that visas are issued at Kenyan Missions abroad and also at entry/exit points. The duration for the visitor's visa varies depending on the length of stay. Below are the applicable visa fees:

- Transit Visa: 20 USD
- Referral Visa: 10 USD
- Ordinary/Single Journey Entry Visa: 70 USD
- Multiple Journey Visa (for all nationalities): 100 USD

NB. All Visa Fees are Payable in US Dollars ONLY (for all nationalities)

For complete details of visa requirements, delegates are advised to consult the web site of the Ministry of Immigration and Registration of Persons of the Republic of Kenya at: <http://www.immigration.go.ke/>. Enquiries can also be addressed to a Kenyan Embassy or Consulate in the countries of residence. If a referral visa is required, participants are requested to obtain this official document ONE MONTH prior to travelling to Kenya.

Invitation letters will be issued upon request to assist delegates with the visa process. Delegates who require this assistance and also on-arrival visa should submit the following details at least one (1) month prior to the event to host and ITU's designated points of contact:

1. A cover letter bearing the company/organization's letterheads showing connection between applicant and the company/organization
2. A copy of the passport page with biometric data, signature and issuing Authority
3. Nationality
4. Date of Arrival
5. Date of Departure
6. Hotel Booking
7. Funding provider
8. A valid email address and telephone contact information

10. COMMUNICATION

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SIM cards are widely available from various outlets or representatives of the operators, supermarkets and equally small convenience stores. Copy passport for foreign visitors is required for the purchase of SIM cards.

The Secretariat at the Conference venue will be equipped with fixed telephone line, facsimile service and internet access. There will also be WIFI at the venue.

11. LOCAL TIME

+3 hours Greenwich Mean Time.

12. LANGUAGE

Kenya is a multilingual country. The Swahili language and English, are widely spoken as lingua franca. Swahili is the national language and English is the official working language.

14. WATER & ELECTRICITY

It is advisable to use bottled water for drinking purposes.

The Electricity power voltage in Kenya is 220-240 Volts and the electricity plugs are 13 Amp, with the square pin used in most premises.

15. TELECOMMUNICATIONS

Kenya has one fixed line operator and three mobile operators (Safaricom, Airtel and Telkom-Orange). The country code is +254.

Facsimile services are available in almost all hotels. Internet facilities are also available in almost all hotels or at Cybercafés.

16. BANKING AND BUSINESS HOURS

The unit of currency is the Kenya Shilling (Ksh), divided into 100 cents. To check up to date exchange rates, please visit www.xe.com.

Major credit cards are widely accepted.

Banking hours are 0900-1600 Hrs (Monday to Friday). Forex Bureaux located in different parts of the city are open from 9:00hrs to 16:00hrs Monday through Friday.

Mobile money transfer (e-banking) is offered by the three telecommunications operators: Safaricom, Airtel, and Orange. Money transfer services from Western Union and Money Gram are also available in most banks

17. WEATHER

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Kenya enjoys a pleasant tropical climate and the average temperatures in October should be around 11°C - 24°C.

CONTACT PERSONS

HOST CONTACTS	ITU Regional CONTACT
<p>Ms. Rachel Alwala Assistant Director/Communications and External Affairs Communications Authority of Kenya P.O. Box 14448 Nairobi 00800 Tel: +254 703 042 475 E-mail: cpa@ca.go.ke</p> <p>Mrs. Viola Munyoki Ag. Assistant Manager/Events Communications Authority of Kenya Tel: +254 703 042 218 E-mail: cpa@ca.go.ke</p> <p>Ms. Linet Onyando Ag. Assistant Manager /External Affairs Communications Authority of Kenya Tel: +254 703 042 435 E-mail: cpa@ca.go.ke</p>	<p>Ms. Meskerem Yadete International Telecommunication Union (ITU) Regional Office for Africa P.O. Box 60005 Addis Ababa, Ethiopia Tele Building 3rd. Floor Tel: + 251 115 514855/514977 Fax: +251 115 517299.</p> <p>E-mail : meskerem.yadete@itu.int</p>