

Global Gender Workshop on NDC Planning for Implementation



LOGISTICS NOTE

April 24-26, 2019
Nairobi, Kenya

UNDP NDC Support Programme is organizing the “Global Gender Workshop on NDC Planning for Implementation”. The workshop is co-hosted in collaboration with Kenya’s Ministry of Environment

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and Forestry. This event will gather the countries that are mainstreaming gender equality in their national climate actions and strategies through the Programme. The participatory and interactive workshop will provide an opportunity for sharing of experiences, lessons learned and ways forward on gender-responsive NDC planning and implementation. Please find below some general information on the workshop arrangements and on your stay in Nairobi, which you may find useful.

VENUE OF THE WORKSHOP

The workshop will be held at the **Safari Park Hotel and Casino** located in the capital, Nairobi from **April 24 to 26 2019**. The venue has been cleared by UN Department of Safety and Security.

Address: Kasarani off Thika Road

Phone: 020 3633000 / 020 3633978 / +254 720 447 211

Website: www.Safaripark-hotel.com



The Jomo Kenyatta International Airport (JKIA) in Nairobi is located in the Embakasi suburb 15 kilometres from Nairobi's central business district and 27 kilometres from the Safari Park Hotel and Casino.

ACCOMMODATIONS

Participants are responsible for making their own hotel reservations and, are therefore advised to contact the hotel of their choice directly in order to make their booking as soon as possible. Below are hotel options you may wish to consider, which have all been cleared by UN Department of Safety and Security. Please note that these rates are approximate for a standard room and availability is not guaranteed. Participants wishing to stay somewhere not listed below are responsible for finding their own accommodation. When deciding on a place of accommodation, please kindly note that traffic delays are very common in Nairobi especially during peak hours, morning and evening.

Hotel name and address	Contact details	Distance to/from venue	Room rate/night (in USD)
Safari Park Hotel and Casino (Same as workshop venue) Kasarani off Thika Road	Participants wishing to stay here should email reservations@safariparkhotel.co.ke and mention they will attend "UNDP Global Gender Workshop" to enjoy the special negotiated rate of \$140 per night. Please be advised that this negotiated rate is until April 10 th , so we advise participants to make their reservations as soon as possible if they wish to stay here.	0.0 Km	\$140

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	<p>Taking participations' concerns into account regarding the deposit that they require, the hotel has decided to provide 2 options:</p> <p>1. Participants can make a deposit of at least one night's stay of \$140, and the balance will be paid at check-out. Once you email reservations@safariparkhotel.co.ke they will reply with the link for you to provide your credit card information. The deposit needs to be made with a cut off of 7 days before the event.</p> <p>2. For those who do not wish to make a deposit up front, a credit card form can be filled out, and this card will only be charged of one night's stay in case of no-shows. For those who have already confirmed with the hotel and would like this option, please kindly complete the form attached and return it to reservations@safariparkhotel.co.ke. For those who have not yet made a reservation, once you make the reservation, please be informed the reservations office will forward this form to all who request bookings from now onwards.</p> <p>Website: www.safaripark-hotel.com</p> <p>Phone: 020 3633000 / 020 3633978 / +254 720 447 211</p>		
<p>InterContinental Hotel City Hall Way, P.O. Box 30353, City Square</p>	<p>Website: https://www.ihg.com/intercontinental/hotels/gb/en/reservation</p> <p>Phone: +254-020-3200000</p>	14.7 Km	\$ 98.82
<p>Nairobi Safari Club City Center, P.O. Box 43564 – 00100</p>	<p>Email: reservations@nairobisafariclub.com</p> <p>Website: www.nairobisafariclub.com</p>	12.7 Km	\$110
<p>Norfolk Hotel Harry Thuku Road</p>	<p>Website: https://www.fairmont.com/norfolk-hotel-nairobi/</p> <p>Email: kenya.reservations@fairmont.com</p>	14.3 Km	\$146
<p>Panafric Hotel Along Valley Road</p>	<p>Website: https://www.sarovahotels.com/panafric-nairobi/</p> <p>Email: centralreservations@sarovahotels.com</p> <p>Phone: +254 709 111 000</p>	15.2 Km	\$90
<p>Serena Hotel City Center, P.O. Box 48690– 00100</p>	<p>Email: nshreservations@serena.co.ke</p> <p>Website: www.serenahotels.com</p>	14.5 Km	\$ 200
<p>Tribe Hotel Limuru Road The Village Market, Gigiri P.O. Box 1333- 00621</p>	<p>Email: reservations@tribehotel-kenya.com</p> <p>Website: www.tribe-hotel.com</p> <p>Phone: +254 20 720 0000 / 0732 186 000</p>	15.7 Km	\$ 205.88

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Windsor Golf Hotel Kiambu Road (Outside City Center)	Email: reservations@windsor.co.ke Website: www.windsorgolfresort.com	9 Km	\$208.00
Magna Hotel & Suites UN Crescent	Website: http://www.magna-hotel.com/junior-suites.html Email: booking@magna-hotel.com Phone: +254 20 513 8000	15.1 Km	\$210
Comfort Gardens 34 United Nations Cres	Website: http://comfortgardens.com/comfort-gardens-nairobi/ Email: info@comfortgardens.com Phone: +254 (0) 202014014 +254 (0) 723610280 +254 (0) 777610280	15.1 Km	\$ 90
Trademark Hotel Limuru Road Village Market, Gigiri	Website: https://www.trademark-hotel.com Phone: +254 730 886 000 Email: reservations@trademark-hotel.com	15.4 Km	Rate currently not available. Contact the hotel directly.

TRAVEL AND DAILY SUBSISTENCE ALLOWANCE (DSA)

We are pleased to inform you that funding is available to cover the travel costs of **sponsored participants**, including an economy-class airline ticket, Daily Subsistence Allowance (DSA) and terminal expenses for the duration of the workshop in accordance with the UN standard practice.

The DSA for Nairobi, Kenya, is currently US\$ **260 per night** (as of April 2019). The DSA is to cover lodging, meals and other payments for personal services rendered. It is calculated on the nights the traveler spends at the event from the official arrival day for the event through the conclusion. In this case, the expected arrival is Tuesday, April 23rd and expected departure is Saturday, April 27th therefore, the DSA will be provided for a total of 4 nights. Please note the DSA described above will take into account the official itinerary, and meals provided during the workshop will be taken into account and deducted. In addition to the DSA, you will receive terminal expenses in the amount of \$188.00.

DSA entitlements will be disbursed by bank transfer upon completion of a vendor form and submission of confirmation of bank details in English (e.g. official bank letter/statement). Please note that 80% of the total DSA amount will be transferred to the participant's bank account (in USD) approximately one week prior to the workshop. Please kindly ensure your bank account accepts USD, otherwise this may result in a delay in receiving your entitlements and unnecessary transaction fees. Please ensure to keep your original boarding passes (outbound and inbound flights) as these may be requested post-workshop. Your remaining 20% DSA entitlements will be processed upon confirmation of your participation in the workshop by the organizers.

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If your official itinerary includes a stopover of seven (7) hours or more in duration, you are entitled to reimbursement for meals and accommodation at the stopover point. To receive reimbursement for expenses at the stopover point, you must submit all receipts of expenses incurred to groups.tss@undp.org by **13 May 2019**. Total meal expenses cannot exceed the total percentage of the non-accommodation portion of the DSA for the respective location of the stopover. The total expenses (accommodation plus meals) claimed for the stopover point cannot exceed the DSA rate for the locality.

Furthermore, if your itinerary requires you to make an early check-in/late check-out, up to a maximum of 50% of the DSA rate for the locality can be claimed upon submission of the receipt of your hotel payment (including hotel reservation confirmation) to groups.tss@undp.org by **13 May 2019**.

Finally, you are also entitled to reimbursement of visa fees (including transit visas) upon submission of all visa-related expense receipts to groups.tss@undp.org by **13 May 2019**.

Please note that all receipts of any expenses incurred (stopover, early/late check-in/out or visas) must be submitted to groups.tss@undp.org by **13 May 2019**. We can no longer guarantee the reimbursement of such expenses should you submit your receipts beyond this date.

Note on travel: Any changes made to the date of departure and/or arrival may incur a fee. Changes for personal reasons are to be paid by the traveler. The co-organizers will not be responsible for costs associated with any changes you may wish to make to your ticket (e.g., upgrading, re-routing or stopover expenses). Please take note prior to your departure of the emergency contact details of the travel agency listed in the last page of this logistics note.

WORKSHOP DETAILS

REGISTRATION AND IDENTIFICATION BADGES

Participants are asked to register and obtain identification badges at the registration desk prior to the opening of the workshop on 24 April 2019. More details of registration time will be shared closer to the workshop. Kindly bring identification on the first day of the workshop.

WORKSHOP DATES AND TIME

The workshop will take place from 24-26 April 2019. The sessions will start at around 9:00am and will continue until approximately 6:00pm on the 24th and 25th, with the workshop ending in the afternoon on April 26th. A more detailed agenda will be shared with participants closer to the workshop.

LANGUAGE OF THE WORKSHOP

The meeting will only be held in English, with unfortunately no simultaneous translation available.

MEALS

Lunches and coffee breaks will be provided during the workshop. Participants are also invited to a welcome reception, most likely to be held on 24 April 2019 (date and time to be confirmed). Other meals are to be paid by participants using Daily Subsistence Allowance (see above).

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ON THE GROUND TRANSPORTATION

Taxis: Patronize only licensed taxis (telephone numbers listed below). Local unlicensed taxis are often unreliable, un-roadworthy and should be avoided. Always confirm the fare in advance if there is no meter. Never take a lift from a stranger. Hitchhiking can be dangerous.

- Pewin Cabs, Tel: 0727-776 761
- Jatco Taxis, Tel: 0725-280 000
- Jim Cab Services, Tel: 0735-555 559
- Apollo Tours Ltd, Tel: 0723-794 249
- Amicabre Travels Ltd, Tel: 0710-760 055

Car Hire: Only hire cars from a reputable car hire firm; a short list of some reputable car hire firms is below. You can then be certain that you have the right insurance cover, the vehicle has been maintained and it will be in a reasonably good condition.

- Avenue +254 202219725
- Avis +254 202533610/14
- Budget +254 20223072/330169
- Car Hire Services +254 203743270/1/2
- Chequered Flag +254 203882629
- Hertz +254 20313608
- Easy Coach +254 202210711/2 +254 203593790
- Apollo tours +254 721734323 +254 202467350/1/2/3

Public Vans and Buses: You are strongly advised to be very cautious if you must travel using public transport, however exciting or convenient they might look. Robbers and pickpockets are known to frequent public transportation.

Airport Pick-up: Staff from other duty stations visiting Nairobi and staying at a hotel are advised to arrange the hotel shuttle service to pick them up at JKIA; staff accommodated at private residences and staff resident in Nairobi are encouraged to make arrangements with a recommended taxi company (please see above) prior to the arrival. Never take an unmarked taxi vehicle. **For participants staying in the hotel of the venue, Safari Park Hotel offers airport transfers at an extra cost of USD 40 per vehicle one way, please kindly liaise with the hotel directly when making your booking if you would like this arrangement.**

Airport Escort Service: Staff should be also aware of the available option to hire an escort service from the following private security companies for a fee:

- Bob Morgan: +254726449722
- G4S: +254725439636
- KK Security: +254719701698
- Radar Security: +254722492811
- Riley Security: +254714961064
- Secorex: +254722343434

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- Ultimate Security: +254722753664

HEALTH AND VACCINATIONS

Participants should be up-to-date with routine vaccination courses and boosters before travelling to Kenya. The government of Kenya requires proof of yellow fever vaccination if you are traveling from a country with risk of yellow fever. Please make sure you review the list of [Countries with risk of yellow fever virus \(YFV\) transmission](#) and also check [here](#) to see if you require a vaccination immediately. Please keep a detailed receipt from the doctor or clinic in order for sponsored participants to be reimbursed for the vaccinations.

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=nceqid-dgmq-travel-single-001

Malaria risk exists throughout the year in Kenya; though there is little risk in Nairobi and the highlands, therefore it is advised that you take precautions while travelling out of these areas. Any medical costs incurred during their stay in Kenya shall be borne by the meeting participants. In addition, you may not be able to find all the medication you need while in Kenya. We, therefore, advise you to make a doctor's appointment and purchase any medication you may need prior to your trip, for example, if you are following a specific course of medical treatment. Kindly note that you may be required to present your prescription to show that the drugs are for personal use only.

VISA AND ENTRY INFORMATION FOR KENYA

Participants are responsible for obtaining their own visa (including any transit visas) as needed. Please verify if your country requires an entry visa [here](#) and the types of visas [here](#). We strongly advise participants to contact the appropriate embassy/high commission/honorary consulate in their home countries or stationed abroad immediately for more information on visa requirements.

In all cases, please note that you must hold a passport/travel document that is valid for at least six (6) months after your departure date in Kenya. You will have received a personalized invitation letter which may support your visa arrangements if needed.

Visas to enter Kenya can be obtained through the following procedures:

1. E-Visa online procedure: Eligible nationalities can complete their application online and pay visa fees on the dedicated website (<http://evisa.go.ke/evisa.html>).
2. Standard procedure in embassies: Those not eligible for the e-Visa, or if the type of visa desired cannot be obtained through the e-Visa procedure, can apply for Visa from the nearest Kenya Embassy.
3. Visa on arrival: Eligible nationalities who may be issued with a Visa on application and without reference to the Director of Immigration can complete visa formalities upon arrival at JKIA. Travellers' attention is drawn to the fact that the E-visa allows border checks to be passed more quickly, therefore we advise obtaining the visa beforehand.

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Please note: Citizens of the following countries require a visa that cannot be obtained online or on arrival at the airport but instead this must be done in advance through a Kenyan Embassy: Afghanistan, Armenia, Azerbaijan, Cameroon, Democratic People's Republic of Korea, Eritrea, Iraq, Kosovo, Lebanon, Libya, Mali, Palestine, Senegal, Somalia, Syria, Tajikistan. For more information, please see: <https://www.kaa.go.ke/airports/airport-services/immigration-visas/>

In case of any difficulties on visa processing, please contact Kenya Immigration Services at visasection@immigration.go.ke for assistance.

For more information on Kenya visa visit www.immigration.go.ke or contact:

Department of Immigration Services
Nyayo House, 9th Floor, Southern Wing
P.O. Box 30191-00100
Fax No.: +254 20 2220731
Tel: +254 20 2222022
Ext.22215/22346/22083/22225

Email: visasection@immigration.go.ke; dis@immigration.go.ke

In all cases, please note that you must hold a passport/travel document that is valid for at least six (6) months after your departure date in Kenya. You will have received a personalized invitation letter which may support your visa arrangements if needed. If you have any questions, please contact Candida Rodriguez at candida.rodriguez@undp.org and Nilay Tuncok at nilay.tuncok@undp.org.

INSURANCE

The dialogue co-organizers are **not** responsible for medical, accident and travel insurance. It is recommended that international medical insurance be obtained for the period of participation.

SAFETY AND SECURITY

Please take sensible precautions to protect yourself and your belongings, particularly against pickpockets and bag snatchers.

For your own safety, kindly read and follow the following:

- When walking, keep to the main roads and avoid shortcuts down back alleys and the like. However, where possible, take a taxi rather than walking (refer to section with information on recommended taxi services). While in the taxi, always keep your car windows and doors locked or request the driver to do so;
- Ignore street children and people coming up to you in the streets with hard-luck tales. They may be pickpockets or part of an elaborate scam. The best thing to do is just to walk on and ignore them;
- Do not carry large sums of money. Avoid carrying credit cards, wearing expensive jewelry, watches or the like when walking in the street. Wherever possible, please do not walk alone.

Remember, maintain situational awareness at all times

Emergencies

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- Police: 999, 112, 911
- Ambulance/Fire: 999/ 020-2222181/ 020-2222182/ 020-2344599

GENERAL INFORMATION

The Republic of Kenya is located on the Eastern coast of Africa. Its capital and largest city is Nairobi. Kenya lies on the equator with the Indian Ocean to the south-east, Tanzania to the south, Uganda to the west, South Sudan to the north-west, Ethiopia to the north and Somalia to the north-east.

Capital city

Nairobi is the highest city in East Africa at 1,700 m. Modern and rapidly growing Nairobi has over 4 million inhabitants (estimated).

Climate

The country has a warm and humid climate along its Indian Ocean coastline, with wildlife-rich savannah grasslands inland towards the capital. Nairobi has a cool climate that gets colder approaching Mount Kenya, which has three permanently snow-capped peaks. Average temperatures will range from 15°C (59°F) to 25°C (77°F) in April with high probability of rain.

Population

49.7 million

Language

English (official), Kiswahili (official, national)

Government

Presidential republic

Currency

The currency in Kenya is the Kenyan shilling (Ksh). The UN operational exchange rate as of 01 March 2019 is US\$ 1 = KSH 100.07. The most accepted foreign currency is US dollars, but Euros and GBP are easily changed. Exchange of USD can be done at the airport.

Banking hours

Banking hours are primarily from 9:00 a.m. to 4:00 p.m. on weekdays and from 8:30 a.m. to 12:00 p.m. on Saturdays. All banks are closed on public holidays and Sundays.

Time

Eastern Africa Time (EAT) UTC/GMT +3 hours



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Telecommunications and Internet

The international country code of Kenya is +254. Internet and e-mail services are available in Nairobi and internet access will also be made available at the workshop venue. You can therefore access the internet for free. Personal phone calls will be at the personal expense of participants. For more information, please contact the reception. Participants can purchase their own local SIM cards from these recognized Mobile Operators upon arrival.

Mobile operators:

- Safaricom
- Airtel
- Orange (Telkom Kenya)

Electricity

Electric supply in Kenya is 240 V, 50 Hz with power plugs and sockets of type G:



CONTACT INFORMATION

For workshop programme:

Ms. Verania Chao, verania.chao@undp.org

Ms. Allison Towle, allison.towle@undp.org

Ms. Nilay Tuncok, nilay.tuncok@undp.org

For workshop logistics:

Ms. Candida Rodriguez, candida.rodriguez@undp.org

Ms. Nilay Tuncok, nilay.tuncok@undp.org

For travel emergencies or last-minute changes, please contact the travel agent directly. If you choose to send an email, please copy Candida Rodriguez (candida.rodriguez@undp.org), Nilay Tuncok (nilay.tuncok@undp.org) and UNDP Travel Services Section at groups.tss@undp.org