

**Regional Roundtable on the**

**World Programme for the Census of Agriculture 2020 (WCA 2020),**

**Nairobi, Kenya, 18-22 September 2017**

**INFORMATION NOTE FOR PARTICIPANTS**

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# VENUE

The Roundtable Meeting will be held in the Southern Sun Mayfair Nairobi Hotel, Kenya, from 18 to 22 September 2017.

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| **Southern Sun Mayfair Nairobi’s address:**Parklands Rd, Nairobi, Kenya[Phone](https://www.google.it/search?rls=com.microsoft:en-GB:IE-Address&q=southern+sun+mayfair+nairobi+phone&sa=X&ved=0ahUKEwjf-Y-F7OzUAhVCbBoKHZprDu0Q6BMIugEwEA): +254 20 3688000Website: <https://www.tsogosun.com/southern-sun-mayfair-nairobi>;  |

# MEETING ARRANGEMENTS

The normal working hours of the meeting will be 08.30 to 17.00, unless specified otherwise by the Secretariat. The roundtable meeting timetable and detailed arrangements will be communicated directly to the accepted participants in due course

# Registration: All participants funded by FAO that registered with FAO filling the Registration Form (sent with the invitation to institutions) will obtain hotel reservation and visa support. This information will also support FAO in preparation of Roundtable meeting badges and documentation for the participants which can be collected from the registration desk on Monday, 18 September from 08.30 – 09.00 am at the venue.

**Working language**: The roundtable meeting will be conducted in English.

# ACCOMMODATION

FAO has secured accommodation bookings for the participants at the Southern Sun Mayfair Nairobi’s Hotel. Accommodation is inclusive of daily breakfast, including unlimited use of wireless internet in their rooms.

# CHECK-IN/CHECK-OUT TIME:

# Check-in time: 17 September 2017 after 12.00 hours

Check-out time: 22 or 23 September 2017 before 10.00 hours.

# LOGISTIC ARRANGEMENTS

Airline tickets for sponsored participants will be provided by FAO by the most direct and economic route. FAO will cover hotel accommodation cost for sponsored participants and will settle the bill with the hotel directly. In addition, the participants will receive a reduced Daily Subsistence Allowances (DSA) for Nairobi (after discounting hotel bill and some meals that will be provided by the organizers) plus a flat sum of terminal expenses as per FAO regulations.

# VISA

Participants from countries that are not exempted from visas to the Republic of Kenya must acquire valid visas before leaving their home countries, although the Republic of Kenya endeavours to issue visas upon arrival at the ports of entry for most countries. Participants are requested to take special care to check which category their country falls under. Visas can be obtained at any diplomatic or consular mission of the Republic of Kenya.

Holders of Diplomatic Passports will receive entry visas gratis at the airport while holders of National Passports will be expected to pay US$50. Kenyan visa can be obtained at the Kenya immigration office upon arrival, except for Nationals from referral countries (Senegal, Somalia, Mali, Libya, Cameroon, Eritrea) who have to apply at least three (3) weeks in advance.

For information on visa requirements and list of country category (Visa exempted countries, countries requiring visa granted upon arrival paying the fee of 50 USD, Referred Visa Countries where prior approval by the Ministry of Immigration is required), please visit: <http://www.kenya-information-guide.com/kenya-visa.html#NA>

If you require the assistance of an invitation letter for the visa please contact Ms. Millicent Randiki, e-mail: Millicent.Randiki@fao.org; as soon as possible.

# TRANSPORTATION BETWEEN THE JOMO KENYATTA INTERNATIONAL AIRPORT AND THE HOTEL

Participants may request for airport transfers via shuttles availed by the hotel. Please confirm with Ms. Millicent Randiki (e-mail: Millicent.Randiki@fao.org; ) for planning with the hotel. However, FAO Kenya will not cover the costs of the transportation, thus the participants are requested to settle the transportation fees individually.

Participants organizing for individual airport transfers can arrange with JimCab or Jaycab at the following on line webpages and pay directly to the taxi driver; JIM CAB: <http://www.jimcab.co.ke> or JAY CAB: <http://jaycab.co.ke/>

If anything should happen or if you are delayed, and you find that there is no shuttle or taxi waiting for you at the airport, please note that there are always taxis at the airport. It is wiser to negotiate the price of the journey beforehand, as you might otherwise be overcharged.

Payment can be made in Kenyan Shillings (KES). If you need to exchange money (USD or Euro); this can be done directly at the airport in the arrivals hall where there are various banks with Exchange Bureaus.

Cost of airport transfer ranges between 2,300 and 3, 800 KES (equivalent to 23-30 US dollars), one way.

# CURRENCY AND FOREIGN EXCHANGE SERVICES

The official currency is the Kenya Shilling (KES). Most major foreign currencies and traveller’s cheques can be exchanged (USD, Euro) etc.

Current exchange rate is approximately **1 USD = 103.7 KES**

There are currency exchange services at the airport, reception of the hotel and various locations in the Central Business District. However, it is advisable to exchange currency when arriving at the airport in the arrivals hall where there are various banks with Exchange Bureaus. All major credit cards are accepted for payment purposes in supermarkets and shops in town, as well as restaurants. There are numerous ATM machines available in town where you can withdraw cash.

# CLIMATE

In September, the mean temperature in Nairobi is 23°C (maximum temperature is 26°C and minimum temperature is 19°C). The climate is nice in this month. With 73 mm over 18 days, rainfall can happen during the period. But this is pretty reasonably and it is only of temporary showers.
With a good climate, the month of September is a good month to go in Nairobi.

# ELECTRICITY

240W. Both three prong and two prong sockets are available.

# HEALTH AND MEDICAL CARE:

Medical services in Kenya are of a high standard. However, the availability of most services is restricted to the main towns.

Top private hospitals in Nairobi, which are of high standard (please see contacts below):

* Nairobi Hospital
* Aga Khan University Hospital
* Mater Hospital

# VACCINATIONS

Vaccination against Yellow Fever is mandatory and proof of vaccination must be produced at entry for all travellers, not just those travelling from areas where Yellow Fever is prevalent. Malaria is prevalent in Kenya. It is advisable to take precautionary measures.

# EMERGENCY TELEPHONE NUMBERS

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| **EMERGENCY CONTACTS +254……** |
| UN Security  | (0)20-7626666,(0)720629999, 0)733629999 |
| Joint Medical Services  | (0)20-7625999, (0)724255378 |
| St. Johns Ambulance  | (0)20-2210000  |
| Diplomatic Police (DPU)  | (0)716000559, (0)731170666  |
| Kenya Police  | (0)20-2724201  |
| **HOSPITAL CONTACTS**  |
| Nairobi Hospital | (0)20-2714400  |
| Aga Khan University Hospital | (0)20-3742531  |
| Nairobi Women’s Hospital | (0)20-2726821/24  |
| Gertrude’s Children’s Hospital | (0)20-3763474  |
| Mater Hospital | (0)20-531199  |
| Metropolitan Hospital | (0)20-781730  |
| KK Fire  | (0)728 999900/1 |

# SAFETY INFORMATION

Kenya is regarded as a safe country. However, be beware of street crime and pick-pockets in the town centres. You are advised to enquire about the security situation at your Hotel and, as in any other major city, take care when venturing out alone, especially at night and in remote parts of the town. Theft from vehicles is common and valuables should be kept out of sight and the car locked. Avoid using taxis alone late at night. It is advisable to call a radio taxi from the Hotel reception.

# CONTACT

Correspondences concerning technical aspects of the roundtable meeting should be addressed to:

**Mr. Jairo Castano**

Senior Statistician

Statistics Division, FAO Rome

Tel: +39 06 57055166

E-mail: jairo.castano@for.org

Correspondences concerning logistic arrangements of roundtable meeting should be addressed to:

**Ms. Millicent Randiki**

Operation Assistant

FAO Kenya

Tel: +254 723 908 586

E-mail: Millicent.Randiki@fao.org;