



INFORMATION FOR PARTICIPANTS

1ST MINISTERIAL AND EXPERTS SESSION OF THE AFRICA SUSTAINABLE TRANSPORT FORUM: 28-30 OCTOBER 2014, AND SSATP WORK GROUP MEETING & GENERAL ASSEMBLY: 27 & 31 OCTOBER 2014, UNEP HEADQUARTERS, NAIROBI, KENYA

Section 1 – Meeting Information

Venue

The conference will be held at **UNEP Headquarters** in Nairobi, Kenya in the UN Complex at Gigiri, Nairobi, along United Nations Avenue.

Access to the complex

Access to the UN Gigiri Complex is via UN Avenue. Pedestrian access is through the Pavilion north of the main vehicle access.

All participants need to be registered prior to the meeting to be allowed access.

Registered participants will be screened and are advised not to bring weapons, ammunition, inflammable items or sharp objects. The participants will be issued with conference photo badges and are advised to wear the badge at all times during their visit to the complex. The main vehicle access gate is located opposite the US Embassy.

Only vehicles with an official UN Decal will be allowed into the complex and are subject to screening.

Registration of Participants

Participants will be registered at the main gate as of 27 October 2014 from 8 a.m.

The ASTF meeting for all three days will be held in **Conference Room 3** of the UN complex in Nairobi.

The SSATP work group meetings will be held on 27 October 2014 in **Conference Room 9 & 10** of the UN complex in Nairobi.

The SSATP general assembly meeting will be held on 31 October 2014 in **Conference Room 3** of the UN complex in Nairobi.

IMPORTANT NOTICE: You will need to bring an original photo ID (like your passport) at the gate of the UN complex in order to be allowed onto the grounds. We recommend that you arrive at the UN at least 30 minutes before the start of the meeting as registration and security procedures will take some time. A meeting registration desk will be set up at the UN gate where you will be asked to register.

Delegates Based in Nairobi

Delegates based in Nairobi who already have a pass issued by UNON can use this pass during the meeting.

Wi-Fi

Free Wi-Fi facility will be available in the UN compound and meeting rooms. Select the Wireless Network connection named 'VISITORS' or 'DELEGATES'.

Official Languages at the Meeting

The official language of the meeting will be English and French.

Lunch

Lunch and coffee breaks will be provided on the days of the meeting.

Section 2 - Hotel and Transportation

Participants are kindly requested to make their own hotel reservations. When making the reservations please make sure to ask for UN rates. See the attached Annex for a few recommended hotels commonly used by UN delegates and staff. Please note that the hotel rates may have changed; please confirm with the hotel the current rates. ***You are kindly advised to reserve a hotel or guest house that is close to the UN Complex, in light of traffic implications in Nairobi.***

Airport transfers can be arranged through the hotels chosen by the delegates. Daily transport for the participants between hotels and the UNEP Headquarters is the responsibility of the participants. ***If you need assistance with hotel booking, please contact Ms Loisina Ambeyi at email: loisina.ambeyi@unep.org; phone: +254-20-762-3377.***

Shuttle and Taxi Services

Many hotels provide courtesy shuttle services to/from airport and in some cases from the hotel to the UN compound. Visitors should pre-advise their hotel of their transportation needs.

In the absence of a hotel courtesy bus, visitors may use reputable taxi companies. Recommended taxi companies are listed below:

- Hilltop +254 (20) 272 3218
- Jatco +254 (20) 444 8162/444 6096
- Jimcab +254 (20) 712 2565/712 0344
- Kenatco +254 (20) 230 771/2 or 3166117
- Comfort Cab +254 (20) 722 310 884

IMPORTANT NOTICE: Participants being funded by UNEP will receive their subsistence allowance on the first day of the meeting at lunchtime. Please carry your passport and boarding pass(es) for your flights to Nairobi. An extra day's allowance will be provided to cover for your visa fee and transport costs.

Visas

It is advisable to acquire a Kenyan visa from your country of origin before you travel to Kenya, though some countries can attain the visa at the Kenya immigration desk at the airport upon your arrival.

We are working with the Government of Kenya to provide visas for participants on arrival at the Jomo Kenyatta International Airport, Nairobi. Visa requirements can be found at:

http://www.immigration.go.ke/index.php?option=com_content&view=article&id=79&Itemid=114

Section 3 – General Information

Nairobi

Nairobi is the capital city of Kenya and East Africa's most populous city (3.5 million). Nairobi was founded in 1899 as a railway stop en route to Mombasa. Within a decade it grew to become the capital of British East Africa and became Kenya's capital after independence in 1963. The name 'Nairobi' is from the local Maasai who called this highland swamp Ewaso Nai'beri - the place of cold water.

Time zone

Nairobi is 3 hours ahead of Greenwich Mean Time (GMT+3).

Weather

Although Nairobi is situated quite close to the Equator, its altitude of about 5500 feet (1700 meters) results in a moderate climate. Carry a warm jacket especially for early morning and the evening.

Health

Yellow fever inoculation certificate is mandatory for visitors arriving from or through infected areas (*please check your local embassy for updated information*).

Electricity

Electricity: 220/240V, 50Hz; British-style three-prong plugs and European two-pin plug (the narrower variety) are used.

Currency

The official currency of Kenya is Kenyan Shilling (KES). The rate of exchange is about 1 US Dollar = 87.70 Kenyan Shillings (as of July 30th, 2014). Currency can be exchanged at hotels, banks, bureaux de change, Credit and debit cards can be used to withdraw money from ATMs which are found throughout the city and at the UN complex.

Banking Services

There is a Kenyan Commercial Bank (KCB) branch at the UN complex, which offers exchange services. The KCB ATM machine accepts international VISA cards.

Medical Services

The UNON Medical Clinic emergency and first aid assistance, including on-call (24-hour) ambulance services are available. On-site medical assistance is available during all meetings, conferences and events. The UNON clinic also offers general medical assistance, vaccinations and a broad range of medical services.

Location: Block F, room 117

Tel: +254 (20) 762 2267 Emergency line: +254 (20) 762 5999

Open Monday – Thursday: 10:00 to 12:30hrs and 14:00 to 16:00hrs

Friday 08:30 to 13:30hrs and during meeting hours.

Security

Security in Nairobi is similar to that of other African cities – one must simply be aware and be sensible - i.e. stay in well-reputed hotels, keep valuables locked up in hotel rooms, and not walk around at night. More information can also be found at: <http://www.unon.org/unoncomplex/>

Emergency numbers

- UNON Security +254 (20) 7626666
- Kenyan Police +254 999 or +254 (20) 2724201
- Diplomatic Police +254 (0) 726283030 or +254 (0) 735356506
- Nairobi Hospital +254 (20) 2845000
- Aga Khan Hospital +254 (20) 3662000
- St. John Ambulance Service +254 (20) 2210000/2241000



ONE PLANET ONE TRIBE
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AFRICA SUSTAINABLE 'TRANSPORT' FORUM

Validity ;

Friday October 24th to Sunday November 02 2014



ROOM CATEGORIES

**SINGLE / DOUBLE / TWIN
US\$**

Superior room

235

Special rates

**Subject to availability at
time of booking**

Accommodation rates are inclusive of ;-

- The above accommodation rates are on Bed and Breakfast Tax inclusive
- Express Check in and Check out
- 24 hours room service
- In room laptop size electronic safe
- LCD screen with inbuilt DVD players in each room
- Complimentary daily local newspapers
- Unlimited supply of complimentary mineral water
- Complimentary wireless internet in each room
- Complimentary gymnasium

Extras:-

International direct dial phones.

**Complimentary transport to UNEP Gigiri complex
scheduled as below;**

-Morning Transfer at 7.00 a.m.

-Evening Transfer from at 6.00 p.m



Reservations contacts

Contact; Tel; 254 720 0000 / 720 0107 / 720 0108

Reservations on reservations@tribehotel-kenya.com; sc@tribehotel-kenya.com

www.tribe-hotel.com



WINDSOR GOLF HOTEL & COUNTRY CLUB



- Serene and relaxed location
- 45 min to/from the JKIA Airport & 15 min to/from CBD
- 15 min drive from the United Nation Complex
- Elegant spacious rooms
(80 Standard rooms, 20 studio suites and 15 two bedroomed cottages)
- Free internet access in all rooms and wi-fi in the public areas
- 24 hour room service



- Variety of excellent international cuisines served in our restaurants
(The Conservatory and the Windsor Room)
- Three well stocked bars offering a great choice of exotic drinks and cocktails (The Kingfisher, Club and Library Bar)
- 7 Conference Rooms for small and big meetings alike
(4 - 200 people theater style)
- 4 Serene and spacious outdoor venues suitable for product launches, birthday parties, team building, corporate dinners, etc
- Ultimate wedding venue in Kenya
- Home to Sykes monkeys and numerous bird families in our indigenous forest; perfect for nature lovers and bird watchers



- Steam room, heated swimming pool, tennis & squash courts
- Fully equipped gymnasium
- Spa services
- Well marked 2.5 km, 3 km and 5 km jogging track around the golf course
- Newly introduced 5km Bike track with professional mountain bikes for hire
- Aqua Aerobics



ACCOMMODATION RATES
SINGLE - USD 200 DOUBLE - USD 250
SUITE - USD 380
2 BEDROOMED COTTAGE - USD 480
(rate includes transport to/Fro UN)

 **WGHCC**
 **WGHCC**
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Kenya's Leading Golf Resort (2013 World Travel Awards)

| Kigwa Lane, Ridgeways, off Kiambu Road | Tel: +254 (20) 8647000, +254 20 356 5501-4 |
 | Mobile: +254 722 203 361/2/3/4, +254 733 333 217/8 | reservations@windsor.co.ke | www.windsorgolfresort.com |

AFRICA SUSTAINABLE TRANSPORT FORUM

Special Accommodation at Safari Park Hotel



Special Accommodation Rate

USD. 180 for Single Room Bed & Breakfast

USD. 220 for Double Room Bed & Breakfast

Price inclusive of all applicable taxes

Offer includes:

- ✓ Special Room Rate
- ✓ Free transport daily from Safari Park Hotel to Gigiri
- ✓ Pick up 7.00am
- ✓ Drop off 7.00pm



A personal experience to remember

AFRICA SUSTAINABLE TRANSPORT FORUM at UNEP

Single room rate USD 243 bed and breakfast taxes inclusive with free wifi.

Double room rate USD 263 bed and breakfast taxes inclusive with free wifi.

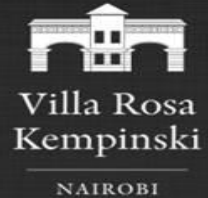
Shuttle transport available at USD 8 per person return trip - Sankara Hotel - Gigiri.

For more details kindly refer to our website www.sankara.com or email stay@nairobi.sankara.com

To make a reservation call +254 420 8074, 254 4208071, 254 4208072.

Sankara Nairobi | Woodvale Grove | Westlands
T +254 20 4208000 / 0703028000 | E connect@nairobi.sankara.com

CORPORATE



Rates

SUPERIOR ROOM | USD 230

DELUXE ROOM | USD 260

Our corporate rate is inclusive of breakfast, free wi-fi, free entrance to Kempinski The Spa, use of the hotel gym, a daily newspaper and a bottle of water in your room.

The breakfast buffet will be served in Cafe Villa Rosa, situated on the first (1st) floor, from 06:30 am to 10:30 am. Rooms are Single and rates inclusive of taxes.

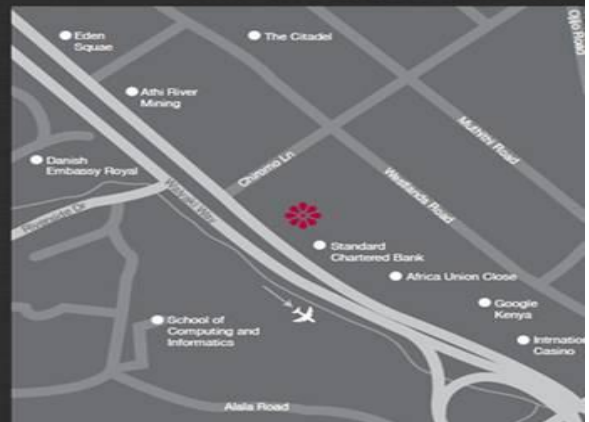
- The hotel is located within the heart of the Westlands commercial hub
- Unique dining experiences
- State-of-the-art conferencing and meeting facilities
- Walking distance to major financial institutions and the National Museum
- Free underground parking

Value adds:

- 20% discount on food and beverage
- 20% discount on Kempinski The Spa Treatment
- 20% discount on Laundry



**WE LOOK FORWARD TO
HOSTING YOU AT VILLA ROSA
KEMPINSKI, WHERE YOUR
EVER REQUIREMENT WILL
HOLD OUR FOCUS.**



BOOKING DETAILS:

Amadeus: NBOKEM | Galileo: 37356 | Sabre: 169106 | Worldspan: NBO1 | Pegasus: HYKNBOK1

CONTACT DETAILS:

+254 203 603 000 or reservations.nairobi@kempinski.com
www.kempinski.com/nairobi

HOTELS

NAME	STAR RATING	ROOM OCCUPANCY	ROOM RATE	AIRPORT TRANSFER	LOCATION DISTANCE TO UN
JACARANDA HOTEL P.O. Box 14287 - 00800, Nairobi Kenya Tel: 254-20-4448713/4/5/6/7 Fax: 254-20-4445818 Email: booking@jacarandahotels.com www.jacarandahotes.com	4 Star	Superior Single Superior Double	US\$ 175 US\$ 234 Bed & Breakfast Inclusive of all taxed		Westlands 6 Km
SAFARI PARK HOTEL P.O. Box 45038, Thika Rd. Nairobi, Kenya Tel: 254-20-3633000/3633312/971 Fax: 254-20-3633919 Email: reservations@safariparkhotel.co.ke www.safaripark-hotel.com	4 Star	Deluxe Single room Deluxe Single room	US\$ 200 US\$ 240 Bed & Breakfast Inclusive of all taxes	US\$35 Per person	Thika Highway (Outside City Center) 10 Km
SANKARA NAIROBI P.O. Box 1638-00606 Tel: 254-20-4208000 Fax: 254-20-4208888 Email: stay@nairobi.sankara.com www.sankara.com	5 Star	Superior Deluxe	US\$ 243 US\$ 273 Bed & Breakfast Inclusive of all taxes		Westlands 6 Km
SOUTHERN SUN MAYFAIR NAIROBI P.O Box 66807(00800) Nairobi, Kenya Tel: 254-20-3740920 Fax: 254-20-3748823 Email: reserve@southernsun.co.ke www.tsogosun.com	4 Star	Single Double	US\$ 215 US\$ 230 Bed & Breakfast Inclusive of all taxes		Westlands (Outside City Center) 6 Km
TRIBE-THE VILLAGE MARKET HOTEL P.O. Box 1333,00621 Village Market Nairobi Tel: 254-20-72 00 000 Fax: 254-20-7200 110 Email: reservations@tribehotel-kenya.com www.tribe-hotel.com	5 Star	Superior Single Deluxe Double	US\$ 250 US\$ 300 Bed & Breakfast Inclusive of all taxes	Limousine transfer US\$ 50	Gigiri Area 2.5 Km
VILLA ROSA KEMPINSKI Tel: 254-20-3603000 Email: reservations.nairobi@kempinski.com www.kempinski.com/nairobi	5 Star	Superior Single Superior Double	US\$ 230 US\$ 260 Bed & Breakfast Inclusive of all taxes		Westland (Outside City Center) 10 Km
WINDSOR GOLF HOTEL & COUNTRY CLUB P.O. Box 45587 Nairobi, Kenya Tel: 254-20- 8647000/8647305 Fax: 254-20-8563322 Email: reservations@windsor.co.ke www.windsorgolfresort.com	4 Star	Deluxe Single Deluxe Double	US\$ 190 US\$ 225 Bed & Breakfast Inclusive of all taxes		Kiambu Road (Outside City Center) 15 Km

GUEST HOUSES

NAME	QUALITY RATING	ROOM OCCUPANCY	ROOM RATE	INTERNET ACCESS (WIRELESS)	LOCATION DISTANCE TO UN
CASA BELLA SUITES Email: indy@casabellagigiri.com www.casabellagigiri.com Tel: 254 0722 994999	Good	Single Double	US\$ 100 US\$ 125 Bed & Breakfast Inclusive of all taxes	Inclusive	6km

GIGIRI HOMESTEAD Email: info@girihomestead.co.ke www.girihomestead.com 254 722 839 232/254 02 356 44189	Good	Single Double	US\$ 110 US\$ 125 Bed & Breakfast Inclusive of all taxes	Inclusive	1.5km
KINGDOM GARDENS Email: info@kingdomgardens.co.ke www.kingdomgardens.co.ke Tel:254 0733975916/0731006020	Very Good	Single Double	US\$ 102 US\$ 130 Alcoholic free Bed & Breakfast Inclusive of all taxes	Inclusive	3km
TARA SUITES Email: info@tarasuites.com www.tarasuites.com Tel: 254 717 700417/254 786 700417	Very Good	Single Double	US\$ 142 US\$ 206 Bed & Breakfast Inclusive of all taxes	Inclusive	1km
THE 140 Email: the140@cenhika.com www.cenhika.com/the140 Tel: 254 722 527964/254 733 600298	Good	Single Double	US\$ 100 US\$ 120 Bed & Breakfast Inclusive of all taxes	Inclusive	3km
THE BEDELLE Email: reservations@thebedelle.com www.thebedelle.com Tel: 254 700 368611/733 370312	Very Good	Single Double	US\$ 170 US\$ 200 Bed & Breakfast Inclusive of all taxes	Inclusive	5km
VILLA LEONE Email: info@villa-leon.com www.villa-leon.com Tel: 254 020 2015275/0712 680543	Good	Single Double	US\$ 100 US\$ 120 Bed & Breakfast Inclusive of all taxes	Inclusive	1km