



Kenya
Meteorological
Department



WORLD
METEOROLOGICAL
ORGANIZATION

WORLD METEOROLOGICAL ORGANIZATION EXECUTIVE COUNCIL PANEL OF EXPERTS ON EDUCATION AND TRAINING; 28TH SESSION

17 to 19 April 2018

INFORMATION FOR PARTICIPANTS

Welcome Note

The Local Organizing Committee (LOC) of the **28TH SESSION OF THE WMO EXECUTIVE COUNCIL PANEL OF EXPERTS ON EDUCATION AND TRAINING** welcomes you to Nairobi, Kenya. The LOC has compiled the following information that will make your stay in Nairobi more comfortable and enjoyable.

1.0 DATE AND VENUE

The meeting will be held from **17 to 19 April 2018** at the Institute for Meteorological Training and Research/WMO Regional Training Centre (IMTR/WMO-RTC), Nairobi, Kenya. IMTR is located approximately 25 kilometres from Jomo Kenyatta International Airport (JKIA) and eight kilometers, west of Nairobi City Centre along Ngong Road at Dagoretti Corner, within the premises of Kenya Meteorological Department (KMD) Headquarters.



IMTR Administration Block



IMTR Hostel

2.0 IMMIGRATION REQUIREMENTS

- Visa application **MUST** be done **online** through the Kenya Immigration website: <http://www.immigration.go.ke>. We encourage each participant to visit the website for more information.
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- Entry visas can also be obtained from the Kenya Diplomatic Missions or Consulates in the participants' countries. It is advisable to obtain your visa in your country prior to departure. For some specific countries visas may be granted on arrival.
- Where Kenya does not have diplomatic representation, the participant(s) should inform the Local Organizing Committee, at the very latest by **30th March 2018** to facilitate arrangements for issuance of visas, on arrival, at the Jomo Kenyatta International Airport (JKIA) in Nairobi.
- Processing time for a single Entry Visa is two (2) business days; it is valid for three (3) months; and costs **50 USD** (one may pay using EUROS, GBP or SwissFrancs). **Make sure you have some United States Dollars for this transaction.**

2.1 Entry Requirements (on arrival)

1. Passport valid for at least six months
2. E-visa print out from www.ecitizen.go.ke
3. Travel itinerary
4. Supporting letter e.g. invitation letter
5. Yellow fever certificate (if necessary)

3.0 HEALTH REQUIREMENTS

Yellow fever certificates are required for visitors coming from Bolivia, Brazil, Colombia, Peru, Angola, Burkina Faso, Burundi, Ethiopia, Cote d'Ivoire, Niger, the Gambia, Ghana, Guinea, Mauritania, Mali, Nigeria, Sudan, Uganda, and Democratic Republic of Congo (DRC). Those without the yellow fever certificate are subject to quarantine.

The following are recommended:

- Vaccination against typhoid and paratyphoid fever for all visitors to Kenya.
- Malaria prophylaxis.

4.0 MEDICAL /HEALTH INSURANCE

KMD will not be responsible for any medical expenses which may be incurred during this workshop. Foreign participants are, therefore, advised to obtain international medical cover, for themselves, valid for the duration of their stay in Nairobi.

5.0 ARRIVAL AND TRANSPORT ARRANGEMENTS

Transport from and to Jomo Kenyatta International Airport (JKIA) in Nairobi will be provided by the host country. The Local Organizing Committee (LOC) will need advance information on the itinerary (*Date, Flight Number and time of arrival and departure*) in order to make the necessary transportation arrangements. **The taxi charges to the identified hotels range between USD30 – 40 (one way).**

6.0 MONEY

The currency used in Kenya is the Kenya shilling (KES). The approximate conversion rates in March 2018 (***subject to change with time***) with some of the international currencies are as follows:

- \$1 USD (US dollar) KShs. 101.3078
- £ 1 GBP (British Pound) KShs. 140.8872
- € 1 EUR (Euro) KShs. 125.6867

Most banks in Kenya have Bureaux de Change services. Banking hours are generally from 9:00 a.m. to 4:00 p.m. There are also many Forex Bureaux, which operate up to 5:00 p.m. ***It is advisable that the participants carry a few United States Dollars to cater for any unforeseen incidental expenses.***

7.0 CREDIT CARDS

Credit cards are widely accepted at most hotels and shopping malls. The most popular ones are the Visa and Master Cards.

8.0 ELECTRICITY

The electric current in Kenya is 240V, 50Hz, and the plug below is usually used. If your appliances' plug has a different shape, you may need an adapter.



9.0 ACCOMMODATION

All participants are advised to make their own accommodation bookings. The local organizing committee has identified some affordable hotels close to the meeting venue from which you may choose to stay in.

The costs and contact information for single rooms on bed and breakfast rate at the following hotels:

HOTEL	COST (USD)	CONTACT PERSON	TELEPHONE/ EMAIL
Double Tree by Hilton (formerly Amber Hotel)	125	Ida Njogu	+254-725-731 630, amsales@amberhotel.co.ke

HOTEL	COST (USD)	CONTACT PERSON	TELEPHONE/ EMAIL
Four Points by Sheraton	120	Fiona Onunda	+254-706-277 231 +254-20-292 7005 sam1@fourpointsnairobihurlingham.co.ke
Eastland Hotel	90	Timothy Anyika	+254-20-386 1001 +254-20-266 9820 Timothy.anyoka@eastlandhotel.co.ke
Ngong Hills Hotel	90	Martin Wambugu	+254-722-486 586 Martin@ngonghillshotel.com
MashPark Hotel, Nairobi	50	Samwel Sakwa	+254-723-323-925 ssakwa@mashparkhotelsnrb.com

10.0 MEALS

There will be a morning and afternoon coffee/tea break as well as lunch break during the meeting. Additional information will be provided during the meeting.

11.0 NAIROBI CLIMATE IN APRIL

The mean conditions in Nairobi in April are as follows:

Month	Mean Temperature °C		Mean Total Rainfall (mm)	Number of rainy days
	Monthly Maximum	Monthly Minimum		
APRIL	24.2°C	14.6°C	218.2mm	12

Weather forecasts for Nairobi can be obtained at:

<http://www.meteo.go.ke/pws/wx/index.html>



: Kenya Meteorological Department and



twitter handle: @KenyaMetService.

12.0 SECURITY

The organizers of this meeting are not responsible for personal losses. In case you bring any valuables, large sums of money, or personal items, we recommend that you have them secured.

Nairobi is generally safe but like any other City in the world, there are some areas which may not be safe especially in the evenings. You are advised to avoid dark alleys and to walk in two or more. In the evenings, visitors are advised to take taxis that are well marked.

13.0 BAN ON PLASTIC BAGS IN KENYA

Please note that the Government of Kenya has banned the use and sale of plastic paper bags within its borders. Participants are advised to avoid carrying on their person or in their luggage plastic bags. There is a penalty of USD40000 for breaking this law ([kenya_gazette/gazette/notice/81293](#))

14.0 ADVANCE REGISTRATION

All participants are requested to register in advance using the appended Registration Form which on completion should be emailed to the Local Organising Committee.

15.0 ADDITIONAL INFORMATION

The Kenya Meteorological Department is responsible for the local arrangements of the Workshop. Should you require further information regarding the arrangements for the Workshop, please contact:

<p>Mr. Nicholas Maingi Kenya Meteorological Department Dagoretti Corner, Ngong Road, P.O. Box 30259 00100 GPO NAIROBI, Kenya Phone: +254 20 3876957 or 3867880 or 3873137 +254 722 760 166 Email: nicksmaingi@yahoo.com, with copies to irdkmd@gmail.com and aura@meteo.go.ke</p>	<p>Mr. Mark Majodina WMO Representative WMO ESA Dagoretti Corner, Ngong Road P.O. Box 1395-00606, Nairobi Phone: +254 20 3877371 +254 795 835446 Email: mmajodina@wmo.int pamimo@wmo.int</p>
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16.0 TIME ZONE

Nairobi is GMT+3 all year round.

We would like to take this opportunity to wish you all a safe journey.

We look forward to seeing you all in Nairobi, Kenya.

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REGISTRATION FORM

1.	Title:	Prof. <input type="checkbox"/> Dr <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/>
2.	Surname (Last Name):	
3.	First Name:	
4.	Middle Name:	
5.	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
6.	Institution:	
7.	Country:	
8.	E-mail address:	
9.	Telephone:	
10.	Arrival Date and Time	
11.	Flight details:	