



**First Meeting of Signatory States to the Memorandum of Understanding
concerning Conservation Measures for Marine Turtles
of the Atlantic Coast of Africa**

6 - 9 May 2002, Nairobi, Kenya

CMS/MT-AFR.1/Inf.1

NAIROBI: FACT SHEET FOR DELEGATES

I. CONTACT FOR LOGISTICAL ARRANGEMENTS

Conference logistics and sponsored delegate accommodations are being handled by the UNON Division of Conference Services and the CMS Secretariat:

UNEP/CMS Secretariat
United Nations Premises in Bonn
Martin-Luther-King-Str. 8
D-53175 Bonn
Germany

Contact person: Ms. Jasmin Kanza:
Tel: (+49 228) 815 2404
Telefax: (+49 228) 815 2449
Email: jkanza@cms.unep.de

II. MEETING VENUE AND ACCOMMODATION

The First Meeting of Signatory States to the *Memorandum of Understanding concerning Conservation Measures for Marine Turtles of the Atlantic Coast of Africa* will be held from Monday, 6 May to Thursday, 9 May 2002. The meeting will be held at the United Nations Environment Programme Conference Centre, Gigiri Compound, Nairobi, Kenya.

Venue: United Nations Environment Programme (UNEP)
United Nations Avenue, Gigiri
Tel: (+ 254 2) 62 12 34

Accommodation

Delegates are expected to stay at **The Holiday Inn**, Parklands Road, P.O. Box 66807, Nairobi, Kenya.
Tel: (+254 2) 740920, 740906, 445530 Fax: (+254 2) 748823

Sponsored delegates will be booked into the hotel by the organizers. However, non-sponsored delegates can request assistance with booking in the Holiday Inn from Ms. Jasmin Kanza (contact details above).

The Holiday Inn is situated in a popular shopping and residential suburb close to the city centre. The hotel is located 20 km from Jomo Kenyatta International Airport and offers a full range of services and facilities. Guests can look forward to experiencing the traditional warmth and hospitality for which the Holiday Inn is renowned.

All rooms have colour TV, radio, telephone, tea/coffee making facilities and private bathroom. Guests can enjoy in-room movies and 18 hour room service. There are bedrooms for non-smokers and rooms designed to suit the needs of paraplegics, with facilities throughout the hotel for disabled people.

The friendly and informal Oasis Restaurant is next to the pool deck, serving delicious breakfasts to suit all appetites. The hotel is host to Kenya's only Spur steak ranch, offering delicious speciality steaks, burgers, pizzas and a wide range of exciting salad dishes for lunch, dinner and in-between. Spur also provides room service snacks and poolside lunches.

Perfectly located and appointed for the business traveller, the hotel offers excellent conference and meeting facilities, fully equipped with audio-visual aids and soundproofed rooms to ensure privacy. The International Business centre provides business services for guests.

The hotel has a choice of shops selling Kenyan artifacts and clothing, a hairdresser, and a fully equipped Fitness Centre.

Exclusively for the Conference, room rates including buffet breakfast and cover single and double occupancy rooms are as follows:

~	Single	US\$ 90.00
~	Double	US\$ 105.00

Buffet lunch and dinner cost at least US\$12 to US\$15 per meal.

Delegates who have **special dietary requirements** (eg vegetarian, religious or medical) are invited to inform the organizers in advance.

III. TRANSPORTATION TO AND FROM THE AIRPORT and VENUE

Travel to and from Jomo Kenyatta International Airport

The Jomo Kenyatta International Airport is 20 km away from the hotel, about 25-minute drive. Airport taxis that issue receipts are available. However, the hotel offers transportation with the following transfer rates:

~	US\$5.00 per person one way to be included in the Hotel
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Travel to and from United Nations

Transfers to and from the venue will be provided by the organizers.

IV. CURRENCY AND MONEY EXCHANGE

The Kenyan currency is the Shilling (KES). The US Dollar is by far the most recognized foreign currency in the Kenya (current exchange rate is approx. 78 KES to one dollar). Although the security benefits of traveller's cheques apply, as much in Kenya as anywhere else, cash (US Dollars) does, as usual, have its advantages. You will find it easier to change a small amount of cash rather than a cheque.

There is a money changing service offered at the Hotel Front Desk. You may also change your money to Shillings through banks, included those at the venue (UNEP-Gigiri). Opening hours in Kenyan banks are Monday to Friday from 9 am to 2 pm; some banks open on Saturday mornings. Banks at the airport open for longer hours.

You can also get a fairly good exchange rate from licensed money changers. In Nairobi, these will be found at the Westlands Shopping Centre and adjacent Shopping Malls (about 0.5 km away from the hotel).

Major credit cards are widely accepted in Nairobi.

V. WEATHER AND CLOTHING

The month of May is still the rainy season. It is advisable therefore to bring raincoat and umbrella. Temperatures in May range between 20 C and 30 C.

VI. MEDICAL ASSISTANCE

You are advised to ensure, prior to your departure, that the coverage of your medical insurance plan extends to Kenya, as the organizers cannot assume responsibility for any assistance in this regard. If you need to see a doctor, you can visit a hospital outpatients or make an appointment with a local doctor (your hotel can give assistance with this).

VII. ELECTRICITY

The standard power source in the Kenya is 220/240 volts (UK-type plugs).

VIII. VISAS

Visa requirements to enter Kenya vary widely depending on your country of origin. **DELEGATES IN NEED OF A VISA TO ENTER KENYA MUST SECURE IT PRIOR TO DEPARTURE.** For more information, check with your local Kenyan Embassy, or visit the Kenya Embassy visa page at <http://www.kenyaembassy.com/visa.html>. **The organizers cannot guarantee the issuance of a visa at the point of entry.**

IX. TRAVELLING AROUND NAIROBI

Taxis

Taxis operate throughout the city and can be either booked or hailed on the street. Your hotel can help with booking of taxis. The cost is around US\$3 to US\$4 for a trip within the city centre, and other locations out of the city centre vary with distance to be covered.

Shopping

In general, shops are open Monday to Friday 8 am to 5 pm and Saturday 8am-1pm. Department Stores are open Monday to Sunday 10 am to 9 pm. Shops will accept cash and most major credit cards.

Personal Safety

As in most cities, be aware of pickpockets in crowded areas and dark streets in the evening. It is not advisable to walk around Nairobi alone, especially in the evening.

It is recommended that valuables are always locked away in your hotel room safe (contact hotel reception for further information).

IMPORTANT CHECKLIST OF THINGS TO DO / BRING TO NAIROBI

1. Check whether or not you require a *visa* for Kenya and, if so, make arrangements *without delay* to obtain one (sponsored delegates: bring official receipts if costs are incurred). **G**
 2. Arrange to have sent to the CMS Secretariat, in a formal letter, the name and contact details (address, telephone, fax, e-mail) of the national correspondent who will serve as the official MoU focal point for the secretariat and for the other Signatory States. **G**
 3. Official representatives: Secure and bring to Nairobi appropriate *credentials* authorizing you to sign the Memorandum of Understanding (sample provided). **G**
 4. Hold consultations about the level of *funding or in-kind support* your Government may be willing to offer towards implementation of the Memorandum of Understanding (including co-ordination of activities at the sub-regional level). **G**
 5. Hold consultations to *identify the priority marine turtle conservation and management actions* in your country. **G**
 6. Compile and bring with you *information on marine turtle conservation and management actions* that have already been conducted in your country (which will facilitate the drafting of the Conservation Plan). **G**
 7. Bring copies of existing *project documents* (eg. GEF-funded projects and others) concerning marine turtle conservation or *project concepts/proposals* that are under development and in need of funding. **G**
 8. Bring audio-visual materials (eg. on national marine turtle conservation programmes) to share with other participants. **G**
 9. Bring paper copies of all meeting documents (to keep photocopying in Kenya to a minimum). **G**
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SAMPLE LETTER OF CREDENTIALS FOR GOVERNMENT REPRESENTATIVES

In the name of the Government of *[name of country]*, the undersigned *[name of the Minister]* *[Ministry*]*, do hereby appoint:

[Full Name of Representative], [Title], [Organization]

to represent the Government of *[name of country]* in the First Meeting of Signatory States to the Memorandum of Understanding concerning Conservation Measures for Marine Turtles of the Atlantic Coast of Africa, to be held in Nairobi from 6-9 May 2002.

The said representative is fully authorized to take part in the meeting, to transact all such matters as may pertain to its work, to vote with the other representatives in accordance with the agreed procedures, and to sign the instruments which will be adopted by the meeting.

In witness whereof, I, *[name of Minister]*, have signed this Letter of Credentials and have affixed hereto my official seal.

Done in *[City]*, Date

Signature

Official Seal

Secretariat of the Convention on Migratory Species
United Nations Premises in Bonn
Martin-Luther-King-Str. 8
D-53175 Bonn
Germany

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* normally Minister of Foreign Affairs, Secretary of State for Foreign Affairs etc., however the signature of the Minister pertaining to the agency responsible for implementation of the Memorandum of Understanding would also be acceptable