



**United Nations  
Environment  
Programme**



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**Open-ended Working Group of the Parties to  
the Montreal Protocol on Substances that  
Deplete the Ozone Layer**

Twenty-seventh meeting

Nairobi, 4-7 June 2007

**INFORMATION NOTE FOR PARTICIPANTS**

**I. Venue**

The Twenty-seventh Open-ended Working Group of the Parties to the Montreal Protocol will be held in Nairobi from 4 to 7 June 2007, at the following venue:

**United Nations Environment Programme**

United Nations Avenue, Gigiri

P.O. BOX 30552 - 00100

Nairobi

Kenya

Tel: (254-20) 7623848 / 7623885

Fax: (254-20) 7624691 / 7624692 / 7624693

**II. Registration and identification name badges**

The registration for the meeting will open at 8:30 a.m. Friday, 1 June, and will continue until 12:00 noon on Thursday, 7 June 2007.

Delegates are encouraged to pre-register on-line through the Secretariat's website ([http://ozone.unep.org/Meeting\\_Documents/oewg/27oewg/index.shtml](http://ozone.unep.org/Meeting_Documents/oewg/27oewg/index.shtml)). Based on the received and duly completed pre-registration forms, name badges will be issued at the Visitors Pavilion upon the presentation of a valid passport or an identification card with a photograph.

For security reasons, the display of name badges is mandatory for admission to the United Nations Office at Nairobi as well as to its meeting rooms. In addition, delegates are requested to have their valid passports and identification cards for entry into the United Nations Conference Venue.

### **III. Financial assistance to developing countries**

Limited funds are available to assist the participation of representatives from developing countries and countries with economies in transition Parties to the Protocol. Should your Government require such assistance, please submit your request to the Secretariat. In order to facilitate timely action on requests for funding, please make such requests before 1 May 2007, and include in the request the details of the participant to be assisted. Please note that only one participant's travel using the most appropriate economical fares and United Nations daily subsistence allowance may be covered for each country selected for assistance. For further enquiries regarding the financial assistance to be provided to one representative of your Government, please contact Ms. Ruth Batten (e-mail: [ruth.batten@unep.org](mailto:ruth.batten@unep.org) and fax Nos. 254 20 7624691, 7624692, 7624693)

### **IV. Opening of the meeting**

The official opening of the Twenty-seventh Open-ended Working Group of the Parties to the Montreal Protocol will take place at 10 a.m. on Monday, 4 June 2007. The formal sessions of the meeting will be held daily from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

### **V. Pre-session meeting documents**

All official pre-session documents will be mailed to the Parties and others in the official address list of the Ozone Secretariat. The documents may also be downloaded from the Ozone Secretariat website ([http://ozone.unep.org/Meeting\\_Documents/oewg/27oewg/index.shtml](http://ozone.unep.org/Meeting_Documents/oewg/27oewg/index.shtml)). Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting.

### **VI. Visas for Kenya**

All travellers arriving in Kenya should have a valid passport.

Kenya entry visas for nationals from Afghanistan, Armenia, Azerbaijan, Cameroon, Iraq, Jordan, Lebanon, Mali, Nigeria (residing outside Nigeria), North Korea, Senegal, Somalia, Syria Arab Republic, and Tajikistan require special advance clearance by the Kenyan authorities. Participants from this category of countries are advised that it is imperative that they submit their completed visa application form to UNEP two months prior to their departure for transmission to Kenya Immigration Office in Nairobi. A copy of the visa application form (V.1) is attached (Annex I) for your use. With your application, please also attach first pages of the passport reflecting Passport Number, country of nationality, your personal photograph and issue and expiry dates. Your applications and attachments should be sent to the Ozone Secretariat by fax (254 20 7624691 / 7624692 and 7624693) or by e-mail ([ozoneinfo@unep.org](mailto:ozoneinfo@unep.org))

For nationals of countries others than those noted in the paragraph above, please apply for your entry visas from the Kenyan High Commission, Embassy or Consulate nearest to you. Information on visa procedures, including a list of relevant Kenyan missions abroad, is available on the website of the Department of Immigration, Kenya (<http://www.immigration.go.ke/visa.php>). The Ozone Secretariat's letter of invitation should be attached in your application for entry visa.

### **VII. Hotel information**

Attached (Annex II) is a list of hotels frequently used by visitors to Nairobi with their UN rates as of 15 March 2007. Delegates are kindly reminded that it is their full responsibility to make their own hotel reservations.

## **VIII. Services to delegates**

Delegates have free access to the internet at the Internet Café, located behind the Delegates Lounge at the lower concourse. The Business Center located also behind the Delegates Lounge will provide services at cost to delegates. Services available include: photocopying, word-processing, telephone and fax, rental of mobile phones, office and meeting room equipment, such as, projectors, PC's, copiers, fax machines, etc.

For more information on the services available to you at the United Nations Offices at Nairobi –UNON-, please visit the following address in the website: <http://www.unon.org/visitors.php>

## **IX. Health**

A yellow fever vaccination certificate is mandatory for travellers over one year of age coming from countries where yellow fever may occur. Angola, Benin, Bolivia, Brazil, Cameroon, Colombia, Ecuador, Democratic Republic of Congo, Gabon, Gambia, Guinea, Guinea Bissau, Liberia, Peru Sierra Leone and Sudan have been indicated as countries where yellow fever may occur, but no guarantees can be given that no certificates are required from other countries. Malaria risk exists throughout the year in Kenya, though there is little risk in Nairobi and the highlands.

## **X. Weather and local time information**

Although Kenya lies astride the Equator, many of its climatic zones are typical of the tropics, with the country's geographical features exerting considerable influence on weather patterns. Kenya's climate is best described as monsoonal, being affected as it is by both the northeast and southeast monsoons.

At the time scheduled for the 27<sup>th</sup> OEWG, the weather in Nairobi (altitude of 1700 m or 5,500 ft) is likely to be at the end of the "long rainy season" during which the rainfall amounts are high but it is frequently warm and sunny for part of the day. The "cool dry season" is expected to start by mid June with temperatures raging from 21° C to 10°C.

Kenya standard time zone is 3 hours ahead of Greenwich Mean Time (GMT+3). Kenya does not operate Daylight – Saving Time.

## **XI. Local Currency and Foreign Exchange Rates**

The basic unit of currency is the Kenyan shilling, which is divided into 100 cents. There are copper coins of 5 cents and 10 cents, and nickel coins of 50 cents and 1, 5, 10 and 20 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

The commercial banks in the city centre provide exchange facilities. Most banks are open between 9 a.m. and 2 p.m. from Monday to Friday, and between 9 a.m. and 11 a.m. on the first and last Saturday of the month. Hotels also offer exchange facilities but at a slightly disadvantageous rate. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta International Airport open daily from 7 a.m. to midnight, will change foreign currency into Kenyan shillings.

Kenya shilling exchange rates are approximately:

1 United States dollar:	Ksh. 69.00
1 Euro:	Ksh. 83.86
1 Pound sterling:	Ksh.120.00
1 00 Yen:	Ksh. 61.48

For an update on the exchange rate, you could access the following website: <http://www.x-rates.com> or <http://www.xe.com/ucc>

The banks in the premises (United Nations Federal Credit Union, and Kenya Commercial Bank) are open between 9 a.m. and 4 p.m. from Monday to Friday.

Travellers cheques and major credit cards are accepted in most hotels and restaurants in the city.

## **XII. Departure Tax**

Upon leaving Nairobi, delegates have to pay the airport departure tax in foreign currency (US\$ 20 or the equivalent in shillings or other negotiable currency) although airlines tend to now include the tax in the air fare. If your departure tax has been included in your ticket price, it will be reflected in your ticket.

## **XIII. Security in Kenya**

Kenya is currently at Phase 1 (precautionary phase) of the UN Security Plan with the exception of the following areas in Northern Kenya which are at Phase 3 - Turkana and Marsabit Districts and the whole of North Eastern Province. If you are intending to stay in a hotel, you are strongly advised to choose those in the recommended list.

It is advisable to deposit your valuables at the hotel reception for safe keeping. When checking out of a hotel ensure that you keep briefcases, handbags and small luggage with you as these items are extremely attractive and have been stolen from inside hotel lobbies whilst guests are busy checking out.

## **XIV. Post and Telecommunications Services**

At the United Nations office, the post office, which is open from 9 a.m. to 5 p.m., Monday to Friday, can help you with speed post (EMS), fax, telex services, local and international calls during office hours. Public phones are available inside the Post Office, for which cash payments may be made at the counter. Pay phones, for use with phone-cards are also available. The cards may be purchased at the Post Office. For information contact the Postmaster on ext 2452.

Delegates are kindly requested to refrain from using telephones at the registration desk, as they are for internal use by Secretariat staff only.

Telegrams and faxes can be sent from the hotels. International calls can be made by direct dialling or through the operator on 0196. However, calls made at your hotel will cost about 100% more than the regular rates.

## **XV. Courier Services**

The DHL Courier Mail Service Office is open from 8.00 a.m. to 5.00 p.m., Monday to Friday. It is located on the lower concourse, next to the Post Office, adjacent to the Kenya Commercial Bank. Their telephone extensions are 2579 and 2580.

UPS and Global Freight are also located within the UN complex and can be reached on Ext. 4756 or 4757.

## **XVI. Electricity**

240 volts

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REPUBLIC OF KENYA

DEPARTMENT OF IMMIGRATION

APPLICATION FORM FOR A VISA

(To be Completed in Block Letters)

1. Single /Multiple /Transit Visa for .....
  2. (a) Surname (Mr ./Mrs./Miss ) .....
  - (b) Other Names in Full .....
  - (c) Full Names of Father/Husband/Wife .....
  - (Name of husband or wife in the case of married persons or father if unmarried)*
  3. (a) Date of Birth.....
  - (b) Country and Place of Birth.....
  - (c) Profession/Occupation.....
  - (d) Sex .....
  4. (a) Nationality at Birth.....
  - (b) Present Nationality, if different .....
  - (c) Country of Residence .....
  5. Passport/Travel Document held:
  - (a) No..... (b) Place of Issue.....
  - (c) Date of Issue .....
  - (d) Valid Until.....
  - (e) Issued by .....
  6. Contact Address in the Country of Residence.....
  - .....
  7. (a) Reasons for Entry.....
  - .....
  - (b) Proposed Date of Entry .....
  - (c) Duration of Stay .....
  8. Full Names and Addresses of Friends, Firms or Relatives to be Visited .....
  - .....
  - .....
  9. Dates and Duration of Previous Visits to Kenya.....
  - .....
  10. Will you be returning to your Country of Residence/Domicile? .....
- I hereby declare that the foregoing particulars are correct in every detail.

.....  
*Signature of Applicant*

.....  
*Date*

*Note.* - Passport size photographs of applicant will be necessary if application is to be referred to Nairobi.  
- The possession of a visa is not the final authority to enter the Republic of Kenya.

**FOR OFFICIAL USE ONLY**

NAME	STAR RATING	ROOM OCCUPANCY	ROOM RATE	AIRPORT TRANSFER	HOTEL TO UN TRANSPORT	LOCATION DISTANCE TO UN
1 <b>FAIRVIEW HOTEL</b> P.O. Box 40842 Tel: 254-20-2881000 Fax: 254-20-2721320 Email:book@fairviewkenya.com Web: www.fairviewkenya.com Contact person: Jane Karuga	4 Star	<b>Single room</b> Economy Economy plus Business  <b>Double Room</b> Economy(2persons) Business(2persons) first(2persons) <b>Family room</b> family room (2persons) under 5 years under 12 years over 12 years	Kshs. 6,800 Kshs. 7,700 Kshs. 8,600 Kshs. 9,600  Kshs. 9,900 Kshs. 10,800 Kshs. 11,700  Kshs. 10,800 Free Kshs. 2,700 Kshs. 3,800  inclusive all taxes Bed & Breakfast	US\$ 15 per person one way	US\$ 11 per person one way	Outside City Center  14 Km
2 <b>GRAND REGENCY HOTEL</b> P.O Box 57549 Nairobi, Kenya Tel: 254-20-211199 Fax: 254-20-217120 Contact person: Mr. Mike Mutia Email:mmutia@grandregency.co.ke  Reservations: Maria or Lydia	5 Star	Deluxe Single Deluxe Double Executive Suite Single Deluxe Suite	US\$ 110 US\$ 130 US\$ 250 US\$ 440    Inclusive all taxes Bed & Breakfast	US\$ 23 per person one way	US\$ 18 per person one-way	City Center  8.5 Km
3 <b>HILTON HOTEL</b> P.O. BOX 30624, Nairobi, Kenya Tel: 254-20-250000 Fax: 254-20-250099/226477 Email: maureen.ogola@hilton.com Web: www.hilton.com Contact person: Maureen Ogola	5 Star	Guest rooms Single Guest rooms Double Guest Room Single - Type 2 Guest room Double- type 2 Deluxe rooms Single Deluxe rooms Double Deluxe Plus Rooms Single Deluxe Plus Rooms Double Executive Floor Single Executive Floor Double	US\$ 90 US\$ 115 US\$ 115 US\$ 140 US\$ 145 US\$170 US\$ 175 US\$ 200 US\$ 215 US\$ 240  inclusive all taxes Bed & Breakfast	US\$ 15 per person one way	US\$ 10 per person for a group of 9	City Center  12 Km
4 <b>HOLIDAY INN</b> P.O Box 66807 Nairobi, Kenya Tel: 254-20-3740920 Fax: 254-20-3748823 Contact person: Ms. Sallie Khavere E-mail: hi-sales@africaonline.co.ke Reservation: reserv@holidayinn.co.ke	4 Star	Standard Single room Standard Double room Executive single room Executive Double room Junior Suites Single Junior Suites Double	US\$ 155 US\$ 184 US\$ 195 US\$ 215 US\$ 225 US\$ 250  inclusive all taxes breakfast & breakfast	US\$26.00 per person one way	Kshs. 1,500 -saloon car Kshs. 2,000 -9 seater van Kshs. 4,000 - 25 seater van  All above rates are one way	Outside City Center  7 Km

## NAIROBI HOTEL RATES - 2007

5	<b>HOTEL BOULEVARD</b> P.O Box 42831-00100 Nairobi, Kenya Tel: 254-20-227567 or 218806 Fax: 254-20-334071 Contact person: Mr. Wambugu Wangai Email: hotel@hotelboulevardkenya.com	3 Star	Single room Double room Triple room	US\$ 79 US\$102 US\$ 121  Inclusive all taxes bed & breakfast	US\$ 13 per person one way	US\$ 15 per person one way	City Center  12 Km
6	<b>HOTEL INTER-CONTINENTAL</b> P.O. Box 30353-00200, Nairobi, Kenya Tel: 254-20- 32 00 000 Fax: 254-20- 32 00 036 Email: reservations@interconti.co.ke Web: www.interconti.com Contact person: Ms. Kari Mutu	5 Star	Deluxe Single Deluxe Double Superior Single Twin Superior Double Twin	US\$ 125 US\$ 150 US\$ 155 US\$ 180  Inclusive all taxes bed & breakfast	US\$ 16 per person one way		City Center  12 km
7	<b>LENANA MOUNT HOTEL</b> P.O. Box 40943 Nairobi Kenya Tel: 254-20-2717044/48 Fax: 254-20-2719394  Email: lenanamounthotel@iconnect.co.ke Contact Person: Mr. David Mugo	3 star	Single room Double room	Kshs. 3,500 Kshs. 4,700  Inclusive all taxes, Bed & Breakfast	US\$ 25 per person 2 ways	US\$ 20 per person 2 ways	Outside City Center  20 Km.
8	<b>NAIROBI SAFARI CLUB</b> P.O. Box 43564 Nairobi, Kenya Tel: 254-20-251333 Fax: 254-20-215137/224625  Contact person: Ms. Florence Marangu Email: sales@nairobisafariclub.com Website: http://www.nairobisafariclub.com	5 Star	Single Suite Rates Double Suite Rates	US\$ 120 US\$ 150  Inclusive all taxes, bed & breakfast	US\$ 18 per person one way	US\$ 15.00 per person	City Center  12 Km
9	<b>NAIROBI SERENA HOTELS</b> P.O Box 48690 Nairobi, Kenya Tel: 254-20-2822000 Fax: 254-20-2718100 Contact person: Mr. Harrison Tuva E-mail: nairobi@serena.co.ke Website: www.serenahotels.com	5 Star	Single Deluxe room Double Deluxe Superior rooms Executive Suite Garden Suite Executive Bateleur Suite Business Suite State Suite	US\$ 160 US\$ 160 US\$ 320 US\$ 460 US\$ 510 US\$ 510 US\$ 555 US\$ 1500  All charges are inclusive of all taxes and bed only Breakfast US \$20	US\$ 20 per person one way		City Center  12 Km
10	<b>SAFARI PARK HOTEL</b> P.O. Box 45038, Thika Rd. Nairobi, Kenya Tel: 254-20-3633000/3633312/971 Fax: 254-20-3633919 Contact Person: Mr. Enock Achoki or Ms. Ruth Chege Email: sales@safariparkhotel.co.ke Website:http://www.safaripark-hotel.co.ke	5 Star	Single room Double room Deluxe Single room Deluxe double room Business Suite Executive Suite	US\$ 115 US\$ 135 US\$ 140 US\$ 160 US\$ 160 US\$ 180 Inclusive all taxes, bed only	Complimentary for minimum 8 guests otherwise, for less than 8, the charge @ US\$ 28 per person one way	Complimentary during meetings for 9 persons individuals US\$ 20	Outside City Center  12 Km

<p>11 <b>SAROVA HOTELS</b>  <b>1. THE STANLEY</b>                  P.O. Box 72493 Nairobi Kenya                  Tel: 254-20-316377                  Fax: 254-20- 2715566                  Email: thestanley@sarovahotels.com                  Contact Person: Ms.Roselyne Nduati                  Website: http://www.sarovahotels.com                  Email: roselyne.nduati@sarovahotels.com</p>	<p>5 Star</p>	<p>Deluxe Single                  Deluxe Double                  Club Room Single                  Club Room Double                  Business Suite                  Executive Suite (one bedroom)                  Executive Suite (two bedroom)                  State Suite                  Pent house Suite                  Presidential Suite</p>	<p>US\$ 155                  US\$ 195                  US\$ 185                  US\$ 225                  US\$ 220                  US\$ 250                  US\$ 300                  US\$ 575                  US\$ 575                  US\$ 825</p> <p>Inclusive all taxes &amp;                  Bed &amp; Breakfast</p>	<p>US\$ 15 per person                  one way</p>	<p>US\$ 18 per person                  2-ways                  less than 7 person US\$20</p>	<p>City Center                  12 Km</p>
<p>12 <b>PANAFRIC HOTEL</b>                  P.O. Box 72493 Nairobi Kenya                  Tel: 254-20-2714444/6688                  Fax: 254-20-3726356                  Email: panafric@sarovahotels.com                  Contact Person: Ms.Roselyne Nduati                  Website: www.sarovahotes.com                  Email:roselyne.nduati@sarovahotels.com</p>	<p>4 Star</p>	<p>Standard room Single                  Standard room double                  Superior room Single                  Superior room Double                  Club Room Single                  Club Room Double                  One Bedroomed Themed Suite</p>	<p>US\$ 120                  US\$ 145                  US\$ 150                  US\$ 180                  US\$ 170                  US\$ 195                  US\$ 280</p> <p>inclusive all taxes &amp;                  bed &amp; breakfast</p>	<p>US\$ 15 per person                  one way</p>	<p>US\$ 18 per person                  2-ways                  less than 7 person US\$20</p>	<p>City Center                  15 Km</p>
<p>13 <b>SILVER SPRINGS HOTEL</b>                  P.O. Box 61363-00200                  Tel: 254-20-2722451/2-7                  Fax: 254-20-2720545 / 2728061                  Email: silversprings@iconnect.co.ke                  Contact: Mr. Samuel Sakwa</p>	<p>3 Star</p>	<p>Standard Single                  Standard double</p>	<p>Kshs. 5700                  Kshs. 7200</p> <p>Inclusive all taxes,                  bed &amp; breakfast</p>	<p>US\$23 per person                  one way</p>	<p>US\$23 per person                  2-ways</p>	<p>Outside City Center                  18 km</p>
<p>14 <b>SIX-EIGHTY HOTEL</b>                  P.O. Box 43436                  Tel: 254-20- 315680                  Fax: 254-20-332908                  Email: info@680-hotel.co.ke                  Web: www.680-hotel.co.ke                  Contact person: Ms. Jackline Mumbi</p>	<p>3 Star</p>	<p>Standard single                  Standard double</p>	<p>Kshs. 4050                  Kshs. 5700</p> <p>Inclusive all taxes,                  bed &amp; breakfast</p>			<p>City Center                  12 Km</p>
<p>15 <b>THE NORFOLK HOTEL</b>                  P.O Box 40064-00100 Nairobi, Kenya                  Tel: 254-20-250900 or 216940                  Fax: 254-20-216796                  Contact person: Mr. Mathew Gichohi                  Email : kenya.reservations@fairmont.com or                  isaac.maina@fairmont.com                  Web: www.fairmont.com</p>	<p>5 Star</p>	<p>Moderate Fairmont - single or double                  Fairmont Courtyard- single or double                  Deluxe room - single or dourlbe</p> <p>Quote <b>UNEP MONTREAL PROTOCOL</b>  <b>MEETING</b>, when making your reservation</p>	<p>US\$ 160                  US\$ 179                  US\$ 198</p> <p>Inclusive all taxes</p> <p>Bed only</p> <p>Breakfast US\$ 23</p>	<p>US\$ 30 per person                  one way</p>	<p>Taxi at US\$ 15 per person</p>	<p>City Center                  12 Km</p>

16	<p><b>WINDSOR GOLF &amp; COUNTRY CLUB</b>                  P.O. Box 45587 Nairobi, Kenya                  Tel: 254-20- 8562300/8562500                  Fax: 254-20-8563322                  Contact person: Ms. Rosemary Nyakarura                  Email: nnyakarura@windsor.co.ke</p>	5 Star	Deluxe Single Deluxe double Studio Suite 2-bed roomed Cottage	US\$ 143 US\$ 167 US\$ 242 US\$ 380 Inclusive all taxes, bed & breakfast	US\$ 35 per person one way		Outside City Center  15 Km
17	<p><b>UTALII HOTEL</b>                  P.O Box 31067-00600, Nairobi Kenya                  Tel: 254-20-8563540/8561201                  Fax: 254-20-8560514                  Email: utaliihotel@utalii.co.ke                  Contact person: Mr. Suleiman Mwanyere</p>	3 star	Single room Double room	US\$ 80 US\$ 100  Inclusive all taxes, bed & breakfast			Outside city center  6 Km
18	<p><b>PANARI HOTEL</b>                  P.O Box 4372, 00506 Nairobi Kenya                  Tel: 254-20-828990/6946000                  Fax: 254-20-828985                  Email: info@panarihotel.com                  Contact person: Mr. Arafa Kenji                  Email: afafa.k@panari.com</p>	5 star	Standard Single Room Standard Double Room Superior Single Room Superior Double Room Deluxe Single Room Deluxe Double Room Royal Jade Suite	US\$ 150 US\$ 180 US\$ 280 US\$ 300 US\$ 300 US\$ 320 US\$ 1850  Inclusive all taxes Bed & Breakfast	US\$ 11 per person one way	US\$ 30 per person one way	Outside city center  18 Km
19	<p><b>COUNTRY LODGE</b>                  Nairobi, Kenya                  Tel: 254-20-2881600                  Fax: 254-20-2881599                  Email: stay@countrylodge.co.ke                  website: www.countrylodge.co.ke</p>	<b>NEWLY Opened in November 2006</b>	Standard Single Room Standard Double Room	US\$ 65 US\$ 99  Inclusive all taxes Bed & Breakfast	US\$ 15 per person one way	US\$ 11 per person one way	Outside city center  14 Km