



INFORMATION NOTE

Workshop on Preparation of Reports on the Implementation of Agenda 2063

5-7 November 2019

Nairobi, Kenya

This note is intended to provide vital administrative, logistical and technical information to participants attending the **Workshop on Preparation of Reports on the Implementation of Agenda 2063 First Ten Year Implementation Plan**.

1. Workshop Dates

The three-day workshop will be held from **5 - 7 November 2019**. You are expected to arrive before 5 November 2019.

2. Workshop Venue

The workshop will be held at **the Hilton Hotel in Nairobi, Kenya**.

3. Documentation for the Workshop

Please find attached herewith a draft programme for the workshop, and a Data Entry template (in MS Excel) – for your ease of reference. The final programme of the workshop and other relevant documentation will be circulated at the workshop.

Kindly bring with you the following:

- With reference to the Data Entry template, please come with data on base value (2013) and the current value (2019) for each indicators outlined in column "F". You are encouraged to come with a laptop in preparation for practical working sessions;
- If you have a report on the implementation of SDGs in your country, please bring a soft copy of the report; and
- A soft copy of your National Development Plan.

4. Accommodation

Accommodation has been booked and paid for at the **Hilton Hotel, Nairobi** for all funded participants. The accommodation package includes bed and breakfast. You are expected to pay for any extra costs that you may incur during your stay.



5. Lunch and Refreshments

During the workshop (5 – 7 November), lunch and refreshments will be served for all funded participants.

6. Subsistence Allowance

Subsistence allowance (DSA) for funded participants is calculated based on the official UN rate. Please note that as per AU rules and regulations, half DSA will be paid on the day of travel to Nairobi, and 40% DSA will be paid for the three days of the Workshop.

Kindly note that DSA will be paid at the workshop in Nairobi.

7. Wi-Fi Connectivity

The hotel offers good Wi-Fi connection.

8. Time zone

The time zone for Kenya is East Africa Time Zone. The Universal Time Coordinated in Kenya is UTC+03:00.

9. Entry Visas information

A valid passport with six or more months before expiry is required for entry into Kenya for all regional and international participants. Citizens of the Community of Eastern and Southern Africa (COMESA) and East African Community (EAC) do not require a visa into Kenya.

For all other nationalities, kindly apply for your visa online at: www.ecitizen.go.ke. Alternatively, you can apply for your visa on arrival at Jomo Kenyatta International Airport at a cost of USD 50 (fifty United States Dollars). Please ensure that you have the USD 50 with you in cash – if you plan to apply for visa on arrival. Also keep the receipt for the visa costs as you will be reimbursed by the workshop organisers upon submission of the receipt.

10. Yellow Fever Vaccination Cards

Please carry a yellow fever valid vaccination card with you – as it is one of the requirements for entry into Kenya.

11. Air Tickets and Airport Pick-up

The workshop organisers will send you travel itineraries and e-tickets. Furthermore, airport pick-ups will be organized based on flight itineraries. You are advised to confirm your travel details at least 5 days before departure date. This information should be sent to the contact persons indicated below in section 14.

12. Currency

The currency used as legal tender in the Republic of Kenya is Kenya Shillings (Ksh). As at 23rd October 2019, the exchange rate for 1 USD was Ksh 103.40.

13. The weather

The month of November in Nairobi experiences essentially constant cloud cover, with the percentage of time that the sky is overcast or mostly cloudy recorded at about 62% throughout the month. For more information, please check on line; below are two possible links that could be valuable:

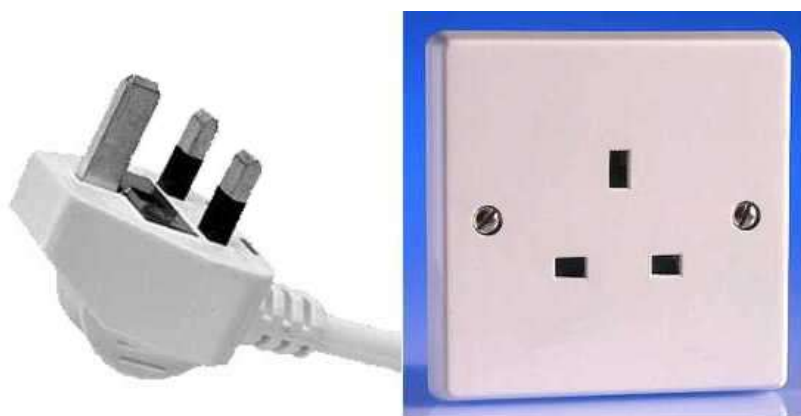
[Average Weather in November in Nairobi, Kenya - Weather Spark](#)

<https://weatherspark.com/m/99550/11/Average-Weather-in-November-in-Nairobi-Kenya>

14. Electricity Supply

The standard voltage in Kenya is 240 volts AC, 50Hz.

The standard plug has three chiselled ends (Type G) – as shown below:



Adapters for electrical equipment are readily available in Kenya. Hotels usually provide such adapters.

15. Contact Persons

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