



Republic of Kenya
Ministry of Foreign and Diaspora Affairs

**FORTY-THIRD (43RD) ORDINARY SESSION OF THE EXECUTIVE
COUNCIL AND THE FIFTH (5TH) MID-YEAR COORDINATION
MEETING OF THE AFRICAN UNION, REGIONAL ECONOMIC
COMMUNITIES (RECS) AND REGIONAL MECHANISMS (RMS)**

**UNITED NATIONS OFFICE IN NAIROBI (UNON)
NAIROBI, KENYA**

13TH – 16TH JULY, 2023

PROTOCOL AND ADMINISTRATIVE GUIDELINES

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1. GENERAL INFORMATION ABOUT THE 5TH MYCM

1.1 Introduction

- 1.1.1** The information contained in this document is for the benefit of participants and delegates intending to attend the Forty-Third (43rd) Ordinary Session of the Executive Council and Fifth (5th) Mid-Year Coordination Meeting (MYCM) of the African Union and the Regional Economic Communities (RECs) in Nairobi, Kenya.
- 1.1.2** The two meetings will take place at the United Nations Office in Nairobi (UNON) as follows:
- i. The Forty-Third (43rd) Ordinary Session of the Executive Council from 13th-14th July, 2023 in Nairobi, Kenya; and
 - ii. The Fifth (5th) MYCM of the African Union and the RECs on 16th July, 2023 in Nairobi, Kenya.
- 1.1.3** The decision to host the 43rd Ordinary Session of the Executive Council; and the 5th MYCM of the African Union and the RECs in Kenya was reached during the 36th Ordinary Session of the African Union Assembly held from 18th to 19th February, 2023 in Addis Ababa, Ethiopia, where the Heads of State and Government adopted the Assembly Decision for the Republic of Kenya to host the 5th MYCM (See Annex I on list of AU Member States).
- 1.1.4** The Government of Kenya considers it an honour to host the 5th MYCM. This offers Kenya an opportunity to contribute to the African Union agenda of a peaceful, integrated and prosperous Africa.

1.2 Preparations for the 5th MYCM

1.2.1 The 5th MYCM Secretariat

- 1.2.1.1** The Government of Kenya has established a National Secretariat headed by the Secretary, Foreign Service Administration, State Department for Foreign Affairs in the Ministry of Foreign and Diaspora Affairs with the mandate to guide and oversee preparations for the meeting. The Secretariat is located at the Ministry of Foreign and Diaspora Affairs Headquarters along Harambee Avenue.

1.2.2 Contact Details for the Secretariat

- 1.2.2.1** All correspondence, including enquiries pertaining to the 5th MYCM should be directed to the address indicated below:

The 5th MYCM Secretariat/ Command Centre
Ministry of Foreign and Diaspora Affairs
Nairobi, Kenya
P.O. Box 30551-00100
Telephone: +254 20 3318888
Email: mycmsecretariat@mfa.go.ke
mycmsecretariat@gmail.com
Or

AUC Secretariat
Office of the Secretary General of the Commission
Email: osgc@africa-union.org
OSC-Registry@africa-union.org

1.3 General Programme of the 5th MYCM

1.3.1 General Information

- 1.3.1.1 The Meetings run from 13th to 16th July, 2023 in accordance with the Constitutive Act of the African Union, the Rules of Procedure of the Executive Council and the Rules of Procedure of the Mid-Year Coordination Meeting between the African Union and the Regional Economic Communities, as well as other relevant Regulations and Rules of the African Union.
- 1.3.1.2 The Official working languages for 5th MYCM are English, French, Arabic, Kiswahili, Portuguese and Spanish.
- 1.3.1.3 The numbers of seats reserved for each delegation from the 55 Member States are (1+4), while the rest will be allocated seats as follows: AUC DCP, Commissioners (6), Heads of Organs (9) and Executive Secretaries of the RECs (8). *(AUC to provide actual wording for seating arrangements for both the Executive Council and the 5th MYCM)*
- 1.3.1.4 The **final programme** for the Summit will be circulated to all participating countries and invited delegates by the African Union Commission.

1.3.2 Official Luncheon/Reception

- 1.3.2.1 The Cabinet Secretary for Foreign and Diaspora Affairs, Hon. Dr. Alfred N. Mutua will host a welcome reception for members of the Executive Council on 13th July, 2023 at a venue to be confirmed.
- 1.3.2.2 The Government of Kenya will host an official luncheon for members attending the 5th MYCM on 16th July, 2023. Attendance shall only be by invitation. Badges cannot be used in lieu of invitation cards. Invitation cards will be sent through liaison officers and the designated focal points for various delegations.
- 1.3.2.3 Both events will strictly be by invitation.

2. CONFERENCE LOGISTICAL INFORMATION

2.1 Registration and Accreditation

2.1.1 Registration of Participants

- 2.1.1.1 Online accreditation of all participants attending the meetings will run from 14th June to 10th July 2023 through a dedicated link <https://eventsaccreditation.go.ke/event/11/registrations/8/>. The system will

capture the bio data of participants, including their passport size photographs and copies of respective identification documents (a National ID card or Passport) used for registration. Foreign delegates are advised to register using passports.

- 2.1.1.2 Physical accreditation will be conducted at the United Nations Office in Nairobi (UNON) from 7th July to 10th July, 2023 from 0730hrs to 2100 hrs.
- 2.1.1.3 Each State/delegation or entity shall designate in writing – through a Note Verbale – a Delegation Coordinator (DC)/ Focal Point who shall provide the respective country's delegation master list.
- 2.1.1.4 The DC/ Focal Point shall be responsible for the registration of all members of his or her delegation, including the collection of the badges and vehicle passes on behalf of the delegation. **Delegations are required to notify the Secretariat of the name of the designated DC by 13th June, 2023.**
- 2.1.1.5 Applications for accreditation for officials of AUC, African Union bodies, RECs and guests shall be processed in advance by a DC/ Focal Point of the African Union Commission.
- 2.1.1.6 Accreditation of international journalists shall be done through the AU Commission, which will forward the list to the Government of Kenya for validation.
- 2.1.1.7 The DCs are additionally required to forward their delegation lists under the cover of a *Note-Verbale*, or official letter from respective organization **not later than 7th July, 2023.**
- 2.1.1.8 Special pins, Delegate Badges, Security Badges, Media Badges will be issued to VIPs, Foreign Ministers, Ambassadors, Delegates, Security officers and Members of the media team respectively.
- 2.1.1.9 Access into the Conference Centre will be highly restricted to delegates having appropriate access security badges. Hence, all delegates are required to be accredited.
- 2.1.1.10 Badges will be issued to DCs/Focal Points at the Accreditation Centre starting from 7th July, 2023.

2.2 Accreditation Centre

2.2.1 The Contact for the Accreditation Centre:

Mr. Felix Anyona
Accreditation Centre
Telephone: +254 725 539864

Mr. Alfred Shukuru
Accreditation Centre
Telephone: +254 725 895612

Email: accreditationkenya@gmail.com

2.2.2 Registration of and Access by Motor Vehicles

2.1.1.11 Access to the Meetings venue shall be strictly restricted to officially registered vehicles and drivers.

2.1.1.12 The registration of vehicles and their designated drivers shall be done through the accreditation link: <https://eventsaccreditation.go.ke/event/11/registrations/8/> by the Delegation Coordinators/ Focal Point.

2.1.1.13 Only motor vehicles assigned to the Heads of Delegation shall be allowed access into the conference venue (The Red zone).

2.1.1.14 The motor vehicle passes shall be issued at the Accreditation Centre and collected by the DCs/ Focal Point starting from 7th July, 2023.

2.1.1.15 All participants and delegates must always wear their designated badges at all official venues.

2.2.3 Media Accreditation and Basic Guidelines

2.2.3.1 All media personnel (journalists) intending to cover 5th MYCM must fill in and submit a **registration form** that is available at <https://eventsaccreditation.go.ke/event/11/registrations/8/> by 7th July, 2023.

2.2.3.2 Each participating country sending an official Press Crew is entitled to a maximum of 2 per delegation and these must be registered as part of the official delegation. Only the registered official Photographer /Cameraman will be admitted to cover some (not all) official sessions. The official Camera /Press Crew will be issued with a special identification to access some official (not all) sessions of the conference.

2.2.3.3 An International Media center with a seating capacity of 100 people where journalists will be able to follow conference proceedings has been established. There is also a press briefing room, IP transmission space, Information desk, media assembly point, a monitoring centre and a catering unit for all accredited Media personnel. The common working space will offer 10 computers with internet services (wired and wireless) and power supply.

2.2.3.4 A press liaison office/desk manned by the Press Liaison Officers will also be established as part of the Media Centre.

2.2.3.5 Prior booking of individual press conference rooms is recommended, and is available on a first-come-first-served basis.

2.2.3.6 The Government of Kenya and the African Union will apply **the pool system** of media coverage. Journalists will be able to access live feeds, including images from a duly identified **host broadcaster**.

2.2.3.7 Due to the limited space available and for security reasons, mainly Host Broadcasters / Host Photographers, Official Photographers / Movie Cameramen and Private Media Pools of participating countries can cover official programme except some events (bilateral meetings).

2.2.3.8 Official Photographers /Cameramen and Private Media Pools are required to hold Press ID Cards and Pool Cards for each occasion. Official Photographers/Cameramen and Private Media Pools are required to gather at the Pool Desk inside the International Media Centre at the designated time (1hour prior to the event). Kenyan Press Liaison Officers will take them to each occasion place.

2.2.3.9 The Secretariat in collaboration with African Union Commission will designate an official photographer and in close collaboration with the press liaison office, establish a common online portal from where still pictures can be downloaded.

2.2.3.10 Journalists who wish to cover the arrivals of Heads of State at the UN Complex will be required to gather at the UN Complex VIP gate, at least two (2) hours before and liaise with the press liaison officers for further assistance as may be necessary.

2.2.3.11 Journalists will not be allowed to cover the departures of Heads of State from the UN Complex, but will be allowed to do so at JKIA as detailed elsewhere in these guidelines.

2.2.3.12 The host Government reserves the right to vet all media equipment that will be used to cover the conference; specifically, cameras, and microphones. The use of drone cameras during the conference is strictly prohibited.

2.2.3.13 Journalists are not permitted to publicize the distributed Media Programme or use it as a source of news.

2.2.4 Location and Operations of the Accreditation Centre

2.2.4.1The Accreditation Centre will be located inside **the United Nations Office in Nairobi (UNON)**, which is located on the United Nations Avenue, Gigiri.

2.2.4.2The contact address for the Centre is as indicated below:

UNON
United Nations Avenue,
Gigiri
Nairobi, Kenya
Tel: +254 725 539864 or +254 725 895612
Email: accreditationkenya@gmail.com

2.2.4.3The Accreditation Centre will be open for the issuance of access badges from **0800hrs to 1800hrs from 10th July, 2023.**

3. PROTOCOL SERVICES

3.1 General Information

- 3.1.1** Heads of State and Government will receive appropriate protocol courtesies.
- 3.1.2** The Chairperson of AUC will receive appropriate protocol courtesies.
- 3.1.3** There will be a dedicated desk set up at the airport to facilitate entry and exit.
- 3.1.4** There will be a protocol/liaison officer attached to each delegation to assist the delegation throughout the duration of the Conference.
- 3.1.5** There will be a General briefing to the Africa Diplomatic Corps based in Nairobi including the Africa Union on the general logistical arrangements of the Summit covering Security, Protocol, Accreditation, Immigration and Health at a date to be communicated in due course.
- 3.1.6** There will also be a security briefing by the Protocol and National Police Service for all advance teams at a date to be communicated in due course.

3.2 Arrivals and Departures

3.2.1 Heads of State and Government

- 3.2.1.1** Heads of State/Government will receive Protocol Courtesies on arrival and departure at the Ports of Entry and Exit. The Jomo Kenyatta International Airport (JKIA) is the port of entry unless otherwise advised.
- 3.2.1.2** Heads of State and Government will be welcomed upon arrival at the State Pavilion by a Senior Government Official, Chief of Protocol of Kenya, Chief of Protocol of the AUC, Officials of the AUC and a maximum of five (5) diplomatic staff from respective Embassies / High Commissions.
- 3.2.1.3** A red carpet will be rolled out; a bouquet of flowers will be presented by flower girls; there will be an inspection of military guard of honour and there will be performance of the anthem of the AU depending on time of arrival.
- 3.2.1.4** Officially accredited Presidential Press and corporate media of respective delegations will be allowed to cover arrivals and departures at JKIA.
- 3.2.1.5** Delegations are advised to notify about arrival details of Heads of State and Government at least 72 hours prior to arrival.
- 3.2.1.6** Official welcoming ceremonies shall be conducted from 0900hrs to 1800hrs.

- 3.2.1.7 Departing Heads of State and Government shall be seen off by Government Officials of Kenya, the AUC and a maximum of five (5) officials per delegation.
- 3.2.1.8 Other Delegates representing Heads of State and Government will be given appropriate courtesies.

NB: There should be an orderly departure in the airport in order to avoid overcrowding, long time waiting at the VIP Lounge and to avoid traffic jamming of presidential planes at the airport.

3.2.2 Other Heads of Delegation

- 3.2.2.1 Will be given appropriate courtesies.

3.2.3 Ministers of Foreign Affairs

- 3.2.3.1 Foreign Ministers shall be received by officials of the Ministry of Foreign and Diaspora Affairs and those of the AUC at the Government VIP 2 Lounge.

NB: Security at the airport shall be conducted according to the International Civil Aviation Organisation (ICAO) rules and regulations of international airports as well as the relevant domestic laws.

3.2.4 Other Delegates

- 3.2.4.1 There will be dedicated immigration desks at the JKIA for Conference delegates.
- 3.2.4.2 There will be a help desk managed jointly by the Government and the AU in the arrival hall at JKIA to provide delegates with the necessary information and assistance.
- 3.2.4.3 Delegations planning to arrive aboard special/private jets will be required to appoint an accredited handling agent for re-fuelling and associated services at the JKIA or other airports in Kenya.

3.3 Special Aircraft

- 3.3.1** In order to facilitate the arrival and departure of delegations planning to travel to Nairobi by special/private aircraft, delegations are advised to submit a flight clearance request to the Ministry of Foreign and Diaspora Affairs of the Republic of Kenya, capturing the following:
- Nationality of courier
 - Operator/owner
 - Type of aircraft
 - Aircraft registration
 - Aircraft call sign
 - Entry and exit points in Kenya
 - Purpose of flight
 - Names of passengers and nationality

- Name of pilot in command and number of crew
- Route of flight
- Point of departure and destination
- Dates of time of arrival and departure

3.3.2 The above information shall be communicated to the Protocol Directorate, Ministry of Foreign and Diaspora Affairs by email: dcop@mfa.go.ke or protocolnrb@gmail.com or delivered by hand to the Protocol Directorate 72 hours before arrival (See Annex II).

3.3.3 Below are contact persons for presidential/ charter flights services:

Mr. Albert Wafula
Director, Protocol
Telephone: +254 714 031712

Mr. Henry Wambuma
Director, Protocol
Telephone: +254 717 558885

Email: dcop@mfa.go.ke or protocolnrb@gmail.com

3.3.4 Contacts for airline handling and other related ground handling services:

Kenya Airports Authority
Telephone: +254 722 205061/2/3/4

4. VISA AND ENTRY REQUIREMENTS

4.1 Visa

4.1.1 Kenya issues three categories of visa as follows:

- i. Nationals and Persons who do not require Visas to enter Kenya.
- ii. Nationals who require visas to come to Kenya and may be issued with a Visa on application.
- iii. Nationals who require referred Visas to enter Kenya. This category also includes the Stateless persons and recognized refugee holders of United Nations Refugee Travel Documents Countries whose nationals **may be** issued with a Visa on arrival.

4.1.2 Delegates are required to apply for Kenyan Visas online through www.evisa.go.ke portal after which the respective Delegation Coordinators should immediately forward the visa reference numbers to the email address: evisa@immigration.go.ke for further processing.

4.1.3 Delegation Coordinators of nationals who require referred visa are advised to launch their visa application online through www.evisa.go.ke and urgently submit visa reference numbers vide Note Verbale to the following email address for further processing: mycmsecretariat@mfa.go.ke, mycmsecretariat@gmail.com, and evisa@immigration.go.ke.

- 4.1.4 All diplomatic, official and service passport holders attending the 5th MYCM will be required to also apply for Kenyan visas online after which they will be issued with courtesy (gratis) visa.
- 4.1.5 Passports should be valid for at least six (6) months on the date of entry and should have at least one (1) unused page when presented for endorsements.
- 4.1.6 Applicants must hold a Note Verbale from respective Governments or an official letter from the respective Organizations.
- 4.1.7 During application process, one is required to attach a clear passport bio data page and a clear photograph. The file format of the attachments should be JPG and the size of the attachment should be 293KB Passports.
- 4.1.8 Dedicated immigration counters shall be reserved for participants of the 5th MYCM at the normal terminal of the Jomo Kenyatta International Airport to fast track visa service for the participants.
- 4.1.9 For more information on Kenya visa visit: www.immigration.go.ke or contact:

Mr. David Mwangi Kinyua
Telephone: +254 725 747321
Email: visasection@immigration.go.ke
dis@immigration.go.ke

Mr. Wycliffe Namalenya
Telephone: +254 722 904331
Email: wnamalenya@mfa.go.ke

Ms. Gladys Timbomei
Telephone: +254 721 518645
Email: gtimbomei@gmail.com

4.2 Vaccinations

Yellow Fever vaccination certificates will be required from delegates coming from countries with risk of yellow fever transmission or who have transited through countries with risk of yellow fever transmission for 12 or more hours or anybody from a country currently reporting an active or on-going outbreak of yellow fever. Travellers should be vaccinated at least ten (10) days before travel (See Annex VII for countries that are active on yellow fever watch).

4.3 Custom regulations

- 4.3.1 Delegates are required to declare any food items, seeds, plants or any other regulated agricultural products in their possession at the ports of entry.
- 4.3.2 Delegates are also expected to comply with any applicable Laws, Regulations as well as any applicable standards and procedures pertaining to such items.

- 4.3.3 The following items are prohibited at all Kenya entry points:**
- Narcotic drugs, Stimulants, Psychotropic substances, etc.
 - Drones and Satellite Equipment.
 - Firearms such as pistols, revolvers and machine guns, and bullets or parts thereof.
 - Explosive, Gunpowder, Materials for chemical weapons, Germs such as anthrax, etc.
 - Counterfeit, Altered or Imitated Coins, bank notes or securities, and forged credit card.
 - Obscene or immoral materials and child pornography.
 - Articles which infringe upon intellectual property rights (patent, utility, model, design, trademark, copyright etc.)
- 4.3.4 The following items are restricted and require import permission from Regulatory Authorities:**
- Hunting guns, air guns, swords, internationally protected endangered animals, plants, or their products, Crocodiles, cobras, turtles, ivory, musk and cactus.
 - Live animals and plants, meat products, vegetable, fruits and seeds.
 - All types of medicine, Professional cameras and Satellite Phones.
- 4.3.5 The following are Duty- Free allowed Items**
- One laptop Computer
 - Spirits (including liquors) not exceeding one litre
 - Wine not exceeding two litres
 - Perfume and toilet water not exceeding in all one-half litre, of which not more than a quarter may be perfume;
 - Cigarettes, cigars, cheroots, cigarillos, tobacco and snuff not exceeding in all 250 grammes in weight.
 - Any excess over and above the stated quantities will be charged applicable taxes according to EAC CET 2022.
 - Spirits, wines, whiskies, cigarettes, perfumes are all excisable goods and will require an import permit where taxes are payable
 - The limit for taxable goods only applies to goods purchased by the passenger for own use and should not exceed 500USD
- 4.3.6 Temporary Importation**
- To comply with the import customs regulations of the Government of the Republic of Kenya, participants should **declare** the following items they may bring with them into the country:
 - Laptops (if it is more than one); desktop Computer, Printer, Scanner, Video camera, or **any** other conference equipment.
 - In order to be assisted with the temporary importation of the above items, the participants should send the detailed specifications of the items to be brought in together with their arrival and departure details to the secretariat of the

protocol and logistics arrangements of the Conference by 10th June 2023, at the latest.

- The items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Conference.

4.3.7 Declaration of Goods and Cash

- Participants are highly advised to declare items stated in A and B and goods that exceed duty free allowance as per C.
- Similarly, cash, the amount of that exceeds USD 10,000.00 or its equivalent or precious metals weighing above 100 grams should be declared to the customs office at the airport. Declaration of the said items upon arrival will avoid hustle during departure.

5 ARRIVAL AND DEPARTURE CEREMONY AT THE VENUE (UNON)

5.1 Arrivals formalities

5.1.1 The Chief of Protocol of AUC will welcome Heads of State and Government, First Ladies and the other Heads of Delegation from drop off point (VIP entrance).

5.1.2 Protocol staff will be deployed to receive honorable Ministers and other dignitaries through the entrance and escort them to the VIP holding room or straight to the conference room.

5.1.3 Considering the limited space in VIP holding rooms, access will be tightly controlled by African Union Commission with the support of the Government of Kenya.

5.1.4 Movement of Heads of State and Government to and from the venue of the meeting (UNON) shall be according to the order of precedence.

5.2 Departure formalities

5.2.1 At the end of the meetings Heads of State and Government will be escorted to the holding room by the AUC and Protocol staff.

5.2.2 Accompanying delegation members are kindly advised not to follow and assemble/ gather at the VIP entrance and lobby area.

5.2.3 Convoy will be organized in order of precedence. When the convoy is ready, respective protocol staff of Member States will be called to inform their respective Head of State to depart.

5.3 Photo formalities

5.3.1 Venue of the photo ceremony will be in front of UNON Hall. Plan for Heads of State and Government, Heads of Delegation, PRC and Executive Council will be prepared according to the order of precedence.

6 ACCOMMODATION

6.1 Accommodation Courtesies for Heads of State/ Government, Other VIPs and Foreign Ministers

- 6.1.1 Delegations led by Heads of State and Government and Chairperson, African Union Commission – A Presidential suite and three standard rooms (1+3) in a five-star hotel from 15th to 17th July, 2023.
- 6.1.2 Delegations led by Vice President or Prime Minister and Deputy Chairperson, African Union Commission – An Executive suite and two standard rooms (1+2) in a five-star Hotel from 15th to 17th July, 2023.
- 6.1.3 Delegations led by Foreign Minister, Other Heads of Delegations, Commissioners of the African Union Commission - A Superior suite (1) in a five-star Hotel from 12th to 15th July, 2023.
- 6.1.4 Delegations led by other Minister or Senior Officials- A Superior suit (1) in a five- star Hotel from 12th to 15th July, 2023.
- 6.1.5 The African Union Commission (AUC) Order of Precedence of the Heads of State and Government of the member countries will be used to allocate hotel rooms.

NB: Courtesy accommodation will be extended to the Chairperson and Deputy Chairperson of the African Union Commission from 12th to 17th July 2023.

6.2 Accommodation for Other Delegates

- 6.2.1 All other delegates are responsible for booking and reserving their own accommodation. Therefore, Missions are advised to book rooms in other hotels for the remaining members of their delegation (See Annex III for hotel information).
- 6.2.2 Delegation Coordinators are requested to provide the hotels with the guest's full name, date and time of check-in and check-out, flight numbers and contact details.
- 6.2.3 Delegation Coordinators are expected to inform the host government the hotels where their delegates are staying.
- 6.2.4 For inquiries on accommodation for other delegates please contact:

Mr. Mathew Kaikai
Telephone: +254 703 548460
Email: mkaikai@mfa.go.ke

Ms. Christine Lugongo

Telephone: +254 720 613919
Email: chritinelugongo@mfa.go.ke

Mr. Benard Wekesa
Telephone: +254 723 057255
Email: bwekesa@mfa.go.ke
bernardwekesa@yahoo.com

7 SECURITY AND SAFETY INFORMATION

7.1 General

- 7.1.1 The Government of Kenya has put in place adequate measures to ensure the safety and security of all delegates.
- 7.1.2 Optimal security measures will be in place at the conference venue (UNON) and its vicinity; at all the designated hotels; parking areas and any other area that will be identified for such consideration.
- 7.1.3 All persons accessing the conference venues will be subjected to security screening.
- 7.1.4 Appropriate traffic arrangements have been made to ensure the smooth movement of the delegates and visiting dignitaries.

7.2 Firearms Clearance

- 7.2.1 The Government will facilitate clearance of fire arms and communication equipment for security of visiting Heads of State and Government.
- 7.2.2 Lists of firearms should be forwarded to the Ministry of Foreign and Diaspora Affairs 72 hours prior to the arrival of the delegation, capturing the following.
- Name and rank of firearm holder
 - Passport number
 - Type of firearm and ammunitions
 - Serial number of the firearm
 - Quantity of ammunitions
- 7.2.3 Arrangements shall be put in place to issue temporary firearm certificates to security details of VIPs on a case by case basis at JKIA and any other designated boarder entry point.
- 7.2.4 On exit, the temporary firearm certificate should be surrendered after the firearm and ammunitions are inspected and verified.
- 7.2.5 All firearms should be declared at the airport upon arrival and departure.

- 7.2.6 Kenyan Security Agencies will be in charge at the conference venue and will provide guidance to all other Security. However armed security personnel will not be allowed access into the meeting rooms.

NB: Only one protection officer with side arm per Head of State and Government shall be allowed in the lobby of the Conference and Banquet venues. The rest of protection officers with the remaining side arms shall stay inside their vehicle or in shelters designated for this purpose.

- 7.2.7 Below are contact persons for firearms permission and clearance:

Mr. Henry Wambuma
Telephone: +254 717 558885
Email: dcop@mfa.go.ke or protocolnrb@gmail.com

7.3 Radio Clearance

- 7.3.1 Security officers who provide protective security for VVIPs by using radio frequencies for their communication devices should apply for necessary clearance 72 hours before entering the Republic of Kenya.
- 7.3.2 Each delegation is advised to submit the duly completed form to the Ministry of Foreign and Diaspora Affairs (dcop@mfa.go.ke or protocolnrb@gmail.com) at least a week ahead of arrival (See Annex V for Radio Clearance form).

7.4 Medical and Emergency Response

- 7.4.1 Kenya has modern health facilities that can handle all medical emergencies.
- 7.4.2 There will be basic medical and emergency services (clinic and mobile ambulances) for delegates at the conference venue.
- 7.4.3 Designated hotels will have a list of recommended hospitals located within close proximity.
- 7.4.4 The risk of malaria is low in Nairobi. However, delegates are advised to consult a medical practitioner for appropriate malarial prophylaxis in advance of travel.
- 7.4.5 Adequate contingency measures have been put in place to cover any emergency situations that might arise.
- 7.4.6 Delegates will be responsible for the cost of all health, medical, hospital and associated resources and services. Delegates are strongly advised to obtain medical and travel insurance before commencing their journey.

- 7.4.7 Most hospitals in Nairobi accept international insurance cover (See Annex VI for insurance companies).
- 7.4.8 Delegates on any routine medication are advised to travel with their usual medication in sufficient quantities to cover the meeting days.
- 7.4.9 There are several major hospitals, not too far from the venue including; [Kenyatta National Hospital](#), [Nairobi Hospital](#), [Aga Khan Hospital](#), [M.P SHAH Hospital](#), [Getrude Hospital](#) and [AAR Hospital](#).

7.5 COVID-19

- 7.5.1 All delegates arriving through any port of entry in Kenya shall no longer be required to show proof of either COVID-19 vaccination or a pre-departure COVID-19 test.
- 7.5.2 Only delegates with flu-like symptoms will be required to fill the passenger locator form on the 'jitenge' platform: https://ears.health.go.ke/airline_registration/. They will also be required to take a COVID-19 antigen test upon arrival at their own cost.
- 7.5.3 Those who turn out positive for antigen test will be required to take a further COVID-19 PCR test at their own cost. Those with severe symptoms shall thereafter be allowed to isolate as per the prevailing isolation requirements for mild, moderate and severe disease.
- 7.5.4 Pre-departure Rapid Diagnostic Test (RDT) or PCR testing may be considered at the discretion of any of the airlines departing from or terminating in Kenya.
- 7.5.5 Below are contact persons for Medical and Health Services including emergency calls:

Mr. Erastus Karani
Telephone: +254 706 560669
Email: Erastus.karani@health.go.ke

Mr. Geoffrey Tumaini
Telephone: +254 722 325061
Email: tumainig@gmail.com

Ms. Winnie Muhoro
Telephone: +254 723 508070
Email: winniemuhoro@gmail.com

Mr. Samuel Siboyi
Telephone: +254 716 212749.
Email: siboyisamuel@gmail.com

Mr. John Ndung'u
Telephone: +254 722 940453
Email: ndunguph2014@gmail.com

8 TRANSPORT ARRANGEMENTS

8.1 VVIPs /VIP

8.1.1 Heads of State and Government and AUC Chairperson

Dedicated and appropriate full motorcade will be provided as follows:

- 1 VVIP Car
- 2 Security cars
- 1 Car for liaison/ protocol
- 1 Police lead car
- Luggage van
- Rider

8.1.2 Spouses/ First Ladies

- 1 VVIP car
- 1 Protocol car
- 1 Police lead car
- VVIP Security car

8.1.3 Delegation led by a Vice-President or Prime Minister

- 1 VVIP Car
- 1 Security car
- 1 Liaison Officer/Protocol car
- 1 Police lead car

8.1.4 Ministers of Foreign Affairs/ AUC Deputy Chairperson

- 1 VIP car
- 1 Liaison officer
- 1 police car/ rider

8.1.5 Six AUC Commissioners

- 1 VVIP car each

8.1.6 Other Heads of Delegation:

- 1 VIP car
- 1 Protocol/Liaison car

8.2 Transportation for other delegates

- #### 8.2.1
- Provision of transport for other delegates is the responsibility of each individual delegation or their respective Diplomatic Missions. However, pool transport will be provided at selected venues, details will be shared on the website.

8.2.2 Below are the contact persons for transport:

Mr. Kenneth Karani
Telephone: +254 721 657862
Email: karanson2001@gmail.com

Mr. Albert Wafula
Telephone: +254 714 031712
Email: walufa@yahoo.com

Ms. Caroline Imbayi
Telephone: +254 720 423458
Email: carolyne.imbayi@mfa.go.ke

9 PUBLICITY AND COMMUNICATION ARRANGEMENTS

9.1 An Integrated Communications Strategy

9.1.1 The host government and co-organizers have prepared a comprehensive and fully integrated communication strategy in support of the overall publicity and communication for the conference.

9.1.2 The Government of Kenya in consultation with the African Union Commission will provide the artwork for branding the MYCM.

9.2 Web and online communication

9.2.1 The AUC will develop a special web page for the 5th MYCM, which will also accommodate the media accreditation link.

9.2.2 Social media publicity for the 5th MYCM will be done on the existing social media handles of the Ministry of Foreign and Diaspora Affairs and the AUC.

9.3 Print and Electronic Media

9.3.1 The Government of Kenya and AUC will give various scheduled media briefings ahead of and during the MYCM.

10. GENERAL INFORMATION ABOUT KENYA

10.1 Languages

10.1.1 Kenya is a multi-ethnic State with a great variety of languages spoken. English is the official working language of the Government while Kiswahili is the widely spoken language.

10.2 Climate in Kenya

10.2.1 Kenya enjoys tropical climate, which is pleasant, favourable and characterized by plenty of sunshine all year round. The weather in July is usually cool, with average temperatures ranging from highs of 20 degrees Celsius and lows of 14 degrees Celsius. The month of July occasionally experiences some rain though not much.

10.3 Banking Services

10.3.1 Business hours are generally from 0830hrs to 1600hrs on weekdays and from 0830hrs to 1200hrs on Saturdays. The banks remain closed on Sundays and on public holidays. Most banks have Automated Teller Machines (ATMs) accepting various international debit and credit cards.

10.4 Foreign Exchange

10.4.1 Kenya operates a liberalised forex market. Delegates can access Forex Bureaus at the Airport, hotels and banks. The currency of Kenya is Shilling (KES) and is issued in 1000, 500, 200, 100 and 50 bank notes and 40, 20, 10, 5 and 1 coins.

10.5 Telephone Services

10.5.1 Mobile telephone services are quite efficient in Kenya. Some of the main mobile telephone service providers are; Safaricom, Airtel and Telcom offering voice, data, messaging and mobile money services.

10.5.2 The telcos operating in Kenya also provide access to internet coverage using third generation (3G), fourth generation (4G) and fifth generation (5G). Cell phone SIM cards are easily available at the cost of approximately KES. 140. Delegates should note that registration is required for activation.

10.6 Time zone

10.6.1 Kenya is within the East Africa Standard Time zone (GMT +3).

10.7 Electricity supply

10.7.1 In Kenya the standard voltage is 240V. However, electric appliances from countries whose standard voltage is between 220V – 240V can be used. The power sockets that are used are three-pin square type G.

10.8 Restaurants and other Hotel Services

10.8.1 African, Western and Oriental cuisines are all available in Nairobi restaurants. When dining in Nairobi, leaving a tip is voluntary and considered courteous.

10.9 Taxi Services

- 10.9.1** Reliable Online and traditional cab/taxi operators are readily available within the city; offering reliable and affordable services. Payment can be made in local currency or using the known global currency
- 10.9.2** Whereas tipping the taxi driver is customary for good service, it is not mandatory. Do not feel obligated and neither should the taxi/cab driver force you to tip them.

10.10 Business and Shopping Hours

- 10.10.1** Most businesses are generally open from 0800hrs to 1700hrs. However, some shopping malls operate 24 hrs. Delegates who wish to shop may seek advice from their hotels on the nearest shopping facilities.

10.11 Tourism

- 10.11.1** Kenya is a popular tourism destination throughout the year. Tourist attractions range from the white sandy beaches at the coast to scenic landscapes, memorable mountain expeditions and the majestic beauty of a wide variety of flora and fauna.
- 10.11.2** Nairobi is also the only city in the world that boasts of a National Park within its proximity.

11. USEFUL CONTACTS

S/NO	AREA	CONTACT PERSON
1.	The 5 th MYCM Secretariat/ Command Centre	<p>Amb. Josphat K. Maikara, MBS Telephone: +254 722 769534 Email: mycmsecretariat@gmail.com</p> <p>Amb. George M. Orina, MBS, Telephone: +254 702 440423 Email: mycmsecretariat@gmail.com</p> <p>Amb. Jean Kamau Telephone : +251 961 022395 Email: keaddisababa@gmail.com</p> <p>Amb. Yabesh O. Monari Telephone: +254 711 309441, Email: mycmsecretariat@gmail.com</p> <p>Mr. Joseph Masila Telephone: +254 722881749, Email: mycmsecretariat@gmail.com</p> <p>Mr. James Kiiru Telephone: +254 716079730 Email: mycmsecretariat@gmail.com</p> <p>Mr. Dan Ochieng Telephone: +251 960 606167 Email: ssykede@yahoo.com</p> <p>Ms. Alison Mbaluto Telephone: +254,718861201 Email: mycmsecretariat@gmail.com</p> <p>Mr. Abdirahman Abdi Email: +254,704017774 Email: mycmsecretariat@gmail.com</p> <p>Ms. Kizzy Miguda Telephone: +254, 710463397 Email: mycmsecretariat@gmail.com</p> <p>Mr. Laban Amenya Telephone: +254, 711577695 Email: mycmsecretariat@gmail.com</p> <p>Ms. Maureen Ntari Telephone: +254, 751833435 Email: mycmsecretariat@gmail.com Or</p> <p>AUC Secretariat Office of the Secretary General of the Commission Email: osgc@africa-union.org OSC-Registry@africa-union.org</p>

S/NO	AREA	CONTACT PERSON
2.	Protocol	<p>Amb. Betty Cherwon Tel. +254 724775911</p> <p>Mr. Albert Wafula Telephone: +254 714 031712</p> <p>Mr. John Kyovi Tel. +254 721421536</p> <p>Email: dcop@mfa.go.ke , protocolnrb@gmail.com or protocol@mfa.go.ke</p>
3.	Accommodation	<p>Mr. Mathew Kaikai Telephone: +254 703 548460 Email: mkaikai@mfa.go.ke</p> <p>Ms. Christine Lugongo Telephone: +254 720 613919 Email: chritine.lugongo@mfa.go.ke</p> <p>Mr. Bernard Wekesa Telephone: +254 723 057255 Email: bernardwekesa@yahoo.com</p>
4.	Accreditation	<p>Mr. Felix Anyona Telephone: +254 725 539864</p> <p>Mr. Alfred Shukuru Telephone: +254 725 895612</p> <p>Email: accreditationkenya@gmail.com</p>
5.	Transport/ Logistics	<p>Mr. Kenneth Karani Telephone: +254 721657862 Email: karanson2001@gmail.com</p> <p>Ms. Caroline Imbayi Telephone: +254 720 423458 Email: carolyne.imbayi@mfa.go.ke</p>
6.	Publicity and Communication	<p>Dr. Roselyne Anjalo Telephone: +254 721 542 771 Email: ranjalo@mfa.go.ke</p> <p>Ms. Lucy Kawira Telephone: +245 717 438749 Email: kawira2015@gmail.com</p> <p>Mr. Alexander Ndigirigi Telephone: +254 723 769656 Email: andigirigi@mfa.go.ke</p>
7.	Security	<p>Mr. Richard Muthama Telephone: +254 725 926234 Email: muthamamanza@gmail.com</p> <p>Mr. Nyaga Muchungu</p>

S/NO	AREA	CONTACT PERSON
		<p>Telephone: +254 724 715346 Email: nyagamuchungu@gmail.com</p> <p>Mr. Samuel Anampiu Telephone: +254 722 371629 Email: anampius@gmail.com</p> <p>Mr. Henry Wambuma Telephone: +254 717 558885 Email: wambuma.henry@yahoo.com</p>
8.	Visa	<p>Mr. David Mwangi Kinyua Telephone: +254 725 747321 Email: visasection@immigration.go.ke dis@immigration.go.ke</p> <p>Mr. Wycliffe Namalenya Telephone: +254-722-904-331 Email: wnamalenya@mfa.go.ke</p> <p>Ms. Gladys Timbomei Telephone: +254-721518-645 Email: gtimbomei@gmail.com</p>
9.	Health	<p>Mr. Erastus Karani Telephone: +254 706 560669 Email: Erastus.karani@health.go.ke</p> <p>Mr. Geoffrey Tumaini Telephone: +254 722 325061 Email: tumainig@gmail.com</p> <p>Ms. Winnie Muhoro Telephone: +254 723 508070 Email: winniemuhoro@gmail.com</p> <p>Mr. Samuel Siboyi Telephone: +254 716 212749. Email: siboyisamuel@gmail.com</p> <p>Mr. John Ndung'u Telephone: +254 722 940453 Email: ndunguph2014@gmail.com</p>

ANNEX I: MEMBER STATES OF THE AFRICAN UNION

NO.	COUNTRY	NO.	COUNTRY
1	People's Democratic Republic of Algeria	29	State of Libya
2	Republic of Angola	30	Republic of Madagascar
3	Republic of Benin	31	Republic of Malawi
4	Republic of Botswana	32	Republic of Mali
5	Republic of Burkina Faso	33	Islamic Republic of Mauritania
6	Republic of Burundi	34	Republic of Mauritius
7	Republic of Cameroon	35	Kingdom of Morocco
8	Republic of Cabo Verde	36	Republic of Mozambique
9	Republic of Chad	37	Republic of Namibia
10	Central African Republic	38	Republic of Niger
11	Union of the Comoros	39	Federal Republic of Nigeria
12	Democratic Republic of Congo	40	Republic of Rwanda
13	Republic of Congo	41	Saharawi Arab Democratic Republic
14	Republic of Cote D' Ivoire	42	Republic of Sao Tome and Principe
15	Republic of Djibouti	43	Republic of Senegal
16	Arab Republic of Egypt	44	Republic of Seychelles
17	Republic of Equatorial Guinea	45	Republic of Sierra Leone
18	State of Eritrea	46	Federal Republic of Somalia
19	Kingdom of Eswatini	47	Republic of South Africa
20	Federal Democratic Republic of Ethiopia	48	Republic of South Sudan
21	Republic of Gabon	49	Republic of The Sudan
22	Republic of The Gambia	50	United Republic of Tanzania
23	Republic of Ghana	51	Republic of Togo
24	Republic of Guinea	52	Republic of Tunisia
25	Republic of Guinea Bissau	53	Republic of Uganda
26	Republic of Kenya	54	Republic of Zambia
27	Kingdom of Lesotho	55	Republic of Zimbabwe
28	Republic of Liberia		

ANNEX II: AIRCRAFT CLEARANCE

THE REPUBLIC OF KENYA
MINISTRY OF FOREIGN AND DIASPORA AFFAIRS (MFDA)
OVER FLIGHT AND LANDING CLEARANCE REQUEST FORM

The 5th MYCM

13th - 16th July, 2023 Nairobi, Kenya *(To be attached with a Note Verbal)*

Country/Organization _____ Tel. No. _____

1	COUNTRY/EMBASSY/INT.ORG.:
2	TYPE OF AIRCRAFT:
3	CALL SIGN:
4	REGISTRATION NO. AND NATIONALITY:
5	AIRCRAFT OPERATOR AND P.O. BOX:
6	PURPOSE OF FLIGHT:
7	CAPTAIN'S NAME:
8	NUMBERS OF CREW MEMBERS:
9	NAME AND STATUS OF VIP:
10	TYPE OF REQUEST: OVER FLIGHT () LANDING ()
11	ROUTE OF FLIGHT (FROM -TO):
12	POINTS OF DEPARTURE AND DESTINATION:
13	TYPE OF CARGO:

14	DATE OF FLIGHT	ORIGIN, ESTIMATED TIME OF DEPARTURE AND DATE (ETD)	ENTRY POINT AT ETHIOPIAN AIR SPACE, TIME AND DATE	EXIT POINT OF ETHIOPIAN AIR SPACE, TIME AND DATE	DESTINATION, DATE AND TIME OF ARRIVAL (ETA)
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For applicants only

Ref. No. _____

Signature and Stamp _____

Date _____

For MFDA purpose only

Flight permission number: _____ Signature and stamp _____

Ref. No. _____

Date _____

CC: Kenya Civil Aviation Authority
Ministry of Defense
Kenya Airports Authority
National Police Service

REMARK: HAZARDOUS OR DANGEROUS CARGO DESCRIPTION MUST BE ANNEXED TO THIS REQUEST

ANNEX III: HOTEL INFORMATION

S/NO	HOTEL	BED & BREAKFAST	HALF BOARD	NO. OF ROOMS	PHYSICAL ADDRESS (LOCATION)	CONTACT DETAILS
A. WESTLANDS						
1.	Villa Rosa Kempiski Hotel	Presidential suite 4brm – \$15,000 2brm – \$5,000 1 brm – \$2,000 Std – \$275	\$15,050 \$ 5,050 \$ 2,050 \$ 325	(200) 119	Chiromo Road	Tel: + 254 719 050 000 Email: reservations.nairobi@kempinski.com
2.	Sankara Hotel	1 Presidential suite		144 Standard rooms \$ 375		05 Woodvale Grove, Nairobi
3.	Movenpick Hotel	Single Rms \$150	\$190	275	Mkungu Close, Westlands off Parklands Rd	Tel: +254 709 548 000 Email: hotel.nairobi@movenpick.com
4.	Pride Inn Azure Hotel	Kes.13,000	Kes.16,000	162	Lantana Rd, Westlands, Nairobi	Tel: +254 709 716 000 Tel: +254 709 532 000 Tel: +254 709 374 000 Email: website@prideinn.co.ke
5.	Park Inn by Radisson Nairobi Westlands	Single Rm. - \$135			Waiyaki Way, Nairobi	Tel: +254 207 643 750 Tel: +254 709 498 000 Email: info.nairobi@parkinn.com
6.	Golden Tulip	Single Rm. - \$150	\$ 170	94	65 Muthithi Rd, Nairobi	Tel: +254 204 034 000 Email: info@goldentulipwestlandsnairobi.com Tel: +254 738 442492 – Pamela
7.	Raddison Blu Hotel & Residence, Nairobi Arboretum				Arboretum Park Lane Nairobi, Kenya	Tel: +254 709 031 000 Email: Info.residence.nairobi@radissonblu.com
8.	Ibis Styles Hotel Westlands	\$ 80	\$100	277	Rhapta Rd, Westlands	Tel: +254 020 514 7515 Tel: +254 020 514 7500
9.	Pride Inn Westlands	Standard Kes. 12,500 Twin bed Kes.15,000	16,000 22,000	162	Westlands	Tel: +254 709 532 100 Email: website@prideinn.co.ke
10.	Raha suites	Single Kes.	Kes. 5,000	28	Waiyaki	Tel: +254 700308888

		4,000 Delux - Kes. 5,200 Superior twin room – Kes. 5500 Executive Kes.6,000	Kes. 6,200 Kes. 7,500 Kes. 8,000		way	Tel: +254 795403635 Email: reservations.rahasuites@gmail.com
11.	The Concord Hotel and Suites	Standard single - \$ 120 Executive \$150	\$145 \$175	61 21	Wangapala Road, Fifth Parklands Avenue	Tel: +254 711 111333 Email: Sales5@theconcordhotels.com
12.	Chester House and Suites	Standard Rm. Kes.7,000	Kes. 8,500	67	Koinange Street, Nairobi	Tel: +254 722 208 575, Tel: +254 728 607 626 Email: reservations@jch.group
13.	Westwood hotel	Standard Kes. 8,000	Kes. 10,000	30	Eldama Ravine Rd, Nairobi off Peponi Road	Tel:+254 702 668 317 Tel: +254 702 667 867 Email: bookings@westwoodhotelenya.com
14.	Clarence House	Standard Rm – \$100 BB	\$120 BB	100	School lane Westlands	Tel: +254 723098113 - Michael Email: sales@clarencehousesairobi.com
15.	Hotel Riverview, Westlands	Single – Kes. 6,500 Double Rm. 8,500 Twin Rm Kes.10,000	Kes. 8,000 Kes. 11,500 Kes. 13,000	20	Off Lantana Rd, Nairobi	Tel: +254 713 542 914 Tel: +254 786 542 914 Tel: +254 733 111 222 Email: sales@hotelriverview.net
16.	Joy Palace Hotel and Accommodation	Single – Kes. 4,500 Double- Kes. 5,000 Twin – Kes. 6,000		17	Westlands Cl, Nairobi	Tel: +254 727 828209 Email: reservations@joypalacehotel.co.ke
17.	Pearl Palace Hotel	Single – Kes. 3,500 Double ~ Kes.4,000 Twin ~ Kes. 4,500	Kes. 4,000 Kes. 5,000 Kes. 6,000	45	Forest Road/ Kipipiri Road, Nairobi	Tel: +254 720 229966 Email: info@pearlpalacehotelenya.com
18.	The Emory Hotel	Single – Kes. 9,000	Kes. 11000	89	Kandara Road, Kileleshwa	Tel: + 254 748 103450 Email: info@emoryhotel.co.ke
19.	Glam Hotel	Standard Rm. Kes. 8,500		46	General Mathenge, Off Peponi Road Junction	Tel: +254 769 364135 Tel: +254 720 765575 Email: md@glamhotel.co.ke
20.	Best Western	Single -	\$160	101	Karuna	Tel: +254 746 444444

	Plus Westlands	\$135 Delux \$145 Junior suite ~ \$175 Executive 9- \$155	\$ 165 \$195 \$ 175		Road Westlands, Behind Sarit Centre Nairobi	Email: reservations@alurehotel.com
21.	Zehneria Suites Hotel	Single – Kes. 7,000	Kes. 9,000	19	10 Karuna Road, Near Sarit Centre, Nairobi	Tel:+254 731 617 469 Email: reservations@zehneriahotel.com
22.	La Maison Royale	Single \$70 Twin \$80	\$75 &110	53	Mogotio Rd, Nairobi	Tel: +254 762 769253 – Westlands Email: sales@lmrhotel.com
B. GIGIRI (NEAR THE UN)						
23.	Tribe Hotel	Standard Rm \$240 Presidential suite \$3000		126	Limuru Road, Gigiri Nairobi	Tel: +254 20 720 0000 Tel: +254 732 186 000 Email: reservations@tribehotel-kenya.com
24.	Trademark Hotel	Standard Rm. \$140		215	Limuru Rd, the Village Market	Tel: +254 730 886 000 Email: reservations@trademark-hotel.com
25.	Holiday Inn	Standard Kes.15,000 Superior Kes.20,000		171	Two Rivers, off Limuru Rd	Tel: +254 709 264 000 Email: reservations@holidayinnnairobi.com
26.	Magna Hotel and suites	Standard Rm \$ 150	\$185	42	Gigiri, United Nations Crescent Nairobi, Kenya	Tel: +254 20 513 8000 Email: booking@magna-hotel.com
27.	Comfort Gardens Hotel	Standard single \$100	\$120	72	UN Crescent Road	Tel: +254723610280 Email: info@comfortgardens.com
28.	L'Aziz Suites	Single Kes. 7,500	Kes. 9,000	10	City Park Crescent Off Limuru Road, Fifth Parklands, Nairobi	Tel: +254 797 777786
29.	Nairobi Transit Hotel	Standard single Kes.2,700 Twin Kes. 5,400 Double Kes.4900	Kes. 3,700 Kes. 7,400 Kes. 6,900	46	Corner of Limuru Road and Kolobot Road	Tel: +254 20 8022312 Email: info@transithotel.co.ke
30.	Sky Hotel Nairobi	Standard Rm. Kes.		30	Fourth Parklands	Tel: +254 704 333 999 Tel: +254 725 320 761

		5,500			Avenue, Parklands, Nairobi	Email: sales@skyhotel.co.ke
C. NAIROBI-CBD						
31.	Nairobi Serena Hotel	Pres. \$10,000 \$ 5,000 Std – \$250	\$290	Total (199) 150	Kenyatta Avenue Nairobi	Tel: +254 732 123 333/000 Email: <a href="mailto:reservations.kenya@sere
nahotels.com">reservations.kenya@sere nahotels.com
32.	Raddison Blu Hotel, Nairobi Upperhil	Pres. \$15,000 dollars (collapsed) \$ 5,000 Standard room \$ 250	\$300	1 (13) 141	Nairobi Upper Hill Elgon Rd, Nairobi	Tel: +254 709 810 000 Tel: +254 722 469679 Jacob Email: <a href="mailto:info.nairobi@radissonbl
u.com">info.nairobi@radissonbl u.com <a href="mailto:Jacob.musyimi@radisso
nblu.com">Jacob.musyimi@radisso nblu.com
33.	Hillpark Hotel	Standard room Kes. 10,000	Kes.12,000	60	Lower Hill Rd, Nairobi	Tel: 0724 256201 Email: <a href="mailto:reservations@hillparkho
tel.com">reservations@hillparkho tel.com
34.	Meridian/Be st Western	Kes.6,500	Kes.8,000	100	Moi Avenue	Tel: +254 719 063 000 Email: <a href="mailto:fom@meridianhotelkeny
a.com">fom@meridianhotelkeny a.com
35.	The Clarion Hotel	Kes.6,500	Kes. 7,500	62	Moi Avenue, opposite Jevanje Gardens, Nairobi	Tel : +254 721 485 024 Tel : +254 104 485 024 Email : <a href="mailto:reservations@theclarion
hotel.co.ke">reservations@theclarion hotel.co.ke
36.	The Nairobi Safari Club	Kes.10,000	Kes.13,000	146	Junction, University way, Koinange St, Nairobi	
37.	Kahamas Hotel	Standard Rm \$25 Superior \$30 Budget \$20 Delux \$ 35	\$31 \$36 \$26 \$41	47	Murang'a Rd, Nairobi	Tel: +254 712 379 780 Tel: +254 712 379780
38.	Fairmont the Norfolk	Signature suite- Kes. 108,000 Standard Rm – Kes. 20,750 Double Rm- Kes. 24,500		27	Harry Thuku Rd, Nairobi	Tel: 020 2265000 Fax: 0202216790 Email: <a href="mailto:kenya.reservations@fair
mont.com">kenya.reservations@fair mont.com
39.	Boulevard	Single Rm Kes. 7,500	Kes. 10,500	62	Harry Thuku Rd,	Tel: +254 722 200 755 Tel: +254 762 200 755

		Double Rm Kes. 12,000 Triple Rm Kes. 15,900	Kes. 15,000 Kes. 18,900		National Museum, Westlands Uhuru Highway, Nairobi	Tel: +254 722 864144 - Marie Email: reservations@hotelboulevard.co.ke
40.	Kenya Comfort Hotel	Value Rm. ~ \$40 Standard Rm ~ \$60 Superior Rm ~ \$70	+\$10 per	100	Junction of Muindi Mbingu & Monrovia Street	Tel: +254 734 608 866 Tel: +254 722 608 865 Email: sales@kenyacomfort.com comfort@kenyaweb.com
41.	Sarova Panafric	Standard Rm. – Kes. 15,000 Delux Rm ~ Kes.18,000	+ Kes.4,000	76	Along Valley Road, Nairobi	Tel: +254 709 111 000 Email: centralreservations@sarovahotels.com
42.	Sarova New Stanley	Standard Rm – Kes.16,000 Club Rm. Kes.22,000	+ Kes.4,000	160	Junction Kenyatta Avenue and Kimathi Street	Tel: +254 719 048000 Tel: +254 709 111 000 Email: centralreservations@sarovahotels.com
43.	The Cross Road Hotels	Standard Rm. Kes. 6,000		20	Crossroads Plaza, Westlands Road	Tel: +254 708 911111 Tel: +254 704 922222 Email: reservations@thecrossroadshotel.co.ke
44.	West wood Hotel	Standard Rm. ~ \$150	\$180		Eldama Ravine Rd, off Peponi Road Nairobi	Reception: Tel: +254 20 217 3830 Tel: +254710 550 05 – Reservations Tel: +254 702 668 317 Tel: +254 702 667 867 Email: bookings@westwoodhotelkenya.com
45.	Cloud Hotel & Suites	Single Rm- \$60BB Double Rm ~ \$75BB	\$78 \$93	39	Diamond Plaza Annexe, Parklands, Nairobi, 4th Parklands	Tel: +254 715 404994 Tel: +254 782 404994 Email: chaturgroup@gmail.com
D. THIKA ROAD						
46.	Safari Park Hotel	Standard Rm Kes.19, 000 Junior Suite. Kes. 22,000 Business Suite Kes. 24,000 Exe Suite	Kes. 23,500 Kes. 26,500 Kes. 29,000 Kes. 31,500	205	Kasarani, off Thika Rd	Tel: +254 709 732 000 Email: generalmanager.gm@safariparkhotel.co.ke

		Kes 27,000 Pres Suite Kes. 210,000	Kes. 214,500			
47.	La Mada Hotel	Standard Rm Kes. 14,000		35	Pipeline Estate Road, Nairobi	Tel: +254 722 202564 Tel: +254 733 640339 Email : sales@madahotels.com https://madahotels.com
48.	Utalii Hotel	Single - \$50 Double – \$65	\$70 \$85	51	Thika Road	Tel: +254 722 205891/2 Tel: +254 733 60058 Tel: +2540733410005 Email: reservations@utalii.ac.ke

ANNEX IV: FIREARMS FORM

ANNEX VI : INSURANCE COMPANIES

INSURANCE COVER		
NAIROBI HOSPITAL		AGA KHAN HOSPITAL
S/NO	INSURANCE	INSURANCE
1	JUBILEE INSURANCE CO. LTD	AAR HEALTH SERVICES LIMITED
2	CO-OPERATIVE INSURANCE COMPANY LIMITED (CIC)	AETNA GLOBAL
3	UAP PROVINCIAL INSURANCE CO LTD	ALLIANCE INTERNATIONAL MED SERV(AIMS)
4	APA INSURANCE COMPANY LIMITED	ALLIANZ WORLDWIDE
5	MADISON INSURANCE (LIFE ASSURANCE)	AON MINET INSURANCE BROKERS
6	BRITAM GENERAL ACCOUNT	APA INSURANCE CO. LTD
7	MINET KENYA INSURANCE BROKERS LIMITED	AXA PP HEALTHCARE C/O AFRICA MEDILINK
8	KENYA ARMED FORCES MEDICAL INSURANCE	BRITAM GENERAL INSURANCE
9	AAR INSURANCE KENYA LIMITED	BUPA INTERNATIONAL
10	HERITAGE INSURANCE COMPANY	CEGA GROUP
11	AFRICA MEDILINK	COOPERATIVE INSURANCE
12	SAHAM ASSURANCE COMPANY KENYA LIMITED	CORPORATE INSURANCE CO. LTD
13	GENERAL ACCIDENT (GA) INSURANCE COMPANY	FIRST ASSURANCE CO.LTD
14	LIAISON GROUP INSURANCE BROKERS LIMITED	GATEWAY INSURANCE COMPANY LTD
15	KENYAN ALLIANCE INSURANCE	GEMINIA INSURANCE CO. LTD
16	TAKAFUL INSURANCE OF AFRICA	GENERAL ACCIDENT INSURANCE
17	BRITISH AMERICAN INSURANCE CO (K)	GMC INTERNATIONAL ADMINISTRATION-CLM FR
18	INSTANT INSURANCE COMPANY LIMITED	HEALIX INTERNATIONAL
19	PACIFIC INSURANCE BROKERS (EA) LTD	HERITAGE INSURANCE CO. LTD
20	PACIS INSURANCE COMPANY LIMITED	HTH WORLDWIDE
21	ARMCHAIR INSURANCE BROKERS LIMITED	INTER MUTUELLES ASSISTANCE
22	SEDGWICK-KENYA INSURANCE BROKERS LIMITED	INTERNATIONAL SOS ASSISTANCE
23	FIRST ASSURANCE COMPANY LIMITED	JUBILEE INSURANCE
24	ZAMARA RISK	KENINDIA ASSURANCE CO. LTD.
25	AAR INSURANCE TANZANIA LIMITED	LIAISON INSURANCE C/O LIASON CLM FRM
26	EAGLE AFRICA INSURANCE BROKERS LIMITED	MADISON INSURANCE
27	KENBRIGHT INSURANCE BROKERS STAFF	MSO (MEDICAL SERVICES ORGANIZATION) C/O
28	KENINDIA ASSURANCE COMPANY LIMITED	NOW HEALTH INTERNATIONAL C/O CLAIM FORM
29	AFRICAN RE-INSURANCE CORPORATION	PACIS INSURANCE COMPANY C/O PACIS CLM FR
30	ABSA LIFE ASSURANCE KENYA LTD	PHOENIX OF EAST AFRICA ASSURA CO. C/O CL
31	BLUE SHIELD INSURANCE CO. LTD	RADIANT INSURANCE COMPANY
32	PRIME INSURANCE LIMITED	RESOLUTION HEALTH
33	PIONEER ASSURANCE	SAHAM ASSURANCE COMPANY KENYA LTD
34	CAREPAY LIMITED (M-TIBA)	TAKAFUL INSURANCE OF AFRICA
35	FIRSTASSIST INSURANCE SERVICES LIMITED	TRIDENT INSURANCE COMPANY LTD -CLAIM FOR

INSURANCE COVER			
NAIROBI HOSPITAL		AGA KHAN HOSPITAL	
S/NO	INSURANCE	INSURANCE	
36	IAA HEALTCARE LIMITED	UAP PROVICAL INSURANCE	
37	UNISURE GROUP	AU-IBAR (AFRICAN UNION)	
38	ICEA (GROUP LIFE)	VANBREDA / CIGNA INTERNATIONAL	
39	LASER INSURANCE BROKERS		
40	AETNA GLOBAL BENEFITS TRADITIONAL		
41	MTN INSURANCE AGENCIES		
42	KENINDIA ASSURANCE CO.LTD		
43	CLARKSON NOTCOTT		
44	CIC SOUTH SUDAN		
45	SANLAM GENERAL INSURANCE COMPANY FORMERLY GATEWAY		
KENYATTA NATIONAL HOSPITAL			
S/No	Insurance	S/No	Insurance
INPATIENT		14	LASER INSURANCE BROKERS LTD
1	AAR INSURANCE KENYA LTD	15	MADISON INSURANCE
2	AON MINET INSURANCE	16	NATIONAL HOSPITAL INSURANCE FUND
3	APA INSURANCE	17	PACIS INSURANCE
4	ALS LIMITED	18	SANLAM GENERAL INSURANCE LTD
5	BRITISH AMERICAN INSURANCE	19	TAKAFUL INSURANCE OF AFRICA
6	CIC INSURANCE	20	UAP INSURANCE
7	COMPASSION INTERNATIONAL		OUTPATIENT
8	EAGLE AFRICA INSURANCE BR LTD	21	NATIONAL HOSPITAL INSURANCE FUND
9	EQUITY BANK INSURANCE (KENYA) LTD	22	AAR INSURANCE KENYA LTD
10	DEFENCE FORCES MEMORIAL INSURANCE SCHEME	23	TAKAFUL INSURANCE OF AFRICA
11	FIRST ASSURANCE COMPANY LTD	24	UAP INSURANCE
12	HERITAGE INSURANCE	25	CIC INSURANCE
13	JUBILEE INSURANCE CO	26	EQUITY BANK INSURANCE (KENYA) LTD
14	KENYAN ALLIANCE INSURANCE	27	FIRST ASSURANCE



ANNEX VII: AFRICAN COUNTRIES THAT REQUIRE A YELLOW FEVER VACCINATION CERTIFICATE

1. Countries that require vaccination for all travelers older than 9 months or 1 year:

▪ Benin	▪ Côte d'Ivoire	▪ Rwanda
▪ Burkina Faso	▪ DRC	▪ Sierra Leone
▪ Burundi	▪ Gabon	▪ Niger
▪ Cameroon	▪ Guinea-Bissau	▪ Togo
▪ Central African Republic	▪ Kenya	
▪ Congo	▪ Liberia	

2. Countries that require vaccination for travelers from countries with a risk of Yellow Fever transmission or transit for 12 hours in those countries:

▪ Algeria	▪ Libya	▪ Seychelles
▪ Botswana	▪ Equatorial Guinea	▪ Somalia
▪ Cabo Verde	▪ Eritrea	▪ South Africa
▪ Chad	▪ Madagascar	▪ Sudan
▪ Djibouti	▪ Malawi	▪ Swaziland
▪ Egypt	▪ Mauritania	▪ Tunisia
▪ Ethiopia	▪ Mauritius	▪ Uganda
▪ Gambia	▪ Mozambique	▪ Tanzania
▪ Ghana	▪ Namibia	▪ Zambia
▪ Guinea	▪ Nigeria	▪ Zimbabwe
▪ Lesotho	▪ Papua New Guinea	

March 2023