



REPUBLIC OF KENYA



## LOGISTICAL NOTE

THE SECOND HIGH LEVEL MEETING (HLM2) OF THE GLOBAL PARTNERSHIP FOR EFFECTIVE DEVELOPMENT CO-OPERATION (GPEDC)

28<sup>TH</sup> NOVEMBER – 1<sup>ST</sup> DECEMBER, 2016, KENYATTA INTERNATIONAL CONVENTION CENTRE (KICC) - NAIROBI, KENYA

### Contact:

HLM2 Secretariat, email: [hlm2nairobi@gmail.com](mailto:hlm2nairobi@gmail.com) and [hlm2nairobi@treasury.go.ke](mailto:hlm2nairobi@treasury.go.ke)

#### GLOBAL PARTNERSHIP SOCIAL MEDIA



Facebook: [facebook.com/DevCooperation](https://www.facebook.com/DevCooperation)



Youtube: [youtube.com/user/TheGlobalPartnership](https://www.youtube.com/user/TheGlobalPartnership)



Twitter: [twitter.com/DevCooperation](https://twitter.com/DevCooperation), [#GPEDC](https://twitter.com/GPEDC) & [#HLM2](https://twitter.com/HLM2)

#### HLM2 INFORMATION



HLM 2 Website: <http://www.hlm2nairobi.go.ke>



GPEDC Website for HLM 2 Agenda & Discussions page: <http://effectivecooperation.org/hlm2>



Secretariat email: [hlm2nairobi@gmail.com](mailto:hlm2nairobi@gmail.com), [hlm2nairobi@treasury.go.ke](mailto:hlm2nairobi@treasury.go.ke)



Travel Facilitation Team email: [hlm2nairobitravel@effectivecooperation.org](mailto:hlm2nairobitravel@effectivecooperation.org)

## 1. Date and Venue

The Second High Level Meeting (HLM2) of the Global Partnership for Effective Development Co-operation (GPEDC) will be held from 30<sup>th</sup> November – 1<sup>st</sup> December, 2016, at the Kenyatta International Convention Centre (KICC) in Nairobi, Kenya. The HLM2 will be preceded by two days of preparatory forums and a workshop on the GPEDC's second monitoring round, also taking place at the KICC from 28<sup>th</sup> -29<sup>th</sup> November, 2016. The KICC is located in between Harambee Avenue and City Hall Way.

Participants should enter the KICC through the Visitors Entrance on City Hall Way and pass through the Security screening before proceeding to Conference hall/rooms. The Visitors Entrance will be open from 6:45am – 8:30pm –participants are kindly asked to allow additional time in order to pass through security at the Visitors' Entrance to ensure timely access to Conference hall/rooms.

Due to tight security measures, **all delegates to the KICC should be 18 years or older and must have Government of Kenya (GoK) issued photo identification conference badges. Proof of identity will be required so ensure you carry a valid passport, valid driver's licence or Kenya national identity card as you come to the meeting.**

## 2. Format of the Meeting

A preliminary agenda for the high level segment is now online at the Global Partnership Website (<http://effectivecooperation.org/events/2016-high-level-meeting/>). The meeting will consist of seven plenary sessions, Amphitheatre discussions and a series of side events organized by participants.

## 3. Registration of Delegation Members

Registration will be managed via the online registration and accreditation portal on the HLM2 Website at: [www.hlm2nairobi.go.ke](http://www.hlm2nairobi.go.ke). Participants should ensure that all requested information is available when they register including their arrival /departure and accommodation details. Participants are requested to register by **31<sup>st</sup> October 2016 at 5:00pm Kenyan time (GMT +3)**. Details of how to register are outlined on the registration form on the HLM2 Website (as above). For more details check the Registration portal at [www.hlm2nairobi@treasury.go.ke](mailto:www.hlm2nairobi@treasury.go.ke). It is important to note that **registration for the HLM2 is not open to the general public**. Each State or International Organization/entity/Agency shall designate in writing (Note Verbale), a Delegation Coordinator (DC) who shall be responsible for the registration of its participants, including the collection of conference badges and vehicle passes on behalf of the delegation. **Delegations are required to notify the Secretariat of the name of the designated DC by 14<sup>th</sup> October 2016**. Only the designated DC will be allowed to access the online registration portal.

**NB: Non-State Actors will also be registered through their DCs and not individually.**

Conference badges for registered participants will be available at the registration desk at the Accreditation Centre in the Charter Hall of the Nairobi City Hall, located on City Hall Way (directly opposite the main entrance of KICC) at the following times:

Sunday 27 November, 2016 -	9:00am - 5:00pm
Monday 28 November, 2016 -	8:00am - 6:00pm
Tuesday 29 November, 2016 -	8:00am - 6:00pm
Wednesday 30 November, 2016 -	7:00am - 5:00pm
Thursday 1 December, 2016 -	7:00am - 12:00noon

All participants must register to be able to access the KICC and **only registered participants with conference badges will be allowed to access the KICC.**

## 4. Funded Participants

There is limited funding available for delegations from Low-Income Countries (LICs) and Lower Middle-Income Countries (LMICs), as well as Least Developed Countries (LDCs) that do not fit either of these income categories. LICs and LDCs will be entitled to funding for up to a maximum of four (4) and minimum of (2) two delegates; LMICS will be entitled to funding for a maximum of three(3) and a minimum of one (1) delegate and this is subject to availability of funding. There is also limited funding for non-state actors (NSAs).

As the number of funded participants may change depending on availability, designated DCs and focal points for NSAs constituencies are requested to contact the HLM2 travel facilitation team ([hlm2nairobitravel@effectivecooperation.org](mailto:hlm2nairobitravel@effectivecooperation.org)) to confirm the number of delegates that will be funded. The designated DCs are requested to contact the HLM2 travel facilitation team no later than 14<sup>th</sup> October 2016 to provide the names and passport scans of their funded delegates.

UNDP will contact the designated DC/focal point with the information on the travel registration portal for them to provide necessary information on funded participants to facilitate travel arrangements. **The information on UNDP funded participants should be entered onto the travel facilitation portal no later than 30<sup>th</sup> October 2016.** A representative from the travel facilitation team will verify funded status and will then be in touch with individual funded participants to facilitate travel arrangements. Registration of funded participants for the registration and accreditation for the conference should follow the same procedure for self-funded participants (Refer to Section 3).

All funded participants from the UNDP travel facilitation support will stay in a designated hotel(s), and the travel facilitation team will manage hotel booking directly with a designated hotel(s). A daily allowance will be provided for funded participants to cover meals and incidentals. The allowance will also include a small sum to cover terminal expenses. The allowance will be provided on a declining balance credit card that can be picked up upon hotel check-in with an original passport. Please note that these funds will only be provided upon arrival in Nairobi and no advances will be paid. Please also note that no cash will be provided under any circumstances. Declining balance cards can be used to withdraw cash at most ATM machines in Nairobi or at the KICC as well as pay for goods and services directly in most cases, and the funds balance must be used or withdrawn no later than 31<sup>st</sup> December 2016, when the card will expire.

Participants are responsible for securing their own visa arrangements (including transit visa) in accordance to Section 6.

## 5. Media Accreditation

Media accreditation for HLM2 is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies and online media - who represent a bona fide media organization. All members of the press will be registered online for the conference with the help of HLM2 Secretariat Accreditation team. Accredited media personnel will obtain their press pass at a designated media desk in the Accreditation Centre at Charter Hall. Kindly contact the HLM2 Secretariat on how to register.

## 6. Requirements to enter Kenya

Delegates are responsible for their own visa arrangements. You are requested to verify if you need a visa to enter Kenya at <http://immigration.ecitizen.go.ke> or <http://www.kenya-evisa-online.com/who-need-kenya-visa/>. We recommend that delegates contact the nearest Kenya Embassy or Consulate in the Country of departure as soon as possible. All participants entering into Kenya must be in possession of a passport that is valid for a minimum of 6 months from the date of entry in the Kenyan territory, with sufficient pages for visa stamps.

The Ministry of Foreign Affairs and International Trade of the Republic of Kenya has advised its Diplomatic and Consular representations to facilitate the visa application process to delegates coming for the conference.

**IMPORTANT:** Please also check whether you need a transit visa for countries in which you may have to transfer/stop-over during your trip to/from Kenya. Detailed visa information including countries eligible for visa on arrival, is available online on <http://immigration.ecitizen.go.ke>. For more details please refer to the registration and visa information on [www.hlm2nairobi.go.ke](http://www.hlm2nairobi.go.ke).

## **7. Official languages of the meeting**

The official languages of the Nairobi High Level Meeting are English, French and Spanish. Simultaneous interpretation will be available during the opening, closing and main plenary sessions.

## **8. Meals**

Refreshments will be provided during designated tea/coffee breaks. Food courts will be available within the premises where participants can purchase food during the lunch breaks for the four days of the HLM2.

## **9. HLM2 Market Place/ Exhibitions**

During the conference participants are invited to visit the HLM2 Market Place, which will be within the KICC premises. The Market Place is an exhibition space with interactive and innovative exhibits that showcase products, services and information centered around various themes related to the High Level Meeting.

## **10. Accommodation**

Participants are responsible for arranging their own hotel bookings for their stay in Nairobi and should contact the hotel directly. Early booking of accommodation is advised, since November/December is a high demand season in Nairobi. Please be advised that transport will be provided to and from the venue to your hotel and only for bookings from hotels in the recommended list. It is therefore important that you provide the details of your hotel reservation at the time of registration. A list of recommended hotels in and around Nairobi can be downloaded from the HLM2 website at [www.hlm2nairobi.go.ke](http://www.hlm2nairobi.go.ke). For those participants whose accommodation is funded by UNDP travel funds, a designated hotel will be provided along with travel / flight details. The hotel will be pre-paid.

## **11. Transportation**

Heads of Government and Heads of State will receive all protocols and courtesies extended to this category of delegates. Heads of Delegation/Ministers will be allocated a chauffeur-driven vehicle and a security/liaison officer's vehicle. In some cases, a lead car will be allocated to clear the traffic.

On arrival at Jomo Kenyatta International Airport (JKIA), the Government of Kenya as host will provide shuttles services to transfer delegates from JKIA to the designated hotel and back to the Airport on departure. During the conference, shuttle services will be availed from the recommended hotels where the delegates are booked to the conference venue and back. Detailed information on Shuttle routes and schedules will be conveyed by the delegation liaison officer upon arrival.

Shuttle services will begin on Saturday 26th November, 2016 and will run continuously at intervals of 30-40 minutes from 5:00am through 8:00pm for the duration of the HLM2, and also subject to delegates' arrival details outside of these hours. Shuttle service is scheduled to end on Friday 2nd December, 2016.

In case of private tours, delegates may arrange for private transport at their own expense. For every delegation, only a maximum of two (2) vehicles shall be allowed access to the restricted area at the KICC. Delegation Coordinators will submit details of the vehicles, drivers and alternative drivers to the Registration Centre in advance for accreditation. They will also make arrangement to collect the badges and vehicle access stickers for their respective delegation.

## 12. Health Information

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 anyone 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.

Kenya is Ebola free. However, measures have been put in place to prevent the entry of the Ebola virus into the country. These measures include thermal imaging cameras for monitoring temperatures and filling out health surveillance forms.

The Government of Kenya will provide basic medical services at the KICC at no cost to delegates and support staff who require care. There will also be fully equipped ambulances on standby for emergency services. Treatment in hospitals, clinics and pharmacies will be paid for by the recipient of the services. **Delegates are advised to have international/travel medical insurance** as medical services offered at KICC will only be basic for minor ailments. For more information visit the HLM2 website at [www.hlm2nairobi.go.ke](http://www.hlm2nairobi.go.ke).

## 13. Additional Information

### Weather

Kenya is situated along the equator and enjoys a tropical climate with variations in temperatures, altitude and terrain within its different regions. In November/December Nairobi experiences maximum temperatures of about 23 degrees Celsius during the day and 13 degrees Celsius at night. We advise that you update yourself on weather conditions in Nairobi as you prepare to travel.

### Money and banking

Kenyan currency is the Kenyan shilling, currently exchanging at 1 US\$=KShs 102, 1 € = KShs. 110. Most commercial banks keep hours of business from 9.00am to 4.00pm Monday to Friday and 9.00am to 12.00pm on Saturdays. Mobile and online banking systems are also functional.

Foreign currency can be exchanged at the Jomo Kenyatta International Airport (JKIA), Commercial Banks, Forex bureaus and some hotels. ATM machine(s) can also be found at the KICC ground floor. Most ATMs accept VISA and Master Cards. Some international Credit Cards can also be used to pay for services.

### Electricity

Electrical equipment in Kenya uses three-pin power sockets and plug-ins. International participants may require power plug adapters, which are available in supermarkets in Kenya. Standard voltage in Kenya is 220V - 240V. Participants traveling from countries with lower standard voltage will need a power voltage converter.

### Internet

Free Wireless internet connection will be available at the conference venue and also in all recommended hotels.

### Contact

For questions or clarifications please contact **HLM2 Secretariat**, email: [hlm2nairobi@gmail.com](mailto:hlm2nairobi@gmail.com)/  
[hlm2nairobi@treasury.go.ke](mailto:hlm2nairobi@treasury.go.ke)

For questions or clarifications regarding travel facilitation for eligible countries and/or organizations please contact **HLM2 Travel Facilitation Team**, email: [hlm2nairobitravel@effectivecooperation.org](mailto:hlm2nairobitravel@effectivecooperation.org)