



UNCTAD 14

Nairobi, 17–22 July 2016



**SECOND INFORMATION SESSION, 13TH
JUNE 2016**

Presentation structure

- Preparatory process on UNCTAD 14
- Visa, travel and arrival arrangements
- Security
- Accommodation
- Conference facilities
- Publicity
- Nairobi Ground Transport
- Opening Session
- Social events
- Tours and excursions

Preparatory process

❖ The Government established the National Preparatory Committee (NPC) in December 2015 .

❖ The Committee incorporates various Ministries, Agencies and the Private Sector and is supported by seven (7) specialized Sub-Committees namely;

1. Protocol , Hospitality and Transport
2. Security and Accreditation.
3. Conference Facilities and Accommodation
4. Budget and Procurement.
5. Publicity and Communication.
6. Technical.
7. Exhibition.

Travel Planning:-Visa Arrangements

- ❖ Visa application process is on going. Delegates are advised to apply for visas in advance.
- ❖ Delegates are urged to do this through Kenya Missions abroad. In cases where there is no Kenya representation, visas will be issued on arrival.
- ❖ Gratis Visa will be issued to delegates that present their accreditation approval from UNCTAD Secretariat.
- ❖ Visa information is available on the website www.ecitizen.go.ke.
- ❖ Information note on has already been released by the UNCTAD Secretariat and delegates are urged to refer to the guidelines.

Travel to Kenya

- ❖ Delegates can use Kenya Airways to travel to Nairobi. The airline has been designated as an official carrier.
- ❖ Delegates will enjoy;
 - i. flights on the youngest fleet in Africa including the state of the art Boeing 787 Dreamliner
 - ii. Industry-leading discounts and convenient booking options with 20 SkyTeam airlines from 177 countries and 1052 cities worldwide.
 - iii. A dedicated KQ Service Desk for follow-up and assistance on travel queries onsite at KICC
 - iv. More Information on :- www.kenya-airways.com

TRAVEL MADE EASY

20
airlines

1,052
destinations

177
countries

1
Solution
Skyteam.
com

15,000
daily
departures



Protocol services

- Protocol services will be provided at the airport and special dedicated desks set up at the airport to facilitate entry and exit.
- Heads of State and Government will be provided with Presidential courtesies.
- Delegations will be provided with liaison officers which have been identified by the Ministry of Foreign Affairs.
- A separate programme for spouses accompanying VIPs being developed.
- Information note on protocol arrangement was released on by the Secretariat on 1st April 2016.
- Delegations are encouraged to provide their travel details (especially for HODs) via the email, unctadsecretariat@mfa.go.ke with a copy to economic@mfa.go.ke. This will facilitate airport pick ups.

Security Arrangements

- The Government of Kenya will be responsible for security to all delegates upon arrival and exit at JKIA.
- Heads of State and Government will be provided with security befitting their status.
- Hotels security will be enhanced during the conference period and an operation order has been developed.
- A special unit has been formed to handle security at the airport, venue and aerial surveillance will be conducted regularly.
- Evacuation and rapid response facilities will be provided at the venue and accredited hotels.
- Delegates are urged to read the Information note on Security arrangements

Accommodation

- Hotel Bookings has been in progress.
- There are over 100 designated Hotels and a list of hotels available.
- Delegations are encouraged to secure their accommodation in time to avoid last minute bookings.
- All enquiries relating to accommodation should be addressed to:
unctadsecretariat@mfa.go.ke with copy to ynwamalwa@mfa.go.ke.



Conference facilities-Kenyatta International Convention Centre



- Conference/meeting rooms have been identified.
- This includes venue for Youth Forum, CSO forum, Commodities forum and press/media centre



Accreditation Centre – Nairobi City Hall

The Accreditation Centre will be located along City Hall Way directly opposite the KICC



Accreditation

- Accreditation is being coordinated by the UNCTAD Secretariat in Geneva.
- The delegations are advised to appoint delegation coordinators to facilitate the accreditation process at City Hall.

Transport Arrangements

- Heads of State & Government, other VIPs, Ministers/HODs, will be provided with transport befitting their status.
- Other delegates will be provided with shuttles/pool transport.
- Traffic department is working on a traffic managements plan to ease movement of delegates during the conference.
- Car accreditation stickers will be provided in order to limit access and only allow those vehicles accredited to the red zone. The stickers will be of various categories.
- Delegates are encourage to familiarize themselves with information contained in the transport information note.



KENYA'S
WATCHING

PUBLICITY AND BROADCAST

The Kenya Broad Casting Corporation has been identified to coordinate host broad casting.



STATE OF THE ART FACILITIES



**KENYA'S
WATCHING**

- **Full HD colour for Television and web**
- **A/V Distribution boxes for press in the 4 halls of coverage**
- **Four SDI feeds for the web TV office from Tsavo, Amphitheatre, Shimba and Youth tent**
- **A/V distribution boxes for the Media centre – tin tin room for all the media**



Publicity and Communication

- **Web arrangements:** Information on the conference can be found on the host country website, www.unctad14nairobi.org.
- It provides information on the logistical arrangements.
- Relevant information notes have already been posted on the website.

Exhibitions

- Three exhibitions will be held during the event.
 - i. The Kenya Private sector exhibition (Village market)- At High Court Parking.
 - ii. Investment exhibition (investment Village)- KICC COMESA grounds.
 - iii. Global commodities exhibition- KICC COMESA grounds.
- Countries wishing to participate in the investment village and the global commodities exhibition are advised to contact UNCTAD Secretariat.

Opening Session

- The opening session will take place on 17th July, 2016 in the afternoon.
- H.E. President Uhuru Kenyatta will grace the opening ceremony.
- H.E. the President is expected to be accompanied by other invited Heads of State and Government.
- The programme for the opening ceremony is being prepared by the Kenyan Government in close collaboration with UNCTAD Secretariat.

Social Events

- Kenya will host a Gala Dinner at the KICC COMESA Grounds on 17th July, 2016 from 6 pm.
- Programme for the Gala Dinner is being developed.
- Dinner to include diverse cultural entertainment

Tours and excursions

- July will be month of the great migration.
- Pre & Post holiday excursion packages can be booked using information provided in the host country website, www.unctad14nairobi.org.
- Packages available range from half day to long stay.
- Delegates can also book for tours using the KQ holiday link.

Contact Information

Any further question can be directed to:

Kenya National Preparatory Committee (KNPC)
Secretariat of Preparatory Committee for
UNCTAD 14

Ministry of Foreign Affairs
Economic & Commercial Diplomacy Directorate
Telephone: 0203318888 Ext.
138/188/184/309/181/190/193
Email: unctadsecretariat@mfa.go.ke
economic@mfa.go.ke

Q & A



Karibu Kenya!



Asante Sana