
LOGISTICAL INFORMATION NOTE

Capacity Development Workshop on Marine Spatial Planning (MSP) in the WIO Region

20 – 24 November

Mombasa, Kenya

Welcome Note

The United Nations Environment Programme - Nairobi Convention Secretariat welcomes you to Kenya to participate in the Capacity Development Workshop on Marine Spatial Planning (MSP) and Information Management in the Western Indian Ocean region. The aim of the workshop is to raise awareness of the regional MSP strategy for the Western Indian Ocean (WIO), to promote harmonisation of MSP processes between national government, local government and municipalities, and to enhance national capacities for MSP implementation.

Venue for the Meeting

The workshop will be held at Bahari Beach Hotel Mombasa

Bahari Beach Hotel

Mt Kenya rd. Off Links Road
P.O. Box 86693 Mombasa, Kenya
Tel: +254 722 206 933; +254 733 477 022
Email : info@baharibeach.net; reservations@baharibeach.net
Web: www.baharibeach.net

Contact Person during the Workshop

Ms. Polly Karimi
Marketing Executive
Tel: +254 725288843
Email: polly.marketing@baharibeach.net

Accommodation

Participants are encouraged to book their accommodation at or near the meeting venue.

Visa Arrangements

For nationals from countries requiring visas, an application of the visa must be made ahead of your departure. UNEP will provide invitation letters to assist delegates with the application of their visas. The visa fee is about US\$100 if applicable (refer to the [list](#) of countries exempt from visa fees).

All participants are advised to carry their invitation letters, recent passport (valid for no less than 30 days after the expiry of your intended visit), yellow fever card, return or onward ticket.

Yellow fever certificates are required if your journey starts or passes through the yellow fever belt of Africa or South America.

Flight Arrangements

The Nairobi Convention Secretariat will provide the most direct economy class flight ticket for delegates supported by UNEP- Nairobi Convention. Please note that if you decide to upgrade your flight or extend your stay in Kenya, any costs related to the change of your return date (tickets), including meals, accommodation will be regarded as personal deviation.

Transport

Participants should make their own arrangements from the airport to the hotel. Participants can easily catch taxis from the airport. Participants on air flights will receive terminal expenses of US\$252 to cover the airport transfers and local travel.

Daily Subsistence Allowance (DSA)

The Nairobi Convention secretariat sponsored participants will be paid daily subsistence allowance (DSA) while in Kenya. The DSA will be provided in the form of cash card to participants. Participants who have been issued with Swiss Cards are advised to carry them.

Please Note: It is a UN requirement that the participants produce their boarding passes as proof of travel. The DSA rate for Mombasa, Kenya is US\$239 per night. Any participant who is unable to stay for the duration of the workshop is requested to inform the Nairobi Convention Secretariat as soon as possible, so that their daily subsistence allowance can be adjusted accordingly.

Communication

Personal phone calls will be at the participants expense however, wireless internet will be provided in the meeting venue thus participants will have access to the internet during the meeting. To call Kenya from abroad, the country code is +254.

Currency

In Kenya, the local currency is the Kenyan shilling (KES). As of 31 October 2023, the exchange rate is US\$1 equals approximately KES 150.00. US Dollars are widely accepted in tourist areas in Kenya, and you can exchange money at many authorized banks and bureaux de change if you need Kenyan shillings for your transactions.

Most banks in major cities have ATMs.

Credit cards

Most major credit cards (MasterCard, American Express and VISA) are widely accepted. In addition to credit cards, it is advisable to carry easily exchangeable currency in cash.

Banking hours

Banks are open from Monday to Friday between 0800hrs to 1630hrs.

Languages

English and Swahili are Kenya's official languages. The meeting will be conducted in English without interpretation.

Weather and Time Zone

The average temperature in November is about 27°C – 30°C in Mombasa. The average amount of rain in the month is 100mm spread over an average of 6 days. Mombasa is currently experiencing moderate rainfall.

You can obtain the current weather forecast for Mombasa through this link: <https://www.holiday-weather.com/mombasa>

Power plugs and outlets

In Mombasa the most common plug type is Type G, which has two flat parallel pins and a grounding pin. Tanzania operates on a 240V supply voltage and 50Hz.



You are advised to carry a power plug adapter if your appliances do not conform to the above specifications.

Health and Insurance

UNEP - Nairobi Convention assumes that as an invited participant to a Nairobi Convention meeting, you are in good health and have no illness that might prevent you from travelling to or participating in the meeting. It is your responsibility to inform the Nairobi Convention Secretariat of any such health impediment prior to accepting the invitation to participate in the above meeting. The Nairobi Convention Secretariat accepts no responsibility for the death, illness or injury of any participant while attending the meeting.

You are advised to arrange your own travel insurance against sickness, accident and third-party risk for the period of the meeting. The Nairobi Convention will not assume responsibility for any expenditure on insurance, including the following:

Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting

Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants

Compensation in the event of death or disability of participants in connection with attending the meeting.

Requirements

Bring a laptop.

Before the workshop, make sure you can login to WIO Symphony:

1. Go to symphony.nairobiconvention.org/login
2. There, log in using the username and password you should have received to your email from sender wiosym@nairobiconvention.org.
3. If you have trouble logging in, please email wiosym@nairobiconvention.org.

Take part in a preparatory WhatsApp group. You will be invited to the group.

Optional:

1. If you want to work on some own data for MSP for WIO Symphony: Collect and bring the data you want to work on.
2. If you want to train in R and GIS: Install R, RStudio, ArcGISPro and QGIS on the laptop you will bring.

For more information, please contact:

For Technical Matters	For Administrative and Logistical matters
<p>Theuri Mwangi Ecosystems Division United Nations Environment P.O. Box 30552 Nairobi 00100 Email : theuri.mwangi@un.org</p> <p>Eunice King'ori Ecosystems Division United Nations Environment P.O. Box 30552 Nairobi 00100 Email : eunice.kingori@un.org</p>	<p>Caroline Bii Ecosystems Division United Nations Environment P.O. Box 30552 Nairobi 00100 Email : caroline.cherotich@un.org</p>

Participants are kindly requested to make their own hotel reservations in or near the meeting venue.

List of Possible Hotels

No	Hotels	Distance from Venue	Contact Number	Contact email address
1.	Bahari Beach Hotel	0 KM	+254 725288843 +254733477022 +254722206933	bahari.reservations@gmail.com
2.	Voyager Beach Resort	400m	+254706612070 +254799863970	dealers@theholidaydealers.com
3.	Nyali Beach Hotel & Spa Hotel, Mombasa	4km	+254703048000 +254205028000	info@sunafriahotels.com
4.	Mombasa Beach Hotel	400m	+254722203143; +254784 340400	mbhreception@kenya-safari.co.ke
5.	The Reef Hotel Mombasa	850m	+254736 474 005 +254722 205 918 +254703 446 940	info@reefhotelkenya.com