

# GLTN 'Enumerations' as a Tool for Tenure Security Writeshop

**Lake Naivasha Country Club, Kenya**  
**28 September – 2 October 2009**

On behalf of GLTN, we look forward to welcoming you to the above Writeshop in Naivasha!

IIRR has been contracted to handle the logistics and facilitation of this GLTN Writeshop. Please find below some useful information in preparation for your travel.

### A. Arriving in Nairobi

#### Travel dates and tickets

The Writeshop will be held for 5 full days from 28 September-2 October 2009. Participants are expected to arrive in Nairobi on 27 September and depart on 3 October. All participants should already be in communication with IIRR staff regarding their tickets, which can either be self-purchased (and reimbursed at the Writeshop) or arranged by IIRR. For any self-purchased ticket, the itinerary and total cost must be sent to IIRR for approval prior to purchase. All tickets issued will be by economy class most direct route from your nearest city to Nairobi return. For participants purchasing your own ticket, please make sure to bring all boarding passes and invoices/receipts for tickets, which is a UN requirement to get reimbursed.

#### Visas

Participants have already been advised to kindly arrange for visas to Kenya, if required. All participants are expected to confirm this with the local Kenyan Embassy and apply on time for their travel to Kenya. If required, UN-HABITAT/GLTN will issue a letter to support visa applications. Any visa expenditures will be covered by one day extra DSA to be paid to each international participant.

#### Airport Pick-up

IIRR will organize for your pick up from the airport and transportation to the Country Club. Please look out for person(s) bearing an IIRR signboard when you arrive at the airport. Pick up times are based on the information you provided about flight arrivals. In case of delays or changes in schedule please contact the IIRR staff as soon as possible to avoid inconvenience. Contact details for IIRR staff and the hotel are given at the end of this document.

### B. Accommodation and DSA

#### Venue

The Writeshop will take place at the Lake Naivasha Country Club located in Naivasha town, about 100km from Nairobi's main airport. The Country Club is approximately 90 minutes drive from Nairobi. For more information about the Country Club, please see: [http://www.natural-track.com/lake\\_naivasha\\_country\\_club.html](http://www.natural-track.com/lake_naivasha_country_club.html)

## Accommodation and DSA

You have been booked at the hotel on half-board accommodation. This will cover for bed, breakfast and lunch. This also covers tea and snacks at 10am and at 4pm. This does not cover drinks during meals or any room services charges. Participants will receive a small daily subsistence allowance (DSA) for the 6 nights they are staying in Naivasha, to cover such expenses.

International participants will also receive one day full DSA to cover terminal expenses such as visas. Any participant staying longer than 6 nights due to their travel itineraries will be communicated to separately. All participants will in addition be receiving an honorarium.

Participants will be expected to cover the following items from the above DSA:

- Dinner
- Internet use at the hotel's business centre (charged at KES15 / about USD 0.2 per min)
- Phone calls
- Other cash needs

## Hotel Check-in/Check-out

The standard checkout time is 10.00hrs. Kindly check out on Saturday 3 October 2009 before 10am. You will be responsible for the cost of accommodation and meals beyond this time.

## C. Other information

### Foreign Exchange

There is no restriction to the amount of foreign currency allowed into the country. It is essential to retain a receipt for each transaction in order to re-exchange the local currency on departure. Major credit cards are widely accepted.

### Currency

The Kenya shilling (KSHS), divided into 100 cents, is the national currency. Exchange rates as at 20 August 2009 are below: These are likely to change:

| Currency  | Mean Exchange Rate |
|-----------|--------------------|
| US Dollar | 76.25              |
| STG Pound | 125.41             |
| Euro      | 108.48             |

### Banks

Banks and forex bureaus are available at the airport, the city centre and main towns, including Naivasha. Banking hours: Monday - Friday: 0900 - 1500

### Telecommunications

Mobile phone service is widely available in Kenya and is affordable. If needed SIM cards can also be purchased easily and cheaply. The hotel's business centre has Internet access and is available for use at a fee (KES15 / about USD 0.2 per min).

## Health

Visitors to Kenya are required to carry a yellow fever vaccination card. This is compulsory and you are expected to carry it together with your travel documents to avoid any inconvenience.

## Medical Advice

Visitors on special medication should pack sufficient supplies. Chemists are available, but we recommend that you carry your own supplies. Vegetarians and those on special diets for whatever medical reasons should also inform us in advance.

## Hotel Contacts

### Naivasha Country Club

Tel + (254 50) 202 1004/ 2020925/ 2021160

Tel: + (254 20) 4450693, 4450639, 4450734, 4450712, 4450636

Website: <http://www.kenyahotelsltd.com/lake.htm>

## IIRR Contacts

Incase of any problems, below are some numbers you can reach us on.

### Janet Nyaoro

IIRR, Nairobi Kenya. Tel +254 020 4440991 /26 10 +254 (0) 720 273 263 (mobile)

Email: [janet@iirr-africa.org](mailto:janet@iirr-africa.org)

### Paul Karaimu

IIRR, Nairobi Kenya. Tel +254 020 4440991 /26 10

Email: [paul@iirr-africa.org](mailto:paul@iirr-africa.org)

### Grace Kinyanjui

IIRR, Nairobi Kenya. Tel +254 020 4440991 /26 10

Email: [grace@iirr-africa.org](mailto:grace@iirr-africa.org)

### John Kamau

(Airport pick up)

Driver. Tel: +254 (0)722 600 369 (mobile)

## UN-HABITAT Contact

### Åsa Jonsson

UN-HABITAT, Nairobi Kenya. Tel + 254-020-762 4242 and +254 (0) 734-145 269 (mobile)

Email: [asa.jonsson@unhabitat.org](mailto:asa.jonsson@unhabitat.org)