



THE 9TH SUMMIT OF ACP HEADS OF STATE AND GOVERNMENT

DELEGATES HANDBOOK

1. INTRODUCTION

The information contained in this document is for the benefit of delegates and participants planning to attend the 9th Summit of Heads of State and Government of the African, Caribbean and Pacific Group of States to be held at the Kenyatta International Convention Centre (KICC), Nairobi, Kenya from 9th-10th December 2019. All correspondence, including enquiries, pertaining to the Summit should be directed to the contact address indicated here below:

9th ACP National Secretariat
Ministry of Foreign Affairs
NAIROBI, KENYA
P.O. Box 30551-00100
Tel: +254203318888 ext. 219
Email:
acp9summit@gmail.com
Website: (TBC)

2. LANGUAGES

The official working languages for the plenary sessions of the

Summit shall be English, French, Portuguese and Spanish.

3. PROGRAMME AND SEAT ALLOCATION

The full programme for the Summit and pre-summit events will be availed on the website in due course. The number of seats reserved for Member States will be 1+4. The allocation for Organisations will be 1+1.

3.1 Pre-Summit Events

6th-7th December 2019:

The 110th Session of the ACP Council of Ministers.

8th December, 2019:

9:30 - 12:30:

A joint session between the ACP Council of Ministers and Foreign Affairs Ministers.

8th December, 2019:

5:30 - 8:30pm.

ACP Business Summit

6th-10th December, 2019

Business Exhibition

3.2 Side Events

Two side events will be held in the margins of the Summit, namely:

Women and Youth Forum
First Spouses Round Table

Details about these side events will be updated on the Summit website at a later date.

More information on specific side events programmes are available on the website.

4. REGISTRATION AND ACCREDITATION

4.1 Registration of participants

Registration for the Summit is currently ongoing. All participants (including service providers and media) intending to attend the Summit must be registered on the summit website.

Participating states, international/regional organizations and other entities shall designate, in writing (Note-Verbale), a Delegation Coordinator (DC) and notify the Secretariat of the name and contact details of the designated DC.

The DCs will coordinate the registration process and subsequently forward their respective delegation lists - in the prescribed format- under the cover of a Note-Verbale/official letter. The DC shall also be responsible for collecting the badges and vehicle passes on behalf of the delegation. Individuals who are not affiliated to any entity will have to register on their own and wait for their accreditation to be processed once approved by the Summit Secretariat. This approval will be communicated via the email provided.

4.2 Registration of Motor Vehicles

Access to the Summit premises shall be restricted to officially registered and accredited

vehicles and drivers. Delegations using their own vehicles should ensure the vehicles and drivers are duly registered on the Summit website.

4.3 Firearms Clearance

Delegations that plan to carry firearms will need to seek clearance by writing a letter to the Chief of Protocol or an email through protocolnrb@gmail.com.

4.4 Aircraft Clearance

Delegations that will travel in private aircrafts will need to seek clearance by writing a letter or an email to the Chief of Protocol through protocolnrb@gmail.com.

4.5 Protocol Services

All delegations will have a liaison officer attached to them.

4.6 Accreditation Centre

The Accreditation Centre will be located inside the Charter Hall of the Nairobi City County Headquarters, directly opposite the main entrance of the KICC. The contact address for the centre is as indicated here below:

Charter Hall
Nairobi City County
City Hall Way
NAIROBI, KENYA
Tel: +254795744357 or
+254795744354 (Active from
1st December 2019)

Email:
registration@accreditationkenya.com

The Accreditation Centre will be open for the issuance of access badges from 08:00hrs to 18:00hrs from 1st December, 2019.

5. VISA AND ENTRY REQUIREMENTS

5.1 Visa

Visas to enter Kenya can be obtained through the following procedures:

E-Visa online procedure: Eligible nationalities can complete their application online and pay visa fees on the dedicated website (www.ecitizen.go.ke).

Standard procedure in embassies:

Those not eligible for the e-Visa, or if the type of visa desired cannot be obtained through the e-Visa procedure, can apply for a visa from the nearest Kenya Embassy.

Visa on arrival: Eligible nationalities who may be issued with a visa on application and without reference to the Director of Immigration can complete visa formalities upon arrival at the Jomo Kenyatta International Airport. Travellers' attention is drawn to the fact that the E-visa allows border checks to be passed more quickly.

In case of any difficulties in visa processing, those concerned may contact Kenya Immigration Services at visasection@immigration.go.ke for assistance.

For expedited 'Referred Visa' application,

delegates/participants are advised to submit their request to the Protocol Division through their Delegation Coordinators via acp9summit@gmail.com

A welcome desk will be situated at the Arrivals Terminal to give guidance to arriving delegates.

For more information on Kenya visas visit: www.immigration.go.ke or contact:

Department of Immigration Services
Nyayo House
9th Floor, Southern Wing
P.O. Box 30191-00100
Fax No.: +254 20 2220731
Tel: +254 20 2222022
Ext.22215/22346/22083/22225
Email: visasection@immigration.go.ke
dis@immigration.go.ke

5.2 Vaccinations

Yellow Fever vaccination certificates will be required for delegates coming from countries with a risk of yellow fever transmission or who have transited through countries with a 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. For more information, visit the Ministry of Health website at www.health.go.ke.

Further information is available at www.health.go.ke

6. TRANSPORT ARRANGEMENTS

The Government of Kenya will provide delegates with shuttle bus services from the airport to hotels and back, and from the hotels to the Summit venue. Shuttle services will be available from 6th to 11th December, 2019. Delegates and participants intending to use the shuttle services from the airport are requested to inform the organizing committee of their travel itineraries through: acp9summit@gmail.com.

7. ACCOMMODATION

A list of recommended hotels will be provided on the Summit website. The Government of Kenya will provide transport to and from the recommended hotels.

Delegations are advised to contact the hotels directly for booking at their own expense.

8. MEDICAL AND EMERGENCY RESPONSE

Delegates are encouraged to secure medical insurance cover before travel. Basic medical and emergency services (health clinics and mobile ambulances) will be available for delegates at the airport and Summit venue. The facilities will operate during Summit hours.



"A Transformative Agenda: Committed to Multilateralism"

GENERAL INFORMATION ON KENYA

1. Climate

Kenya enjoys a tropical climate. December is the peak month of the short rains season, and the weather is therefore generally expected to be rainy. Average temperatures in Nairobi during this month range between 24 degrees Celsius and 14 degrees Celsius.

2. Banking Services

Most banks operate from 09:00hrs to 16:00hrs on weekdays and from 09:00hrs to 12:00hrs on Saturdays. Automated Teller Machines (ATMs) accept various international debit and credit cards.

3. Foreign Exchange

Forex Bureaus are readily available within the Kenyatta International Convention Centre (KICC) and the Nairobi Central Business District (CBD).

4. Telephone Services

Mobile telephone services operate efficiently in Kenya. The main mobile telephone service providers are: Safaricom, AirTel, Telkom and Equitel. Mobile telephone service providers also provide a gateway to the internet using 3G and 4G.

Mobile telephone SIM cards are easily available at the cost of approximately USD1. Delegates should note that registration is

required for activation. Fixed telephone services are also available at hotels and other facilities.

5. Time Zone

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

6. Electricity Supply

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

7. Restaurants and other Hotel Services

African, Western and Oriental cuisines are all available in many Nairobi restaurants. When dining in Kenya, leaving a tip is voluntary but considered courteous. The same applies to tipping hotel porters.

The Summit venue also has two (2) cafeterias on the ground floor that offer continental cuisine.

8. Taxi Services

Reliable taxi services are readily available within the city, including taxi hailing Apps.

9. Business and Shopping Hours

Most businesses generally open from 08:00hrs to 17:00hrs. However, some shopping malls operate until late at night. Delegates who wish to shop may seek advice from their hotels on the nearest shopping facilities.

10. Tourism

Kenya is a popular tourism destination throughout the year. Tourist attractions range from the white sandy beaches on the coast to scenic landscapes, wild life, memorable mountain expeditions and the majestic beauty of a wide variety of flora and fauna.

Nairobi is also the only city in the world that boasts a National Park in close proximity.

For more information, participants may visit the Summit website and or <http://www.magicalkenya.com>

