

Logistics Note

Resilient Food Systems Final Workshop and Science-Policy Learning Workshop

6 – 8 June

Naivasha, Kenya

Key documents



Information on the [Resilient Food Systems Programme](#) (RFS) can be found on our website. A dedicated [event page](#) has been created and will be updated with presentations and other relevant resources as they become available. The latest draft of the workshop agenda will also be available on the event page (this will be updated as needed until the event).

Visa

Participants are advised to check early on whether they need a visa to enter Kenya at <https://immigration.ecitizen.go.ke/>. Participants are required to make their own visa arrangements. Sponsored participants shall keep their receipts and will be able to claim for their visa from UNEP on arrival.

COVID-19 & Travel restrictions

As per the [notice issued by the Government of Kenya](#) on 09 May 2023:

- *All travellers arriving into the country through any point of entry shall no longer be required to show proof of either COVID-19 vaccination or a pre-departure COVID-19 test.*
- *Only travellers arriving at any port of entry into Kenya with flu-like symptoms will be required to fill the passenger locator form on the [‘jitenge’ platform](#). They will also be required to take a COVID19 antigen test upon arrival at their own cost. Those who turn out positive for antigen test will be required to take a further COVID-19 PCR test at their own cost. Those with severe symptoms shall thereafter be allowed to isolate as per the prevailing isolation requirements for mild, moderate and severe disease.*
- *Passengers traveling out of the country will be required to abide by the particular travel, health and COVID-19 related requirements of the transit and destination country.*

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- *Pre-departure RDT or PCR testing may be considered at the discretion of any of the airlines departing from or terminating in Kenya.*
- *Yellow fever vaccination certificate is required for travellers arriving from countries with risk of yellow fever transmission and for travellers having transited more than 12 hours through the airport of a country with risk of yellow fever transmission.*
- *All participants are advised to travel with hardcopies of their invitation letters, e-Visa and vaccination certificates (where applicable), as well as this logistics note, which also contains emergency contacts (see last page of this note).*

Airport transfers from / to Jomo Kenyatta International Airport (JKIA)

UNEP will provide complimentary airport transfers in Kenya for all participants according to their flight itineraries. Participants are required to share their travel itinerary with Ann Mbutia at A.mbutia@cifor-icraf.org, Nelly Orwaya at N.Orwaya@cifor-icraf.org and Sylvia Munuhe at sylvia.munuhe@un.org. In this case, when exiting from JKIA upon your arrival in Nairobi, you will be greeted by a driver from Hemingways Travel, who will take you to [Naivasha](#).

Please note:

Self-sponsored participants are free to make their own transport arrangements to Naivasha should they opt out of the complimentary bus services.

Sponsored International participants who opt to make their own transport arrangements to Naivasha will receive USD188 as the terminal expenses to cover the transportation cost. to and from the airport/venue. The amount covers two trips to the airport and two trips from the airport to residence.

For Local sponsored participants, In case where you decide to use your own car, you can request mileage reimbursement or if you decide to use bus or the taxi service, you can request the reimbursement against the receipt (please, make sure you keep the receipt in that case).

Each journey between the airport and the hotel is expected to last approximately 2h30.

In the unlikely event that no one is there to pick you up, or if for any reason you missed your flight or changed your itinerary without informing the organizers, kindly call:

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- UNEP Contact Persons: Sylvia Munuhe at +254 722849467
- CIFOR-ICRAF Contact persons: Ann Mbutia at +254 701080481 and Nelly Orwaya at +254 722268195
- The bus services contact Person: Victor at +254 701 666444 or Everline at 0703200200

The departure schedules will be available at the hotel reception.

Venue

The workshop will be held at the [Naivasha Simba Lodge and Camps, Naivasha, Kenya.](#)

Address: Lake Naivasha
Lake View, Moi S Lake Rd, Simba
Kenya
T: +254 0722701828, 722207221,
5050305/6/7



The workshop will take place at Naivasha Simba Lodge and Camps. Participants are free to make their own accommodation arrangements at the workshop venue or at hotels close to the workshop venue. The participants not staying within the venue will have to organize their daily transport from their hotels to the workshop venue. Uber services are available in Naivasha.

DSA Payment

For the sponsored participants, UNEP will provide subsistence allowance as per UN rules and regulations to cover accommodation, transportation, and incidental costs for the duration of the meeting. This will be paid on the first day of the workshop so remember to carry along some Kenya Shillings for convenience should the need arise before your DSA is issued.

The allowance will be disbursed via a value cash card that can be dispensed at a local ATM outlet of your choice.

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Kindly note that this card can be used for any subsequent meeting sponsored by the UN Environment Programme (attached please find information note on the value cash cards) and cash for local participants.

Kindly, ensure to bring a copy of your boarding passes and sign the meeting attendance list for the three days to facilitate the allowance payment.

- 1) Original boarding passes of all in-coming flights
- 2) Air ticket (e-ticket or a copy of original ticket)
- 3) Valid passport for the traveller.

Please be advised that the organizers will not be responsible for any additional terminal costs or personal expenses (e.g., rooms, other meals, telephone, mini bars, laundry, etc.) incurred at the hotel or elsewhere during your trip.

For the sponsored participants, UNEP will provide subsistence allowance as per UN rules and regulations to cover accommodation, transportation, and incidental costs for the duration of the meeting. This will be paid on the first day of the workshop through Swiss card for international participants and cash for local participants. Please ensure to sign the meeting attendance list to facilitate the allowance payment.

Accommodation

Self-sponsored participants who wish to book your stay at Naivasha Simba Lodge and Camps, please write to the hotel management directly at balu@simbalodges.com copying A.mbuthia@cifor-icraf.org and sylvia.munuhe@un.org mentioning you are attending the UNEP Workshop. Guests can also contact the hotel management via +254 722701828, 722207221, 5050305/6/7.

The daily rate at the Naivasha Simba Lodge and Camps for deluxe single rooms (bed & breakfast) is KSH 12,500 (approximately USD 90), including taxes.

The other proposed Hotels in Naivasha are:

- Nest Boutique (Kshs 6,000 bed and breakfast)
Email: reservations@thenestboutiquehotel.com
Tel: +254 739957268
- Eseriani Resort (Kshs 6,000 bed and breakfast)
Email: resort@eserianihotels.co.ke
Tel: +254 741000111

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Guests with special needs, such as mobility support or specific diets, are advised to inform the hotel management and the UNEP team accordingly.

Departure from Naivasha

Departure from Naivasha back to Nairobi will be on the 8th June evening after the workshop. There will be transport provided and participants should urgently book accommodation for the overnight stay at:

- Panari Hotel (US\$ 120 inclusive of tax for International Participants and Kshs 12,000 inclusive of tax for local participants)
Contact Person: Masha
Email: reservations@panarihotels.com
Tel: +254711091000

Registration



All invitees are expected to have filled out the [Registration form](#) online well in advance of the workshop.

Participants are kindly requested to collect their badges and workshop materials, including the updated agenda, between 08:30 AM and 09:00 AM on Tuesday, June 6th, from the registration desk outside the main meeting room.

Registration to the RFS workshop will also be open between 08:30 AM and 09:00 AM on Wednesday, June 7th.

Wi-Fi



The hotel offers free Wi-Fi connection, including at the meeting rooms. For instructions and ICT support, please contact the main reception.

Catering

Tea, coffee and snacks will be served during morning and afternoon breaks. Buffet lunches will be served on June 6th, 7th and 8th at the hotel restaurant. Lunch boxes with light meals will be provided for the field trip day (June 8th).

Tap water is not considered safe for drinking. Bottled water is recommended.

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Field Trip (June 8th)

Two parallel groups will visit different sites and realities in the context of the RFS Kenya project, Upper Tana-Nairobi Water Fund. The field visits sites are located in the **Sasumua watershed**.

Participants are advised to pack appropriate clothes for the field trip.

The Itinerary details can be found on the workshop agenda. All buses will depart from the hotel at 07:30AM.

Other useful information

Additional information and general travel tips (on local climate, food, currency, health and safety, power plugs, etc.) can be found on the [Official Kenya Tourism Web Portal](#).

Contacts



The RFS team is at your disposal for any queries you may have. You can contact us at Sylvia Munuhe at sylvia.munuhe@un.org; Ann Mbutia at A.mbutia@cifor-icraf.org and Nelly Orwaya at N.Orwaya@cifor-icraf.org

A registration / support desk will also be available outside the main meeting room.

For emergencies, you can contact:

- UNEP Contact Person : Sylvia Munuhe at +254 722849467
- ICRAF Contact Persons: Ann Mbutia at +254 701080481 and Nelly Orwaya at +254 722268195
- Naivasha Simba Lodge and Camps: Contact person: Balvant Dudhaia at 254 722701828 and Email at balu@simbalodges.com
 - Field site Program focal point :John Gathagu at +254729887213