

**Executive Council**

Ninetieth session  
Mombasa, Kenya, 19-21 June 2011

CE/90/Note Inf. 1  
Madrid, 6 April 2011  
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**Information Note No. 1**

**1. Place and dates of the session**

In accordance with decision 15(LXXXIX), the Executive Council will hold its ninetieth session in **Mombasa, Kenya, from 19 to 21 June 2011**. Participants are strongly advised to consider saving the date of **22 June** as well, since the Host Country will offer very attractive technical tours on this date (please refer to *15. Social programme*).

The working sessions of the Council will be entirely held in Mombasa, on the invitation of the Government of the Republic of Kenya.

The opening ceremony and welcome reception on the eve of the working sessions is scheduled for **Sunday, 19 June 2011, at 7:00 p.m.** and will take place at **Fort Jesus**:  
[http://www.magicalkenya.com/index.php?option=com\\_content&task=view&id=230&Itemid=263](http://www.magicalkenya.com/index.php?option=com_content&task=view&id=230&Itemid=263)

The opening session will take place on **Monday, 20 June, at 9:30 a.m.**, at the **Serena Beach Hotel & Spa Resort** (Mombasa), which will also be the venue of the working sessions of the Council: <http://www.serenahotels.com/serenabeachhotel/default-en.html>

**2. Contact details of the Organizing Committee**

UNWTO coordinators	Host country coordinators
<p><b>Ms. Zhanna YAKOVLEVA</b> Senior Programme Assistant to the Executive Director for Member Relations and Services Tel.: +34 915 678 185 E-mail: <a href="mailto:council@unwto.org">council@unwto.org</a></p> <p><u>Copy e-mails to:</u> <b>Ms. Blanca PERAL</b> Programme Chief, Languages, Meetings and Documents E-mail: <a href="mailto:conf@unwto.org">conf@unwto.org</a></p>	<p><b>Ms. Anne N. MUSAU</b> Senior Assistant Director of Tourism Tel.: +254 20 313010 E-mail: <a href="mailto:amusau@tourism.go.ke">amusau@tourism.go.ke</a></p> <p><b>Ms. Stella AMADI</b> Principal Tourism Officer Head, UNWTO Matters Tel.: +254 20 313010 / +254 722 720149 E-mail: <a href="mailto:samadi@tourism.go.ke">samadi@tourism.go.ke</a>; <a href="mailto:afandistella@yahoo.com">afandistella@yahoo.com</a></p> <p><b>Ms. Beatrice MAKAWITI</b> Managing Director Kenyatta International Conference Centre Tel.: +254 20 3261000 E-mail: <a href="mailto:beatrice.makawiti@kicc.co.ke">beatrice.makawiti@kicc.co.ke</a></p>

### 3. Registration for the Council session

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Registration for the Council session will be carried out online. The participation form is available on the UNWTO website at: <http://unwto.org/en/webform/executive-council-ninetieth-session>. Participants are requested to kindly complete the online participation form **before Thursday, 19 May 2011**, on which date online registration will be closed.

### 4. Status of participants

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The Government of Kenya will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay. Throughout their stay, participants will enjoy the privileges and immunities granted to delegates at conferences of United Nations specialized agencies.

### 5. Entry formalities

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In order to take advantage of the special visa issuance conditions offered by the Government of Kenya, participants must be able to provide proof of participation in the Council.

Visas will be necessary for participants from countries whose nationals require a visa to enter Kenyan territory. Holders of diplomatic passports will be issued visas free of charge.

Information on visas and the list of diplomatic and consular missions of Kenya with their respective countries of jurisdiction can be consulted on the website of the Ministry of Foreign Affairs of Kenya<sup>1</sup>.

Visa requirements:

- Valid passports or other travel documents including Seaman's Discharge Book, acceptable to the Government of Kenya are required for all persons wishing to enter Kenya;
- Passports must be valid for at least six (6) months;
- Passports must have a clean and a full visa page for endorsement.

For a full list of visa requirements, delegates can visit the following webpage:

[http://www.immigration.go.ke/index.php?option=com\\_content&view=article&id=79&Itemid=114](http://www.immigration.go.ke/index.php?option=com_content&view=article&id=79&Itemid=114)

A list of countries whose nationals do not require visas to enter Kenya is available at:

[http://www.immigration.go.ke/index.php?option=com\\_content&view=article&id=83&Itemid=119](http://www.immigration.go.ke/index.php?option=com_content&view=article&id=83&Itemid=119)

A list of countries whose nationals require a referred visa to enter Kenya is available at:

[http://www.immigration.go.ke/index.php?option=com\\_content&view=article&id=85&Itemid=121](http://www.immigration.go.ke/index.php?option=com_content&view=article&id=85&Itemid=121)

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<sup>1</sup> Kenyan representations abroad (Kenyan Embassies):

[http://www.mfa.go.ke/index.php?option=com\\_content&view=article&id=127&Itemid=59](http://www.mfa.go.ke/index.php?option=com_content&view=article&id=127&Itemid=59)

Person in charge:

**Mr. Bernard Muchorwa**  
Ministry of State for Immigration  
Email: [Mochorwab@yahoo.com](mailto:Mochorwab@yahoo.com)  
Telephone: +254 721 262 336

## 6. Flight information

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Mombasa can be reached by plane from Nairobi with *Kenya Airways* and its partners. Booking possibilities may vary according to each country. Please get in touch with the contact persons indicated in paragraph 2 in case you have difficulties for the booking procedure.

## 7. Discounts on air fares

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The Organizing Committee is now in the process of negotiating discounts with the official airline and its partners. Further information will be communicated shortly.

## 8. Reception at the airport and transfers

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The Government of Kenya will set up a reception desk for the participants at *Jomo Kenyatta International Airport (JKIA)* in Nairobi and *Moi International Airport (MBA)* in Mombasa, to help them complete the formalities for entering the country<sup>2</sup>.

Free transfers from Mombasa Airport to the selected hotels<sup>3</sup> will be also ensured for the delegates upon arrival and departure.

The host authorities will also provide for transfer service from the selected hotels<sup>3</sup> for the registration of participants, the opening ceremony, the working sessions and the social events.

To enable the local authorities to organize this service, participants are requested to complete and submit the online participation form (<http://unwto.org/en/webform/executive-council-ninetieth-session>) indicating their arrival, departure and accommodation details.

A car rental desk will be set up at the Serena Beach Hotel and Spa Resort.

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<sup>2</sup> Persons in charge:

**Nairobi Airport:**  
 Esman Onsarigo  
 Kenya Airports Authority  
 Email: [esman.onsarigo@kenyaairports.co.ke](mailto:esman.onsarigo@kenyaairports.co.ke)  
 Tel.: + 254 722 709 382

**Mombasa airport:**  
 Yatich Kangugo  
 Kenya Airports Authority  
 Email: [yatich.kangugo@kenyaairports.co.ke](mailto:yatich.kangugo@kenyaairports.co.ke)  
 Tel.: + 254 722 525 985

<sup>3</sup> Transfer service will be available only to/from the hotels indicated in this Note.

## 9. Accommodation

The hotels in Mombasa listed below offer the participants special discounted rates. Participants are requested to make their reservations by directly contacting the hotels, indicating their status as participants in the UNWTO event. Rooms will be blocked for the participants at the official hotels until 20 May 2011.

Please note that the rooms will be allocated on a first come, first served basis.

The rates are indicated in US\$ (including VAT).

Hotel Name	Contact Details	Room Type	Room Rate (US\$)	Distance (Minutes)
Serena Beach Hotel & Spa Resort (5*)	Tuva Mwahunga Tel.: +254 727424201/2/3/ +254 20 3548771/2/3/4 Fax: +254 415485453 E-mail: <a href="mailto:mombasa@serena.co.ke">mombasa@serena.co.ke</a> Web: <a href="http://www.serenahotels.com/serenabeachhotel">www.serenahotels.com/serenabeachhotel</a>	Single standard	175	0
		Single Superior	195	
Sarova Whitesands Beach Resort and Spa (5*)	Johny Mbwana Tel.: +254 41 2128000 Fax: +254 41 5485652/5486536 E-mail: <a href="mailto:johny.mbwana@sarovahotels.com">johny.mbwana@sarovahotels.com</a> Web: <a href="http://www.sarovahotels.com/whitesands">www.sarovahotels.com/whitesands</a>	Standard	150	10
		Palm Room	190	
		Sea Front Room	200	
Mombasa Continental Resort Hotel (4*)	Dorry Mbele Tel.: +254 729 403 650/ +254 729 403 605 Email: <a href="mailto:dmbele@mcr.kengahotels.co.ke">dmbele@mcr.kengahotels.co.ke</a> Web: <a href="http://ww2.mombasacontinentalresort.co.ke">ww2.mombasacontinentalresort.co.ke</a>	Single	69	3
		Double	107	
Travellers Beach Hotel (4*)	Freddie Kiuru Tel.: +254 41 548 5121-6 Cell: +254 733 676 303 / +254 725 401 751 Email: <a href="mailto:travhtis@africaonline.co.ke">travhtis@africaonline.co.ke</a> Web: <a href="http://www.travellersbeach.com">www.travellersbeach.com</a>	Single	100	8
		Double	140	
Voyager Beach Resort (3*)	Yusuf Olela Tel.: +254 41 475114 Fax.: +254 41 473245 Email: <a href="mailto:yusuf.olela@voyagerresorts.co.ke">yusuf.olela@voyagerresorts.co.ke</a> Web: <a href="http://www.heritage-eastafrica.com/beach-holiday/voyager-beach-resort">www.heritage-eastafrica.com/beach-holiday/voyager-beach-resort</a>	Standard Garden	150	25
		Superior Sea View	165	
Indiana Beach Hotel and Apartments (3*)	Ishpal Singh Oberoi Tel.: +254 41 223 780/+254 41 224067 Email: <a href="mailto:indiana@africaonline.co.ke">indiana@africaonline.co.ke</a> Web: <a href="http://www.indianabeachkenya.com/">www.indianabeachkenya.com/</a>	Standard Room	50	8

## 10. Registration and badges

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The registration desk will be open at the Serena Beach Hotel & Spa Resort on Sunday, 19 June, from 10:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:30 p.m. On Monday, 20 June, it will be open from 8:30 a.m.

There will be a transfer service between the official hotels and the Serena Beach Hotel & Spa Resort to facilitate registration on Sunday.

Identification badges will be issued upon final registration in Mombasa. Participants are requested to wear their identification badges throughout the Council session in the area reserved for the meetings, as well as at all social events.

## 11. Working languages

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The documents for the Council session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation of the Council discussions will be provided in English, French and Spanish.

## 12. Working documents

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The delegates are kindly requested to take note that, in compliance with the United Nations system's environmental protection policy, the working documents will not be distributed on paper.

Therefore, the delegates are requested to bring with them copies of the documents. The documents will be posted at the following link: <http://unwto.org/en/event/executive-council-ninetieth-session> and will be also sent to the delegates by e-mail within the statutory deadlines.

## 13. Internet access

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A room equipped with several computers with free Internet connection will be set up and made available to the delegates.

## 14. List of participants

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A provisional list of participants will be sent in advance to all registered participants and will be available for consultation at the information desk.

The final list of participants, prepared on the basis of the data entered by delegates and observers in their registration forms, will be sent to the participants shortly after the closure of the Council session, and posted on the UNWTO website.

## 15. Social programme<sup>4</sup>

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### ***Sunday, 19 June***

13:00 – 16:30 Complimentary tour – Visit to Haller Park Nature Trail and Animal Sanctuary

18:30 – 22:00 Official Opening (including Dinner)  
Fort Jesus – Mombasa

### ***Monday, 20 June***

18:00 – 22:00 Dhow Dinner at Tamarind Restaurant, Mombasa

### ***Tuesday, 21 June***

18:00 – 22:30 Swahili Night Dinner on the beach at Serena Beach Hotel & Spa

### ***Wednesday, 22 June***

09:00 Complimentary tour to Masai Mara for Ministers / Heads of Delegation

08:00 Complimentary tour of Mombasa for delegates not flying to Masai Mara

Participants intending to take the tour to *Haller Park Nature Trail* on Sunday, 19 June, the tour to *Mombasa* and/or the tour to *Masai Mara* on Wednesday, 22 June are kindly requested to indicate so on the **online participation form before Thursday, 19 May 2011 at:**  
<http://unwto.org/en/webform/executive-council-ninetieth-session>

## 16. Optional tours

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A travel agency desk will be set up at Serena Beach Hotel & Spa.

A programme of optional tours is being arranged and will be communicated at a later stage.

## 17. Practical information

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- **Local currency and exchange rates:** Kenya's official currency is the Kenyan shilling (Ksh). The exchange rate applicable as of 15 March 2011 is approx. 85 Ksh to 1 US dollar and 116 Ksh to 1 euro.

**Exchange services.** Best places to exchange foreign currency for local Kenyan shillings are either major banks such as Barclays Bank, Standard Chartered Bank or Citibank, or the local banks in smaller towns. Traveller's checks and most major credit cards are widely accepted in Kenya. If a guest is unable to get to a bank, there are foreign exchange tellers at the Nairobi and Mombasa Airports as well as most Kenya hotels, camps & lodges; the airports normally provide a better rate than most hotels or lodges.

**Banking hours** are generally from 9:00 a.m. to 3:00 p.m., Monday through Friday, and sometimes Saturday mornings. Banks at some airports are open for longer hours.

- **Climate:** Mombasa enjoys sunny days and warm nights. In June, the average maximum temperature is 28°C and the average minimum is 20°C.

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<sup>4</sup> See detailed information in the Annex.

- **Dress code for meetings:** Business attire, lightweight material recommended (cotton, linen...). Since June may experience some light showers, an umbrella and raincoat are advisable.
- **Official language:** English (National language, Swahili)
- **Local time in Mombasa:** GMT+3
- **Electricity:** The electric current in Mombasa is 220/240 volts. Step-down transformers and batteries are highly recommended. Outlets take plugs with three rectangular prongs (Type G).
- **Health requirements and precautions:** A certificate of vaccination against yellow fever is required from travellers arriving from countries with risk of transmission of the disease. As a precaution, travellers are advised to bring an insect repellent to prevent mosquito bites.
- **Medical services:** Mombasa is well served with major hospitals namely Aga Khan Hospital, Pandya Hospital, Mombasa Hospital and The Coast provincial Hospital. An ambulance shall be provided at the conference venue for first-aid services.

## 18. Tourist information

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### On Kenya

- <http://www.magicalkenya.com>
- <http://www.planetware.com/tourist-attractions/kenya-ken.htm>
- <http://www.terasca.co.ke/?qclid=CleoruOh0KcCFRMlfAodLTyIiw>

### On Nairobi

- <http://www.planetware.com/tourist-attractions-/nairobi-ken-nrb-nairobi.htm>
- <http://www.tripadvisor.com/Attractions-g294207-Activities-Nairobi.html>
- [http://www.whenwegetthere.com/tourist\\_destination\\_attraction/africa/kenya/ /nairobi/5\\_212\\_8987\\_8993/nairobi.jsp](http://www.whenwegetthere.com/tourist_destination_attraction/africa/kenya/ /nairobi/5_212_8987_8993/nairobi.jsp)

### On Mombasa

- <http://www.mombasainfo.com/category/attractions/>
- [http://www.whenwegetthere.com/tourist\\_destination\\_attraction/africa/kenya/ /mombasa/5\\_212\\_8987\\_8992/mombasa.jsp](http://www.whenwegetthere.com/tourist_destination_attraction/africa/kenya/ /mombasa/5_212_8987_8992/mombasa.jsp)

## Annex. Tentative programmes for the social events

### 1. Visit to Haller Park Nature Trail and Animal Sanctuary (Sunday, 19 June)

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13:00	Departure from other hotels to Serena Beach Hotel for delegates' registration
14:00	Departure from Serena Beach hotel to Haller Park
14:30 – 16:30	Guided tour of Haller Park and view of the feeding of animals ( <i>Comfortable footwear advised</i> )
16:30	Return to the hotels for freshen up
17:30	Pick up from hotels for official opening at Fort Jesus – African Night <i>Dress code: African attire or national costume</i>

### 2. Dhow dinner at Tamarind Restaurant (Monday, 20 June)

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	<i>Dress code: Smart casual</i>
18:00 – 18:30	Arrival of guests and welcome by traditional dancers
18:30 – 22:30	Guests get into the dhow (traditional ship). Welcome drink is served. The Magical spell begins leisurely past the Old Town, the Old Port to the illuminated Fort Jesus, then back through the Creek. Dinner is served at a quiet spot at the mid creek.
22:30	Dhow cruises back to the jetty.

### 3. Swahili Night Dinner on the beach at Serena Beach Hotel & Spa (Tuesday, 21 June)

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	<i>Dress code: White attire and sandals</i>
16:30	Departure from Serena Beach Hotel to other hotels for freshen up
17:30	Departure from other hotels to Serena Beach Hotel
18:00 – 18:30	Entertainment by Swahili Dancers
18:30 – 18:45	Remarks by the Hon. Minister for Tourism
18:45 – 20:00	Dinner is served as band plays Swahili music
20:00 – 22:00	Entertainment by band
22:00	Guests leave at leisure

### 4. Complimentary tour to Masai Mara for Ministers / Heads of Delegation (Wednesday, 22 and Thursday, 23 June)<sup>5</sup>

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#### **22 June**

09:00	Depart from Serena Beach Hotel & Spa
09:15	Arrive at Bamburi Airstrip
09:30 – 10:00	Depart for Masai Mara
12:00 – 12:30	Arrive at Airstrip
12:30 – 13:00	Check in at Mara Serena Safari Lodge
13:00	Lunch at Mara Serena

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<sup>5</sup> For more information on the tour to **Masai Mara**, please contact Ms. Anne Musau (amusau@tourism.go.ke, +254 20 313010) or Ms. Stella Amadi (samadi@tourism.go.ke, +254 722720149).



14:00 Afternoon game drive  
 16:00 Back to Lodge for rest and freshen up  
 18:30 – 22:00 Dinner in the Wilderness

**23 June**

06:00 – 07:00 Early morning game drive  
 07:30 – 08:30 Bush Breakfast  
 09:30 – 10:30 Depart for Nairobi  
 11:00 – 12:00 Arrive at Wilson Airport  
 12:30 – 14:00 Lunch at Carnivore Restaurant, Nairobi  
 Afternoon at leisure and guests departure

**5. Complimentary tour of Mombasa for delegates not flying to Masai Mara (Wednesday, 22 June)**

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08:00 Departure from hotels for Arabuko Sokoke Forest Reserve  
 09:00 Arrive at Arabuko Sokoke Forest Reserve  
 09:00 – 11:45 Guided tour of the Forest Reserve  
 11:45 Depart for Malindi  
 12:00 – 13:30 Lunch  
 13:30 Depart for Marine Park  
 13:40 – 17:30 Boat Ride of the Malindi Marine Park and the Temporary Magical Island  
 18:00 Return to Mombasa and evening at leisure