



INFORMATION NOTE FOR PARLIAMENTARIANS

High Level Meeting of the GPEDC 28 November to 1 December, Nairobi

Date and Venue

The Second High Level Meeting (HLM2) of the Global Partnership for Effective Development Co-operation (GPEDC) will be held at the Kenyatta International Convention Centre (KICC) in Nairobi, Kenya.

The KICC is located between Harambee Avenue and City Hall Way.

Participants should enter the KICC through the **Visitors Entrance** on City Hall Way and pass through the Security screening before proceeding to Conference hall/rooms. The Visitors' Entrance will be open from 6:45am – 8:30pm. Participants are kindly asked to allow additional time in order to pass through security at the Visitors' Entrance to ensure timely access to Conference rooms.

Due to tight security measures, all delegates to the KICC must have the required photo identification conference badges (see below). **Proof of identity** will be required so ensure you carry a valid passport, valid driver's license or Kenya national identity card as you come to the meeting.

Registration of Delegation Members

Parliamentarians wishing to participate in the HLM2, including the Parliamentary Forum, need to be accredited through the IPU. They are required to submit the **registration form** available on the IPU website (<http://www.ipu.org/splz-e/nairobi16.htm>) by **10 November**. In addition, *and together with the registration form*, each participant will need to attach the following:

1/ a copy of the biometric page of their passport (clearly indicating: nationality, issue date and expiration date, passport number, and date of birth)

2/ an electronic passport-size color photo by the following specifications:

Weight: maximum 200 kb,

Size: 2x2 inches

One of these file types: .JPG; .JPEG; or .PNG

All information must be sent by email to ny-office@ipu.org. Please write *HLM2 registration* in the subject line.

It is important that a direct email address is indicated in the registration form so that important announcements can be quickly circulated to all participants closer to the conference.

Conference badges for registered participants will be available at the registration desk at the Accreditation Center in the Charter Hall of the Nairobi City Hall located on City Hall Way (directly opposite the main entrance of KICC) at the following times:

Monday, 28 November: 1 pm – 6 pm
Tuesday, 29 November: 8 am – 6 pm

To avoid arriving late at the Parliamentary Forum, which starts at 9:30 am on Tuesday, 29 November, participants are strongly encouraged to pick up their badges on Monday. Look for the **Parliaments sign** where staff will be distributing badges to all registered MPs and their staff.

NOTE: parliamentarians participating in the HLM2 *as part of their national delegations*, as opposed as IPU delegates, are expected to be accredited and to receive their badges directly from their delegations.

Visa requirements

Delegates are responsible for their own visa arrangements and should verify if they need a visa to enter Kenya at <http://immigration.ecitizen.go.ke> or <http://www.kenya-evisa-online.com/who-need-kenya-visa/> .

Delegates needing a visa should contact the nearest Kenya Embassy or Consulate in the Country of departure as soon as possible. Note that many nationalities can apply online for an **eVisa** (see country list here: <https://immigration.ecitizen.go.ke/index.php?id=6>).

All participants entering Kenya must be in possession of a passport that is valid for a minimum of 6 months from the date of entry in the Kenyan territory, with sufficient pages for visa stamps.

Accommodation

Participants are responsible for arranging their own hotel bookings for their stay in Nairobi and should contact the hotel directly. Early booking of accommodation is advised, since November/December is a high demand season in Nairobi.

Please be advised that **transport** will be provided to and from the venue only for bookings from hotels in the recommended list (see here: <http://www.hlm2nairobi.go.ke/index.php/accomodation/>).

NOTE: As confirmation hotel reservation is required as part of the Visa application, please proceed with this reservation as a matter of priority.

Interpretation languages

The official languages of the Nairobi HLM are English, French and Spanish. Simultaneous interpretation will be available during the opening, closing and main plenary sessions.

Meals

Refreshments will be provided during designated tea/coffee breaks. Food courts will be available within the premises where participants can purchase food during the lunch breaks for the four days of the HLM2.

An **official luncheon** will be offered to all participants in the Parliamentary Forum (29 November) from 12:30 am to 2 pm, as indicated on the programme.

Other information

Kenyan **currency** is the Kenyan shilling (KShs), currently exchanging at 102 to the US dollar and 110 to the Euro. Foreign currency can be exchanged at the Jomo Kenyatta International Airport, commercial banks and some hotels. ATM machines can be found at the KICC ground floor (most accept VISA and MasterCard).

Weather in Nairobi is tropical, averaging a high of 23C during the day and 13C at night.

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