

END OF AgriFoSe2030 PHASE 2 PROGRAMME WORKSHOP – 13TH TO 15TH NOVEMBER 2023, NAIROBI, KENYA

GENERAL LOGISTICS AND INFORMATION GUIDE

Dear participant,

We are delighted to have you join us at the AgriFoSe2030 end of phase 2 programme workshop where we will reflect on the outcomes and changes realized through the programme. We have put together these guidelines and resources to ensure you have a remarkable experience as you prepare for and during the workshop. Please have a look and let us know if you have any questions. The workshop will take place in Kenya at ParkInn by Radisson Hotel, Westlands, Nairobi from 13th to 15th November 2023. The workshop sessions on 13th and 14th November will focus on showcasing the AgriFoSe2030 programme as well as harvesting key outcomes and sharing lessons. The workshop on 15th November is co-organized by the Swedish International Agriculture Network Initiative (SIANI) with the aim to encourage partnerships and collaborations for a sustainable food system.

About Nairobi

Nairobi is the capital of Kenya and is known for its wildlife attractions, culture and history. It has a population of 4.3 million and a subtropical highland climate with average temperatures of 18.8 °C. It is a large contributor to the East African economy and hosts a variety of agribusinesses and urban agriculture. Several road and railways networks connect Nairobi to other cities in Kenya and East Africa. While English is largely spoken, Swahili is the most dominant language.

Travel Details

Please consult the country list available on [this website](#) to check if you need a visa.

All passengers entering Kenya need to present a valid certificate of COVID-19 vaccination as well as an official document of immunization against Yellow Fever (check whether this is required for your country of origin). We strongly recommend anti-malarial prophylactics, administered two weeks before your arrival. Please consult your doctor regarding your health requirements.

A valid passport with at least two blank pages, six months validity, and a visa are required to enter. Single-entry visas are available online. Kindly contact Susanne (Susanne.Pettersson@slu.se) or Selorm (selorm.kugbega@sei.org) for visa support letters and other related information. It is mandatory to carry national passports for identification purposes.

As much as possible, book your travel with arrival on 12th November and departure after 5pm on 15th November. Kindly contact Selorm (Selorm.kugbega@sei.org) if you need to arrive before 12th or depart after 15th November. All travel costs including airfare need to be approved by challenge leaders before booking is completed. You are requested to share your travel itinerary with Selorm (selorm.kugbega@sei.org) and Susanne (Susanne.Pettersson@slu.se) by 30th September 2023 to ease the preparations for the meeting. Kindly contact Susanne (Susanne.Pettersson@slu.se) if you need travel support.

Airport pick up

AgriFoSe2030 will offer free airport transfers for all workshop participants. Once you arrive at the Jomo Kenyatta International Airport kindly go to the exit of the arrival hall and look for a handheld sign that reads AgriFoSe2030. If you don't see any sign kindly sit in the arrival area, connect to the airport Wi-Fi and text the organizers in charge of transportation via WhatsApp (Ngendo: +46703168030, Selorm: +233246833057/ +46736894578). Participants will be picked up by a driver at the arrivals exit at the Airport. Similar arrangements will be made for your departure (details will be provided during the workshop).

Kenyan participants and other participants who arrived earlier are expected to report at Park Inn by Radisson, Westlands-Nairobi on November 12 by 4:00pm EAT for our pre-workshop interactions/networking at 5pm and dinner at 6pm.



The preworkshop networking will be held at the lounge on the first floor of the hotel (see picture).

Currency

The currency in Kenya is the Kenya shilling (KES). We recommend participants exchange foreign currency for Kenya shillings in a reputable exchange office. ATMs are widespread and reliable in Nairobi. Debit and credit cards are accepted in large establishments that welcome tourists. However, we advise you to have a small quantity of cash. Taxi drivers, small shops or markets will only accept cash. Euros and US dollars are easy to exchange at most FOREX bureaus who usually offer better rates than hotels. All meals (3 per day) and tea/coffee/snacks are covered by the AgriFoSe programme so you don't need cash for this.

Hotel Accommodation

The workshop will take place at the ParkInn by Radisson Hotel, Westlands. The Hotel is located 15 minutes from Nairobi Central Business District and Jomo Kenyatta International Airport. Sarit Centre shopping mall, West gate mall, the United Nations' agencies and Nairobi Railway Station are located within 1-10 km radius from the hotel.

All participants will be given hotel accommodation for 3 days. Participants with special circumstances including long haul flights and administrative duties will receive accommodation for one or two extra days.

- Check in starts at 2pm on 11th or 12th November (depending on your arrival date)
- Check out ends at 12pm on 15th or 16th November (depending on departure plans).

All participants who have flights scheduled for 15th November are encouraged to check out after breakfast before joining the joint AgriFoSe2030-SIANI workshop on August 15.

Schedule

The workshop will feature highly interactive and informative sessions. You are encouraged to participate actively and share experiences with each other. The agenda will be shared with you in a separate email.

Conference Rooms for the Workshops

All workshops will be held at the hotel premises. The allocated conference rooms can be found on the workshop agenda.

Meals, Bar & Extras

All meals (breakfast, lunch, dinner and tea breaks) will be served at the hotel and will be catered for by AgriFoSe2030 from dinner on Saturday 11th November until breakfast on Thursday 16th November. All other extras such as bar services, laundry, telephone, mini bar, etc, will be charged to participant's personal account.

Special Dinner with Entertainment

There will be one special dinner with entertainment sponsored by the programme on 14th November 2023.

Power plugs

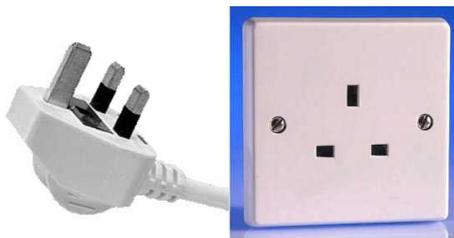


Figure 1: Type G power plug

In Kenya the standard voltage is 240V and the frequency is 50 Hz. You can use your electric appliances in Kenya, if the standard voltage in your country is in between 220 - 240 V (as is in the UK, Europe, Australia and most of Asia and Africa). It is advisable to carry an adapter.

Wireless Internet

Wi-Fi will be available throughout the workshop venue. Login information to be communicated upon checking in at the hotel reception.

Transport within Nairobi

Private cars & taxis may also be hired at the participant's cost. Participants may use uber, bolt or little cab for all their private transport needs during the stay in Nairobi. These companies provide a safe and reliable service. Payments for taxi services need to be made in cash.

Security

Nairobi is one of the safest cities in Africa however, we encourage you to be cautious . Generally, you need to:

- Avoid dark alleys and lonely streets
- Avoid staying out too late
- Use accredited taxi/transport companies (Uber, Bolt)
- Go out in groups and do not be too trusting
- Seek guidance from police or locals (such as Ng'endo and Cecilia) within the AgriFoSe2030 network. Don't ask any random person for information.
- Share your location with at least one person when leaving the hotel alone

Per diems and Reimbursements

The 3-day workshop is fully paid and includes accommodation, conference facilities and food. **No per diems will be paid for participating in the workshop.**

Active projects: Ongoing projects are encouraged to cover the full visa costs and other costs (maximum 50 dollars) using their project funds. These auxiliary costs may include travel insurance (maximum 20 dollars), transport to and from airport, etc. All

auxiliary costs beyond the maximum limit of 50 dollars will be borne by participants except those officially sanctioned by challenge leaders. Kindly contact challenge leaders if project funds are limited and cannot cover visa and other related travel costs.

Projects that have ended: Reimbursement for visa costs will be paid in full. A maximum of 50 dollars in total will be allocated for all other expenses including travel insurance (maximum 20 dollars), transport to airport, estimation of return travel costs from airport etc. All costs beyond the maximum limit of 50 dollars will be borne by participants except those officially sanctioned by challenge leaders. You are required to bring along the original copies of your receipts to Nairobi. Payments will not be processed without the original receipts. All original receipts need to be handed in to Selorm or Ng'endo before lunch on November 13 in order for the finance team to have enough time to process payments.

Hospital contacts

Participants are advised to contact the AgriFoSe2030 workshop organizers (Ng'endo, Susanne or Selorm) in case of medical emergencies.

Medical treatment can be sought at one of the following hospitals:

- Aga Khan University Hospital, +254 709 931 700
- E-PLUS (Red Cross) Ambulance Services: +254 700 395 395

Remember: If you are on medication, please carry sufficient supplies for the duration of your stay

Weather

In November, the weather is warm, but you'll need to prepare for some rain. It's a shoulder season which means you get a little bit of everything: some days are sunny while others get pummeled with rain showers. They don't typically last long, however, bring a good rain jacket, a warm sweater and appropriate shoes.

Items to Carry Along

- Adaptors and extensions- British style
- Evidence of Covid19 Vaccination
- Yellow Fever card/ certificate
- Insurance covering health related costs
- Invitation Letters and Passport (with visa if required)
- Warm clothing, rain jacket and appropriate shoes

Local time

The time in Kenya is GMT+3

Key Contacts

Please direct all queries to the following respective contacts:

Accommodation and Registration

Name: Susanne Petter

Phone number: +46 70 5545459

Email: Susanne.Petterson@slu.se

Name: Ng'endo Machua

Phone number: +46703168030 (Whatsapp)

Email: ngendo.machua@sei.org

Airport transfer

Name: Selorm Kugbega

Phone number: +233246833057 (Whatsapp)

Email: selorm.kugbega@sei.org

Name: Ng'endo Machua

Phone number: +46703168030 (Whatsapp)

Email: ngendo.machua@sei.org

General enquiries

Name: Selorm Kugbega

Phone number: +233246833057 (Whatsapp)

Email: selorm.kugbega@sei.org

Name: Ng'endo Machua

Phone number: +46703168030 (Whatsapp)

Email: ngendo.machua@sei.org

Hotel contacts

Name: Mr. Anthony Njau (Sales Account Executive)

Phone number: +254712113934

E-mail: anthony.muriithi@parkinn.com

Park Inn by Radisson Nairobi Westlands

Waiyaki Way, Nairobi, 00800, Kenya.

Phone number: +254 70 9498 000

E-mail: info.nairobi@parkinn.com