

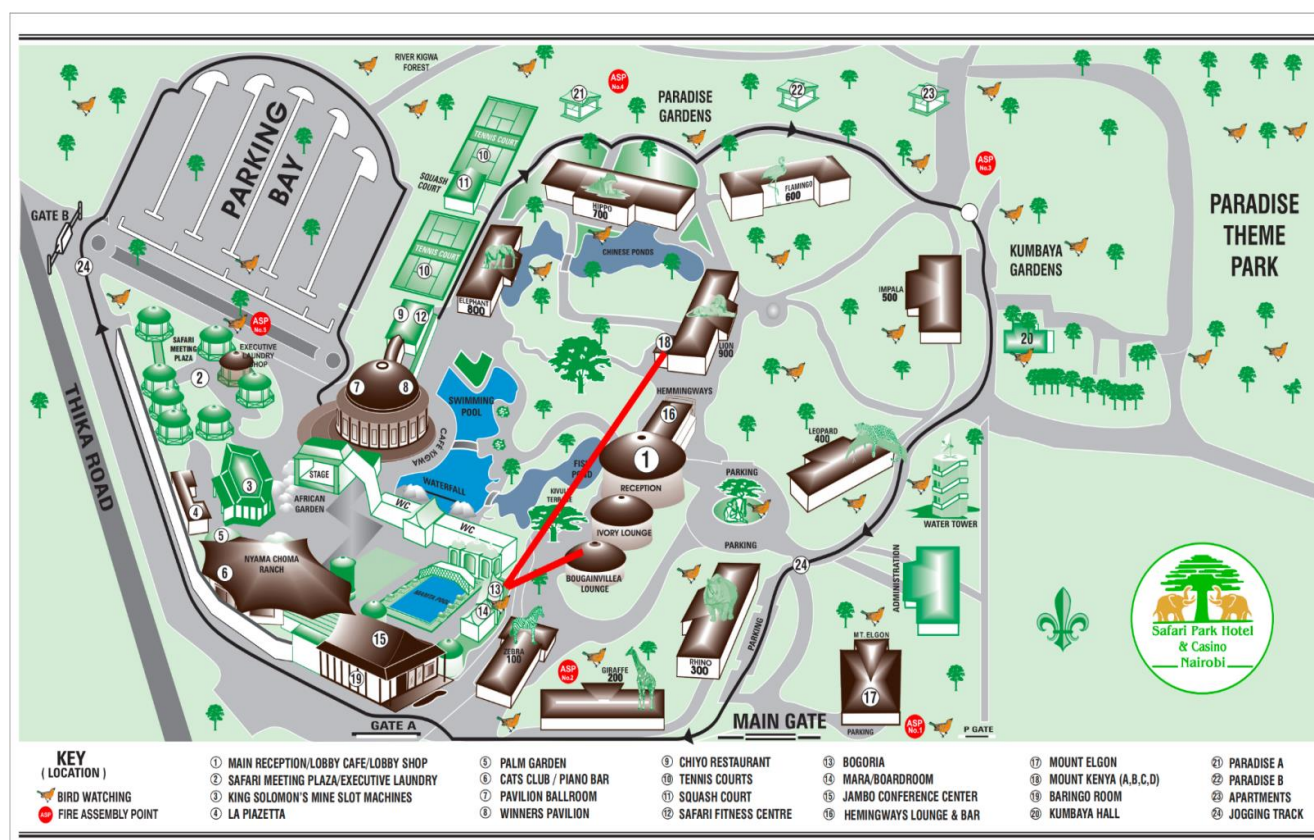
## Africa Energy Efficiency Policy in Emerging Economies Training Week 18-21 March 2024 Nairobi, Kenya

### LOGISTICAL NOTE

#### Venue

The Africa Energy Efficiency Policy Training Week will be held at the [Safari Park Hotel & Casino](#) (Kasarani, Thika Rd, P.O. Box 45038 – 00100, Nairobi, Kenya).

Morning sessions on Day 1 and all-day sessions on Day 4 will be held in the Bougainville room.



#### Registration and Badges

Registration desks will be located at the outside Bougainville Room entrance and will be open from 7:00 a.m. on the first day.

All participants will be issued a badge, which should be worn throughout the entire Training Week. Prepare your **ID/passport to get your badge at the entry** of the assigned registration desk for your stream.

Badges will be colour-coded to designate the stream you are attending.

## General Agenda

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Day 1 Morning	Plenary Session: Energy Efficiency Cross-Sectoral Themes				
Day 1 Afternoon	Sector Specific Energy Efficiency Policy Training				
	Buildings	Appliances and Equipment	Industry	Transport	Indicators and Evaluation
Day 2	Participants will explore the status of buildings energy efficiency worldwide, examine methods and strategies that can deliver the multiple benefits of energy efficiency, and learn about practical aspects of developing and implementing an effective policy package in the building sector.	This stream prepares participants to successfully advance appliance energy efficiency policy. It introduces the fundamentals to effectively design and implement an energy efficiency policy package integrating regulations, information, and incentives to move appliances towards higher efficiency standards.	This course explores the range of policy measures that help to accelerate the uptake of energy efficiency in industry. Drawing on leading examples from around the world, it provides case studies and guidance on how to design, implement, evaluate and scale-up industrial energy efficiency programmes.	Participants will explore how to enable and improve energy efficiency in the transport sector with a focus on electric vehicles, fuel economy standards and regulations relating to vehicle imports. The course will provide an overall picture of energy consumption in the transport sector and areas where policies are most needed.	This course will provide participants with techniques to assess the results of energy efficiency policies and programmes. Focus areas include data and indicators at different stages in the policy cycle, improvement of packages, and how to design policies and programmes or refine existing ones.
	Through group activities and discussions, the participants will explore barriers to scaling up energy efficiency and corresponding policy and technology solutions. This course will also examine how to enable energy efficiency investment in buildings.	The stream will offer a mix of lectures, discussions, and interactive activities. On completion, participants will have a solid understanding of the "big picture" and the tools to leverage their own expertise and interest to contribute to advancing energy efficiency in appliances and equipment.	Tried-and-tested approaches are discussed in the context of emerging economies. Various activities ensure that participants take away new ideas that they can apply in practice to existing or new industrial energy efficiency programmes.	There will also be opportunities to provide a deeper dive into electric two-wheelers and bus rapid transit systems.	The training will involve a combination of practical exercises, group work and discussions to explore the principles of monitoring, implementation and evaluation techniques. It will also identify sources of data to develop energy efficiency indicators, and how to collect data to address evidence gaps.
Day 3					
Day 4	Closing Plenary: Communication Strategies, Information Campaigns and Group Activities				

## Travelling to Nairobi, Kenya

### Travel

There is one [international airport](#) in the Nairobi: Jomo Kenyatta International Airport.

## Taxi/Shuttle Service:

Event Designers, our local event organiser has made airport arrangements pick up as follows:

- **Shuttle/Group Pick-up service:** For participants arriving on the same flight or time and booked in the same hotel.

The airport transfer costs will be as follows:

- ❖ 1 participant at USD 30 (one-way)
- ❖ 2-3 participants at USD15 (one way)
- ❖ 4 or more participants at USD10 (one-way)

- **Taxi:** A flat rate fare to Safari Park Hotel from the airport is USD 30 per person (one-way).

## Visa

Before leaving their home country, **participants should complete all formalities regarding entry and transit visas**, which they may require for the journey to Kenya. **Electronic Travel Authorisation (eTA) applications for Kenya should be submitted at least 3 days prior to travel** to ensure adequate time for authorisation.

Travellers can submit their applications up to 3 months prior to travel. It is mandatory to use the Government's [official website to submit your application](#). Applications submitted via third-party websites will be automatically denied.

*Participants are responsible for their own visas to enter Kenya, including transit visas (if applicable). The invitation letter issued upon acceptance into the course can be used for visa application purposes. Participants requiring a visa are advised to apply as early as possible to allow adequate processing time.*

Passport holders from the following EAC countries are **exempted** from applying to an eTA: **Burundi, Democratic Republic of Congo, Rwanda, South Sudan, Tanzania, and Uganda.**

## How to Apply

All visitors including infants and children who intend to travel to the Republic of Kenya must have an **approved Electronic Travel Authorisation (eTA)** before the start of their journey.

Persons who are exempt from obtaining the Electronic Travel Authorisation (eTA)

- Holders of valid Kenya Passports or one-way Emergency Certificate issued by Kenya Missions abroad.
- Holders of Kenya Permanent Residence, valid Work Permits and Passes.
- Holders of valid United Nations Conventional Travel Document issued by the Government of Kenya.
- Members of the Diplomatic Missions and International Organizations Accredited to Kenya.
- Citizens of the East African Partner States; These countries include Burundi, Democratic Republic of Congo, Rwanda, South Sudan, Tanzania and Uganda. (Exempted for Six (6) months)
- All passengers in transit through Kenya arriving and leaving by the same aircraft or transferring to another aircraft and who do not leave the precincts of Airports in Kenya.

Please have the following documents ready before starting your application.

### For all travellers

- Valid passport for at least six (6) months after your planned date of arrival into Kenya, with at least one blank page.
- Selfie or passport-type photo.
- Contact information, email address and phone number.
- Details of your arrival and departure itinerary.
- Accommodation booking confirmation(s).
- Credit card, debit card or other means of payment.
- Based on your country of residence and citizenship, Financial assets/banks letter(s) may also be required.

### Based on your purpose of visit, the following may also be required:

- Letter and/or appointment letter from the referring doctor/hospital.
- Conference invitation/participation letter.
- Employment contract.
- Supporting documents for resettlement.
- Vaccination(s) or test results certificates.

### For travellers arriving for business

- Invitation letter from company.
- Copy of registration of the company.

### For Diplomatic travel

- A Diplomatic, Official and Service passport.
- An official letter from the Country of Origin/Organisation/ Foreign Affairs.

Processing time is **three (3) working days**, but in some cases it may take longer. To apply for an e-Visa follow this link to create an account: <https://www.etakenya.go.ke/en>

For more information, visit:

Website: <https://www.etakenya.go.ke/en>

Telephone: +254 202 222 022

Email: [support@etakenya.go.ke](mailto:support@etakenya.go.ke)

## Vaccination

Be prepared to **show proof of a yellow fever immunisation card** before boarding any aircraft into Kenya. Yellow fever is a viral disease caused by the yellow fever virus, which is transmitted to humans primarily through the bite of infected mosquitoes, particularly the *Aedes aegypti* species.

The virus belongs to the *Flaviviridae* family, and it is prevalent in certain tropical and subtropical areas of Africa. Symptoms of yellow fever can range from mild to severe and may include fever, headache, muscle pain, nausea, and fatigue. Travellers to regions where yellow fever is endemic are often recommended to get vaccinated. Additionally, efforts to control mosquito populations and reduce exposure to mosquito bites are crucial in preventing the spread of the disease. Ensure that you receive the yellow fever vaccine **at least 10 days before your departure**.

## Assistance

For all logistical questions, participants are invited to contact Event Designers: Ms Mary Chege, Managing Director, T: 0722 515 680 | M: 0722 857 062 ([mary@events-designers.com](mailto:mary@events-designers.com))

IEA: Ms Gina DESOMBRE ([Gina.DESOMBRE@iea.org](mailto:Gina.DESOMBRE@iea.org)).

## Accommodation

For those registered in advance, a **shuttle bus service** will be available from the pick-up and drop-off point (**Outside Sarit Centre - Pio Gama Pinto Mall Exit**) in the **Westlands Area** to bring people in and out of Safari Park and Hotel every day.

The shuttle bus will operate as follows:

- Monday, 18<sup>th</sup> March 2024: departure at 7.45 am in the morning and return at 10.00 pm
- Tuesday, 19<sup>th</sup> March 2024: departure at 8.00 am in the morning and return at 7.00 pm
- Wednesday, 20<sup>th</sup> March 2024: departure at 8.00 am in the morning and return at 6.00 pm
- Thursday, 21<sup>st</sup> March 2024: departure at 8.00 am in the morning and return at 5.30 pm

Please **make sure to be on time** so you do not miss the shuttle bus.

A list of hotels close to the shuttle bus point is provided below for those making their own arrangements. Participants are encouraged to select hotels close to the shuttle bus point. We suggest **booking as early as possible** to secure the best possible rate.

### 4–5-star hotels close to the Shuttle Pick up Location (Westlands)

HOTELS IN WESTLANDS	OECD rate	Breakfast	Other information
<b>Ibis Styles Nairobi Westlands</b> Rhapta road, Westlands <b>Tel:</b> +254 742 984 714 <b>Email:</b> <a href="mailto:hb065-re@accor.com">hb065-re@accor.com</a> <b>Cc:</b> <a href="mailto:kelvin.Kinoti@accor.com">kelvin.Kinoti@accor.com</a> <b>Website:</b> <a href="http://www.ibbisstylenairobi.com">www.ibbisstylenairobi.com</a>	Standard room: € 100	Rate is inclusive of breakfast	Free Wi-Fi <b>Booking code: International                      Energy Agency (IEA) Event                      Reservations:                      +254 799 343 242</b>
<b>Jacaranda Hotel</b> Woodvale Close, Westlands <b>Tel:</b> +254 713 735 936 <b>Email:</b> <a href="mailto:albert.wachira@jacarandahotels.com">albert.wachira@jacarandahotels.com</a> <b>Website:</b> <a href="http://www.prideinn.co.ke">www.prideinn.co.ke</a>	Standard room: € 130	Rate is inclusive of breakfast	Free Wi-Fi <b>Booking code: IEA                      Reservations:                      +254 711 089 000</b>

HOTELS IN WESTLANDS	OECD rate	Breakfast	Other information
<b>PrideInn Hotels Resort &amp; Camps</b> Lantana Road, Westlands Tel : +254 709 716 000 Email : <a href="mailto:edmond.otieno@prideinnparadise.com">edmond.otieno@prideinnparadise.com</a> Website : <a href="http://www.prideinn.co.ke">www.prideinn.co.ke</a>	Standard room: € 110	Rate is inclusive of breakfast	Free Wi-Fi <a href="#">Booking link</a> <b>Reservations:</b> <b>+254 709 532 000</b>

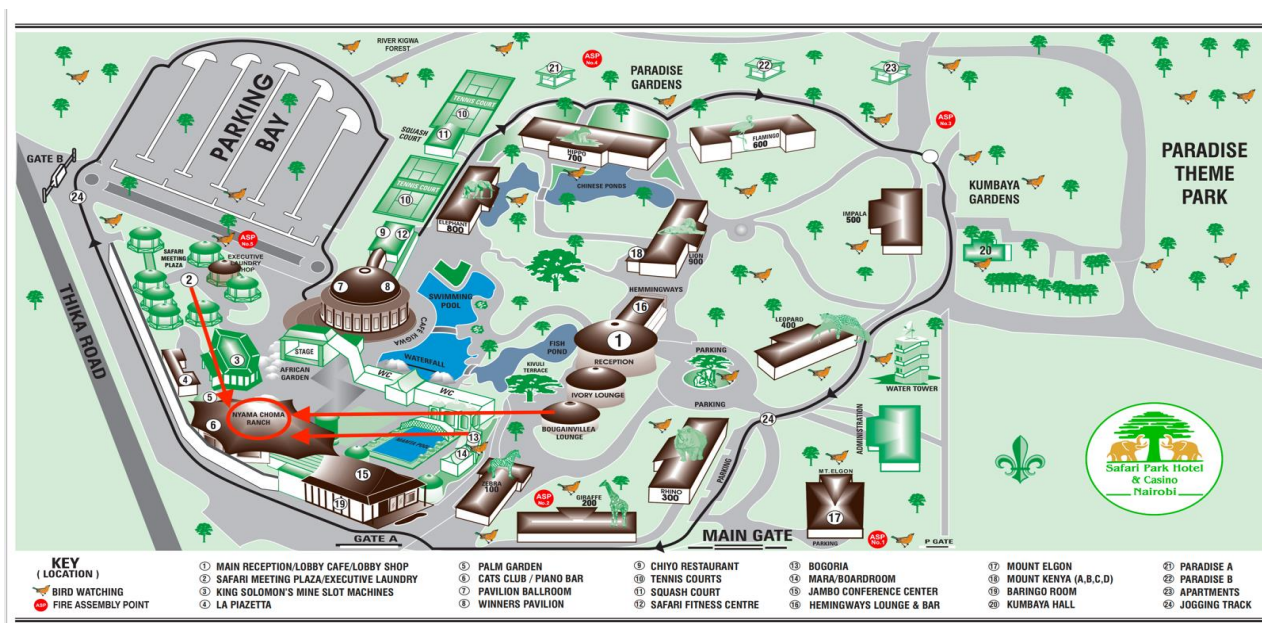
#### 4–5-star hotels close to Safari Park Hotel (Thika Road)

HOTELS NEAR SAFARI PARK HOTEL			
<b>Safari Park Hotel (5*)</b> Thika Road, Off Thika Super Highway Tel: 3633000/+254 709 732 000 Website: <a href="http://www.safaripark-hotel.com">www.safaripark-hotel.com</a>	Standard room: € 170	Rate is inclusive of breakfast	Free Wi-Fi <b>Booking code: IEA</b> <a href="#">Booking link*</a> *Click Login on the upper right side of the webpage using: <b>Username: IEA</b> <b>Password: training</b>
<b>La Mada Hotel (4*)</b> Pipeline estate road Tel:+254 789 994 026 Email: <a href="mailto:Cmlamada@madahotels.com">Cmlamada@madahotels.com</a>	Standard room: € 110	Rate is inclusive of breakfast	Free Wi-Fi <b>Booking code: Energy</b> <b>Reservations:</b> <b>+254 722 202564</b>
<b>Luke Hotel (3*)</b> Garden Estate Road, off Thika Road Email: <a href="mailto:andymillehmakumbi@yahoo.com">andymillehmakumbi@yahoo.com</a>	Standard room € 60	Rate is inclusive of breakfast	Free Wi-Fi <b>Booking code: Energy</b> <b>Reservations:</b> <b>GM: +254 717 960 375</b>

### Lunch @ Safari Park Hotel

During the 4 days of the training week, a buffet lunch will be provided at the Nyama Choma Ranch (see the circled area in the map). Each day, you will receive a token that will allow you to access the lunch area.





During lunch, a buffet will be served. The menu consists of soup, salads, a main course offering white and red meat as well as a vegetarian options, exotic fruits and cakes + 1 soft drink (no alcohol).

Coffee and tea will be available for Coffee breaks will be served for all participants throughout the Training Week on the Zebra lawns.

2 water bottles are available per day, one in the morning and one in the afternoon in the conference rooms in glass bottles on the tables.

## WIFI Access at Safari Park Hotel

Username: IEA9TH

Password: Conference

## Weather

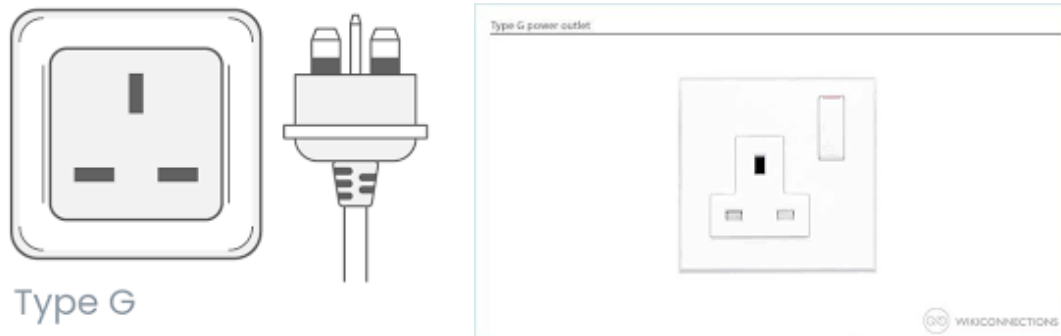
March heralds the beginning of autumn in Nairobi, maintaining a warm ambiance with temperatures ranging from 26.8°C (80.2°F) to 15.3°C (59.5°F).

Expect moderately hot average high temperatures at 26.8°C (80.2°F) and comfortable lows at 15.3°C (59.5°F). With an average relative humidity of 67%, March experiences rainfall for approximately 19.3 days, accumulating around 56mm (2.2") of precipitation.

Nairobi, throughout the entire year, encounters rainfall on 241.5 days, accumulating a total of 676mm (26.61") of precipitation.

## Kenya Electrical Outlet and Plug Types

In Kenya, the associated plug type is G, that has three rectangular pins in a triangular pattern. Kenya operates on a 240V supply voltage and 50Hz.



## Currencies

Kenya uses the **Kenyan Shilling (KES)** as its official currency. In Nairobi and major towns, ATMs are easily accessible, and credit cards are widely accepted. The venue of the training is conveniently located near Thika Road Mall and Garden City Mall, both housing numerous ATMs, banks, shops, and forex bureaus.

The Central Bank of Kenya provides daily indicative foreign exchange rates for public reference. For additional details, please visit <https://www.centralbank.go.ke/rates/forex-exchange-rates/>

## Communications Equipment, Mobile Phone Networks, Internet

Kenya boasts multiple mobile phone providers, including Safaricom, Airtel, and Telkom, making SIM cards readily accessible upon providing identification (ID/Passport) for registration. Nairobi enjoys extensive 4G coverage, ensuring reliable connectivity. The training venue along with various shopping malls and restaurants, offers accessible and complimentary Wi-Fi services.

M-pesa, derived from "M" for mobile and "pesa" in Kiswahili for money, facilitates mobile transactions such as depositing, withdrawing, transferring money, and making payments for goods and services. Users can register for M-pesa at any Safaricom or Airtel Shop (located in malls), presenting their ID/Passport.

This convenient service incurs a small fee for transactions like sending and withdrawing money. M-pesa proves versatile, allowing users to pay for services ranging from taxis and supermarket purchases to restaurant meals and mobile credit top-ups.



## Incidental costs

**OECD/IEA will not assume responsibility for the following expenses incurred by participants during their attendance at the Training Week:**

- a. Expenses related to accidental or travel insurance, medical bills, and hospitalization fees.
- b. Compensation in the event of death, disability, or illness;
- c. Loss or damage to personal property;
- d. Purchase of personal belongings and compensation for damage caused to them by climatic or other conditions;
- e. Travel and any other costs incurred by dependents who might accompany the nominees/participants/speakers;
- f. Incidental costs incurred in the home country in connection with travel abroad, such as costs of passport and inoculations;
- g. Compensation for salaries and any related allowances or social benefits during the period of the event and associated travel times;
- h. Other unforeseen expenditures.