



IDA FOR AFRICA HEADS OF STATE SUMMIT

**KENYATTA INTERNATIONAL CONVENTION CENTRE (KICC)
NAIROBI, KENYA**

28TH – 29TH APRIL, 2024

PROTOCOL AND LOGISTICAL GUIDELINES

TABLE OF CONTENTS

Contents

1. GENERAL INFORMATION ABOUT THE IDA FOR AFRICA HEADS OF STATE SUMMIT.....	3
1.1 Introduction.....	3
1.2 General Programme of the IDA for Africa Heads of State Summit.....	3
1.3 General Information-.....	3
1.4 Official Luncheon/Reception	4
2. CONFERENCE LOGISTICAL INFORMATION.....	4
2.1 Conference Services.....	4
2.2 Registration and Accreditation	4
2.2.1 Registration of Participants.....	4
2.2.2 Registration of and access by Motor Vehicles.....	5
2.2.3 Media Accreditation and Basic Guidelines.....	6
3. PROTOCOL SERVICES.....	6
3.2 Arrivals and Departures.....	7
3.2.1 Heads of State and Government	7
3.2.2 Deputy/Vice Presidents/Non-Executive Prime Ministers.....	7
3.2.3 Ministers of Foreign Affairs.....	7
3.2.4 All other Heads of Delegations	7
3.2.5 Other Delegates.....	7
3.2.6 Provision of details of arrival and departure	7
3.2.7 Airline Partner for the IDA Africa for Heads of State Summit	8
3.2.8 Special/private Aircraft	8
3.3 Accommodation	9
3.3.2 Accommodation for other delegates.....	9
3.4 Transport Arrangements.....	9
3.4.1 VVIPs /VIP.....	9
3.4.2 Transportation for other delegates.....	10
3.5 Arrival and Departure Ceremony at the Venue (Kenyatta International Convention Centre).....	10
3.5.1 Arrival formalities	10
3.5.2 Departure formalities	11
3.5.3 Photo formalities	11

4. HEALTH CARE PROTOCOLS.....	11
4.1 Port Health Information.....	11
4.1.1 Vaccination.....	11
4.2 Referral Hospitals and medical insurance	12
4.3 Health Clinics.....	12
5. SECURITY AND SAFETY INFORMATION.....	13
5.1 General	13
5.3 Radio Clearance	14
6. BILATERAL MEETINGS.....	14
7. GENERAL INFORMATION ABOUT KENYA	14
7.1 General	14
7.2 Languages	15
7.3 Climate	15
7.4 Banking Services	15
7.5 Foreign Exchange	15
7.6 Telephone Services.....	15
7.7 Time zone	15
7.8 Electricity supply.....	16
7.9 Restaurants and other Hotel Services	16
7.10 Taxi Services.....	16
7.11 Business and Shopping Hours	16
7.12 Tourism.....	16
8. CUSTOMS REGULATIONS	17
8.5 Temporary Importation	17
8.6 Declaration of Goods and Cash	18
ANNEX I: DELEGATION COORDINATORS	18
ANNEX II: MOTOR VEHICLE REGISTRATION FORM	19
ANNEX III: AIRCRAFT CLEARANCE FORM	19
ANNEX IV: COUNTRIES WITH RISK OF YELLOW FEVER VIRUS (YFV) TRANSMISSION	21
ANNEX V: RADIO COMMUNICATION FORM	22
ANNEX VI: USEFUL CONTACTS	23

1. GENERAL INFORMATION ABOUT THE IDA FOR AFRICA HEADS OF STATE SUMMIT

1.1 Introduction

1.1.1 The International Development Association (IDA) for Africa Heads of State Summit will be held on 29th April 2024 at the Kenyatta International Convention Centre (KICC) in Nairobi and will be co-hosted by the Government of Kenya and the World Bank. The Summit will be preceded by a Ministerial meeting of Ministers responsible for Finance on 28th April 2024 at the same venue.

1.1.2 The information contained in this document is for the benefit of participants and delegates intending to attend the Summit.

1.2 General Programme of the IDA for Africa Heads of State Summit

1.2.1 The IDA for Africa Heads of State Summit will run for two days; from 28– 29th April 2024 at KICC.

1.2.2 **Day one** will be a closed session of Ministers of Finance, their respective Alternates of the World Bank and Executive Directors of the World Bank to review and discuss the Draft Communique in preparation for the Summit.

1.2.3 **Day two** will be the Summit which will consist of both Open and Closed sessions of African Heads of State and Government and the World Bank Group. The discussions will identify key priorities for financing in Africa and champion for an ambitious financing replenishment of the International Development Association resources that would support transformational development objectives in the African region. The expected outcome of the Summit will be the adoption of the Nairobi Communique.

1.3 General Information

1.3.1 The Official working languages for IDA for Africa Heads of State Summit will be: English, French, Arabic, Kiswahili and Portuguese.

1.3.2 The number of seats reserved for each delegation from the 44 Member States at the Ministerial session is (1+4).

1.3.3 The number of seats reserved for each delegation from the 44 Member States at the Plenary session meetings is (1+8).

1.3.4 The number of seats reserved for the closed session is (1+3).

1.3.5 The number of seats reserved for other Heads of Delegation is (1+2).

1.3.6 The final programme for the Summit will be circulated to all participating countries and invited delegates by the Government of Kenya.

1.4 Official Luncheon/Reception

1.4.1 The Government of Kenya will host the following receptions:

- A Welcome Reception for Ministers of Finance on Sunday 28th April at 1800Hrs at a venue to be communicated.
- A State Luncheon for visiting Dignitaries on Monday 29th April at 1400Hrs.

Note: Attendance shall only be by invitation. Badges cannot be used in lieu of invitation cards. Invitation cards will be sent through Protocol/Liaison officers.

2. CONFERENCE LOGISTICAL INFORMATION

2.1 Conference Services

2.1.1 The Open session will take place at the Tsavo AB at the KICC. The Closed session will take place at Tsavo C at the KICC. Access to these sessions will be strictly through overlay passes collected by Delegation Coordinators (DC) at the Accreditation Centre.

2.1.2 A Summit information and logistics desk will be stationed at the KICC lobby area.

2.1.3 Access to the venue on 28th April 2024 will be through the City Hall Way gate.

2.1.4 Access to the venue on 29th April 2024 will be through the following gates; City Hall Way (**VVIPs**), Harambee Avenue Gate (**Ministers and Diplomatic Corp**) and Parliament Road (**Delegates**).

2.2 Registration and Accreditation

2.2.1 Registration of Participants

2.2.1.1 Online accreditation of all participants attending the meetings will run from 18th March, 2024 to 29th April, 2024 through a dedicated link:



<https://eventsaccreditation.go.ke/event/36/>. The system captures the bio data of participants, including their passport size photographs and copies of respective identification documents (a National ID card or Passport) used for registration. Foreign delegates are advised to register using passports.

2.2.1.2 Physical accreditation will be conducted at the Charter Hall from **26th April, 2024** to **29th April, 2024** from 0730hrs to 2100 hrs.

2.2.1.3 Each delegation shall designate in writing (*Note Verbale*) to the Ministry of Foreign and Diaspora Affairs a DC/ Focal Point who shall provide the respective delegation master list. The DC/ Focal Point shall be responsible for the registration of all members of his or her delegation, including the collection of badges and vehicle passes. **Delegations are required to notify of the name of the designated DC by 15th April, 2024** and in the prescribed format (*See Annex I*).

2.2.1.4 Applications for accreditation of World Bank and Government officials shall be processed in advance by a DC/ Focal Point.

2.2.1.5 The DCs are additionally required to forward their delegation lists under the cover of a *Note Verbale*, or official letter from their respective organization **not later than 20th April, 2024**.

2.2.1.6 Special pins and Delegate Badges will be issued to VIPs, Foreign Ministers and Ministers of Finance.

2.2.1.7 Delegate Badges, Security Badges and Media Badges will be issued to other Heads of Delegations, Ambassadors, Delegates, Security officers and Members of the media team as appropriate.

2.2.1.8 Access to KICC will be highly restricted to delegates having appropriate access security badges. Hence, all delegates and KICC staff, tenants and service providers are required to be accredited.

2.2.2 Registration of and access by Motor Vehicles

2.2.2.1 Access to the meeting venue shall be strictly restricted to officially registered vehicles and drivers.

- 2.2.2.2 The registration of designated drivers shall be done through the accreditation link: <https://eventsaccreditation.go.ke/event/36/> by the Delegation Coordinators.
- 2.2.2.3 Delegations and service providers will be required to submit details of their vehicles in the Motor Vehicle Registration form as per the prescribed format (See Annex II).
- 2.2.2.4 Only motor vehicles assigned to the Heads of Delegation shall be allowed access to the conference venue (The Red zone).
- 2.2.2.5 The motor vehicle passes shall be issued at the Accreditation Centre and collected by the DCs starting from **27th April, 2024**.
- 2.2.2.6 All participants and delegates must always wear their designated badges at all official venues.

2.2.3 Media Accreditation and Basic Guidelines

All media personnel (journalists) intending to cover the IDA for Africa Heads of State Summit must be accredited by the Media Council of Kenya and fill out and submit a **registration form** that is available at <https://eventsaccreditation.go.ke/event/36/> by **25th April, 2024**.

2.2.4 Location and operations of the Accreditation Centre

- 2.2.4.1 The Accreditation Centre is located at the Nairobi City County Charter Hall opposite KICC along City Hall Way.
- 2.2.4.2 The Accreditation Centre will be open for the issuance of access badges from **0730hrs to 2100hrs from 26th April, 2024**.

3.0 PROTOCOL SERVICES

3.1 General Information

- 3.1.1 Heads of State and Government will receive full protocol courtesies.
- 3.1.2 The World Bank President will receive appropriate protocol courtesies.

- 3.1.3 There will be a dedicated desk set up at the airport to facilitate entry and exit.
- 3.1.4 There will be a Protocol/liaison officer attached to each delegation to assist the delegation throughout the duration of the Summit.
- 3.1.5 There will be a security briefing by the Protocol Directorate and National Police Service for all advance teams at a date to be communicated in due course.

3.2 Arrivals and Departures

3.2.1 Heads of State and Government

Heads of State and Government will be received at the Presidential Pavilion at Jomo Kenyatta International Airport (JKIA) by Senior Government Officials of the Republic of Kenya, and a maximum of five (5) Diplomatic Staff from respective Embassies.

3.2.2 Deputy/Vice Presidents/Non-Executive Prime Ministers

Deputy Presidents/Vice Presidents/Non-Executive Prime Ministers/Former Presidents shall be received by Senior Government Officers from the State Department for Foreign Affairs at VIP III lounge.

3.2.3 Ministers of Foreign Affairs

Foreign Ministers shall be received by protocol officers from the State Department for Foreign Affairs at VIP III Lounge.

3.2.4 All other Heads of Delegations

Other Heads of Delegations shall be received by officials of the State Department for Foreign Affairs at VIP II Lounge.

3.2.5 Other Delegates

Other Delegates will be processed via regular arrival terminals. There will be designated desks at the arrival terminals to facilitate delegates requiring assistance.

3.2.6 Provision of details of arrival and departure

To enable the Airport Team to facilitate participants conveniently, Delegations are kindly requested to provide the arrival and departure details of their respective delegations at least 48 hours ahead of arrival and departure, respectively.

Note:

- Arrival and Departure ceremonies shall be conducted only on official working days between 0600 hours and 1800 hours.
- Security at the Airport shall be conducted according to the International Civil Aviation Organization (ICAO) rules and regulations of international airports as well as relevant domestic laws.
- Time slots shall be allocated for private aircrafts during arrival and departure.

3.2.7 Airline Partner for the IDA Africa for Heads of State Summit

Kenya Airways has been designated as the official airline partner for the event to facilitate air travels for the delegates to and from Nairobi through its normal **scheduled operations** or special **charter services**. Kenya Airways has extended special discounts (15% from the network to Nairobi and 5% for domestic flights) for delegates attending the Summit. This can be accessed on **Promo Code IDA24**. For assistance with ticket booking contact: Email: Ticketing.BPlaza@kenya-airways.com; Mobile: +254758189687.

3.2.8 Special/private Aircraft

3.2.8.1 To facilitate the arrival and departure of delegations planning to travel to Nairobi by special/private aircraft, delegations are advised to submit a flight clearance request to the Ministry of Foreign and Diaspora Affairs of the Republic of Kenya, capturing the following details

- Nationality of courier
- Operator/owner
- Type of aircraft
- Aircraft registration
- Aircraft call sign
- Entry and exit points in Kenya
- Purpose of flight
- Names of passengers and nationality
- Name of pilot in command and number of crew
- Route of flight
- Point of departure and destination
- Dates and times of arrival and departure

3.2.8.2 The above information should be communicated to the Protocol Directorate, Ministry of Foreign and Diaspora Affairs, by email: dcop@mfa.go.ke or protocol@mfa.go.ke or delivered by hand to the Protocol Directorate at the Ministry of Foreign and Diaspora Affairs Headquarters on Harambee Avenue, Old Treasury building at least **72**

hours before arrival in the prescribed Aircraft Clearance form (*See Annex III*).

3.3 Accommodation

3.3.1 The following courtesies shall apply with regard to accommodation:

3.3.1.1 Delegations led by Heads of State and Government (1+1)

- One (1) Presidential Suite
- One (1) Standard Room
- Courtesies will be extended from **28th to 30th April, 2024**.

3.3.1.2 Delegations led by Vice President or Prime Minister (1+0)

- One (1) Junior Suite
- Courtesies will be extended from **28th to 30th April, 2024**.

3.3.1.3 Delegations led by Foreign Minister/ Ministers of Finance (1+0)

- One (1) Junior Suite
- Courtesies will be extended from **27th to 30th April, 2024**.

3.3.1.4 Other Heads of Delegation (1+0)

- One (1) Standard room
- Courtesies will be extended from **27th to 30th April, 2024**.

3.3.2 Accommodation for other delegates

All other delegates are responsible for reserving and booking their own accommodation. Information on recommended hotels can be accessed at the Summit website on <https://cmsuat.icta.go.ke/ida21>

3.3.3 Delegates are requested to provide the hotels with the guest's full name, date and time of check-in and check-out, flight numbers and contact details.

Note: The African Union (AU) Order of Precedence for the Heads of State and Government of the member countries will be used to allocate hotels.

3.4 Transport Arrangements

3.4.1 VVIPs /VIP

The Government of the Republic of Kenya will provide local transport courtesies as follows:

3.4.1.1 Delegations led by Heads of State and Government

- Lead Car
- One (1) VVIP Car
- Two (2) Security cars
- One (1) Car for Protocol/Liaison
- One (1) Luggage van

3.4.1.2 Delegations led by a Vice-President or Prime Minister

- One (1) VIP Car
- One (1) Security car
- One (1) Car for Protocol/Liaison

3.4.1.3 Ministers

- One (1) VIP car
- One (1) Car for Protocol/Liaison

3.4.3.4 Other Heads of Delegation

- One (1) VIP car

3.4.2 Transportation for other delegates

3.4.2.1 Courtesy Shuttle services will operate from 27th to 30th April, 2024.

3.4.2.1 Delegates will be picked from the airport on arrival to their respective hotels and dropped from hotels to the airport during departure. Shuttle services shall only cover the attached list of approved hotels.

3.4.2.2 Shuttles shall operate on predetermined schedules between KICC and respective hotels and will be manned by shuttle liaison officers under the supervision of route managers. They will operate from 0700 hrs. to 1800 hrs.

3.4.2.3 Transport logistics centers will be set up at the KICC and JKIA.

3.4.2.4 COMESA parking will be reserved for the VVIPs, while Supreme Court and Sunken parking will be reserved for the other delegates.

3.5 Arrival and Departure Ceremony at the Venue (Kenyatta International Conference Centre)

3.5.1 Arrival formalities

- 3.5.1.1 The Chief of Protocol of the Republic of Kenya, will welcome Heads of State and Government, and the other Heads of Delegation from the drop off point (VIP entrance). They will be led to the VVIP holding room or straight to the Summit Hall.
- 3.5.1.2 Protocol staff will receive Ministers and other dignitaries through the entrance and escort them to the VIP holding room or straight to the Summit Hall.
- 3.5.1.3 Considering the limited space in VIP holding rooms, access will be strictly controlled.
- 3.5.1.4 Movement of Heads of State and Government to and from the venue of the meeting (KICC) shall be according to the AU order of precedence.

3.5.2 Departure formalities

- 3.5.2.1 At the end of the meetings, Heads of State and Government will be escorted to the holding room by Protocol Officers.
- 3.5.2.2 Accompanying delegation members are kindly advised not to follow and assemble/ gather at the VIP entrance and lobby area.
- 3.5.2.3 Convoys will be organized in order of precedence. When a convoy is ready, information will be relayed to the protocol officer attached to a member for departure.

3.5.3 Photo formalities

The venue of the photo ceremony will be at KICC, outside the VIP holding room. Heads of State and Government and Heads of Delegation will be arranged according to the order of precedence.

4 HEALTH CARE PROTOCOLS

4.1 Port Health Information

4.1.1 Vaccination

Delegates are responsible for complying with any travel measures stipulated by the country of departure and destination, and the respective airline. Delegates coming from yellow fever endemic countries should have valid vaccination

certificates (vaccinated ten (10) days) before departing for their destination country. *(See Annex IV for the list of Countries and Yellow Fever Guidelines).*

4.1.2 For more information on health protocols please consult [MOH- Arriving in Kenya](#).

4.1.3 Delegates should consult their medical practitioner for recommendations for other vaccinations and precautions that may apply to them.

Note: Kenya is classified as a country with risk of yellow fever transmission and therefore delegates are required to have a valid yellow fever certificate upon exit.

4.2 Referral Hospitals and medical insurance

4.2.1 There are five (5) National referral hospitals, namely Kenyatta National Hospital, Kenyatta University Teaching, Research and Referral Hospital, Nairobi Hospital, MP Shah Hospital and Aga Khan Hospital which are accessible for all VVIPs, VIP and other delegates. Information on various insurance companies recommended from these hospitals is available at the Summit website on <https://cmsuat.icta.go.ke/ida21>

4.2.2 All delegates are advised to have medical insurance which is valid in Kenya before embarking for the IDA for Africa Heads of State Summit.

4.3 Health Clinics

4.3.1 Two types of health clinics will be established and accessible to all the delegates. They will be located at areas visible and accessible to all the delegates including those with special needs and disabilities. Any medical condition that will require referral and admission shall be in the medical facility of the delegate's choice at their own cost

4.3.2 Both clinics will have adequate Human Resources for Health (HRH), stocks of pharmaceutical and non-pharmaceutical supplies for all the conditions and diseases likely to be diagnosed during the assessment and examination of delegates.

4.3.3 Health teams will be situated outside and /or inside the conference rooms during sessions for quick response to emergency cases. The team will escort delegates seeking medical care to the clinics. Health updates will be given to

the delegates every morning. Transport liaison officers will give health updates of delegates to the health team leader.

4.3.4 Covid-19 travel requirements remain lifted by the WHO but any delegate having flu like symptoms with associated fever will need to test themselves and if positive, isolate themselves.

5. SECURITY AND SAFETY INFORMATION

5.1 General

5.1.1 The Government of Kenya will put in place adequate and robust measures to ensure the safety and security of all delegates at the airport, conference venue, hospitality Venues, and at all the designated hotels; parking areas, and any other area that will be identified for such consideration.

5.1.2 All persons accessing the conference venue will be subjected to security screening.

5.1.3 Appropriate traffic arrangements have been made to ensure the smooth movement of the delegates and visiting dignitaries.

5.2 Firearms Clearance

5.2.1 The Government will facilitate clearance of firearms and communication equipment for security of visiting Heads of State and Government.

5.2.2 Lists of firearms should be forwarded to the Ministry of Foreign and Diaspora Affairs 72 hours prior to the arrival of the delegation, capturing the following:

- Name and rank of firearm holder
- Passport number
- Type of firearm and ammunitions
- Serial number of the firearm
- Quantity of ammunitions

5.2.3 Arrangements shall be put in place to issue temporary firearm certificates to security details of VIPs on a case by case basis at JKIA and any other designated border entry point.

5.2.4 On exit, the temporary firearm certificate should be surrendered after the firearm and ammunition are inspected and verified.

- 5.2.5 All firearms should be declared at the airport upon arrival and departure.
- 5.2.6 Kenyan Security Agencies will be in charge at the conference venue and will provide guidance to all other Security. However, armed security personnel will not be allowed access into the meeting rooms.
- 5.2.7 Only a maximum of five side arms (pistols) shall be allowed into the country for delegations led by a Head of State and Government and two for delegations led by Ministers.

NB: Only one protection officer with side arm per Head of State and Government shall be allowed in the lobby of the Conference and Banquet venues. The rest of the protection officers with the remaining side arms shall stay inside their vehicle or in shelters designated for this purpose.

5.3 Radio Clearance

Security officers who provide protective security for VVIPs by using radio frequencies for their communication devices should apply for necessary clearance 72 hours before entering the Republic of Kenya. Each delegation is advised to submit the duly completed form to the Ministry of Foreign and Diaspora Affairs (dcop@mfa.go.ke or protocol@mfa.go.ke) at least a week ahead of arrival (*See Annex V for the Radio Clearance form*).

6. BILATERAL MEETINGS

- 6.1 Bilateral meeting rooms for Heads of State and Government and Ministerial level will be available at the KICC.
- 6.2 Bilateral rooms will be booked on a first-come-first serve basis and they will only be allocated for a maximum of 15 minutes.
- 6.3 Requests for bilateral meetings should be made through the established diplomatic channels via *Note Verbale*.

7 GENERAL INFORMATION ABOUT KENYA

7.1 General

The Republic of Kenya is located in the Eastern Africa region. The population is approximately 54 million people according to UN estimates. Its capital city is Nairobi located in the South-central part of the country. It is famed for its scenic landscapes and vast wildlife preserves. Its Indian Ocean coast provides

some of the finest beaches in Africa, predominantly Muslim Swahili cities such as Mombasa, a historic center that has contributed much to the musical and culinary heritage of the country.

7.2 Languages

Kenya is a multi-ethnic State with a variety of languages spoken. English is the official language while Kiswahili is the widely spoken language.

7.3 Climate

Kenya enjoys a tropical climate, that is pleasant, favourable and characterized by plenty of sunshine all year round. In April, the average temperature in the capital Nairobi is 20°C, reaching highs of 25°C and lows of 15°C.

7.4 Banking Services

Business hours are generally from 0830hrs to 1600hrs on weekdays and from 0830hrs to 1200hrs on Saturdays. The banks remain closed on Sundays and on public holidays. Most banks have Automated Teller Machines (ATMs) accepting various international debit and credit cards.

7.5 Foreign Exchange

Foreign currencies can be exchanged at the banks and Forex Bureaus. The currency of Kenya is the Kenya Shilling (Ksh). It is issued in 1000, 500, 200, 100 and 50 bank notes and 40, 20, 10, 5 and 1 coins. Currency exchange points are available at banks, the airport and at major hotels. Daily prevailing exchange rate of major international currencies can be obtained from the Central Bank of Kenya website; <https://www.centralbank.go.ke/rates/forex-exchange-rates/>.

7.6 Telephone Services

Mobile telephone services are quite efficient in Kenya. Some of the main mobile telephone service providers are: Safaricom, Airtel and Telcom offering voice, data, messaging and mobile money services. The telcos operating in Kenya also provide access to internet coverage using third generation (3G), fourth generation (4G) and fifth generation (5G). Cell phone SIM cards are easily available at the cost of approximately KES. 140. Delegates should note that registration is required for activation. Online payments (Visa, Mastercard, PayPal etc.) are accepted by most establishments in Kenya.

7.7 Time zone

Kenya is within the East Africa Standard Time zone. It is three hours ahead of Greenwich Mean Time (GMT +3).

7.8 Electricity supply

The standard electrical current used throughout Kenya is between 220-240 volts with a frequency of 50 Hz. The electric plugs and sockets are of the D/G. It is recommended that delegates carry their own adaptors to comply with the electric current and plugs.



7.9 Restaurants and other Hotel Services

African, Western and Oriental cuisines are all available in Nairobi restaurants. When dining in Nairobi, leaving a tip is voluntary and considered courteous.

7.10 Taxi Services

Reliable online and traditional cab/taxi operators are readily available within the city; offering reliable and affordable services. Payment can be made in local currency or using the known global currency. You can download the Uber, Little Cab, Bolt apps and attach your payment method to begin using the service. Please note that foreign transaction fees may apply based on your payment method. Whereas tipping the taxi driver is customary for good service, it is not mandatory.

7.11 Business and Shopping Hours

Most businesses are generally open from 0800hrs to 1700hrs. However, some shopping malls operate 24 hrs. Delegates who wish to shop may seek advice from their hotels on the nearest shopping facilities.

7.12 Tourism

7.12.1 Kenya is a popular tourism destination throughout the year. Tourist attractions range from the white sandy beaches at the coast to scenic landscapes, memorable mountain expeditions and the majestic beauty of a wide variety of flora and fauna.

7.12.2 Nairobi is also the only city in the world that boasts of a National Park within its proximity.

7.12.3 Kindly visit:

<https://ktb.go.ke/sites/default/files/documents/48%20hours%20in%20Nairobi%20brochure.pdf> for a 48 Hours guide Nairobi; “*A short Guide to the Magical City for The Active Traveller*”.

8. CUSTOMS REGULATIONS

8.1 Delegates are required to declare any food items, seeds, plants or any other regulated agricultural products in their possession at the ports of entry.

8.2 Delegates are also expected to comply with any applicable Laws, Regulations as well as any applicable standards and procedures pertaining to such items. The following items are prohibited at all Kenya entry point:

- Narcotic drugs, Stimulants, Psychotropic substances, etc.
- Drones and Satellite Equipment.
- Firearms such as pistols, revolvers and machine guns, and bullets or parts thereof.
- Explosive, Gunpowder, Materials for chemical weapons, Germs such as anthrax, etc.
- Counterfeit, Altered or Imitated Coins, bank notes or securities, and forged credit cards.
- Obscene or immoral materials and child pornography.
- Articles which infringe upon intellectual property rights (patent, utility, model, design, trademark, copyright etc.)

8.3 The following items are restricted and require import permission from Regulatory Authorities:

- Hunting guns, air guns, swords, internationally protected endangered animals, plants, or their products, Crocodiles, cobras, turtles, ivory, musk and cactus.
- Live animals and plants, meat products, vegetables, fruits and seeds.
- All types of medicine, Professional cameras and Satellite Phones.

8.4 The following are Duty- Free Allowed Items:

- One laptop Computer
- Bottles of alcoholic beverages
- Cigarettes: 2 packets (Smoking is prohibited in public areas except designated smoking zones)
- 100ml of perfume

8.5 Temporary Importation

8.5.1 To comply with the import customs regulations of the Government of the Republic of Kenya, participants should declare the following items they may bring with them into the country: laptops (if it is more than one); desktop computer, printer, scanner, video camera, or any other conference equipment.

8.5.2 In order to be assisted with the temporary importation of the above items, the participants should send the detailed specifications of the items to be brought in together with their arrival and departure details to the Secretariat of the protocol and logistics arrangements of the Summit by 19th April 2024, at the latest. Such items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Conference.

8.6 Declaration of Goods and Cash

8.6.1 Participants are highly advised to declare items stated above and goods that exceed the duty free allowance.

8.6.2 Similarly, cash that exceeds USD 10,000.00 or its equivalent or precious metals weighing above 100 grams should be declared to the customs office at the airport. Declaration of the said items upon arrival will avoid hustle during departure.

ANNEX I: DELEGATION COORDINATORS

Name	Document	Type/no	Nationality	Tel No	Email address

ANNEX II: MOTOR VEHICLE REGISTRATION FORM

Type	Make / Model	Colour	Seating capacity	Driver's name	License no	Identification type and no	License expiry date

ANNEX III: AIRCRAFT CLEARANCE FORM

THE REPUBLIC OF KENYA
 MINISTRY OF FOREIGN AND DIASPORA AFFAIRS (MFDA)

OVER FLIGHT AND LANDING CLEARANCE REQUEST FORM



IDA FOR AFRICA HEADS OF STATE SUMMIT
 28th – 29th April 2024 Nairobi, Kenya
(To be attached to a Note Verbale)

Country/Organization _____ Tel.No. _____

	COUNTRY/EMBASSY/INT.ORG.:
	TYPE OF AIRCRAFT:
	OPERATOR:
	CALL SIGN:
	REGISTRATION NO. AND NATIONALITY:
	AIRCRAFT OPERATOR AND P.O. BOX:
	PURPOSE OF FLIGHT:
	CAPTAIN'S NAME:
	NUMBERS OF CREW MEMBERS:
	NAME AND STATUS OF VIP:
	TYPE OF REQUEST: OVER FLIGHT () LANDING ()
	ROUTE OF FLIGHT (FROM -TO):
	POINTS OF DEPARTURE AND DESTINATION:
	TYPE OF CARGO:



	DATE OF FLIGHT	ORIGIN, ESTIMATED TIME OF DEPARTURE AND DATE (ETD)	ENTRY POINT AT KENYAN AIR SPACE, TIME AND DATE	EXIT POINT OF KENYAN AIR SPACE, TIME AND DATE	DESTINATION, DATE AND TIME OF ARRIVAL (ETA)

For applicants only

Ref: No. _____

Signature and

Stamp _____

Date: _____

For: MFDA purpose only

Flight permission number: _____ Signature and stamp _____

Ref. No. _____

Date _____

CC: Kenya Civil Aviation Authority

Ministry of Defense

Kenya Airports Authority

National Police Service

REMARK: HAZARDOUS OR DANGEROUS CARGO DESCRIPTION MUST BE ANNEXED TO THIS REQUEST

ANNEX IV: COUNTRIES WITH RISK OF YELLOW FEVER VIRUS (YFV) TRANSMISSION

People originating from the following listed Countries must provide a valid Certificate of Yellow Fever Vaccination



AFRICA	
Angola	Mali
Benin	Mauritania
Burkina Faso	Niger
Burundi	Nigeria
Cameroon	Senegal
Cote d'Ivoire	Sierra Leone
Republic of Congo	South Sudan
Central African Republic	Sudan
Democratic Republic of Congo	Togo
Chad	Uganda
Equatorial Guinea	Ghana
Ethiopia	Guinea
Gabon	Guinea Bisau
Gambia	Kenya
Liberia	
CENTRAL AND SOUTH AMERICA	
Brazil	Peru
Bolivia	Ecuador
Columbia	Panama
Paraguay	Venezuela
Trinidad and Tobago	Argentina
French Guiana	Guyana
Suriname	

ANNEX V: RADIO COMMUNICATION FORM

THE REPUBLIC OF KENYA
 MINISTRY OF FOREIGN AND DIASPORA AFFAIRS (MFDA)

RADIO COMMUNICATION EQUIPMENT FORM

Country /Organization _____

Tel.No. _____

SN	Name of Holder	Passport No.	Type of Radio	Serial No.	Transmission Frequency	Receiving Frequency

ANNEX VI: USEFUL CONTACTS

Area of operation	Contact detail



<p>The IDA for Africa Heads of State Summit Secretariat</p>	<p>The Director, Resource Mobilization Department The National Treasury The National Treasury and Economic Planning Nairobi, Kenya Email: IDA21Replenishmentsummit@treasury.go.ke and copy to: IDA21Replenishmentsummit@gmail.com</p>
<p>Protocol Overall Coordinators</p>	<p>Mr. Samson Koech Email: samsonkoech30@yahoo.com and protocolnrb@gmail.com Tel: +254701905853 Ms. Khadija Issa Email: issakhadija1982@gmail.com Tel: +254113858990</p>
<p>Accreditation</p>	<p>Ms. Dorothy Lemuya Email: accreditationkenya@gmail.com Telephone: +254721254399 Mr. Kenneth Otele Email: kentrixxkenneth@gmail.com Telephone: +254724167383</p>
<p>Presidential/Charter flights services:</p>	<p>Mr. Henry Wambuma Director, Protocol Email: dcop@mfa.go.ke or wambuma.henry@yahoo.com Telephone: +254 717 558885</p>

Airline handling and other related ground handling services	Kenya Airports Authority Telephone: +254 722 205061/2/3/4
Accommodation	Ms. Olga Maina Email: maina.olga@gmail.com Tel: +254720634279
VVIP transport	Mr. Jillo Abarufa Email: Jillo.kisima@gmail.com Telephone: +254728808807
Shuttle services	Mr. Fred Mullei Email: mulleifk@gmail.com Telephone: +254718580909 Mr. Geoffrey Sigei Email: gsigei@gmail.com Telephone: +254723588219
Electronic Travel Authorization (eTA) & Immigration Clearance	Mr. Samuel Wanguthi Email: revwanguthil@gmail.com and etakenya@immigration.go.ke Telephone: +254726006164
Medical Health Services	Dr. John K. Ndungu Email: ndunguph2014@gmail.com Telephone: +254722940453 Ms. Winnie Mohoro Email: winniemuhoro@gmail.com Telephone: +254735905535
Bilateral meetings requests	Mr. Benard Wekesa Email: bernardwekesa@yahoo.com Telephone: +254723057255 Ms. Winnie Mwalimu Email: wincemwa@gmail.com Telephone: +254710812777
Security	Mr. Kenneth Kiathe Email: sna@interior.go.ke Telephone: +254721482099

<p>Lead Press (Media) liaison officers and Media Centre</p>	<p>Mr. Godfrey Isiye Email: godfrey.isiye@treasury.go.ke Telephone: +254722867791</p> <p>Mr. Catherine Njoroge Email: catherinenjoroge78@treasury.go.ke Telephone: +254729773743</p> <p>Ms. Kawira Githinji Email: kawira2015@gmail.com Telephone: +254717438749</p>
<p>Firearms permission and clearance:</p>	<p>Mr. Henry Wambuma Email: dcop@mfa.go.ke and wambuma.henry@yahoo.com Telephone: +254 717 558885</p>
<p>Kenya Airways special ticket offer, Charter Services & Ground Handling</p>	<p>For assistance with ticketing: Email: Ticketing.BPlaza@kenya-airways.com; Telephone: +254758189687</p> <p>Mercy Makunyi (Charter services) Email: mercy.makunyi@kenya-airways.com; Tel: +254 725 646995</p> <p>Mercy Koech (Ground Handling) Email: mercy.koech@kenya-airways.com; Tell: +254 741 418810</p>

Karibu Kenya

