



**Global Nutrition Cluster (GNC) Annual Meeting
Southern Sun Mayfair Hotel
12 – 16 October 2015 – Nairobi, Kenya
Global Nutrition Cluster and Save the Children International**

ADMINISTRATIVE NOTE



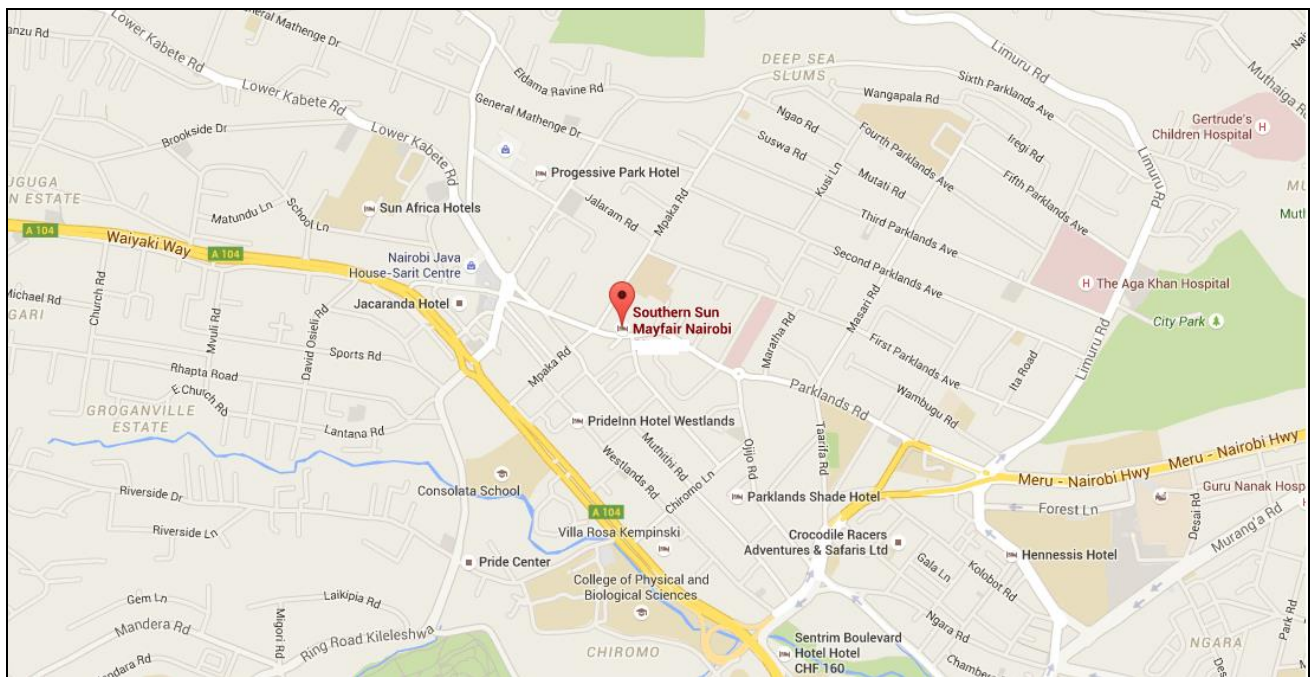
Venue

The 9th GNC Annual Meeting is organised jointly by the Global Nutrition Cluster (GNC) and the Save the Children Regional Office for East Africa.

The meeting will take place at the **Hotel Southern Sun Mayfair**:

*Cnr. Parklands Road and Msapo Close, Parklands, P.O. box 66807 –
00800 Westlands, Nairobi, Kenya
Tel. +254 (020) 3740920, +254 (020) 3748823*

The Southern Sun Mayfair Nairobi sits in the Parklands area of Nairobi, within ten minutes' drive from the city centre and approx. 30 minutes from the airports.



From/To Jomo Kenyatta International Airport

From Jomo Kenyatta International airport to the hotel, the taxi fares are as follows:

- One way \$37 per taxi (single occupation)
- One way \$18.5 per person sharing the same taxi
- One way Tour Van (9 seaters) \$65
- One way Rosa Bus (18-25 seaters) \$75

Please indicate in your registration form if you want hotel to arrange for your transportation. Hotel will charge you with a separate bill for transportation.

Travel Information

We recommend you to book your flight ticket as soon as possible. In order to make the appropriate arrangements. Please note that the main meeting will start on **Tuesday, 13th October 2015 at 09.00** (welcome coffee at 08:30) and finish on **Thursday, 15th October at 17.00, followed by a one hour side meeting each day.**

The **GNC SAG members, National Nutrition Cluster Coordinators and Information Management Officers, including GNC Rapid Response Team members** are requested to arrive on **Monday, 12th October at 09.00** stay until **Friday, 16th October 2015 until around 16.00.**

Visa

Visa application to Kenya should be done online. All applications can be made via www.ecitizen.go.ke.

Climate

Although Nairobi is situated in the middle of East Africa, its high altitude—about a mile above sea level—means that the city's climate is mild year-round. Visitors are spared the extreme, blistering temperatures found in other regions of Africa, or even other areas within Kenya.

A rainy period occurs between mid-October to mid-December, the period referred to locally as the 'short' rainy season. The month of October is characterized by *gradually falling* daily high temperatures, with daily highs around 26°C throughout the month, exceeding 29°C or dropping below 23°C only one day in ten.

Make sure you bring a warm fleece, jacket, sweaters and scarves for some chilly evenings and maybe a coat and boots for a rainy day.

Accommodation

Please find below the Save the Children discounted corporate rate extended to all participants by Southern Sun Mayfair Nairobi:

Single room: \$150 per person per day

The above rate includes: Bed & Breakfast, inclusive of all taxes, complimentary Wi-Fi internet and gym facilities for all resident guests

Note: you are kindly required to settle your hotel costs directly with the hotel upon your departure.

Meals

Coffee breaks and lunches will be served during the meeting days and their cost will be covered by the GNC. For non-meeting days, please arrange for your own meals.

Internet

Complementary internet access for all guests in the meeting room.

Money Exchange

The **shilling** (sign: **KSh**; code: **KES**) is the currency of Kenya. It is divisible into 100 cents. US Dollars and other major currencies could be exchanged at the hotel or at the banks and official exchange kiosks across the city. The US\$ - KES exchange rate (as of Aug 2015) is 103 KES for 1.00 US\$.

Dress code

Dress code is casual.

Miscellaneous

- Participants are encouraged to bring with them, hard copies of background documents, as needed.
- Kenya uses a type G plug (three rectangular prongs) mainly used in the United Kingdom. If possible, don't forget your international adaptor. Voltage/Frequency: 220V/50 Hz.

We encourage you to visit the site www.magicalkenya.com, for maps and a number of other interesting information about Kenya.

Should you have any questions, please contact:

Global Nutrition Cluster Coordination team, UNICEF EMOPS, Geneva :

- Josephine Ippe, Global Nutrition Cluster (GNC) Coordinator, jippe@unicef.org,
- Ayadil Saparbekov, Deputy GNC Coordinator, asaparbekov@unicef.org,

- Zita Lopes-France, GNC Associate, zlfrance@unicef.org

Save the Children International Team in the Regional Office:

- Mercy Karuri, mercy.karuri@savethechildren.org
- John Karanu, john.karanu@savethechildren.org
- Dorothy Achieng, dorothy.achieng@savethechildren.org
- Phoebe Ngoma, phoebe.ngoma@savethechildren.org