UNITED NATIONS NATIONS UNIES

UNITED NATIONS DEPARTMENT OF TECHNICAL CO-OPERATION FOR DEVELOPMENT
Interregional Seminar on the Role of the Public Sector in Promoting the Economic Development of Developing Countries
Nairobi, Kenya
9 - 15 January 1991

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30 November 1990
Language: English

Note for the Participants

1. Place of the meeting

The meeting will take place at the:

United Nations Environment Programme (UNEP)
P.O. Box 30552
Nairobi, Kenya

2. Accommodations

Our local co-ordinator in UNEP has arranged for the participants of this meeting to receive a special daily rate of 795 Shillings at Hotel 680 which is within the range of the United Nations daily subsistence allowance (see item 4 below). Participants are recommended to stay at this hotel. Please inform our local co-ordinator (see address under item 7) of your confirmation to stay at this hotel as soon as possible, but not later than 31 December 1990. Information should include complete name, expected date of arrival and flight details. Earlier confirmation is particularly important since January is a tourist season in Nairobi. The hotel address is:

Hotel 680
P.O. Box 43436
Nairobi, Kenya

Telephone: Country code: 254
City code: 2
Phone number: 332680

Telex: 22513

3. Travel and visa

Participants are expected to arrive [illegible]airobi, Kenya, on 8 January 1991 and to depart from Nairobi [illegible] 16 January 1991. Air tickets by the most direct route will be [illegible]ssued to the invited participants from developing countries through the United Nations Development Programme (UNDP) Office in their country. Such participants will be contacted by the Resident Representative of

UNDP or by the official travel agency of UNDP in their respective country.

All participants should obtain a visa through the Kenyan Consulate in their country. If there is no Kenyan Consulate in their country, then they should contact our local co-ordinator immediately by cable with information on passport number, date of issue, expiration date, place of issue, date and place of birth, nationality, and expected date of arrival and departure with sufficient time prior to the participants departure from their home country. UNEP will assist to obtain a visa upon arrival of participant(s) at Nairobi Airport.

The estimate taxi fare from the airport to the hotel is around US$15 or 347 Shillings.

4. Living expenses

Daily subsistence allowance (DSA) will be provided to invited participants and experts financed by the United Nations at UNEP. DSA will be paid at local currency. The present rate is 2,310 Shillings, subject to change without prior notice. Each participant is responsible for the payment of hotel bills directly to the hotel.

5. Temperature

Nairobi has usually warm weather in January. Light warm clothing and rain protection are nevertheless recommended.

6. Local transportation to meeting

Bus transport from Hotel 680 to UNEP will be provided by UNEP Secretariat. The meeting will open on Wednesday, 9 January at 9:00 a.m. The bus will leave at 8:30 a.m.

7. Local co-ordinator at UNEP

The local co-ordinator of this meeting at UNEP regarding hotel reservation and visa application, in case there is no Kenyan Consulate in their respective country, is:

Mr. N. Gebremedhin
Chief, Technology and
Environment Branch
United Nations Environment Programme
P.O. Box 30552
Nairobi, Kenya

Telephone:	Country code:	254
	City code:	2
	Phone no.:	33-39-30 or 52-06-00

Fax: (254-2) 52-07-11

8. Contact in New York

The contact people in New York for this meeting are:

Mr. Hamdan BenAissa
Director
Development Administration Division
Department of Technical Co-operation
for Development
United Nations
New York, N.Y. 10017

Mr. A.T.R. Rahman
Chief, Public Financial and Enterprise
Management Branch
Development Administration Division
Department of Technical Co-operation
for Development
United Nations
New York, N.Y. 10017

Telephone: (212) 963-8404 (Attn: Mr. Wuu-Long LIN)
Cable: UNATIONS (NEW YORK)
Telex: 422-3111
Fax: (212) 963-2916

9. Travel arrangement

The Fellowships Service will be responsible for travel and other administrative arrangements for participants selected and financed by the United Nations. Questions in this regard should be addressed to the following:

Mr. Jacky Radifera
Chief, Fellowships Service
Programme Support Division
Department of Technical Co-operation
for Development
United Nations
New York, N.Y. 10017

Telephone: (212) 963-3290
Fax: (212) 963-1273

The Technical Assistance Recruitment and Administrative Service (TARAS) will be responsible for the travel, visa and other administrative arrangements concerning the experts recruited and financed by the United Nations. Question in this regard should be addressed to the following: