



# AFRICA FERTILIZER & SOIL HEALTH SUMMIT **24**

NAIROBI  
KENYA  
7-9  
MAY  
2024

#AFSH24

au.int    

## PROTOCOL AND LOGISTICAL NOTE

# Table of Contents

1	GENERAL INFORMATION .....	1
1.1	Introduction.....	1
1.2	General Programme of AFSH Summit .....	1
1.3	Official Luncheon/Reception.....	1
2.	CONFERENCE LOGISTICAL INFORMATION .....	2
2.1	Conference Services .....	2
2.2	Registration and Accreditation.....	2
2.2.1	Registration of Participants.....	2
2.3	Visa and Entry Requirements .....	3
2.4	Motor Vehicles Accreditation /Registration and access to the Venue.....	4
2.5	Media Accreditation and Basic Guidelines.....	4
2.5.1	Online Accreditation for International Media Personnel .....	4
2.5.2	Online Accreditation for Local Media Personnel.....	5
3	PROTOCOL SERVICES.....	5
3.1	General.....	5
3.2	Arrivals and Departures .....	5
3.2.1	Heads of State and Government .....	5
3.2.2	Deputy/Vice Presidents/Non-Executive Prime Ministers.....	5
3.2.3	Ministers of Foreign Affairs .....	6
3.2.4	All other Heads of Delegations.....	6
3.2.5	Delegates.....	6
3.2.6	Provision of details of arrival and departure .....	6
3.2.7	Special/ Private Aircraft/ Flight Clearance .....	6
3.3	Accommodation .....	7
3.3.2	Accommodation for other delegates.....	8
3.4	Transport Arrangements .....	8
3.4.1	VVIPs / VIP .....	8
3.4.2	Transportation for other delegates.....	9
3.5	Arrival and Departure Ceremonies at the Venue (Kenyatta International Convention Centre)	9
3.5.2	Departure Formalities.....	10
3.5.3	Photo Formalities.....	10
4	HEALTH CARE PROTOCOLS .....	10
4.1	Port Health Information .....	10

4.1.1	Vaccination .....	10
4.2	Referral Hospitals and Medical Insurance .....	10
4.3	Health Clinics .....	11
5	SECURITY AND SAFETY INFORMATION .....	11
5.1	General.....	11
5.2	Firearms Clearance .....	12
5.3	Radio Clearance.....	12
6.	BILATERAL MEETINGS .....	13
7	GENERAL INFORMATION ABOUT KENYA.....	13
7.1	General.....	13
7.2	Languages.....	13
7.3	Climate.....	13
7.4	Banking Services.....	13
7.5	Foreign Exchange.....	14
7.6	Telephone Services .....	14
7.7	Time Zone .....	14
7.8	Electricity Supply.....	14
7.9	Restaurants .....	14
7.10	Taxi Services .....	15
7.11	Business and Shopping Hours.....	15
7.12	Tourism .....	15
8	CUSTOMS REGULATIONS.....	15
8.5	Temporary Importation.....	16
8.6	Declaration of Goods and Cash.....	16
	ANNEX I: DELEGATION COORDINATORS/ FOCAL POINT .....	17
	ANNEX II: MOTOR VEHICLE AND DRIVER REGISTRATION FORM .....	17
	ANNEX III: AIRCRAFT CLEARANCE FORM.....	18
	ANNEX IV: COUNTRIES WITH RISK OF YELLOW FEVER VIRUS (YFV) TRANSMISSION .....	20
	ANNEX V: MEDICAL INSURANCE SERVICE PROVIDERS .....	21
	ANNEX VI: RADIO COMMUNICATION FORM .....	25
	ANNEX VII: USEFUL CONTACTS .....	26

# 1 GENERAL INFORMATION

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## 1.1 Introduction

1.1.1 The Africa Fertilizer and Soil Health (AFSH) Summit for African Heads of State and Government will be held from 7<sup>th</sup> to 9<sup>th</sup> May 2024 at the Kenyatta International Convention Centre (KICC) in Nairobi and will be jointly organised by the Government of the Republic of Kenya and the African Union Commission. The Summit will be preceded by a meeting of Ministers in Charge of Agriculture and a Joint Ministerial meeting of Ministers responsible for Foreign Affairs and Agriculture.

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

## 1.2 General Programme of AFSH Summit

1.2.1 The Summit will run for three days; from 7<sup>th</sup> to 9<sup>th</sup> May 2024 at the KICC.

**Day one:** 07<sup>th</sup> May 2024 - Meeting of Ministers in Charge of Agriculture with invited relevant Experts

**Day two:** 08<sup>th</sup> May 2024 – Joint Meeting of Ministers responsible for Foreign Affairs and Agriculture

**Day three:** 09<sup>th</sup> May, 2024 – AFSH Summit of Heads of State and Government of the African Union

1.2.2 The Official working languages for the Summit will be: English, French, Arabic, Kiswahili and Portuguese.

1.2.3 The number of seats reserved for each delegation during the closed session from the AU Member States is (1+4).

1.2.4 The number of seats reserved for each delegation from the AU Member States at the Plenary Session meetings is (1+7) while the rest will be allocated seats as follows: AUC Chairperson, Deputy Chairperson, Commissioners (6), Heads of Organs (9) and Executive Secretaries of the RECs (8).

## 1.3 Official Luncheon/Reception

1.3.1 The Government of Kenya will host the following receptions:

- Joint Ministerial Dinner Reception for Ministers of Foreign Affairs and Agriculture on 8<sup>th</sup> May 2024 at 1800Hrs.
- A State Luncheon on 9<sup>th</sup> May 2024.

**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**

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### **2.1 Conference Services**

2.1.1 The Opening Session on 7<sup>th</sup> May 2024 will take place at the Tsavo AB at the KICC. The Presidential Summit on 9<sup>th</sup> May 2024 will take place at the Tsavo AB. Access to this session will be strictly through overlay passes collected by Delegation Coordinators (DC) at the Accreditation Centre.

The Joint Meeting of Ministers responsible for Foreign Affairs and Agriculture (Closed Session) on 8<sup>th</sup> May 2024 will take place at Tsavo C ballroom. Access to this session will be strictly through overlay passes collected by Delegation Coordinators (DC) at the Accreditation Centre.

2.1.2 The official opening of the exhibition will be at the exhibition area in KICC. All delegates are invited to attend.

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

2.1.4 Access to the venue on 7<sup>th</sup> and 8<sup>th</sup> May 2024 will be through the City Hall Way (**Ministers and Diplomatic Corps**), Parliament Road (**Delegates**) and Harambee Avenue Gate (**Media, KICC Staff and Service Providers**).

2.1.5 Access to the venue on 9<sup>th</sup> May 2024 will be through the following gates; City Hall Way (**VVIPs**), Harambee Avenue Gate (**Ministers and Diplomatic Corps**) 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 summit will run from 20<sup>th</sup> March, 2024 to 30<sup>th</sup> April, 2024 through a dedicated link: <https://eventsaccreditation.go.ke/event/38/> . The system captures the bio data of participants, including their passport size photographs and copies of respective identification documents (National ID card or Passport) used for registration. Foreign delegates are advised to register using passports.

**NB: Participation in this event is moderated. The organizers will have to approve your application.**

2.2.1.2 Physical accreditation for all participants including media and exhibitors will be conducted at two venues as follows:

- Kenyatta International Convention Centre from **25<sup>th</sup> April, 2024** to **5<sup>th</sup> May, 2024** from 0800hrs to 1800hrs (EAT).
- Charter Hall from **6<sup>th</sup> to 9<sup>th</sup> May 2024** from 0700hrs to 1900hrs (EAT).

2.2.1.3 Accreditation will be done based on the Master list provided by the African Union Commission (AUC). Each delegation shall designate in writing (Note Verbale) to the Kenya Ministry of Foreign and Diaspora Affairs a Focal Point, who shall coordinate issuance and dispatch of badges and vehicle passes. **Delegations are required to notify of the name of the designated Focal Point by 24th April, 2024** through [dcop@mfa.go.ke](mailto:dcop@mfa.go.ke) and copy to [protocol@mfa.go.ke](mailto:protocol@mfa.go.ke) and [afshsecretariat@gmail.com](mailto:afshsecretariat@gmail.com).

**Applications for accreditation for officials of the AUC, AU organs and RECs shall be processed in advance by Ms. Rebecca Orishaba, [orishabaR@africa-union.org](mailto:orishabaR@africa-union.org).**

2.2.1.4 Special pins will be issued to Heads of State and Government, Foreign Ministers and Ministers of Agriculture.

2.2.1.5 Badges for different categories will be issued as appropriate.

2.2.1.6 Access to KICC will be highly restricted. Hence, all delegates, KICC staff, tenants and service providers **MUST** be accredited appropriately.

2.2.1.7 All participants and delegates must always wear their designated badges at all official venues.

## 2.3 Visa and Entry Requirements

The Government of Kenya wishes to inform that Kenya is a visa free country. However, entry into Kenya is subject to obtaining Electronic Travel Authorization (ETA) at least seventy-two (72) hours before the travel date.

The delegates should apply for the ETA through the link : <https://www.etakenya.go.ke/>

Then select, either attending conference, foreign delegation, diplomat or laissez-passer holder as reason for travel. Upload the meeting invitation letter after which the respective Delegation Coordinators should immediately forward the visa reference numbers to the following email address: [evisa@immigration.go.ke](mailto:evisa@immigration.go.ke) and [bulumaf@gmail.com](mailto:bulumaf@gmail.com) for further processing.

All diplomatic, official and service passport holders, attending the Summit are also required to apply for the Electronic Travel Authorization (ETA) online after which they will be issued with courtesy (gratis) ETA.

Passports should be valid for travel at least six (6) months from the date of ETA application and should have at least one (1) unused page when presented for endorsements.

Applicants must hold an official letter from the Country of Origin/Organization /Foreign Affairs and a round trip ticket.

During the application process, one is required to attach a clear passport bio data page, a clear passport size photograph and air ticket.

Dedicated immigration counters shall be reserved for participants of the Summit at the Jomo Kenyatta International Airport to fast track Visa/ETA service for the participants.

## **2.4 Motor Vehicles Accreditation /Registration and access to the Venue**

2.4.1 Access to the meeting venue shall be strictly restricted to officially accredited vehicles and drivers.

2.4.2 The Motor Vehicle Registration and accreditation of designated drivers shall be done through the link: <https://eventsaccreditation.go.ke/event/38/> by the Focal points.

2.4.3 The Focal point will collect the car passes at the Accreditation Centre as they collect the Delegations badges starting from **26<sup>th</sup> April, 2024**.

2.4.4 Only motor vehicles assigned to the Heads of Delegation shall be allowed access to the conference venue (The Red zone).

## **2.5 Media Accreditation and Basic Guidelines**

### **2.5.1 Online Accreditation for International Media Personnel**

International media based outside Kenya wishing to cover the Summit should apply via <https://accreditation.au.int/en/media-accreditation/afsh24> by **25<sup>th</sup> April, 2024**. Once approved, AUC will provide an additional link for media accreditation to access the meeting venue.

Media Advisory Note <https://au.int/en/announcements/20240413/media-advisory-note-africa-fertilizer-and-soil-health-afsh-summit>.

## **2.5.2 Online Accreditation for Local Media Personnel**

Media personnel operating from/within Kenya (local and international journalists based in Kenya) should fill and submit a registration form that is available at <https://eventsaccreditation.go.ke/event/38/> by **30<sup>th</sup> April, 2024**.

2.5.3 All delegations accompanied by official media personnel are required to send a Note Verbale to the Ministry of Foreign and Diaspora Affairs requesting for media equipment clearance at the airport including the name and passport numbers of the crew and a list of media equipment through [dcop@mfa.go.ke](mailto:dcop@mfa.go.ke) and copy to [mfapresskenya@gmail.com](mailto:mfapresskenya@gmail.com).

## **3 PROTOCOL SERVICES**

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### **3.1 General**

3.1.1 Heads of State and Government including the AUC Chairperson will receive full protocol courtesies.

3.1.2 There will be a dedicated protocol team at the airport to facilitate entry and exit of delegates.

3.1.3 There will be a Protocol/liaison officer attached to each delegation throughout the duration of the Summit.

3.1.4 There will be a combined security briefing for all advance teams at a date to be communicated.

### **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, Chief of Protocol of the Republic of Kenya, Chief of Protocol of the AUC, Officials of the AUC and a maximum of five (5) Diplomatic Staff from respective Embassies/High Commissions.

#### **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, including Senior Officers from the State Department for Foreign Affairs at VIP III lounge.



### **3.2.3 Ministers of Foreign Affairs**

Foreign Affairs 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 Delegates**

All other Delegates will be processed via regular arrival terminals. There will be manned Summit information desks at JKIA to facilitate any delegate requiring assistance.

### **3.2.6 Provision of details of arrival and departure**

To enable the Airport Liaison Team to facilitate participants effectively, All Delegations are kindly requested to provide the arrival and departure details of their respective members at least 48 hours ahead of arrival and departure through [dcop@mfa.go.ke](mailto:dcop@mfa.go.ke) and copy to [afshsecretariat@gmail.com](mailto:afshsecretariat@gmail.com).

#### **Note:**

- Arrival and Departure ceremonies shall be conducted on Monday to Saturday 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 Special/ Private Aircraft/ Flight Clearance**

3.2.7.1 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

3.2.7.1 The above information should be communicated to the Protocol Directorate, Ministry of Foreign and Diaspora Affairs, by email: [dcop@mfa.go.ke](mailto:dcop@mfa.go.ke) copy to [protocol@mfa.go.ke](mailto: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 to be provided by the Government of the Republic of Kenya and the African Union Commission shall apply with regard to accommodation:

The Government of Kenya will cater for:

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 **8<sup>th</sup> to 10<sup>th</sup> May, 2024**.

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

- One (1) Junior Suite
- Courtesies will be extended from **8<sup>th</sup> to 10<sup>th</sup> May, 2024**.

### 3.3.1.3 Other Heads of Delegation besides Ministers of Foreign Affairs and Agriculture (1+0)

- One (1) Standard room
- Courtesies will be extended from **8<sup>th</sup> to 10<sup>th</sup> May, 2024**.

The African Union Commission will cater for:

### 3.3.1.4 Delegations led by Foreign Ministers (1+0)

- One (1) Junior Suite
- Courtesies will be extended from **7<sup>th</sup> to 10<sup>th</sup> May 2024**

### 3.3.1.5 Delegations led by Ministers of Agriculture (1+0)

- One (1) Standard room
- Courtesies will be extended from **6<sup>th</sup> to 10<sup>th</sup> May 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 via the following link: [https://au.int/sites/default/files/documents/43707-doc-HOTELS\\_LIST-AFSH\\_Summit-2024.pdf](https://au.int/sites/default/files/documents/43707-doc-HOTELS_LIST-AFSH_Summit-2024.pdf).

## 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

#### 3.4.1.4 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 JKIA from 6<sup>th</sup> to 10<sup>th</sup> May, 2024.

3.4.2.2 Delegates will be transferred from JKIA on arrival to their respective hotels and dropped back to the airport for departure. Shuttle services shall only cover the list of approved hotels [https://au.int/sites/default/files/documents/43707-doc-HOTELS\\_LIST-AFSH\\_Summit-2024.pdf](https://au.int/sites/default/files/documents/43707-doc-HOTELS_LIST-AFSH_Summit-2024.pdf).

3.4.2.3 Appropriate transport will be availed during the Summit. Shuttles shall operate on predetermined schedules between KICC and respective hotels and will be manned by shuttle liaison officers. **(Find contact persons details on Annex VII)**

3.4.2.4 Transport logistics centres will be set up at the KICC and JKIA.

### 3.5 Arrival and Departure Ceremonies at the Venue (Kenyatta International Convention Centre)

3.5.1.1 The Chief of Protocol of the Republic of Kenya and the Chief of Protocol of the AU will welcome Heads of State and Government and other Heads of Delegation from the drop off point (VIP entrance). They will be led to the VVIP holding room.

3.5.1.2 Protocol officers will receive Ministers and other dignitaries through the VIP entrance and escort them to the VIP holding room.

3.5.1.3 Considering the limited space in the VIP holding rooms, access will be strictly controlled.

3.5.1.4 Arrival and departure of Heads of State and Government to and from the venue of the meeting (KICC) shall observe 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 or assemble/gather at the VIP entrance or lobby area.
- 3.5.2.3 The Protocol Officer attached to a delegation will coordinate movement observing order of precedence.

### 3.5.3 Photo Formalities

The venue of the photo ceremony will be at **KICC main entrance staircase**. Heads of State and Government and Heads of Delegation will be arranged according to the order of precedence.

## 4 HEALTH CARE PROTOCOLS

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### 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 [Incoming Travellers | Ministry of Health](#). Additional health information can be accessed at <https://africacdc.org/>.

- 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 entry.**

### 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 **(See Annex V)**.

4.2.2 All delegates are advised to have medical insurance which is valid in Kenya before embarking for the 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**

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### **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, KICC, 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 and checks.

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

5.1.4 Supreme Court parking will be reserved for the VVIPs, while the Sunken parking will be reserved for other delegates.

## 5.2 Firearms Clearance

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

5.2.2 All firearms should be declared at the airport/point of entry upon arrival and departure. Lists of firearms and communication equipment should be forwarded to the Ministry of Foreign and Diaspora Affairs to email [dcop@mfa.go.ke](mailto:dcop@mfa.go.ke) or [protocol@mfa.go.ke](mailto:protocol@mfa.go.ke) 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 VVIPs and 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 must be surrendered after the firearm and ammunition are inspected and verified.

5.2.5 Kenyan Security Agencies will be in charge at the conference venue and will provide security in accordance with the established AU security procedures. Armed security personnel will therefore not access the meeting rooms.

5.2.6 A maximum of five side arms (pistols) shall be allowed into the country for delegations led by a Heads 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 through email [dcop@mfa.go.ke](mailto:dcop@mfa.go.ke) and copy to [protocol@mfa.go.ke](mailto:protocol@mfa.go.ke) at least a seven (7) days prior to arrival (See Annex VI for the Radio Clearance form).

## **6. BILATERAL MEETINGS**

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- 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 and should be forwarded to [afshsecretariat@gmail.com](mailto:afshsecretariat@gmail.com) and copied to [protocol@mfa.go.ke](mailto:protocol@mfa.go.ke) or [protocolnrb@gmail.com](mailto:protocolnrb@gmail.com).

## **7 GENERAL INFORMATION ABOUT KENYA**

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### **7.1 General**

The Republic of Kenya is located in the Eastern Africa region. The population is 47.5 million people according to the 2019 National Census. 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 the world, predominantly Swahili cities such as Mombasa and Lamu, historic sites 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 and Kiswahili are the official languages.

### **7.3 Climate**

Kenya enjoys a tropical climate that is pleasant, favourable and characterized by plenty of sunshine all year round. In May, 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. ATM machines and a forex bureau is available within the conference centre.

Online payments (Visa, Mastercard, PayPal etc.) are accepted by most establishments in Kenya.

## 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 Telkom 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) whose SIM cards are easily available. Delegates should note that registration is required for SIM card activation.

## 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.



## 7.9 Restaurants

There is a wide variety of dining options in Nairobi. Tipping is voluntary and considered courteous.

## 7.10 Taxi Services

Taxi services are available around major hotels. Other online options such as Uber, Bolt, Little Cab, Faras among others are also available.

## 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 tourist destination throughout the year. Nairobi is the only city in the world that boasts of a National Park within its proximity. Other 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.

7.12.3 Kindly visit: [48 hours in Nairobi brochure.pdf \(ktb.go.ke\)](https://www.ktb.go.ke/48-hours-in-nairobi-brochure.pdf) for a 48 Hours guide Nairobi, “A short Guide to the Magical City for The Active Traveller”.

## 8 CUSTOMS REGULATIONS

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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 points:

- 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 For facilitation of temporary importation of the above items, participants should send detailed specifications of the items together with their arrival and departure details to [afshsecretariat@gmail.com](mailto:afshsecretariat@gmail.com) and [dcop@mfa.go.ke](mailto:dcop@mfa.go.ke) by **30<sup>th</sup> April 2024** for issuance of temporary import permit by the customs office. The said items will exit the country on conclusion of the Summit.

### 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 inconveniences during departure.

**ANNEX I: DELEGATION COORDINATORS/ FOCAL POINT**

Name	Document	Type/no	Nationality	Tel No	Email address

**ANNEX II: MOTOR VEHICLE AND DRIVER REGISTRATION FORM**

Vehicle Registration No.	Make / Model	Colour	Seating capacity	Driver's name	Identification no	Driver's License 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

AFRICA FERTILIZER AND SOIL HEALTH SUMMIT  
7<sup>th</sup> – 9<sup>th</sup> May 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**

<b>People originating from the following listed Countries must provide a valid Certificate of Yellow Fever Vaccination</b>	
<b>AFRICA</b>	
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 Bissau
Gambia	Kenya
Liberia	
<b>CENTRAL AND SOUTH AMERICA</b>	
Brazil	Peru
Bolivia	Ecuador
Columbia	Panama
Paraguay	Venezuela
Trinidad and Tobago	Argentina
French Guiana	Guyana
Suriname	

**ANNEX V: MEDICAL INSURANCE SERVICE PROVIDERS**

INSURANCE COVER			
NAIROBI HOSPITAL		AGA KHAN HOSPITAL	
S/NO	INSURANCE	S/NO	INSURANCE
1.	JUBILEE INSURANCE CO. LTD	1.	AAR HEALTH SERVICES LIMITED
2.	CO-OPERATIVE INSURANCE COMPANY LIMITED (CIC)	2.	AETNA GLOBAL
3.	UAP PROVINCIAL INSURANCE CO LTD	3.	ALLIANCE INTERNATIONAL MED SERV(AIMS)
4.	APA INSURANCE COMPANY LIMITED	4.	ALLIANZ WORLDWIDE
5.	MADISON INSURANCE (LIFE ASSURANCE)	5.	AON MINET INSURANCE BROKERS
6.	BRITAM GENERAL ACCOUNT	6.	APA INSURANCE CO. LTD
7.	MINET KENYA INSURANCE BROKERS LIMITED	7.	AXA PP HEALTHCARE C/O AFRICA MEDILINK
8.	KENYA ARMED FORCES MEDICAL INSURANCE	8.	BRITAM GENERAL INSURANCE
9.	AAR INSURANCE KENYA LIMITED	9.	BUPA INTERNATIONAL
10.	HERITAGE INSURANCE COMPANY	10.	CEGA GROUP
11.	AFRICA MEDILINK	11.	COPERATIVE INSURANCE
12.	SAHAM ASSURANCE COMPANY KENYA LIMITED	12.	CORPORATE INSURANCE CO. LTD
13.	GENERAL ACCIDENT (GA) INSURANCE COMPANY	13.	FIRST ASSURANCE CO.LTD
14.	LIAISON GROUP INSURANCE BROKERS LIMITED	14.	1GATEWAY INSURANCE COMPANY LTD
15.	KENYAN ALLIANCE INSURANCE	15.	GEMINIA INSURANCE CO. LTD
16.	TAKAFUL INSURANCE OF AFRICA	16.	GENERAL ACCIDENT INSURANCE
17.	BRITISH AMERICAN INSURANCE CO (K)	17.	GMC INTERNATIONAL ADMINISTRATION-CLM FR
18.	INSTANT INSURANCE COMPANY LIMITED	18.	HEALIX INTERNATIONAL
19.	PACIFIC INSURANCE BROKERS (EA) LTD	19.	HERITAGE INSURANCE CO. LTD
20.	PACIS INSURANCE COMPANY LIMITED	20.	HTH WORLDWIDE
21.	ARMCHAIR INSURANCE BROKERS LIMITED	21.	INTER MUTUELLES ASSISTANCE
22.	SEDGWICK-KENYA INSURANCE BROKERS LIMITED	22.	INTERNATIONAL SOS ASSISTANCE



23.	FIRST ASSURANCE COMPANY LIMITED	23.	JUBILEE INSURANCE
24.	ZAMARA RISK	24.	KENINDIA ASSURANCE CO. LTD.
25.	AAR INSURANCE TANZANIA LIMITED	25.	LIAISON INSURANCE C/O LIASON CLM FRM
26.	EAGLE AFRICA INSURANCE BROKERS LIMITED	26.	MADISON INSURANCE
27.	KENBRIGHT INSURANCE BROKERS STAFF	27.	MSO (MEDICAL SERVICES ORGANIZATION) C/O
28.	KENINDIA ASSURANCE COMPANY LIMITED	28.	NOW/ HEALTH INTERNATIONAL C/O CLAIM FORM
29.	AFRICAN RE-INSURANCE CORPORATION	29.	PACIS INSURANCE COMPANY C/O PACIS CLM FR
30.	ABSA LIFE ASSURANCE KENYA LTD	30.	PHOENIX OF EAST AFRICA ASSURA CO. C/O CL
31.	BLUE SHIELD INSURANCE CO. LTD	31.	RADIANT INSURANCE COMPANY
32.	PRIME INSURANCE LIMITED	32.	RESOLUTION HEALTH
33.	PIONEER ASSURANCE	33.	SAHAM ASSURANCE COMPANY KENYA LTD
34.	CAREPAY LIMITED (M-TIBA)	34.	TAKAFUL INSURANCE OF AFRICA
35.	FIRSTASSIST INSURANCE SERVICES LIMITED	35.	TRIDENT INSURANCE COMPANY LTD -CLAIM FOR
36.	IAA HEALTCARE LIMITED	36.	UAP PROVINCIAL INSURANCE
37.	UNISURE GROUP	37.	AU-IBAR (AFRICAN UNION)
38.	ICEA (GROUP LIFE)	38.	VANBREDA / CIGNA INTERNATIONAL
39.	LASER INSURANCE BROKERS		
40.	AETNA GLOBAL BENEFITS TRADITIONAL		
41.	MTN INSURANCE AGENCIES		
42.	KENINDIA ASSURANCE CO.LTD		
43.	CLARKSON NOTCOTT		
44.	CIC SOUTH SUDAN		
45.	SANLAM GENERAL INSURANCE COMPANY FORMERLY GATEWAY		
<b>KENYATTA NATIONAL HOSPITAL</b>			
<b>INPATIENT</b>		<b>OUTPATIENT</b>	
<b>S/NO</b>	<b>INSURANCE</b>	<b>S/NO</b>	<b>INSURANCE</b>
1.	AAR INSURANCE KENYA LTD	1.	NATIONAL HOSPITAL INSURANCE FUND

2.	AON MINET INSURANCE	2.	AAR INSURANCE KENYA LTD
3.	APA INSURANCE	3.	TAKAFUL INSURANCE OF AFRICA
4.	ALS LIMITED	4.	UAP INSURANCE
5.	BRITISH AMERICAN INSURANCE	5.	CIC INSURANCE
6.	CIC INSURANCE	6.	EQUITY BANK INSURANCE (KENYA) LTD
7.	COMPASSION INTERNATIONAL	7.	FIRST ASSURANCE
8.	EAGLE AFRICA INSURANCE BR LTD		
9.	EQUITY BANK INSURANCE (KENYA) LTD		
10.	DEFENCE FORCES MEMORIAL INSURANCE SCHEME		
11.	FIRST ASSURANCE COMPANY LTD		
12.	HERITAGE INSURANCE		
13.	JUBILEE INSURANCE CO		
14.	KENYAN ALLIANCE INSURANCE		
15.	LASER INSURANCE BROKERS LTD		
16.	MADISON INSURANCE		
17.	NATIONAL HOSPITAL INSURANCE FUND		
18.	PACIS INSURANCE		
19.	SANLAM GENERAL INSURANCE LTD		
20.	TAKAFUL INSURANCE OF AFRICA		
21.	UAP INSURANCE		

**KENYATTA UNIVERSITY TEACHING RESEARCH AND REFERRAL HOSPITAL**

S/NO	INSURANCE
1.	JUBILEE INSURANCE
2.	BRITAM INSURANCE
3.	UAP INSURANCE
4.	CIC INSURANCE
5.	AAR INSURANCE
6.	APA INSURANCE
7.	MADISON INSURANCE
8.	LIAISON INSURANCE
9.	GA INSURANCE
10.	KENYAN ALLIANCE INSURANCE
11.	DEFENSE MEDICAL INSURANCE SCHEME (DEFMIS)

MP SHAH HOSPITAL			
S/NO	INSURANCE	S/NO	INSURANCE
1.	AAR INSURANCE LTD	26.	JUBILEE INSURANCE CO LTD
2.	AETNA GLOBAL BENEFITS	27.	KENBRIGHT HEALTHCARE ADMINISTRATORS
3.	AFRICA MEDILINK LTD	28.	KENINDIA ASSURANCE CO(HQ)
4.	ALLIANCE INTERNATIONAL MEDICAL SERVICES	29.	KENYAN ALLIANCE INSURANCE COMPANY LTD
5.	ALLIANZ WORLDWIDE CARE LTD	30.	LASER INSURANCE BROKERS
6.	AON MINET INSURANCE	31.	LIAISON GROUP (IB) LTD
7.	APA INSURANCE LIMITED	32.	MADISON INSURANCE CO
8.	AXA PPP HEALTHCARE	33.	MORGAN PRICE INTERNATIONAL HEALTHCARE LTD
9.	AXIOS INTERNATIONAL/TAKEDA	34.	MSH INTERNATIONAL
10.	BRITAM GENERAL INSURANCE COMPANY (KENYA) LIMITED	35.	MSO MEDICAL SERVICES ORGANISATION
11.	BUPA INTERNATIONAL	36.	MTN INSURANCE AGENCIES
12.	CEGA INSURANCE	37.	N.H.I.F
13.	CHESTER INSURANCE	38.	NOW/ HEALTH INTERNATIONAL
14.	CIC INSURANCE SOUTH SUDAN	39.	OCCIDENTAL INSURANCE COMPANY
15.	CIGNA	40.	PACIFIC INSURANCE BROKERS LTD
16.	CO OPERATIVE INSURANCE COMPANY	41.	PACIS INSURANCE COMPANY
17.	EAGLE AFRICA INSURANCE BROKERS	42.	PHILLIPS THERAPEUTICS LIMITED
18.	EXETER	43.	RICKSHAW TRAVELS (K) LTD
19.	FIRST ASSURANCE	44.	SAHAM ASSURANCE LTD
20.	GENERAL ACCIDENT	45.	MUA INSURANCE LTD
21.	GOLD STAR HEALTHCARE LTD	46.	SEDWICK INSURANCE BROKERS LTD
22.	HEALIX INTERNATIONAL	47.	STRATEGIES INSURANCE TZ ALL SERV PREAUTH
23.	HENNER GMC	48.	TAKAFUL INSURANCE OF AFRICA LTD
24.	HERITAGE INSURANCE CO LTD	49.	THE PIONEER ASSURANCE CO LTD
25.	INTERNATIONAL SOS	50.	OLD MUTUAL INSURANCE COMPANY

**ANNEX VI: 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 VII: USEFUL CONTACTS

Area of operation	Contact detail
<p><b>Africa Fertilizer and Soil Health Summit Secretariat</b></p>	<p>The Chairperson, National Planning and Coordination Committee            Ministry of Foreign and Diaspora Affairs            Nairobi, Kenya            Email: <a href="mailto:afshsecretariat@gmail.com">afshsecretariat@gmail.com</a></p> <p>Dr. Godfrey Bahigwa            Director of Agriculture and Rural Development            DARBE, AUC            Email: <a href="mailto:BahigwaG@african-union.org">BahigwaG@african-union.org</a>            Telephone: +256772446211</p>
<p><b>Protocol Overall Coordinators</b></p>	<p>Mr. Samson Koech            Deputy Chief of Protocol            Ministry of Foreign and Diaspora Affairs            Nairobi, Kenya            Email: <a href="mailto:protocolnrb@gmail.com">protocolnrb@gmail.com</a>            Tel: +254701905853</p> <p>Mr. Stepples Muchimba            Ag. Director of Protocol            Protocol Services, AUC            Email: <a href="mailto:MuchimbaS@african-union.org">MuchimbaS@african-union.org</a>            Telephone: +251929381848</p>
<p><b>Accreditation</b></p>	<p>Mr. Felix Anyona            Ministry of Interior and National Administration            Email: <a href="mailto:felianyo@gmail.com">felianyo@gmail.com</a>            Telephone: +254725539864</p> <p>Ms. Rabeca Orishaba            AU Protocol Assistant            Protocol Services, AUC            Email: <a href="mailto:OrishabaR@african-union.org">OrishabaR@african-union.org</a>            Telephone: +256777610115</p>

<b>Presidential/Charter flights services:</b>	<p>Mr. Henry Wambuma  Director, Protocol  Ministry of Foreign and Diaspora Affairs  Nairobi, Kenya  Email: <a href="mailto:dcop@mfa.go.ke">dcop@mfa.go.ke</a> or  <a href="mailto:wambuma.henry@yahoo.com">wambuma.henry@yahoo.com</a>  Telephone: +254 717 558885</p>
<b>Airline handling and other related ground handling services</b>	<p>Kenya Airports Authority  Telephone: +254 722 205061/2/3/4</p>
<b>Accommodation</b>	<p>Ms. Olga Maina  Ministry of Foreign and Diaspora Affairs  Nairobi, Kenya  Email: <a href="mailto:olgamainamfa@gmail.com">olgamainamfa@gmail.com</a>  Tel: +254720634279</p> <p>Ms. Jossee Lie Doucia  Protocol Assistant  Protocol Services, AUC  Email: <a href="mailto:okakaj.@african-union.org">okakaj.@african-union.org</a>  Telephone: +242053701271</p>
<b>VVIP transport</b>	<p>Mr. Irungu J. Macharia  Ministry of Foreign and Diaspora Affairs  Nairobi, Kenya  Email: <a href="mailto:ijamesmacharia.protocol@gmail.com">ijamesmacharia.protocol@gmail.com</a>  Telephone: +254714026116</p> <p>Mr. Tesfaye Gemechu  Protocol Assistant  Protocol Services, AUC  Email: <a href="mailto:tesfayeg@african-union.org">tesfayeg@african-union.org</a>  Telephone: +251922451383</p>

<p><b>Shuttle services</b></p>	<p>Mr. William Lokira  Ministry of Foreign and Diaspora Affairs  Nairobi, Kenya  Email: <a href="mailto:williamlokira2018@gmail.com">williamlokira2018@gmail.com</a>  Telephone: +254722602564</p> <p>Ms. Kayitesi Hashil-Gitonga  Protocol, AU-IBAR  Email: <a href="mailto:Kayitesih@african-union.org">Kayitesih@african-union.org</a>  Telephone: +254722475790</p>
<p><b>Electronic Travel Authorization (eTA) &amp; Immigration Clearance</b></p>	<p>Mr. Felix Buluma  Ministry of Interior and National Administration  Email: <a href="mailto:etakenya@immigration.go.ke">etakenya@immigration.go.ke</a>  Telephone: +254722585632</p>
<p><b>Medical Health Services</b></p>	<p>Mr. Bosco Lolem Lokolile  Ministry of Health  Nairobi, Kenya  Email: <a href="mailto:lokolile@gmail.com">lokolile@gmail.com</a>  Telephone: +254722589995</p> <p>Dr. Adamu Isah  Director, Medical and Health Services, AUC  Email: <a href="mailto:isaha@african-union.org">isaha@african-union.org</a>  Telephone: +2348063117710</p>
<p><b>Bilateral meetings requests</b></p>	<p>Mr. Benard Wekesa  Ministry of Foreign and Diaspora Affairs  Nairobi, Kenya  Email: <a href="mailto:bernardwekesa@yahoo.com">bernardwekesa@yahoo.com</a>  Telephone: +254723057255</p> <p>Ms. Alison Mbaluto  Ministry of Foreign and Diaspora Affairs  Nairobi, Kenya  Email: <a href="mailto:mbalutoalison@gmail.com">mbalutoalison@gmail.com</a>  Telephone: +254718861201</p>

<p><b>Security</b></p>	<p>Mr. Kenneth Kiathe  Ministry of Interior and National  Administration  Nairobi, Kenya  Email: <a href="mailto:ken.kiathe@interior.go.ke">ken.kiathe@interior.go.ke</a>  Telephone: +254721482099</p> <p>Mr. Genanaw Chekol  Security Guard  Security and Safety Services Division, AUC  Email: <a href="mailto:genanewc@african-union.org">genanewc@african-union.org</a>  Telephone: +251911683269</p> <p>Mr. Challa Tefera  Security Guard  Security and Safety Services Division, AUC  Email: <a href="mailto:chalat@african-union.org">chalat@african-union.org</a>  Telephone: +251911319093</p>
<p><b>Lead Press (Media) liaison officers and Media Centre</b></p>	<p>Ms. Josephine Mbeo  Ministry of Agriculture and Livestock  Development  Nairobi, Kenya  Email: <a href="mailto:kilimocommunications@gmail.com">kilimocommunications@gmail.com</a>  Telephone: +254721796884</p> <p>Mrs. Wynne Musabayana  Head of Communications  Information and Communication Directorate  AUC  Email: <a href="mailto:musabayanaW@africa-union.org">musabayanaW@africa-union.org</a>  Telephone: +27728340462</p>
<p><b>Firearms clearance and permit:</b></p>	<p>Mr. Henry Wambuma  Ministry of Foreign and Diaspora Affairs  Nairobi, Kenya  Email: <a href="mailto:dcop@mfa.go.ke">dcop@mfa.go.ke</a> and  <a href="mailto:wambuma.henry@yahoo.com">wambuma.henry@yahoo.com</a>  Telephone: +254 717 558885</p>