



**ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)
FIFTY-SIXTH ANNUAL SESSION
HOSTED BY THE GOVERNMENT OF REPUBLIC OF KENYA
1ST TO 5TH (Monday-Friday) May, 2017**

ADMINISTRATIVE ARRANGEMENTS

1. The Fifty-Sixth Annual Session of the Asian-African Legal Consultative Organization (AALCO) will be hosted by the Government of Republic of Kenya from **1st to 5th May 2017**.

The Venue for the Fifty-Sixth AALCO Annual Session is as follows:

Address: **Kenyatta International Convention Centre (KICC)**
Harambee Avenue,
Next to the Ministry of Foreign Affairs Building
NAIROBI

Telephone +254 (0) 20 3261000

Email: info@kicc.co.ke

Website: www.kicc.co.ke

The Government of Republic of Kenya has established an Organizing Committee under the Chairmanship of **Mr. James Wambura, Assistant Secretary** for the smooth functioning of the Session.

2. **Focal Points for Contact of the Committee:**

Ms. Leah Baraza

Designation: Principal State Counsel

Phone: +254726051142

Email: kenya2017aalco@gmail.com

Fax: +254-020-2211082

Ms. Anita Chepseba

Designation: Senior State Counsel

Phone: +254723209757

Email: kenya2017aalco@gmail.com

Fax: +254-020-2211082

Address: Host Committee of Kenya
Attorney General Chambers Building
Harambee Avenue
Tel: +254-020-2227461
Fax: +254-020-2211082
P.O. Box 40112-00100
NAIROBI

Focal Points for Contact of the AALCO Secretariat, New Delhi (INDIA)

Ms. Anuradha Bakshi
Principal Legal Officer
Tel: +91 (11) 24197006 – FAX: +91 (11) 26117640
Email: abakshi29@gmail.com

Ms. Geetika Sharma
Private Secretary
Tel: +91 (11) 26117641, +91 (11) 24197005
Email: mail@aalco.int

Address: Asian-African Legal Consultative Organization
29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi 110021
Telephones: + 91 (11) 26117641/ 26117642
Fax: + 91 (11) 26117640
E-mail: mail@aalco.int, website: www.aalco.int

3. Invitations

- a) The Host Government shall send invitations to the Ministers of Justice/Minister of Foreign Affairs/Attorneys General of Member States to allow them to arrange their schedules. Invitations shall also be sent by the Secretary General of AALCO to Heads of Diplomatic Missions of Member States of AALCO in New Delhi.
- b) The Secretary-General shall also send the Administrative Arrangements, the Provisional Agenda, Annotated Agenda and the Schedule of Meetings to all Member States, Observers (non-Member States and International Organizations) in due course of time.

4. Registration

The registration form is as attached to this document. Alternatively, the form will be available at www.aalco.int. All forms should be completed and returned by facsimile or email to the Secretariat by **14th April 2017** at the following address.

1. Kenya Host Committee
Attorney General's Chambers
Harambee Avenue
P.O. Box 40112-00100
Phone: +254202227461
Fax: +254-020-2211082
Email: kenya2017aalco@gmail.com

2. Asian-African Legal Consultative Organization
29C, Rizal Marg, Diplomatic Enclave, Chanakyapuri
Phone: +91 11 26117641/42
Fax: + 91 11 26117640
Email: mail@aalco.int

5. **Immigration**

Participants are requested to obtain entry visas before departure from their country. Delegates from countries where Kenya has no diplomatic/consular mission therein are required to apply for an appropriate visa in the neighboring countries where a Kenyan diplomatic/consular mission is situated. Specifically, for these delegations the Visa application can also be made online by following the instructions through the link below:

<http://evisa.go.ke/evisa.html>

In case of any exigency the delegates are invited to contact the below mentioned person in time:

Mr. Alfred Omangi
Designation: Chief Immigration officer
Email: omangiabuya2013@gmail.com
Phone +254 720220321

5. **Quarantine**

International certificates of vaccination against yellow fever are required only for those participants arriving from countries specified by the World Health Organization (WHO) for that purpose.

Country entry requirement: The Government of Kenya requires proof of yellow fever vaccination if you are traveling from a country with risk of yellow fever.

6. **Flight Arrangements**

Participants are requested to make their own flight arrangements and inform the AALCO Secretariat and the Host Government of the details at the earliest.

7. **Hotel Accommodation**

The Government of the Republic of Kenya has partnered with several hotels to offer discounted rates to the conference delegates. Below are the details for use to make reservations. However, the participants may book other hotels of their choice through their Embassy/Missions in Kenya.

The details of the Room Types and the Special Tariffs are listed below for the information of the participants. The booking is on first come first served basis. The rate is per night, per room.

Please note that conversion rate is USD 1 = 103.700 KES (approx)

	Name of Hotel & Address and Contact Person	Room Type	Special Rates (US Dollars)	Inclusion
1	Hotel Intercontinental (5 Star), Mr. Wilson Ndagara Email: wilson.ndagara@ihg.com Tel: +254203200316 Mob. +254701293881	Superior Room	165	Buffet Breakfast, taxes and Wi-Fi
		Single	195	Buffet Breakfast, taxes and Wi-Fi
		Deluxe Room Single	225	Buffet Breakfast, taxes and Wi-Fi
2	Laico Regency Hotel (5 Star) Ms. Damaris Kalee Tel No. +254- 721- 595026 Sales Executive Email: damaris.kalee@laicohotels.com	Deluxe Room Single	150	Buffet Breakfast, taxes and Wi-Fi
		Deluxe Double	180	Buffet Breakfast, taxes and Wi-Fi
		Executive Suite	450	Buffet Breakfast, taxes and Wi-Fi
3	Heron Portico Hotel (2 Star) Ms. Lilian Nganga www.theheronportico.com Telephone: +254 20 2720740/1/2/3 Mobile: +254725329024/0731988825 Email: sales1@heronhotel.com	Standard	110	Buffet Breakfast, taxes and Wi-Fi
		Single	140	Buffet Breakfast, taxes and Wi-Fi
		Double	265	Buffet Breakfast, taxes and Wi-Fi
4	Kivi Milimani Hotel (2 Star) Mr. William Ndemwa Tel No. +254- 735- 491064/ +254- 723- 491064 Email: reservations@kivimilimanihotel.com	Standard single	74	Buffet Breakfast, taxes and Wi-Fi
		Double	120	Buffet Breakfast, taxes and Wi-Fi
		Triple	160	Buffet Breakfast, taxes and Wi-Fi
5	Kenya Comfort Suites (2 Star) Ms. Kezia Awuour Tel. No. +254- 727- 777777	Superior Single	60	Buffet Breakfast, taxes and Wi-Fi
		Superior Double	80	Buffet Breakfast, taxes and Wi-Fi

6	Crown Plaza Hotel (4 Star) Ms. Josephine Ndongo josephine.ndongo@cpnairobi.com reservations@cpnairobi.com	Standard Single occupancy	140	Buffet Breakfast, taxes and Wi-Fi
7	New Stanley Hotel (5 Star) Arafa Kenji DL: +254 20 2767217, Mobile: +254 722 618 358 Reservations: +254 709 111 000 E: centralreservations@sarovahotel.com WWW.SAROVAHOTELS.COM	Standard Single	175	Buffet Breakfast, taxes and Wi-Fi
		Club Suite Executive	350	Buffet Breakfast, taxes and Wi-Fi
				Buffet Breakfast, taxes and Wi-Fi
8	Panafric Hotel (4 Star) Arafa Kenji Senior Sales Account Manager, DL: +254 20 2767217 Mobile: +254 722 618 358 Reservations: +254 709 111 000 E: centralreservations@sarovahotel.com WWW.SAROVAHOTELS.COM	Standard Single	155	Buffet Breakfast, taxes and Wi-Fi
		Executive Single	190	Buffet Breakfast, taxes and Wi-Fi
		Executive Double	230	Buffet Breakfast, taxes and Wi-Fi

***these inclusions are a part of the Special Rate. Anything extra apart from these inclusions will be on chargeable basis and must be settled directly by the respective delegate.**

Please note that the Luxury and the Service taxes are exempt for all the participants. AALCO secretariat, if required, will provide tax exemption certificate for all delegations. For the purpose of hotel accommodation booking, the following particulars will be required:

- a. Name of delegate/s
- b. Country / Organization
- c. Type of room
- d. Date and estimated time of arrival in Kenya (indicate flight number)
- e. Date and time of departure from Kenya
- f. Credit card number with date of expiry

Kindly note that for Room Reservations, please contact the persons mentioned under the hotel above. Also be advised if any room is not blocked through the contact person, the above mentioned rates will not be honored.

All the participants are kindly requested to make their hotel accommodation booking directly with the Hotel.

A copy of the same should be sent to the AALCO Secretariat and the Host Government for information and follow-up action.

8. Venue

Address: **Kenyatta International Convention Centre (KICC)**
Harambee Avenue
NAIROBI

Tel: +254 (0) 20 3261000

Email: info@kicc.co.ke

Website: www.kicc.co.ke

Contact Person: Ms. Anastasia Kodi

Tel: +254734478276

Email: anastacia.kodi@kicc.co.ke

9. Arrivals

The Host Government Organizing Committee Personnel will be at the Airport to meet and assist the Ministers, Attorneys General, Solicitors General, Secretary General of AALCO and to render assistance to other delegates on their arrival and departure at the Jomo Kenyatta International Airport (JKIA).

10. Transportation

Airport – Hotel – Airport

Heads of Delegation will be provided with the appropriate means of transport at the airport for transportation to the hotel on their arrival and for transportation from the hotel to the airport on their departure. The Organizing Committee personnel will also assist the other delegates at the airport for transportation to the hotel on their arrival and from the hotel to the airport on their departure.

Transportation during the Annual Session

Transportation will be provided by the Host Government for all delegates who are staying at the specified conference hotel to/from the Conference venue and to attend any official/social functions.

11. Conference Arrangements

I. Registration

A Registration desk will be opened at the Kenyatta International Convention Centre (KICC). Registration will commence on Sunday 30th April 2017 from 10.00 a.m. to 6.00 p.m. and will continue on Monday 1st May 2017 from 8.00 a.m. to 02:00 PM . All delegates and observers are advised to register their names prior to the Inaugural Session and to obtain their Conference Badges, which are required for access to the Conference Hall. **(Participants are requested to**

send their names/delegation names in advance to enable the Secretariat to prepare badges for entry to the Conference Hall.)

II. Distribution of Documents

Delegates of Member Governments are requested to bring the sets of documents dispatched to them in advance. For economical purposes, only one set for each member country delegation will be provided at the time of registration.

Observer delegations will receive one set of documents at the time of registration.

AALCO's Fifty-Sixth (56th) Session Documents will also be displayed on the official website of AALCO i.e. www.aalco.int (except organizational and budget documents). Additional copies can be downloaded from the above-mentioned website.

III. General Information Services

A general information desk shall be opened at the venue of the conference throughout the Session.

IV. Inaugural Session

The Inaugural Session will be held on Tuesday, 2nd May 2017 at 09:30 a.m. After the completion of the Inaugural Session, there will be a group photo of all the Heads of Delegations with the Chief Guest of the Host Government participating in the session. A detailed programme will be distributed at the time of registration.

V. Interpretation

There will be simultaneous interpretation during the Session from English into Arabic and vice versa at the General Meetings and the Meetings of the Delegations of the AALCO Member States.

VI. Secretariat

The AALCO Secretariat office will be located at the conference venue.

12. Social Functions

Invitation for receptions and social functions will be distributed before the events.

13. General Information

- a) **Banking Services and Currency:** Kenyan Shillings exchange rate (US \$ 1= KEN 103.700 approximately; subject to change)
- b) **Climate:** The average temperature in Nairobi in May is somewhat warm at 18 °C (64.4 °F). Afternoons can be fairly hot with average high temperatures reaching 23 °C (73.4 °F). Overnight temperatures are generally mild with an average low of 13 °C (55.4 °F).
- c) **Time Zone:** + 03:00 hrs.
- d) **Tipping (TIPS):** 5 to 10%

- e) **Electric supply:** 220-240 Volts. Primary Socket Type: British BS-1363; round 2-pin or flat 3 pin
- f) **Airport tax:** An airport departure tax of US\$40 per person, or its equivalent, is payable when leaving Kenya. This fee is often included in your international airfare, unless stated otherwise. Please check with your agent when purchasing your international tickets.
- g) **Health Advisory:** Get vaccinated, eat and drink safely, prevent bug bites, reduce exposure to germs and keep away from animals.
- h) **Local Transport:** Taxis may be arranged with the assistance from the hotel for personal travel on chargeable basis.
- i) **Sight-seeing:** Sightseeing excursion to show the natural and scenic beauty of the Republic of Kenya may be organized by the Host Government.

MEMBER STATES

**56TH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE
1ST TO 5TH MAY 2017
NAIROBI, KENYA**

DELEGATION REGISTRATION FORM AND TRAVEL INFORMATION
Please return the completed form NO LATER THAN 14TH APRIL 2017

Please Complete in capital letters:

COUNTRY _____

NAME _____

ORGANIZATION _____

DESIGNATION _____

STATUS _____
(Head of Delegation/Delegate/Observer/Secretariat)

PASSPORT NUMBER _____

DATE OF ARRIVAL _____ ETA _____

FLIGHT NUMBER _____

DATE OF DEPARTURE _____ ETD _____

FLIGHT NUMBER _____

NAME OF HOTEL _____

EMAIL _____

TELEPHONE NUMBER _____

FAX NUMBER _____

OBSERVER STATES/

INTERNATIONAL ORGANIZATIONS

**56TH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE
1ST TO 5TH MAY 2017
NAIROBI, KENYA**

DELEGATION REGISTRATION FORM AND TRAVEL INFORMATION
Please return the completed form NO LATER THAN 14TH APRIL 2017

Please complete in capital letters

COUNTRY _____

NAME _____

ORGANIZATION _____

DESIGNATION _____

STATUS _____

PASSPORT NUMBER _____

DATE OF ARRIVAL _____ ETA _____

FLIGHT NUMBER _____

DATE OF DEPARTURE _____ ETD _____

FLIGHT NUMBER _____

NAME OF HOTEL _____

EMAIL _____

TELEPHONE NUMBER _____

FAX NUMBER _____

