



**Global
Partnership**
for Effective Development
Co-operation

LOGISTICAL NOTE

12th STEERING COMMITTEE MEETING
29 November 2016, Nairobi, Kenya

Contact:

Ms. Esther Schneider, Esther.Schneider@oecd.org and Ms. Piper Hart, Piper.Hart@undp.org

UNDP

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1. Venue and transportation

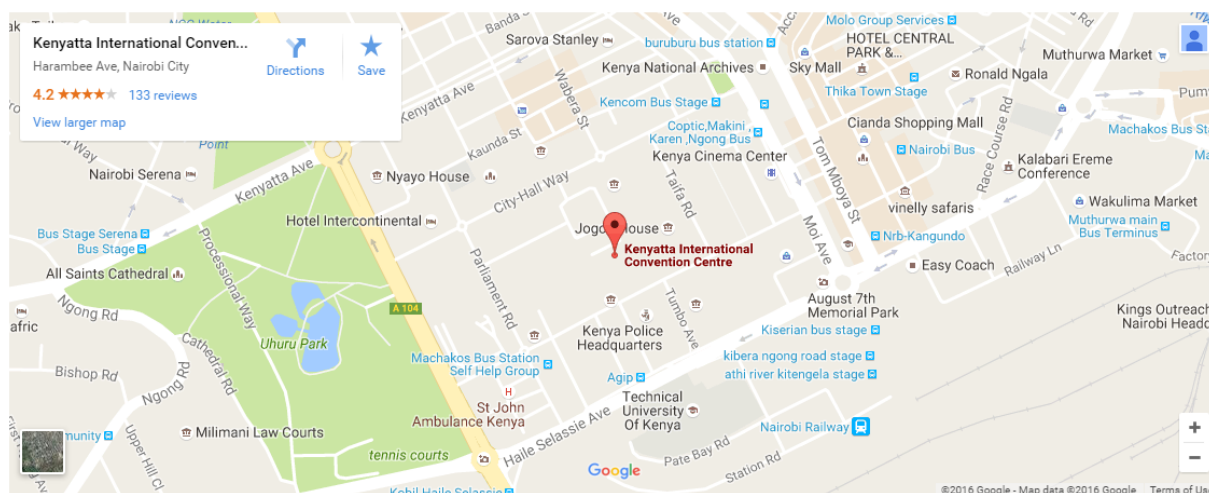
The 12th Steering Committee Meeting will be held on Tuesday, **29 November 2016** at the Kenyatta International Convention Centre (KICC) in Nairobi, Kenya (VIP Room, 1st floor). The KICC is located in between Harambee Avenue and City Hall Way. The venue is provided by the Government of Kenya as the host of the Second High Level Meeting of the Global Partnership for Effective Development Co-operation (HLM2).

The Steering Committee meeting will take place on the sidelines of the preparatory fora of the HLM2. During the conference, shuttle services will be available from the recommended hotels where the delegates are booked to the conference venue and back. Detailed information on Shuttle routes and schedules will be conveyed by the delegation liaison officer upon arrival.

The meeting is expected to run from **9:00am to 6:30pm**. Upon arrival at the KICC, participants should enter through the Visitors Entrance on City Hall Way and pass through the Security screening before proceeding to conference halls/rooms. The Visitors Entrance will be open from 6:45am – 8:30pm – participants are kindly asked to allow additional time in order to pass through security to ensure timely access to Conference hall/rooms.

If you come to the KICC by private transport, please note that access to the conference venue shall be strictly restricted to officially registered and accredited vehicles and drivers.

For further information please visit <http://www.hlm2nairobi.go.ke/index.php/transport/>



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2. Registration and Delegation

Please confirm your participation to the Steering Committee meeting to Ms. Esther Schneider (Esther.Schneider@oecd.org) by **Tuesday, 15 November 2016**.

Access to the building is restricted and subject to accreditation to HLM2. Prior to travelling to Nairobi, please register through the official HLM2 registration process through your national or stakeholder delegation. This is necessary in order to be allowed access to the compound for the full duration of the meeting. Please note the registration deadline for HLM2 is 14 November 2016.

The Accreditation Centre will be open from 18 November to 1 December 2016 and is located at:

Charter Hall,
Nairobi City County,
City Hall Way,
Nairobi, Kenya

Ph.: +254 795 744357 or +254 795 74435; Email: registration@hlm2nairobi.com.

Travel facilitation to the Steering Committee meeting is dependent on eligibility for funding to HLM2. Please refer to the logistical note for HLM2 funded participants, available [here](#). This note includes a list of countries that are eligible for funding assistance. For any questions please contact hlm2nairobi@effectivecooperation.org before 14 November 2016.

For more information, please refer to <http://www.hlm2nairobi.go.ke/index.php/registration-and-accreditation>

3. Visa and Health information

Delegates are responsible for their own visa arrangements. For information please visit <http://www.hlm2nairobi.go.ke/index.php/visa-and-entry-requirements/>

Yellow Fever vaccination certificates will be required from delegates coming from countries with risk of yellow fever transmission or who have transited through countries with risk of yellow fever transmission for 12 or more hours or anyone from a country

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currently reporting an active or on-going outbreak of yellow fever. Travellers should be vaccinated at least ten (10) days before travel.

For more information please visit: <http://www.hlm2nairobi.go.ke/index.php/medical-emergency-response/>

4. Additional Information

WI-FI

Wireless internet connection will be available at the conference venue and also in all recommended hotels.

MEALS

Food courts will be available within the premises where participants can purchase food during the lunch breaks for the four days of the HLM2.

BACKGROUND DOCUMENTATION

The Agenda of the meeting as well as a copy of the draft Nairobi Outcome Document will be provided for each delegate in the room. For further documentation please refer to the dedicated page on the website of the Global Partnership:

<http://effectivecooperation.org/event/12th-global-partnership-steering-committee-meeting/>

GOOD TO KNOW

For other information on Nairobi, please refer to the logistics information for the Second High Level Meeting of the Global Partnership.

Official Websites: <http://www.hlm2nairobi.go.ke/> and <http://effectivecooperation.org/events/2016-high-level-meeting/>

Email of the HLM2 Secretariat : hlm2nairobi@gmail.com/ hlm2nairobi@treasury.go.ke

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