

Administrative Note

‘Hub & Spokes’ Phase II Nairobi Workshop

Dates of Workshop

The Workshop is being held from Thursday 17th – Friday 18th December.

Workshop Venue

The Workshop will be held at the conference facilities at:

Sarova Panafric Hotel
Kenyatta Avenue
Nairobi Central

Kenya-based Participants:

We urge local participants to make their own way to the Sarova Panafric Hotel, arriving no later than **8.45am** each day.

Inter-State Participants:

The Workshop is being held at the same hotel as where accommodation has been arranged for you. Please arrive at the conference room **by 8.45am** each morning.

Documentation for Workshop

IMPORTANT — ALL relevant documents for the workshop will be made available via our website: www.thecommonwealth.org/hubandspokes

Please navigate to the Phase II webpage and click on the Nairobi Regional Workshop.

Hotel Accommodation (for inter-state participants):

For inter-state participants, a pre-paid room has been booked in your name at the following hotel:

Sarova Panafric Hotel
Kenyatta Avenue
Nairobi Central
Tel: 00 254 20 271 4444 / 720822
Fax: 00 254 20 726356

A room booking will be made for three (3) nights from the 16th–18th December 2009. Breakfast is provided each morning as part of your accommodation booking.

Air Travel Arrangements (for inter-state participants):

For inter-state participants, a pre-paid air ticket (Economy Class) by the most direct route to and from Nairobi, Kenya will be sent to you from the Hub and Spokes Project Team. Unless otherwise advised, travel bookings will be made on the basis that participants arrive Wednesday 16th December 2009 and depart (AM) on Saturday 19th December 2009.

Subsistence Allowance (for inter-state participants):

For participants traveling from outside of Kenya will receive a total of **USD 300** subsistence allowance from the 'Hub and Spokes' Project Team.

Subsistence allowance is based on the UN per diem rate for Nairobi after taking due account of the pre-paid expenses—such as the cost of accommodation (including breakfast), and the lunches and refreshment breaks provided as part of the workshop.

Please note the following:

- Subsistence Allowance is based on the UN per diem rate for Nairobi in respect of the evenings of 16th, 17th and 18th December 2009 after taking due account of accommodation costs and other expenses covered by the workshop.
- The Subsistence Allowance provision is for ALL travel related costs while in Nairobi and meals not provided by the workshop (i.e. dinner).
- Travel and subsistence allowance is offered solely to yourself or your nominated representative or your organisation for the duration of the workshop.
- You (or your organisation) will be responsible for ALL travel related expenditure in your country of origin.
- You (or your organisation) are solely responsible for arranging any necessary visas.
- You should comply with international health requirements.
- You should have adequate and appropriate insurance cover for all eventualities.
- The Commonwealth Secretariat will not accept responsibility or liability for any loss or damage of personal effects or compensation in the event of any illness, disability or death.
- Your organization is responsible for meeting all other expenditure. This includes travel related costs other than the airfare.

Contact Persons:

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