



Information Note

Capacity Development Workshop

Data Ethics, Governance, and Quality in a Changing Data Ecosystem

2 - 4 September 2025

Nairobi, Kenya



Dear Participant,

Welcome to Nairobi!

This note provides you with administrative and logistical information to support your preparations to attend the face-to-face *workshop on Capacity Development Workshop on Data Ethics, Governance, and Quality in a Changing Data Ecosystem*, from 2nd to 4th September 2025, in Nairobi, Kenya.



1. Venue

The workshop will be held at the Windsor Golf Hotel and Country Club, located in Kigwa Lane, Off Kiambu Rd, Nairobi, Kenya (<https://www.windsorgolfresort.com>). The hotel can be contacted on phone number: +254 20 8647014. Email address: reservations@windsor.co.ke.

2. General information about Kenya

The Republic of Kenya is a sovereign state in Africa with a population of more than 47.6 million according to the 2019 population and housing census¹. Kenya is the [28th most populous country](#) in the world^[7] and [7th most populous](#) in Africa. Kenya lies on the equator with the Indian Ocean to the south-east, Tanzania to the south, Uganda to the west, South Sudan to the north-west, Ethiopia to the north and Somalia to the north-east. Kenya covers 582,650 km². There are two official languages, English and [Swahili](#),

Nairobi is the capital and largest city of Kenya. It is famous for having the Nairobi National Park, the world's only game reserve found within a major city. It is one of the most prominent cities in Africa, both politically and financially. Home to thousands of Kenyan businesses and over 100 major international companies and organisations, including the United Nations Environment Programme (UNEP) and the main coordinating and headquarters for the United Nations in Africa and Middle East, the United Nations Office at Nairobi (UNON). Nairobi is an established hub for business and culture.

3. Climate

Kenya enjoys a tropical climate. The coastal area is warm and humid, the central highlands are temperate, and it is both hot and dry in Kenya's north and northeast regions. Rainfall in Kenya is seasonal with long rains falling between the months of March and May and short rains occurring between October to December. Nairobi has a cool climate that gets colder approaching Mount Kenya. Kenya in September enjoys warm and mostly dry weather countrywide, with temperatures averaging between 20°C to 30°C (68°F to 86°F).

4. Kenyan Currency and Payment of Daily Subsistence Allowance

Kenya's currency is denominated in Shilling and Cents. The UN official exchange rate² (as at 15 Jul 2025) is \$ USD1.00 = 129 KES.

There are banks and authorized currency exchange centers as well as ATM machines in many places in Nairobi.

¹ <https://web.archive.org/web/20210416222406/https://kenya.opendataforafrica.org/msdpnbc/2019-kenya-population-and-housing-census-population-by-county-and-sub-county?county=1001880-limuru>

² <https://treasury.un.org/operationalrates/OperationalRates.php>



6. Travel

For UNECA funded participants, travel will be arranged with the most economical round-trip air ticket from your nearest airport to Jomo Kenyatta International airport, Kenya (according to the UN rules and regulations). If at any point a participant decides not to take the flight booked through UNECA, it is very important to contact UNECA immediately at the email (asrat@un.org) so that the ticket can be cancelled before the date of the travel.

All participants are expected to arrive in Nairobi on **Monday, 1st of September 2025** and depart on **Friday, 5 August 2025**.

7. Immigration requirements

Participants are required to apply and obtain electronic travel authorization to Kenya before visiting the country. This can be done through the official e-government portal: <https://evisa.go.ke/about-evisa>. Participants are encouraged to carry their invitation letters and personal identification documents while travelling in case this may be required at the port of entry.

8. Airport transfers

Participants will be responsible for arranging their own transfers to and from home/venue and airports. ECA sponsored Participants shall be paid a one-time terminal allowance together with DSA to cater for miscellaneous expenses like airport transfers and visa fees.

9. Accommodation

Participants are responsible for arranging accommodation with a hotel of their choice but are strongly encouraged to reside at the Windsor Golf Hotel and Country Club during the duration of the meeting. A special UN rate of USD 150 (at the five star Hotel) for bed and breakfast has been negotiated for a single occupancy hotel room, for participants that will stay at the venue. The following check-in and check-out times should be observed:

- Check-in date 01 September 2025 at 1400hrs
- Check-out date 5 September 2025 no later than 1400hrs

Participants are encouraged to book their accommodation in advance. To do so, please contact Ms. Joyce Njoki ijnjoki@windsor.co.ke, vgacheri@windsor.co.ke and telephone number :+254 20 8647000 | +254 722 203361/2/3/4 | +254 791231278 referencing the UNECA meeting and copy Ayalnesh Asrat: asrat@un.org.

ECA sponsored participants will be required to settle their accommodation and any extra expenses incurred, directly to the hotel, including phone, room service, etc. For those who wish to stay at the Windsor Golf Hotel and Country Club, please contact Ms. Joyce Njoki



injoki@windsor.co.ke, vgacheri@windsor.co.ke and telephone number :+254 20 8647000 | +254 722 203361/2/3/4 | +254 791231278.

10. Daily subsistence allowance (DSA) and Terminal Expense

ECA Funded participants will be provided with DSA and a onetime terminal cost to pay for transportation and miscellaneous expenses such as visa fees (if any), insurance, etc. during the workshop according to UN regulations. Kindly find below an indicative DSA provision information:

DSA payment will be paid to sponsored participants in USD cash (at the prevailing UN rate for Nairobi) on the 2nd day of the conference (3rd Sep.), upon receipt of boarding pass(es) and your signature in the payment roster. There will be UNECA focal points to disburse the DSA at the workshop to participants.

11. Health requirements

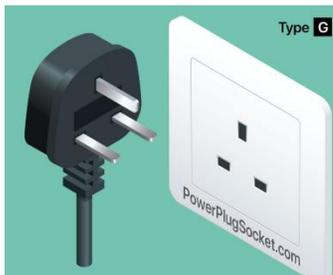
Visitors to Kenya should be in possession of proof of yellow fever vaccination before entering the country, if coming from yellow fever endemic countries.

Upon arrival, visitors may be required to undergo health screening that includes temperature checks (for fever) and other screening measures if necessary. Visitors may also be required to fill out a health declaration form that asks about your current health status and any recent exposure to any communicable disease.

12. Internet Connection

Wi-Fi connection is available at the hotel and conference hall. Participants are required to bring their own laptops.

13. Electricity plug and sockets



The power plug and outlet used in Kenya is the Type G plug. The type G plug has three rectangular pins arranged in a triangular pattern. Kenya operates on a 240V supply voltage and 50Hz.

14. Contacts

Contact Details of the Focal Person/Officer:

Name: Ayalnesh Asrat (UNECA)

Mobile: +251 911803900 (WhatsApp)

Email: asrat@un.org



15. Disclaimer

The Secretariat disclaims all responsibility for medical, accident and travel insurance, compensation for death or disability, loss of or damage to personal property and any other loss that may be incurred during travel time or the period of participation. In this context, participants are strongly encouraged to subscribe to a travel or health insurance which is valid in Kenya, to cover any medical bills or hospitalization fees.

Wishing all participants, a safe travelling experience and happy stay in Kenya.