



REPUBLIC OF KENYA



**THE 24TH SUMMIT OF COMESA
HEADS OF STATE AND GOVERNMENT**

7TH - 9TH OCTOBER, 2025

**PROTOCOL AND LOGISTICAL
GUIDELINES**

Table of Contents

1. GENERAL INFORMATION ON THE 24 TH COMESA SUMMIT OF HEADS OF STATE AND GOVERNMENT	1
1.1 Introduction	1
1.2 General Programme of the 24 th COMESA Summit of Heads of State and Government	1
1.3 General Information	1
1.4 Official Luncheon/Reception.....	2
2. SUMMIT LOGISTICAL INFORMATION	2
2.1 Summit Services	2
2.2 Registration and Accreditation.....	2
3. PROTOCOL SERVICES	5
3.1 General Information	5
3.2 Arrivals and Departures	5
3.3 Accommodation.....	7
3.4 Transport Arrangements	8
3.5 Arrival and Departure Ceremony at the Venue (Kenyatta International Conference Centre)	9
4. HEALTH CARE PROTOCOLS	10
4.1 Port Health Information.....	10
4.2 Referral Hospitals and medical insurance	10
4.3 Health Clinics	10
5. SECURITY AND SAFETY INFORMATION.....	11
5.1 General.....	11
5.2 Firearms Clearance	11
5.3 Radio Clearance.....	12
6. BILATERAL MEETINGS	12
7. GENERAL INFORMATION ABOUT KENYA.....	12
7.1 General.....	12
7.2 Languages	13
7.3 Climate	13
7.4 Banking Services.....	13
7.5 Foreign Exchange	13
7.6 Telephone Services.....	13
7.7 Time zone.....	13
7.8 Electricity supply	14
7.9 Restaurants and other Hotel Services	14

7.10	Taxi Services.....	14
7.11	Business and Shopping Hours	14
7.12	Tourism.....	14
8.	CUSTOMS REGULATIONS	15
8.5	Temporary Importation	15
8.7	Declaration of Goods and Cash	16
9.	Kenya Entry Requirements	16
9.1	General Information	16
9.1.2	Delegations are advised to apply on Directorate of Immigration Services website by selecting:	17
	➤ Diplomat option and Conference/Training/Meeting as the purpose of their visit to Kenya. Please note that this is the only option that will generate the gratis ETA, any other selection will generate a payment invoice.....	17
	➤ For effective processing of the ETA, applications should be submitted at least 72 hours before the travel date.....	17
9.1.3	Passports should be valid for at least six (6) months on the date of entry and should have at least one (1) unused page when presented for endorsements	17
	ANNEX I: DELEGATION COORDINATORS	18
	ANNEX II: MOTOR VEHICLE REGISTRATION FORM	19
	ANNEX III: AIRCRAFT CLEARANCE FORM.....	20
	ANNEX VI: RADIO COMMUNICATION FORM.....	25
	ANNEX VII: USEFUL CONTACTS.....	26

1. GENERAL INFORMATION ON THE 24TH COMESA SUMMIT OF HEADS OF STATE AND GOVERNMENT

1.1 Introduction

The 24th COMESA Summit of Heads of State and Government will be held on **9th October, 2025** at the **Kenyatta International Convention Centre (KICC)** in **Nairobi** and will be hosted by the Government of the Republic of Kenya. The Summit will be preceded by the COMESA-EU Connect Seminar on 6th October, COMESA Business Forum on the 7th of October and the Meeting of Ministers of Foreign Affairs on 8th October, 2025 at the same venue. Exhibitions from stakeholders in the business sector shall also be running concurrently from **7th-9th October, 2025**.

The information contained in this document is for the benefit of participants and delegates scheduled to attend the Summit and the preceding events.

1.2 General Programme of the 24th COMESA Summit of Heads of State and Government

1.2.1 The 24th COMESA Summit of Heads of State and Government and the preceding events will run for four days; from **Monday, 6th to Thursday, 9th October, 2025** at the KICC.

1.2.2 Day one : Opening of the COMESA-EU Connect Forum on 6th October, 2025

1.2.3 Day two : The 17th COMESA Business Forum on 7th to 9th October, 2025.

1.2.4 Day three : The closed door 20th Meeting of Ministers of Foreign Affairs on Peace and Security matters.

1.2.5 Day four : The 24th Summit, which will consist of both Open and Closed sessions of Heads of State and Government of the Member States. The discussions will address several critical opportunities and challenges facing COMESA Member States guided by the theme: **‘Leveraging digitalization to deepen Regional Value Chains for Sustainable and Inclusive Growth’**.

1.3 General Information

1.3.1 The Official working languages for the COMESA Heads of State and Government Summit will be: **English, French and Arabic**.

1.3.2 The number of seats reserved for each delegation from the 21 Member States in the meeting of Ministers of Foreign Affairs is (1+4).

1.3.3 The number of seats reserved for Member States in the closed session of the Summit of Heads of State and Government is (1+3).

1.3.4 The number of seats reserved for Observers is (1+1)

1.3.5 Attendance to the COMESA Business Forum and the plenary sessions of the Summit of Heads of State and Government is by invitation and guidelines for seating arrangement will be provided at the venue by ushers.

1.3.6 The final programme for the Summit will be circulated to all participating countries and invited delegates by the Government of Kenya and the Secretariat.

1.4 Official Luncheon/Reception

1.4.1 The Government of Kenya will host the following reception:

A State Luncheon for visiting Heads of State and Government and other Dignitaries on **Thursday 9th October, 2025 at 14:00hrs (Kenyan time) tsavoat KICC.**

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. SUMMIT LOGISTICAL INFORMATION

2.1 Summit Services

2.1.1 The Exhibitions will take place at **the COMESA grounds** while the Business forum and the opening session will take place at **the Tsavo AB**, the meeting of Ministers of Foreign Affairs and closed session of Summit of Heads of State and Government will take place at **the Tsavo C** at the KICC. Access to these sessions will be strictly through overlay passes collected by Delegation Coordinators (DC) at the Accreditation Centre. The Accreditation Centre will be at **Charter Hall** within the precincts of City Hall.

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

2.1.3 Access to the venue from 6th to 8th October, 2025 will be through Parliament Road and City Hall Way for Ministers.

2.1.4 Access to the venue on 9th October, 2025 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

2.2.2 Online registration and accreditation of all participants attending the summit and other preceding meetings will run from **1st September, 2025 to 9th October, 2025**

through a dedicated link: <https://eventsaccreditation.go.ke/event/2/>. The system captures the bio data of participants, including their passport size photographs and copies of respective identification documents (a National ID card or Passport) used for registration. Foreign delegates are advised to register using passports.

2.2.3 Physical accreditation and collection of badges will be conducted at the Charter Hall from **Thursday, 25th September, 2025** to **Thursday, 9th October, 2025** from 07:30hrs to 21:00 hrs.

2.2.4 Each delegation shall designate in writing (*Note Verbale*) to the Ministry of Foreign and Diaspora Affairs a Delegation Coordinator (DC)/ Focal Point who shall provide the respective delegation master list. The DC/ Focal Point shall be responsible for the registration of all members of his or her delegation, including the collection of badges and vehicle passes. **Delegations are required to submit the name of the designated DC by 8th September, 2025** and in the prescribed format (*See Annex I*).

2.2.5 Applications for accreditation of COMESA Secretariat and Government officials shall be processed in advance by a DC/Focal Point. Applications for accreditation of regional and international Exhibitors shall be processed in advance by the COMESA Business Council. Applications for accreditation of Local Exhibitors shall be processed in advance by the State Department for Trade.

2.2.6 The DCs are additionally required to forward their delegation lists under the cover of a *Note Verbale*, or official letter from their respective Member States /organization **not later than 22nd September, 2025**. The COMESA Business Council is required to forward the lists of regional and international Exhibitors not later than 3rd September 2025. The State Department for Trade is required to forward the lists of Local Exhibitors by 3rd September 2025.

2.2.7 The badges Collection schedule will be as below:

Service Providers	25 th September, 2025
Organizing Committee	25 th September, 2025
Exhibitor Local	25 th September, 2025
Exhibitor International	3 rd - 5 th October, 2025
Government Officials	30 th September 2025
COMESA Secretariat	25 th - 6 th October, 2025
COMESA Staff	25 th - 6 th October, 2025
KICC Tenants	25 th - 29 th September, 2025
KICC Staff	25 th - 29 th September, 2025
Security Local	25 th September, 2025
Security International	3 rd - 5 th October, 2025
Emergency Services	25 th September, 2025
Delegates (Business Forum) Local	30 th - 2 nd October, 2025
Delegates (Business forum) International	3 rd October, 2025
Media Local	28 th September, 2025

Media International	3 rd - 5 th October, 2025
Catering	25 th - 29 th September, 2025
Protocol	25 th September, 2025

2.2.8 Special pins and Delegate Badges will be issued to Heads of State and Government, Foreign Ministers and Ministers of Trade.

2.2.9 Delegate Badges, Security Badges and Media Badges will be issued to other Heads of Delegations, Ambassadors, Delegates, Security officers and Members of the media team as appropriate.

2.2.10 Access to KICC will be highly restricted to delegates having appropriate access security badges. Hence, all delegates and KICC staff, tenants and service providers are required to be accredited.

2.3 Registration and access by Motor Vehicles

2.3.1 Access to the meeting venue shall be strictly restricted to officially registered vehicles and drivers.

2.3.2 The registration of designated drivers shall be done through the accreditation link: <https://eventsaccreditation.go.ke/event/2/> by the Delegation Coordinators.

2.3.3 Delegations and service providers will be required to submit details of their vehicles in the Motor Vehicle Registration form as per the prescribed format (*See Annex II*).

2.3.4 Only motor vehicles assigned to the Heads of Delegation shall be allowed access to the summit venue.

2.3.5 The motor vehicle passes shall be issued at the Accreditation Centre and collected by the DCs.

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

2.4 Media Accreditation and Basic Guidelines

All media personnel (journalists) intending to cover the 24th COMESA Summit of Heads of State and Government must be accredited by the Media Council of Kenya and register for accreditation via <https://eventsaccreditation.go.ke/event/2/>.

2.5 Location and operations of the Accreditation Centre

2.5.1 The Accreditation Centre is located at the Nairobi City County Charter Hall opposite KICC along City Hall Way.

2.5.2 The Accreditation Centre will be open for issuance of access badges from 07:30hrs to 18:00hrs from Thursday, 25th September, 2025 to Thursday, 9th October, 2025.

3. PROTOCOL SERVICES

3.1 General Information

3.1.1 Heads of State and Government will receive full protocol courtesies.

3.1.2 The Foreign Affairs and Trade Ministers will receive appropriate protocol courtesies.

3.1.3 There will be a dedicated desk set up at the airport to facilitate entry and exit.

3.1.4 There will be a Protocol/Liaison officer attached to each delegation to assist the delegation throughout the duration of the Summit.

3.1.5 There will be a security briefing by the Protocol Directorate and National Police Service for all advance teams at a date to be communicated in due course.

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, and a maximum of five (5) Diplomatic Staff from respective Embassies. Names to be provided in advance for clearance.

3.2.2 Deputy/Vice Presidents/Non-Executive Prime Ministers

Deputy Presidents/Vice Presidents/Non-Executive Prime Ministers shall be received by Senior Government Officers from the State Department for Foreign Affairs at VIP III lounge.

3.2.3 Ministers of Foreign Affairs

Foreign 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 Lounges at the respective arrival terminals.

3.2.5 Other Delegates

Other Delegates will be processed via normal arrival terminals. There will be designated desks at the arrival terminals to facilitate delegates requiring assistance.

3.2.6 Provision of details of arrival and departure

To enable the Airport Team to facilitate participants conveniently, Delegations are kindly requested to provide the arrival and departure details of their respective delegations at least 48 hours ahead of arrival and departure, respectively.

Note:

Military Arrival and Departure ceremonies shall be conducted only on official working days 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 Airline Partner for the 24th COMESA Summit of Heads of State and Government

Kenya Airways has been designated as the official airline partner for the event to facilitate air travels for the delegates to and from Nairobi through its normal **scheduled operations** or special **charter services**. Kenya Airways has extended special discounts to be accessed on **Promo Code “COMESA25”** through the link <https://www.kenya-airways.com/en/promotions/comesa-heads-of-state-summit/> for delegates attending the Summit. For assistance with ticket booking contact: Email: Ticketing.BPlaza@kenya-airways.com; or Mobile: +254758189687.

3.2.8 Special/private Aircraft

3.2.8.1 To facilitate the arrival and departure of delegations planning to travel to Nairobi by special/private aircraft, delegations are advised to submit flight clearance requests to the Ministry of Foreign and Diaspora Affairs of the Republic of Kenya, capturing the following details:

- Nationality of Aircraft
- Operator/owner
- Type of aircraft
- Aircraft registration
- Aircraft call sign
- Entry and exit points in Kenya
- Purpose of flight
- Name and title of the VIP onboard

- Name of pilot in command and number of crew
- Route of flight including Entry and Exit points
- Point of departure and destination
- Dates and times of arrival and departure

3.2.8.2 The above information should be communicated to the Protocol Directorate, Ministry of Foreign and Diaspora Affairs, by email: eventsrsvp.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 shall apply with regard to accommodation:

3.3.1.1 Delegations led by Heads of State and Government (1+1)

One (1) Junior Suite

One (1) Standard Room

Courtesies will be extended from **8th to 10th October, 2025.**

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

One (1) Executive Suite

Courtesies will be extended from **8th to 10th October, 2025.**

3.3.1.3 Delegations led by Ministers of Foreign Affairs (1+0)

One (1) Executive Suite

Courtesies will be extended from **7th to 10th October, 2025.**

3.3.1.4 Ministers of Trade and Other Heads of Delegation (1+0). **Courtesy to be extended by the COMESA Secretariat.**

One (1) Standard room

Courtesies will be extended from **7th to 10th October, 2025.**

3.3.2. Accommodation for other delegates

All other delegates are responsible for reserving and booking their own accommodation at any of the recommended facilities.

Information on recommended hotels can be accessed via the following link:
<https://summit.comesa.int/>

3.3.3 Delegates are requested to provide the hotels with the guest's full name, date and time of check-in and check-out, flight numbers and contact details.

Note: The African Union (AU) Order of Precedence for the Heads of State and Government of the Member States will be used to allocate hotels and seating at the Conference.

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

- Traffic Lead Car
- One (1) VVIP Car
- Two (2) Security cars (S1 and S2)
- One (1) Car for Protocol Officer
- One (1) Luggage van

3.4.1.2 Delegations led by a Vice-President or Prime Minister

- Traffic Lead Car
- One (1) VIP Car
- One (1) Security car
- One (1) Car for Protocol

3.4.1.3 Minister of Foreign Affairs

- One (1) VIP car
- One (1) Car for Protocol

3.4.1.4 Other Heads of Delegation

- One (1) VIP car

3.4.2 Transportation for other delegates

Courtesy Shuttle services will operate from 5th to 11th October, 2025.

3.4.2.1 Delegates will be picked from the airport on arrival to their respective hotels and dropped from hotels to the airport during departure. Shuttle services shall only cover the list of approved hotels.

3.4.2.2 Shuttles shall operate on predetermined schedules between KICC and respective hotels and will be manned by shuttle liaison officers under the supervision of route managers. They will operate from **07:00 hrs. to 18:00 hrs.**

3.4.2.3 Transport logistics centers will be set up at the KICC and JKIA.

3.5 Arrival and Departure Ceremony at the Venue (Kenyatta International Conference Centre)

3.5.1 Arrival formalities

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

3.5.1.2 Protocol staff will receive Ministers and other dignitaries through the designated entrance and escort them to the VIP holding room or straight to the Summit Hall.

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

3.5.1.4 Movement of Heads of State and Government to and from the venue of the meeting (KICC) shall be according to 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 and assemble/gather at the VIP entrance and lobby area.

3.5.2.3 Convoys will be organized in order of precedence. When a convoy is ready, information will be relayed to the protocol officer attached to a Member State for departure.

3.5.3 Photo formalities

The venues of the photo ceremony both for High level Summit and the Foreign Ministers Meeting will be at KICC, inside the respective meeting rooms. Heads of State and Government and Ministers will be arranged according to the AU order of precedence.

4. HEALTH CARE PROTOCOLS

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 or more) before departing for their destination country. *(See Annex V for the list of Countries and Yellow Fever Guidelines).*

4.1.2 For more information on health protocols please consult [MOH- Arriving in Kenya](#).

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 may be required to have a valid yellow fever certificate upon exit.

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. Various insurance companies are recommended from these hospitals *(See Annex VI for a list of insurance companies).*

4.2.2 All delegates are advised to have medical insurance which is valid in Kenya before embarking on their travel to the COMESA Summit of Heads of State and Government.

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 Summit 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

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, Summit venue, hospitality venues, 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 Summit venue will be subjected to security screening.

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

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

5.2 Firearms Clearance

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

5.2.2 Lists of firearms should be forwarded to the Ministry of Foreign and Diaspora Affairs 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 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 should be surrendered after the firearm and ammunition are inspected and verified.

5.2.5 All firearms should be declared at the airport upon arrival and departure.

5.2.6 Kenyan Security Agencies will be in charge of the Summit venue and will provide guidance to all other Security. However, armed security personnel will not be allowed access into the meeting rooms.

5.2.7 Only a maximum of four (4) side arms (pistols) shall be allowed into the country for delegations led by a Head of State and Government and one 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 Summit 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 (dcop@mfa.go.ke or protocol@mfa.go.ke) at least a week ahead of arrival (*See Annex VII for the Radio Clearance form*).

6. BILATERAL MEETINGS

6.1 Bilateral meeting rooms for Heads of State and Government and Ministerial levels 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 30 minutes.

6.3 Requests for bilateral meetings should be made through the established diplomatic channels via *Note Verbale*.

7. GENERAL INFORMATION ABOUT KENYA

7.1 General

The Republic of Kenya is located in the Eastern Africa region. The population is approximately 54 million people according to UN estimates. 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 Africa, predominantly Muslim Swahili cities such as Mombasa, a historic center 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 is the official language while Kiswahili is the widely spoken language.

7.3 Climate

Kenya enjoys a tropical climate, that is pleasant, favourable and characterized by plenty of sunshine all year round. In October, the average temperature in the capital Nairobi is 23°C, reaching highs of 26°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.

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 Telcom 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). Cell phone SIM cards are easily available at the cost of approximately KES. 200. Delegates should note that registration is required for activation. Online payments (Visa, Mastercard, PayPal etc.) are accepted by most establishments in Kenya.

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 to comply with the electric current and plugs.



7.9 Restaurants and other Hotel Services

African, Western and Oriental cuisines are all available in Nairobi restaurants. When dining in Nairobi, leaving a tip is voluntary and considered courteous.

7.10 Taxi Services

Reliable online and traditional cab/taxi operators are readily available within the city; offering reliable and affordable services. Payment can be made in local currency or using the known global currency. You can download the Uber, Little Cab, Bolt apps and attach your payment method to begin using the service. Please note that foreign transaction fees may apply based on your payment method. Whereas tipping the taxi driver is customary for good service, it is not mandatory.

7.11 Business and Shopping Hours

Most businesses are generally open from 08:00hrs to 17:00hrs. 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 tourism destination throughout the year. 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.

7.12.2 Nairobi is also the only city in the world that boasts of a National Park within its proximity.

7.12.3 Kindly visit:

<https://ktb.go.ke/sites/default/files/documents/48%20hours%20in%20Nairobi%20Obrochure.pdf> for a 48 Hours guide Nairobi; *“A short Guide to the Magical City for The Active Traveller”*.

8. CUSTOMS REGULATIONS

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 point:

- Narcotic drugs, Stimulants, Psychotropic substances, etc.
- Drones and Satellite Equipment.
- Firearms such as pistols, revolvers and machine guns, and bullets or parts thereof.
- Explosives, 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 summit equipment.

8.5.2 In order to be assisted with the temporary importation of the above items, the participants should send the detailed specifications of the items to be brought in together with their arrival and departure details to the Secretariat of the protocol and logistics arrangements of the Summit by **1st October, 2025**, at the latest. Such items will be registered for temporary import by the customs office and they will be taken out of the country at the end of the Summit.

8.6 Permanent Importation (FOR SALE)

8.6.1 Where goods are intended for permanent importation (for sale) during the exhibition, they shall be subject to import duties (unless exempted under COMESA preferential rules- through COMESA Certificate of Origin), Value Added Tax (VAT), other local taxes, and the normal import declaration procedures of the Republic of Kenya. Such items will be subject to full customs clearance by the customs office, including payment of applicable duties and taxes, and may be released for sale within the country in accordance with the laws and regulations of the Republic of Kenya

8.6.2 Exhibitors are required to declare goods accurately as either temporary imports or for sale. The goods must be accompanied by the following documentation:

- Commercial invoice
- Packing list
- COMESA Certificate of Origin
- Exhibition invitation or approval letter

8.6.3 All exhibitors are required comply with the customs regulations of the host country. Customs authorities may inspect the goods to confirm quantity, type, and conformity with the COMESA Rules of Origin.

8.7 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 hustle during departure.

9. Kenya Entry Requirements

9.1 General Information

9.1.1 Non-African delegates attending the 24th COMESA Summit of Heads of State and Government **are required to obtain electronic travel authorization (ETA) through www.etakenya.go.ke** before travelling to Kenya.

9.1.2 Delegations are advised to apply on Directorate of Immigration Services website by selecting:

- Diplomat option and Conference/Training/Meeting as the purpose of their visit to Kenya. Please note that this is the only option that will generate the gratis ETA, any other selection will generate a payment invoice.
- For effective processing of the ETA, applications should be submitted **at least 72 hours** before the travel date.

9.1.3 Passports should be valid for at least six (6) months on the date of entry and should have at least one (1) unused page when presented for endorsements.

During application process, one is required to attach a clear passport bio data page, a clear passport size photograph, official invitation letter, round trip ticket.

NB:

Delegates from African countries are eligible to enter Kenya without having an Electronic Travel Authorisation for a period NOT exceeding 60 days.



ANNEX I: DELEGATION COORDINATORS

Name	Document	Type/no	Nationality	Tel No	Email address



ANNEX II: MOTOR VEHICLE REGISTRATION FORM

Type	Make / Model	Colour	Seating capacity	Driver's name	License no	Identification type and 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

THE 24TH COMESA HEADS OF STATE SUMMIT
7th – 9th October, 2025 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:				
	NUMBER 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**

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

ANNEX V: INSURANCE COMPANIES

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

30	ABSA LIFE ASSURANCE KENYA LTD	PHOENIX OF EAST AFRICA ASSURA CO. C/O CL
31	BLUE SHIELD INSURANCE CO. LTD	RADIANT INSURANCE COMPANY
32	PRIME INSURANCE LIMITED	RESOLUTION HEALTH
33	PIONEER ASSURANCE	SAHAM ASSURANCE COMPANY KENYA LTD
34	CAREPAY LIMITED (M-TIBA)	TAKAFUL INSURANCE OF AFRICA
35	FIRSTASSIST INSURANCE SERVICES LIMITED	TRIDENT INSURANCE COMPANY LTD -CLAIM FOR
36	IAA HEALTCARE LIMITED	UAP PROVICAL INSURANCE
37	UNISURE GROUP	AU-IBAR (AFRICAN UNION)
38	ICEA (GROUP LIFE)	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	

KENYATTA NATIONAL HOSPITAL			
No	Insurance	No	Insurance
INPATIENT		14	LASER INSURANCE BROKERS LTD
1	AAR INSURANCE KENYA LTD	15	MADISON INSURANCE
2	AON MINET INSURANCE	16	NATIONAL HOSPITAL INSURANCE FUND
3	APA INSURANCE	17	PACIS INSURANCE
4	ALS LIMITED	18	SANLAM GENERAL INSURANCE LTD
5	BRITISH AMERICAN INSURANCE	19	TAKAFUL INSURANCE OF AFRICA
6	CIC INSURANCE	20	UAP INSURANCE
7	COMPASSION INTERNATIONAL		OUTPATIENT
8	EAGLE AFRICA INSURANCE BR LTD	21	NATIONAL HOSPITAL INSURANCE FUND
9	EQUITY BANK INSURANCE (KENYA) LTD	22	AAR INSURANCE KENYA LTD
10	DEFENCE FORCES MEMORIAL INSURANCE SCHEME	23	TAKAFUL INSURANCE OF AFRICA
11	FIRST ASSURANCE COMPANY LTD	24	UAP INSURANCE
12	HERITAGE INSURANCE	25	CIC INSURANCE
13	JUBILEE INSURANCE CO	26	EQUITY BANK INSURANCE (KENYA) LTD
14	KENYAN ALLIANCE INSURANCE	27	FIRST ASSURANCE

KENYATTA UNIVERSITY TEACHING RESEARCH AND REFERRAL HOSPITAL	
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)



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
The COMESA Heads of State Summit Secretariat	<p>The COMESA Focal Point. Department of External Trade The State Department for Trade Ministry of Investments, Trade & Industry Nairobi, Kenya Email: tobbyogondi@gmail.com Telephone: +254722582875 and copy to: psfrotrade@gmail.com</p> <p>Ms. Caroline Chore Email: Kahucaro@gmail.com Telephone: +254727089811</p> <p>Ms. Joyce Akinyi Email: joyceotieno65@gmail.com Telephone: +254715357434</p>
Protocol Overall Coordinators	<p>Mr. Samson Koech Email: samsonkoech30@yahoo.com and dcop@mfa.go.ke Tel: +254701905853</p> <p>Mr. Shunu A. Abdi Email: Shunu.abdi@mfa.go.ke Tel: +254716029510</p>
Accreditation	<p>Ravena Mubichi Email: accreditationkenya@gmail.com Contact: +254 722 837 414</p> <p>Felix Anyona Email: accreditationkenya@gmail.com Contact: +254704009992</p>
Presidential/Charter flights services:	<p>Mr. Kenneth Otele Email: kentrixkenneth@gmail.com Telephone: +254724167383</p>
Airline handling and other related ground handling services	<p>Mr. Edward Nasiuma Contact: +254 741111093</p>
Accommodation	<p>Ms. Margaret Oyugi Email: Margaret.oyugi@mfa.go.ke Telephone: +254711300036</p> <p>Mr. Hussein Dahir Email: Hussein.dahir@trade.go.ke Tel: +254726589427</p>
VVIP transport	<p>Mr. Shunu A. Abdi Email: shunu.abdi@mfa.go.ke</p>

	<p>Telephone: +254716029510</p> <p>Mr. William Maingi Email: wmaingi@trade.go.ke Telephone: +254723127234</p> <p>Mrs. Alfred Abuko Email: Alfred.abuko@trade.go.ke Tel: +254715213156</p>
Shuttle services	<p>Mr. Clement Ochola Email: clement.ochola@trade.go.ke Telephone: +254714666210</p> <p>Mr. Linnet Wanyama Email: Telephone: +254723519055</p> <p>Mr. Hussein Dahir Email: Hussein.dahir@trade.go.ke Tel: +254726589427</p>
Exhibitions	<p>Mr. Alex Tomereng Email: alex.tomereng@gmail.com Tel: +254722490052</p> <p>Mr. Edwin Limo Email: limmoedwin99@gmail.com Tel: +254711598444</p>
Electronic Travel Authorization (eTA) & Immigration Clearance	<p>Ms. Jecinta Wageraka Email: jeccy6@yahoo.com and etakenya@immigration.go.ke Telephone: +254799828200</p>
Medical Health Services	<p>Mr. Erastus karani Email: Nyangwa64@gmail.com Telephone: +254 706 560 669</p> <p>Ms. Joy bureto Email: Buretojoy@gmail.com Telephone: +254798569919</p> <p>Ms. Martha Njeri Email: Njerimartha40@gmail.com Telephone: +254726 027 603</p> <p>Ms. Alice Keitany Email: ajkeitany@gmail.com Telephone: +254724430550</p>

Bilateral meetings requests	<p>Ms. Soila Kasaine Email: soila.kasaine@mfa.go.ke Telephone: +254719884941</p> <p>Mr. Sospeter Ngoya Email: songoya@yahoo.com Telephone: +254722777100</p> <p>Mr. Tobias Odongo Email: tobbyogondi@gmail.com Telephone: +254722582875</p>
Security	<p>Mr. Tom Odero Email: tomoder69@gmail.com Telephone: +254728914444</p> <p>Mr. Kenneth Kiathe Email: ken.kiathe@interior.go.ke</p>
Lead Press (Media) liaison officers and Media Centre	<p>Ms. Roselyn Kavoo Email: rkavoo@gmail.com Telephone: +254723910780</p>
Firearms permission and clearance:	<p>Mr. Kenneth Otele Email: kentrixkenneth@gmail.com Telephone: +254724167383</p>
Kenya Airways special ticket offer, Charter Services & Ground Handling	<p>For assistance with ticketing: Email: Ticketing.BPlaza@kenya-airways.com; Telephone: +254758189687</p>

THE END