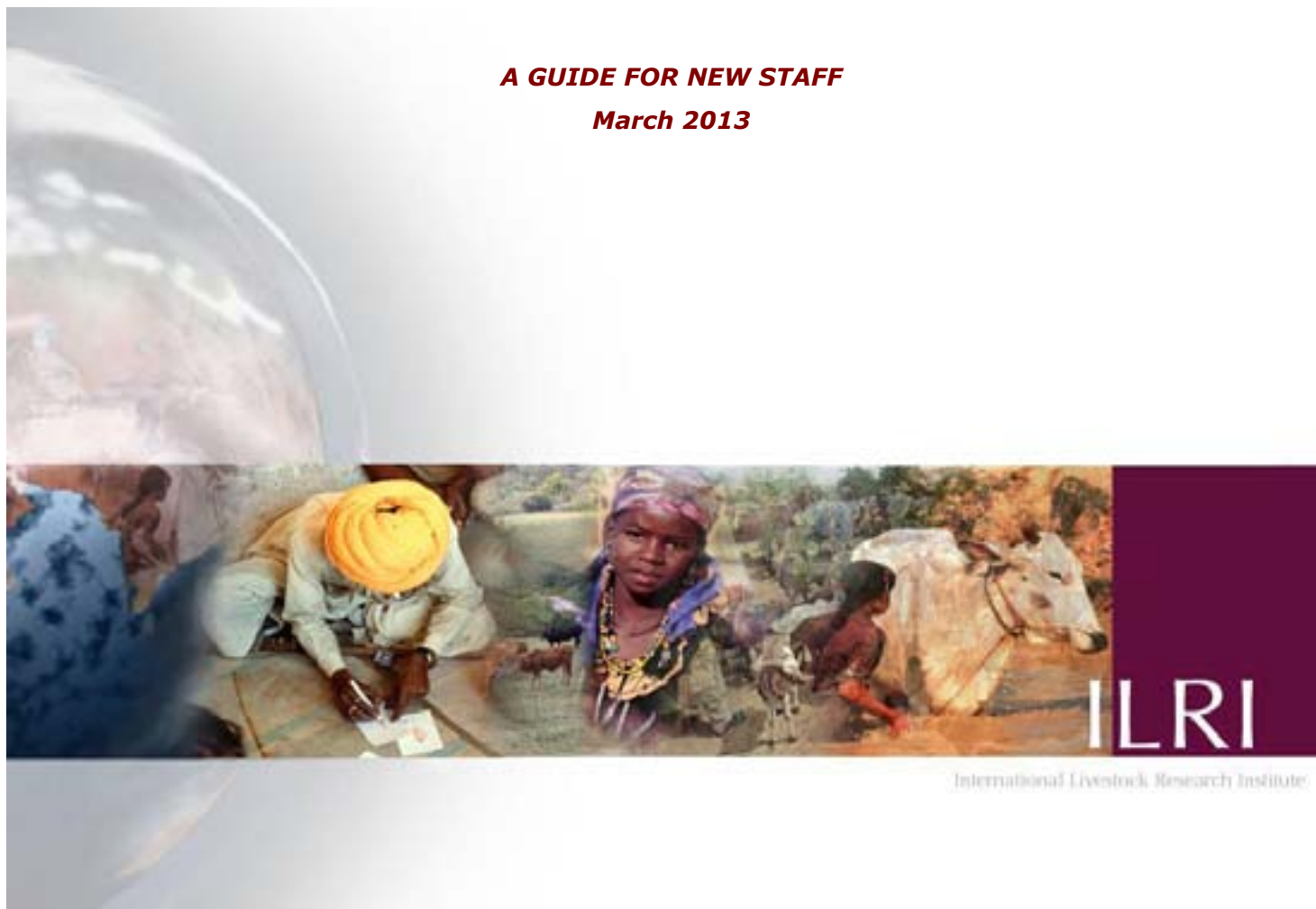


ILRI's NAIROBI CAMPUS

A GUIDE FOR NEW STAFF

March 2013



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INTRODUCTION

This document is aimed at providing useful information on the procedures and policies surrounding the operation of the ILRI. The guidelines provided are within the framework of the existing ILRI policies.

This document acts as a guideline to staff and managers for information on how to administer policies effectively and apply them customized to the context of ILRI

The guideline will be reviewed periodically as appropriate.

ILRI is part of the Consultative Group on International Agricultural Research (CGIAR). The Centres conduct food and environmental research to help alleviate poverty and increase food security while protecting the natural resource base. The Centres are funded by government agencies, development banks, private foundations and regional and international organizations.

OUR MISSION, VISION AND VALUES.

ILRI envisions... A world made better for poor people in developing countries by improving agricultural systems in which livestock are important.

ILRI's mission is... To work at the crossroads of livestock and poverty, bringing high-quality science and capacity-building to bear on poverty reduction and sustainable development for poor livestock keepers and their communities.

The 3Rs Values are...

Our Values	What they mean
Respect	Treating people the way you would want to be treated Living by our values This means embracing our diversity... ILRI is an international organization. ILRI is apolitical. ILRI does not tolerate discrimination on grounds of gender, race, creed, class, religious or political beliefs etc.
Responsibility	Taking personal responsibility for continuous improvement of work processes, outputs, personal development and work relations Rectifying mistakes... Providing solutions... And learning all the time...
Responsive	Anticipating and responding to changes in a proactive and positive way. Taking the initiative... Actively solving problems... Seeking ideas and advice... And not waiting to be asked...

ILRI CAMPUS IN NAIROBI

ILRI AERIAL VIEW



LOCATION

ILRI's Nairobi campus, built in the early 1970s, is situated about 10 km from the city centre, off Wayiaki Way and near the Kabete Technical Training Institute (see a route map at the end).

Nairobi campus area is 67 hectares. The campus has its own water storage tank and borehole. According to the World Health Organization (WHO) and Kenyan official standards, the water is safe to drink. ILRI has its own generator and fuel storage facility.

SECTION 1



INFORMATION FOR NEW ARRIVALS

1 INFORMATION FOR NEW ARRIVALS

1.1 Welcome Packs and Security Guidelines

It is advised that anyone visiting ILRI in Kenya should read the ILRI welcome pack and the security guidelines prior to arrival in Kenya. It is very important to follow the security guidelines all the time while you are in Kenya.

These guidelines apply to all ILRI staff and visitors in transit to Kenya. Visitors/ staff must ask for a briefing on arrival in the office from their host.

Please read the following Security guidelines on the hyperlink below;

http://ilrinet.ilri.cgiar.org/Datafiles/files/FinanceOperations/Security/ILRI_Travel_Security.pdf

ILRI's Security Office is complemented by a large staff hired from an external professional security provider. The team provides 24-hour security services to all staff and residents on the campus and provides emergency and advisory alert services to all staff and residents via email and personal cell phone numbers.

It is ILRI's security requirement that all staff, students and visitors wear their ILRI identify badge provided by Security always while on the campus.

All ILRI staff are required to provide the names of non-ILRI staff, meeting participant(s) and personal visitors to the Security office prior to their arrival.

For security reasons, you are advised to lock your office whenever you leave it for a length of time and close the windows when you leave for the day.

Children below 16 years of age are not allowed in any of the laboratories on ILRI's campus, unless on a prearranged visit for school groups.

A more detailed security brochure is available.

Dial: 3362 – Security Control; 3363/4 – Main Gate

Dial: +254-728-970-722 or +254-733-634-907 or +254-711-033362/5 Security Helpdesk

1.2 Relocation Policy

The ILRI Personnel Policy Manual for IRS stipulates the Institute's relocation allowances as follows:

Relocation allowances

Staff members whose home base at the time of first appointment is outside their duty station shall be entitled to a shipping allowance intended to significantly offset the expense of air and/or sea shipment of the staff member's personal effects either to the duty station on arrival or to the home base at the time of separation.

The amount of the relocation allowance will be reviewed periodically and adjusted as needed to reflect the changing cost of relocation.

Disturbance allowance

To assist internationally recruited staff members in the initial costs of moving to a new country, ILRI will pay a non-accountable disturbance allowance for internationally relocated staff.

Please contact Muthoni Gikaria in Human Resources through Ext 3277 for more information on the relocation policy and disturbance allowances

Per Diem

When staff members are not resident at their duty station or within reasonable commuting distance from at the time of appointment or housed at ILRI upon arrival or are re-assigned to another duty station outside the country of the original duty station, they shall be paid a per diem for self and eligible dependents. For more details on the per diem please contact the Elijah Mwaura in the finance office through Ext 3288

SECTION 2



GENERAL OFFICE PROCEDURES

2 GENERAL OFFICE PROCEDURES

All ILRI Staff are required to carry an ILRI staff identification card at all times in order to have access to premises and services.

2.1 Office Hours

Working days are from Monday to Friday, 35 hours per week excluding lunchtime. Morning working hours starts 7.45am to 12.30Pm and afternoon hours from 1.30Pm to 4.30Pm (1hour for lunch).

For reasons of health and safety and in line with the Kenya Government Policy, the office is a non-smoking environment.

If you have a visitor/ group of visitors coming for an extended period, email the ILRI security office through ilrikenyasecurity@cgiar.org with the name/ list of names and functions and visitors cards will be prepared for them.

You are encouraged to familiarize yourself with the emergency escape routes in the event of an emergency.

2.2 Leave/ Public Holidays

Staff in Kenya are entitled to 30 annual leave days. In addition to the annual leave, staff are entitled to 10 public holidays in Kenya. The offices are closed on these days and it is the responsibility of the Human Resources to communicate to the staff about these closures. Staff are therefore advised not to come to the office, as it is statutory to keep the offices closed.

Easter Holiday- ; Labour Day- May 01; Madaraka Day- June 01; Mashujaa day- October 20; Jamhuri Day- December 12;

All staff are required to get an approval from their supervisor prior to proceeding on leave using the form on HR4U pages of ilrinet. Please contact Jane Wachira in HR for more information on the HR4U system.

Please also note that if a public holiday falls on a Saturday, the preceding Friday will be observed as holiday. If it falls on a Sunday, the following Monday will be observed as holiday.

2.3 Meetings/ Communications

All event/meetings enquiries/ bookings should be directed to the conferencing administrator; Ext: 3343. These are charged to the unit's charge code.

Video conferencing is an effective way to reduce costs and can save on time and cost associated with travelling. This should be seen as the first option to think about when arranging meetings that involve staff from different offices around the world other than physically travelling for interviews or meetings.

To arrange a video conferencing, ensure you book the room well in advance indicating to the conferencing unit that the meeting involves video conferencing.

2.4 Telephone

For making internal calls, simply dial the extension number.

For external calls, a specific pin code is required. ICT will provide you with this personal code for making both local and international calls of business and/or personal nature. Personal phone bills are however deducted directly from an individual's payroll.

2.5 Administration- General

Hosting teams should ensure that it's administration and ICT department are notified at least two weeks in advance, preferably in writing, of expected visitors/new staff to give time to facilitate provision of work space and tools.

All visitors must report to the reception. The induction of visitors/new staff is the responsibility of the HR_ L& D unit together with the host departments, who should introduce them & give them the welcome pack.

For post/ deliveries, a budget code is required for sending through any courier item. Please contact the main reception for more information or dial 0.

2.6 Health, Safety & Security

We have a vibrant Health and safety team. Please the team on the following extensions to get more information; **Sylvia Wanjiru on Ext 3883, Josephat Otieno Ext 3887 and Ephy Khaemba on Ext 3375**

2.6.1 Security

It is mandatory that all new staff visiting ILRI be inducted on security situation in Nairobi. This can be done in two ways;

- The security guidelines can be sent to them to read before they arrive in Kenya. Please read the following Security guidelines on the hyperlink below;
http://ilrinet.ilri.cgiar.org/Datafiles/files/FinanceOperations/Security/ILRI_Travel_Security.pdf
- Immediately on arrival unless over the weekend, the visitor(s) should be taken to the security to be briefed by Security focal person. If arrival is over the weekend or holidays, they should limit their movements into town until they are inducted on security in Nairobi.

ILRI's Security Office is complemented by a large staff hired from an external professional security provider. The team provides 24-hour security services to all staff and residents on the campus and provides emergency and advisory alert services to all staff and residents via email and personal cell phone numbers.

It is ILRI's security requirement that all staff, students and visitors wear their ILRI identify badge provided by Security always while on the campus.

All ILRI staff are required to provide the names of non-ILRI staff, meeting participant(s) and personal visitors to the Security office prior to their arrival.

For security reasons, you are advised to lock your office whenever you leave it for a length of time and close the windows when you leave for the day.

Children below 16 years of age are not allowed in any of the laboratories on ILRI's campus, unless on a prearranged visit for school groups.

A more detailed security brochure is available.

Dial: 3362 – Security Control; 3363/4 – Main Gate

Dial: +254-728-970-722 or +254-733-634-907 or +254-711-033362/5 Security Helpdesk

2.6.2 First Aid

First aid boxes are located at different locations across the institute and are managed by first aid representatives. Please contact the Health & Safety offices for more information on the first aid boxes. All incidences involving injury should be reported to the departmental first aiders as soon as reasonably practical.

2.6.3 Medical Administration

ILRI operates a flexible medical plan for its eligible staff. When joining ILRI, you will be required to submit details of yourself and bonafide dependants to be included in the medical scheme by HR department. Jubilee medical cards will be provided to you and your eligible dependants by Human Resources for medical treatment as per the stipulated services. All the employees are required to have an up to date NHIF card. For more details on the medical cover and rules of the scheme, please contact Huldah Mogaka on Ext: 3367 or email to: H.Mogaka@cgiar.org

2.6.4 Hospital

Staff who fall sick during office hours (8.00- 4.30Pm) may visit the ILRI Staff Clinic for medical attention or visit Nairobi Hospital, Aga Khan Hospital, Mater Hospital among others mentioned in the medical scheme. There is a co-pay of Kshs.400 required per hospital visit. All fatalities must be reported within 48 hours. For more details, please contact Huldah Mogaka on Ext: 3367 or email to: H.Mogaka@cgiar.org or Muthoni Gikaria on Ext 3227 for more information.

2.6.5 Sickness Absence

If your absence is due to sickness, you have to provide a Doctor's letter/ certificates to cover absence. These are important for recording purposes. You will also be required to fill in your sick leave in the HR4U pages on the ilrinet.

2.7 HOSPITALITY, TRAVEL & TRANSPORT

2.7.1 Booking of vehicles

Should you require transport, you should send an email to ILRIKETransport@CGIAR.ORG outlining your requirements. They will then schedule an ILRI vehicle or arrange a taxi to fulfill your requirements. All vehicles should be limited to official business only. Ensure that you provide a charge code for your unit with the approval of your supervisor.

Any transport requirement outside Nairobi should be confirmed with the transport team, who may suggest a more cost effective way to travel. Staff must be ready to share vehicles if they are going in the same general direction at nearly the same times.

Should you use a taxi, you will be required to complete a form giving details of yourself, purpose of travel, pick up & drop off location, budget code and ensure you sign off at the end of your journey. All taxis operated by JimCab carries these forms. Please make sure that the form is completed correctly in order to prevent problems later with payment.

Please note that taxis for personal use are paid for in cash, no credit is allowed except for emergency reasons.

The appointed taxi service provider for ILRI is **JimCab Ltd** Contact; **Tel: +254 20 7121205/ 7122565. Mobile: 0722 711 001, 0722 714 246, 0733 735 499.** Website: www.jimcab.co.ke.

2.7.2 Travel

All ticket enquiries and/or bookings require that you fill in a Travel Authorization form available on ilrinet pages and have to be approved by your supervisor. This request should be sent at least two weeks prior to your travel date.

2.7.3 Visa Applications

The Travel Agency or liaison officer can provide visa application forms and process the visa applications with the embassies in Nairobi. The applications should be handed over to the liaison officer at least 24hours before they are taken to the embassy. Some embassies may require the applicant to attend an interview. It is sometimes worthy to make personal contact with the embassy, especially if we need visas to be processed faster than the normal time. Visit the relevant embassy/ consulate website for visa processing time.

2.7.4 Accommodation for visitors

To place an official accommodation request, you are required to make a pre-booking prior to travel via email to G.K.Maina@cgiar.org or m.atieno@cgiar.org. A confirmation on the availability of the rooms will be sent to the applicant of accommodation then an accommodation is form indicating the arrival and departure details plus the appropriate budget code is filled by the requesting department and approved by the HCC manager. This form is obtained upon confirmation of availability of the rooms. Upon arrival of the guest(s) a guest book is filled.

SECTION 3



FINANCE PROCEDURES

3 FINANCE AND SUPPLY CHAIN PROCEDURES

3.1 Policy

ILRI has a set of financial and logistics guidelines and procedures that assist staff on what and how business transactions will be supported. For more details on the same please refer to the ilrinet finance pages or the following link: http://ilrinet.ilri.cgiar.org/index.php?option=com_content&view=article&id=91&Itemid=129

3.2 Payments

All payment requests in ILRI to be completed and approved by the supervisors and budgets & grants officer before being submitted for payment to the finance department.

Payments through the bank are made within the bank's working hours:

- Monday to Thursday 9.00Am-3.00Pm
- Fridays 9.00Am-3.30Pm

3.3 Staff Expenses

ILRI will reimburse staff for reasonable expenditure incurred as a result of carrying out ILRI duties. All staff have a responsibility to act prudently and only incur wholly necessary for ILRI's business, cost effective and reasonable. Line supervisors are responsible for checking and signing approvals of expense claims from staff. All relevant receipts and other relevant documents must accompany this claim. These documents including a payment request should then be submitted to finance.

3.4 Floats

All floats must be for official use. Staff have a duty to get best value for money for ILRI at all times. They are also responsible for the submission of correct claims otherwise the value of the float is automatically deducted from the salary.

It is prohibited to request a second float if the first one has not been returned unless in specific circumstances this has to be authorized by the supervisor.

3.5 Per Diems and Travel Expenses

ILRI provides a per diem to cover for moderate food cost of meals. The per diem rates vary. Please liaise with Elijah Mwaura in Finance through Ext 3288 for more information on the per diem rates. In principle, where ILRI is providing full board (Bed, breakfast, lunch & dinner), staff shall not claim per diem. Equally when staff opt to operate on expense they cannot claim per diem.

3.6 Salary Advance & Loans

In emergency situations, a staff member may request for an advance against his/her salary.

Loans are not a contractual entitlement, and are not available to temporary staff. These are either bank loans or Utafiti Sacco loans. Once the loan has been approved, the individual signs an agreement for loan repayment.

3.7 Supply Chain

The supply chain team within ILRI provides support and procurement services to the departments. Should you need anything to be purchased by the team, you will provide them with a completed requisition, including an accurate description of what you need and a budget code. Please liaise with James Mariga in the procurement team for more information on purchasing of cars and other custom related issues.

The team also maintains records of the assets, which are held within ILRI and the people responsible for them.

SECTION 4



HOSTED INSTITUTIONS AND CAMPUS FACILITIES

4 HOSTED INSTITUTIONS

4.1 Hosted Institutions

ILRI hosts the following institutions on the campus:

- ✓ African Agricultural Technology Foundation (AATF)
- ✓ International Service for the Acquisition of Agri-biotech Applications (ISAAA)
- ✓ Centro Internacional de la Papa (CIP)
- ✓ International Institute for Tropical Agriculture (IITA)
- ✓ Bio-resource Innovations Network for East Africa Development (BioInnovate)
- ✓ Climate Change, Agriculture, Food Security (CCAFS)
- ✓ Helen Keller Foundation

4.2 CAMPUS FACILITIES

4.2.1 Main Reception

Open Monday through Friday from 7:45 a.m. to 4:30 p.m. Services available include:

- ❑ Send faxes
- ❑ Answer enquiries

Dial 0 for Main Reception. After 4:30 p.m. this number re-directs to the Security Helpdesk who will provide assistance.

- **All personal and official external calls using ILRI's telephone service require a pin code provided by ICT on request.**
- **ilrinet: Access to ILRI's intranet is provided by ICT on request from your hosting supervisor.**
- **ILRI Email address: ICT will provide you with a temporary cgiar email address to enable you receive ILRI-specific mail and information on request from your hosting supervisor**

Dial: 3253 ICT

4.2.2 Clinic

An out-patient clinic is situated behind the AATF block and has its own parking area. It is open to all staff and their families and ILRI students Monday through Friday from 7:45 a.m. to 4:30 p.m.

In-patient services are available at various hospitals in and out of Nairobi and further details on how to access these services are available from Human Resources (dial 3282) and the Clinic (dial 3252).

4.2.3 Bank

Commercial Bank of Africa (CBA) has an office on the campus. The bank is open from 9:00 a.m. to 3:00 p.m. Monday through Thursday and from 9:00 a.m. to 3.30 p.m. on Friday. It serves ILRI staff, campus residents and their families, ILRI guests and students.

At the CBA branch on campus you can:

- ❑ Transfer money
- ❑ Open a bank account and use online banking
- ❑ Foreign exchange services (at a fixed monthly ILRI exchange rate)
- ❑ Take a loan (staff only)
- ❑ Get an ATM/Debit or Credit card and/or a cheque book

Dial: 3266 for more information.

4.2.4 Travel Agency

Charleston Travel is ILRI's official travel agency used for booking work-related trips, but private travel can also be arranged through the agency. The travel agent is part of Uniglobe, a global travel agency network that can be accessed easily by telephone from most countries in the world. The agency provides the following services to ILRI:

- ❑ visa processing
- ❑ booking and changing tickets
- ❑ booking upgrades (using frequent flyer miles)
- ❑ reconfirming flights for visitors
- ❑ airport transfers
- ❑ 'meet-and-assist' services at the airport upon request
- ❑ hotel and car rental bookings at competitive prices to anywhere in the world
- ❑ follow-up on lost luggage

Please note, however, that whenever Charleston sub-contracts services to other companies, the Charleston label should **always** appear on the vehicle alongside the sub-contracted **company's label**.

If you provide Charleston with your cell number, Charleston will SMS the traveller prior to pick up, informing him/her the vehicle to expect.

The agency has a 24-hour office at **Kenya's international** airport located on 1st Floor (International Arrivals), Suite 137.
Dial: (020)822491 or 0720 235819.

Charleston ILRI campus contact: Catherine Akinyi
Dial: 3040/3041

4.2.5 Hostel

ILRI's hostel rooms are housed in two blocks, Block A and Block B, which have a total of 18 guest rooms. The Hostel Reception Desk is open between 7:30 a.m. to 4:30 p.m. on weekdays. Persons arriving at ILRI after 4:30 p.m. or on a weekend can pick their room key from the Security Office at the Main Gate.

All rooms have an en-suite bathroom and are equipped with a small cooker, a small refrigerator and a set of crockery and cutlery. They also have a television, telephone and wireless internet access.

The rooms are serviced daily and laundry service is available at a cost. A laundry room facility is available in Block B and cash tokens for the washing and dryer machines can be purchased from the Hostel's Reception Desk.

Cost of Laundry Tokens (per run)

Small washing machine	KES 90
Large washing machine	KES 105
Dryer	KES 50 per token; 1 token=10 minutes)

Room Rates

		Single (USD)	Double (USD)
ILRI Staff-Daily Rate	Bed Only	80	100
ILRI Staff-Monthly Rate	Bed Only	1200	1500
ILRI Staff-Daily Rate	Bed and Breakfast	90	120
ILRI Staff-Monthly Rate	Bed and Breakfast	1500	2100
ILRI Consultant, workshop Participant-Daily Rate	Bed Only	85	115
ILRI Consultant, workshop Participant-Daily Rate	Bed & Breakfast	95	130
ILRI Consultant, workshop Participant-Monthly Rate	Bed & Breakfast	1500	2100
ILRI Student Rate-Daily Rate	Bed Only	65	85
ILRI Student Rate-Monthly Rate	Bed Only	750	975

*students who choose to stay less than 1 month are obliged to pay the daily rate

Please note that these rates are subject to revision and its advisable to check with the housing team through G.K.Maina@cgiar.org or m.atieno@cgiar.org to get updated information on the rates.

The Reception Desk has a number of tourist brochures available describing local attractions as well as taxi and travel agent service numbers, information on restaurants, shops, etc. **Dial: 3343 for more information.**

4.2.6 Conference rooms

There are five main conference rooms in ILRI's main office block and several other meeting rooms around the campus. The conference rooms are managed by the Housing office and the meeting rooms are managed by separate teams. To book any of these rooms, the contacts are:

Dial: 3322 – Housing, Catering and Conference office

Dial: 3343/3349 – Meeting Rooms

4.2.7 Cafeteria, bar and the Swahili restaurant

These facilities are located next to the swimming pool.

Opening hours Monday through Friday and Sunday:

- ❑ Cafeteria 12:30 p.m. to 2:00 p.m.
- ❑ Bar 4:30 p.m. to 9:00 p.m.

4.2.8 Bar

The bar serves a variety of alcoholic and non-alcoholic beverages as well as snacks such as peanuts, macadamia nuts and samosas. At weekends and public holidays the bar is open from morning until 3:00 p.m. and reopens at 7:00 p.m. to 10:00 p.m.

4.2.9 Cafeteria

ILRI's Cafeteria is situated close to the **N'Dama** Lounge. Breakfast is available every day from 7:30 a.m. until 10:00 a.m. Lunch is served between 12:30 p.m. and 2:30 p.m. on weekdays. In warm weather, lunch is often served along the terrace near the swimming pool.

The Cafeteria is closed on weekends and public holidays but the kitchen provides meals/snacks on request, which are served at the **Enkare** Bar, terrace or swimming pool area.

Here are some prices from the bar and cafeteria:

Meals	Breakfast USD 10 Dinner KES 500
Beverages	
Cappucino	KES 80
Teapot	KES 50
Beer	KES 100
Soda	KES 40
Coke	KES 50

4.2.10 Sports facilities



Swimming pool, near the bar and cafeteria, is open all day and free for staff and campus residents. There are no lifeguards; use of the facility is at your own risk. The swimming pool is fenced and has spring-loaded gates (they shut quickly and hard).

Young children are not allowed in the area unsupervised.

Squash courts are situated next to the staff clinic and house number 13. They are open all day. There are 2 squash courts and female and male bathroom facilities available. Court booking is recommended when there is a lot of ILRI and external sports activity and during holidays. Squash equipment is not provided and players **and other users are required to observe the 'no black sole-marking shoes'** professional standards for squash courts.

ILRI staff and residents are allowed to invite non-ILRI guest players for a game at **ILRI's squash courts after working hours and during weekends. Prior arrangement** should be made with the Security Office (for access) and with Housing (for courts).

Football pitch, near the staff clinic, is available to all ILRI staff and campus residents. Most of the time, booking is unnecessary.

Tennis court, located next to the swimming pool; it is necessary to book time. A court booking form can be found on the notice board in the Recreation Block. Players are required to provide their own equipment. Where a game continues after dusk players can request the floodlights to be switched on.

Snooker/Pool table is in the room close to the bank. Open at all times.

Volleyball pitch, *located* near the Staff Clinic, is available at all times to ILRI staff and campus residents. Players are required to provide their own ball.

Golf: For those residents and staff wishing to play a round of golf and pay 'green fees', ILRI is able to facilitate this arrangement with Sigona Country Club and Vet Labs, two neighbouring golf clubs at varying distances from the campus but within the area. Golf clubs and kit can be hired at a fee at either club.

Jogging can be done along the campus roads and within designated tracks.

Dial: 3344: Housing (office hours)

Dial: 3362: Security (after office hours)

4.2.11 Playgrounds

There are two playgrounds on campus: one near the staff clinic and the squash court and a small one behind houses 1-12.

4.2.12 Post office

All postal mail is received and dispatched through ILRI's post office which is located next to the Main Reception. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The post office offers the following services:

- ❑ Redistribution of emails received through ILRI's **generic email address** (news, social events, entertainment, etc)
- ❑ Posting and distributing of personal mail
- ❑ Sale of stamps and credit cards for mobile telephones
- ❑ Collecting mail from post offices around the town, including personal mail
- ❑ Around town service—ILRI post office, through an external courier service, will facilitate payment of personal water, telephone and electricity bills

Dial: 3354

4.2.13 InfoCentre and library

ILRI's Library and InfoCentre are situated along the corridor from the office of the Director General towards the laboratories. It is open Monday through Friday from 8:15 a.m. to 4:30 p.m.

More information on InfoCentre's **services** is available through ILRI's website (www.ilri.org)

4.2.14 Internet café

The Internet Café is located in the InfoCentre. All ILRI campus users and visitors can access the facility from:

Staff and residents:

Monday through Friday from 8:15 a.m. to midnight

Saturday, Sunday and public holidays from 8:15 a.m. to midnight

External users:

Monday through Friday from 8:15 a.m. to 4:30 p.m.

Dial: 4960

4.2.15 Houses

There are 28 staff residential houses—three different configurations—on campus: Houses 1-12 (large three bedrooms) are situated between Main Gate and the Staff Clinic.

Houses 13-20 (two bedroomed) and

Houses 21-28 (three bedroomed) are located along the route to the Squash Courts.

4.2.16 Offices, science laboratories and services

In order to meet requirements of contemporary scientific research, ILRI campus in Nairobi is undergoing changes with the construction of new facilities and the renovation of research laboratories.

4.2.17 Staff transport shuttle

ILRI provides free transportation for staff and residents (ILRI identification badges must be presented) **to and from ILRI's Nairobi campus:**

To ILRI:

- 1 bus departs KICC parking lot opposite the Mausoleum on Parliament Way at 07:00 a.m. to be at Kenyatta Hospital bus stop by 7:15 a.m. for ILRI via Ngong Road
- 1 bus departs KICC parking lot opposite the Mausoleum on Parliament Way at 07:20 a.m. for Museum Hill collections to ILRI via Waiyaki Way
- 1 bus departs the public transport terminus opposite Barclays Bank in Westlands at 07:25 a.m. for Church Road, **Kangemi and Thiong'o Road stages** via Waiyaki Way

From ILRI at 4:30 p.m.:

- 1 bus to city centre Kencom stage (express) via Waiyaki Way
- 1 bus to Westlands via Waiyaki Way **with Thiong'o, Kangemi, and Westlands** stops to city centre Kencom stage
- 1 bus to KICC via Ngong Road to Kenyatta Hospital bus stage via various stops

7:00 p.m.

- 1 small bus transports staff to town via Ngong Road returning to ILRI via Waiyaki Way
- All users must complete the transport register at the Main Reception for the night shuttle.

All non-ILRI staff are required to make prior reservations with the Transport office before using the shuttle facilities.

Alternative public transport is available to and from town from outside the Main Gate and at the nearby shopping centre.

Dial: 0 – Main Reception

Dial: 3323 – Transport Services

CAMPUS SOCIAL EVENTS

There are a number of regular campus events for both ILRI employees and their families. These include:

- ❑ BBQ & Bar: Fridays after 4.30 p.m, with barbecue (nyama choma) at the **Enkare** Bar. Many Happy Hour events have a theme or special item in the program.
- ❑ Friday Morning Coffee (FMC) is a 45 minute staff gathering where tea, coffee and snacks are served from 10:30 a.m. and is held in front of the Cafeteria entrance or outside the JVC during the rainy season. It is an informal information update session where visitors to ILRI are introduced and upcoming events and major announcements are made. An email request for announcements is sent to all staff the morning of FMC.

SMOKING

Smoking is not allowed inside any ILRI building.

PETS

Pets are allowed on the campus, but not in the hostel rooms. Dogs are to be kept on a leash when walking the campus grounds and owners are requested to observe the quarantine guidelines periodically circulated by the Animal Unit.

Route Map to ILRI



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Please check with Human Resources ILRI's intranet for updates and amendments.