



INFORMATION FOR PARTICIPANTS

For the Following Meeting(s)

Meeting of Major Groups and Stakeholders for the Stakeholder Day prior to UNEP Open Ended Committee of Permanent Representatives (OECPR) to be held at UNEP HQ in Nairobi, Kenya on Sunday, 23 March 2014 in Conference Room 1 from 08.00 AM for Major Groups Facilitating Committee and 10.00 AM for all other participants

Provided by the

Major Groups and Stakeholders Branch

Secretariat of Governing Bodies and Stakeholders

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NOTE – This guide will provide participants with useful information on Kenya and the above mentioned meetings. Participants are advised to read it carefully and come back to the Major Groups and Stakeholders Branch in case of questions.

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1. INFORMATION FOR THOSE TRAVELLING TO KENYA

1. General Information

Kenya is located on the eastern coast of Africa, right on the equator. It is a land of striking landscapes, ranging from snow-capped Mount Kenya to rich farmlands, barren deserts and tropical beaches. It borders Somalia, Ethiopia and Sudan in the north, Uganda in the west, Tanzania in the south, and the Indian Ocean in the east. Kenya's capital city is Nairobi. Other major cities are Mombasa, the main port on the Indian Ocean and Kisumu on Lake Victoria. The eight provinces of Kenya range in geographical size from the small Nairobi Province to the much larger eastern and Rift Valley provinces. Kenya's national parks are wildlife, marine and botanical sanctuaries set aside to conserve their unique species and for educational and recreational enjoyment by Kenyans and tourists.

2. Jomo Kenyatta International Airport (JKIA)

A major fire has destroyed a large section of the airport on 7 August 2013 which affected the operational functions massively. While operations have resumed with both domestic and international departure and arrival functions operational you may still experience some level of discomfort and delays during travel. Please confirm your flight schedules with your respective airline before making your way to the airport. UNEP will support you as best as possible.

3. Time Zone

Kenya is GMT + 0300 hours.

4. Visas

Please be reminded that it is the delegates own responsibility to obtain a visa and that UNEP only provides this information as a guide. If you are unsure about your visa requirements please contact your relevant embassy.

A valid passport, not expiring for at least six months, is required for entry into Kenya. A valid entry visa is also required and may be obtained in advance from the Kenyan Embassy or High Commission in your country of residence. In the absence of either, the British Embassy will generally represent Kenya in the issuance of visas. Please note that visas are not required by citizens of Bahamas, Bangladesh, Barbados, Botswana, Brunei-Darussalam, Cyprus, Dominica, Ethiopia, Fiji, Gambia, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Maldives, Mauritius, Namibia, Nauru, Papua New Guinea, Samoa, San Marino, Seychelles, Sierra Leone, Singapore, Solomon Islands, Saint Lucia, Saint Vincent and the Grenadines, Swaziland, Tonga, Turkey, Tuvalu, Uganda, United Republic of Tanzania, Uruguay, Vanuatu, Zambia or Zimbabwe.

Visas can also be obtained upon arrival. The fee is US\$50. Nationals of the following countries require special advance visa clearance by the Kenyan authorities (as of July 2010): Afghanistan, Armenia, Azerbaijan, Cameroon, Democratic People's Republic of Korea, Iran (Islamic Republic of), Iraq, Lebanon, Libyan Arab Jamahiriya, Mali, Nigeria, Pakistan, Senegal, Somalia, Tajikistan and Yemen. Stateless persons also require advance clearance.

For information and assistance regarding visas please contact the UNON Travel and Visa Unit: +254 (0)20 762 3580.

5. Health

A yellow fever vaccination certificate is mandatory for travelers coming from countries where yellow fever may occur, which include Angola, Benin, Bolivia, Brazil, Cameroon, Colombia, Ecuador, Democratic Republic of Congo, Gabon, Gambia, Guinea, Guinea Bissau, Liberia, Peru Sierra Leone and Sudan. Immunization against yellow fever is recommended for travelers from other countries. Malaria risk exists throughout the year in Kenya, though there is little risk in Nairobi and the highlands. Any medical costs incurred during their stay in Kenya shall be borne by the meeting participants; it is therefore strongly recommended that the participants arrange for their own health insurance. See *21. Emergency Numbers* which includes numbers of nearby hospitals.

6. Security

Participants are expected to look for their own security. UNEP or any other UN agency cannot be held responsible in case an incidence occurs. If you intend to stay in a hotel, you are strongly advised to choose from those in the recommended list of hotels. Kindly read and follow the below attached rules for your own security.

- Keep to the main streets and do not be tempted to go to places of which you are not sure.
- Keep to the main roads and avoid shortcuts down back alleys and the like.
- Never walk at night in the city center even for a short distance – always take a taxi.
- Be particularly wary of people hanging outside hotels; it is a favorite place to catch tourists and mug them.
- Ignore street children and people coming up to you in the streets with hard-luck tales. They may be pickpockets or part of an elaborate scam. The best thing to do is just to walk on and ignore them.
- Do not carry large sums of money when shopping, and do not wear expensive jewelry, watches or the like.
- Do not accept food and drinks from strangers; visitors have been known to be drugged and the robbed.

7. Weather

March to May marks the season of long rains in Kenya and therefore it is expected to be mostly cloudy or with showers during the day and often in Nairobi the sun may not be seen for days. The nights may experience heavy rains and thunder-storms. Nairobi's mean temperature falls to a maximum of 27 °C and a minimum of 14 °C.

8. Electricity

240 Volts.

9. Official Language

The official languages of the Republic of Kenya are English and Kiswahili.

10. Currency

The official currency of the Republic of Kenya is the Kenya Shilling (Ksh). The current exchange rate vis-à-vis the US dollar is approximately KShs. 886.54 for one US dollar and KShs. 120.22 for one Euro (as of 17 March 2014).

11. Credit cards

Major credit cards are accepted in most hotels and restaurants in the city.

II. INFORMATION FOR PARTICIPANTS

12. Venue

The meetings are held at the United Nations Office at Nairobi (UNON), United Nations Avenue, Gigiri, Nairobi.

Meeting of Major Groups and Stakeholders for the Stakeholder Day prior to UNEP Open Ended Committee of Permanent Representatives (OECPR) on Sunday, 23 March 2014 will be held in Conference Room 1 which is on the ground level down the stairs from the main lobby area. From Monday, 24 March 2014 to Friday, 28 March 2014 the OECPR will also take place in Conference Room 11.

Kindly note that daily Major Groups and Stakeholders Meetings will be held every morning from Monday to Friday from 9 AM to 10 AM in Conference Room 11, the room reserved for Major Groups and Stakeholders Meetings.

In case you get lost you may ask a nearby security guard or call Jose de Mesa on +254 (0)729 877674 , Monica Mutira on +254 (0)721 512179 or Christine Kyule +254 (0)721 850852. Kindly have a look at the map attached.

13. Smoking restrictions

Smoking is permitted only in designated areas outside buildings.

14. Registration

Participants are requested to register on arrival at the Entrance Gate. Kindly be reminded that the list of participants is based on the information provided by you prior to the meeting and that inclusion in the list of participants is conditional upon official registration. UN sponsored participants are requested to obtain from the registration desk at the time of registration, information and procedures related to payment of their allowance.

Staff of the Major Groups and Stakeholders Branch will welcome you at the entrance gate and provide you with further directions.

15. Badges

Identity badges will be issued to participants upon registration. For security reasons, all participants are requested to wear the badges at all times.

16. Timing

All participants should be punctual for their meetings. Late arrivals create a poor impression by wasting time and interrupting the speakers. Help keep the meeting on schedule by arriving on time.

The preparatory meeting of Major Groups and Stakeholders on 23 March 2014 is scheduled for 10.00 AM to 6.00 PM. A reception will be held from 6.00 PM to 8.00 PM at the United Nations Recreation Centre in Gigiri.

III. SERVICES FOR PARTICIPANTS

17. Internet Café, Wi-Fi

Free Internet access is available from the Internet Café, located at the upper concourse in front of the travel agency. Wi-Fi facility will be available in and around the UN compound, lounges and meeting rooms. Use the Wireless Network Connection named '*VISITORS*' for internet access.

18. Accommodation

Participants are kindly requested to make their own hotel reservations. Please find attached a list of hotels and guest houses in Nairobi, the rates and indication of some complementary services (including transfers from the airport to the hotels).

19. Getting from the airport to the hotel, and to the UN compound

Visitors to the UNON compound should take a taxi from the airport to the hotel. Many hotels provided in the attached list also supply courtesy buses to transport guests from the airport to the hotel (and in some cases from the hotel to the compound). Visitors should advise their hotel in advance as to their requirements. In the absence of a courtesy bus visitors should take a taxi from the hotel to the compound. Recommended taxi services are listed here below.

Hilltop +254 20 272 3218 Jatco +254 20 444 8162/444 6096 Jimcab +254 20 712 2565/712 0344
Kenatco +254 20 230771/2 or 316611 7

Kindly note the unpredictability of Nairobi's traffic. While it is only 25 km from the airport to the UN compound one can take between 30 and 120 minutes, depending on the time. Especially during rush hours (7 to 9 am, 4 to 7 pm) you can experience delays.

20. Catering Services

Some snacks will be provided during the meeting however in general, participants are expected to take care for their nourishment themselves. We will inform participants in due time about the availability of the caterers on the UN Complex contracted to provide food and beverages for breakfast, lunch as well as snacks during coffee breaks for staff and visiting delegates participating in conferences. In addition, there are several restaurants and bars around within a walking distance around the UN compound

21. Emergency numbers

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|----------------------------|-----------------|
| UNON Security | 7626666 |
| Kenyan Police | 2724201 |
| Diplomatic Police | 073535656506 |
| Nairobi Hospital | 2714400 |
| Aga Khan Hospital | 3742531 |
| St. John Ambulance Service | 2210000/2241000 |