

INFORMATION FOR DELEGATES

Twenty-seventh session of the Governing Council/

Global Ministerial Environment Forum

18 - 22 February 2013

UNEP Headquarters, United Nations Complex, Gigiri
Nairobi, Kenya

I. 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. Time Zone

Kenya is GMT + 0300 hours.

3. Visas

All travelers arriving in Kenya should have a valid passport. All visa applicants must ensure that every application is accompanied by two original photographs. Visa application forms must be completed in triplicate.

Kenya entry visas for nationals from Afghanistan, Armenia, Azerbaijan, Cameroon, Democratic Peoples Republic of Korea, Eritrea, Iraq, Kosovo, Lebanon, Libya, Mali, Palestine, Senegal, Somali, Syria and Tajikistan require special advance clearance by the Kenyan authorities.

Participants from this category of countries are advised that it is imperative that they submit their completed visa application form to UNEP two months prior to their departure for transmission to Kenya Immigration Office in Nairobi. A copy of the visa application form (V.1) is attached for your use. Please also attach first pages of the passport reflecting passport number, country of nationality, your personal photograph and issue and expiry dates. Please send scanned copies via e-mail to the secretariat (e-mail: unep.gc27@unep.org).

Participants from countries where the Government of Kenya does not have an embassy or consulate should also complete the visa application form prior to their arrival in Nairobi. Visas for delegates from the above-mentioned categories will be issued at the Immigration Desk upon arrival at the Jomo Kenyatta International Airport.

In addition, delegates from the above-mentioned categories are requested to transmit to the secretariat their list of participants one month in advance of the meeting to facilitate transmission to them of personalized notification to attend the meeting to assist them at the departure point and in processing of visa application on arrival in Kenya.

4. 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. Immunisation 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. Emergency first aid will be available throughout the duration of the meetings. The services of a doctor will be obtainable if required. A nurse will be on duty during meeting hours, and can be contacted in Block F, room 117 or on telephone (+254-20-7622267/8). An ambulance is available 24 hours a day. See 32. *Emergency Numbers* which includes numbers of nearby hospitals.

5. Weather

The temperature in Nairobi, early February ranges between 16 °C at night and 30 °C during the day. It is expected to be dry.

6. Electricity

240 Volts.

7. Official Language

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

8. 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.85 for one US dollar and KShs. 110 for one Euro.

9. Credit cards

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

II. INFORMATION FOR DELEGATES

10. Venue

The meetings are held at the United Nations Office at Nairobi (UNON), United Nations Avenue, Gigiri, Nairobi. Tel.: +254-20-7621234, Fax: +254-20-7622726.

11. Smoking restrictions

Smoking is permitted only in designated areas outside buildings.

12. Registration of delegates

Delegates are invited to pre-register. All delegates are requested to register on arrival at the Visitors Pavilion. Registration will open at 12.00 noon on Sunday, 17 February 2013 and will continue until 12.00 noon on Friday, 22 February 2013. Delegates are reminded that the list of participants is based on the information provided by them at the time of registration and that inclusion in the list of participants is conditional upon official registration. UN sponsored delegates are requested to obtain from the registration desk at the time of registration, information and procedures related to payment of their allowance.

13. Badges

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

14. List of delegates

A print out of the relevant entries for each delegation will be available in the registration area as soon as possible. Delegates are requested to check the entries carefully and hand in any corrections to the registration desk.

15. Major Groups and Stakeholders Registration and other facilities

Major Groups and Stakeholders should register at the Visitors Pavilion, Major Groups and Stakeholders Desk. Major Groups and Stakeholders registration will be open on Wednesday, 13 February 2013 from 8.00 a.m. and will continue until Wednesday, 20 February 2013 during meeting hours.

16. Media registration and other facilities

Media representatives are requested to register online at www.unep.org or at the Main Gate of the UN Compound on 14 and 15 February 2013. Please have a valid press card and letter from your editor to facilitate the accreditation process. Nairobi-based journalists will be given badges upon

presentation of their current UN security passes. For more information please contact Mr. Waiganjo Njoroge on email (waiganjo.njoroge@unep.org) or on telephone (+254-723-857270).

17. Financial support

UNEP secretariat will provide, upon request, financial support (economy class travel and DSA) to one nominated participant from developing countries, subject to availability of funds. Developing countries' delegations who intend to apply for such financial support are advised to forward their nomination the secretariat (e-mail: unep.gc27@unep.org) by Tuesday, 5 February 2013.

III. MEETINGS

18. Reservation of Meeting Rooms and Office Space

Meeting rooms are available for Regional Groups every day before the regular scheduled meetings. Due to various drafting groups and special events, availability during lunch hours and after the regular meetings needs to be confirmed on a daily basis with Mr. Francisco Vasquez via email (francisco.vasquez@unon.org). Alternative meeting rooms may have to be provided. Requests for office space, including exact equipment requirements can also be directed to Mr. Vasquez. Equipment will be provided at cost. Due to the very limited availability of office space, not all requests may be honored (first come, first served).

19. Interpretation

Simultaneous interpretation will be available for the official meetings in the following languages: Arabic, Chinese, English, French, Russian and Spanish. Interpretation will not be available for regional or group meetings.

20. Papersmart meeting and documentation

The secretariat will conduct a papersmart conferencing system for GC27/GMEF as introduced at the twenty-sixth session of the UNEP Governing Council/Global Ministerial Environment Forum in February 2010. It is a web-based system and this means that the only requirement is a laptop that has a wireless capability to connect to the Wi-Fi network at the conference venue and a browser to access the papersmart system, e.g. Internet Explorer, Firefox or Netscape.

The system was conceived and developed to enable the participants at the meeting:

- (a) To have access online to all the meeting's working and information documents, in all the United Nations official languages in which they are available;
- (b) To have access online to all in-session documents, including statements, publications and daily journals.

(c) To be informed of contact group meetings, parallel and special events and administrative announcements.

Pre-session documents are available on the GC27/GMEF website: <http://www.unep.org/gc/gc27>. Delegations will receive one copy each pre-session documents upon request and are encouraged to visit the dedicated website and download any further copies required.

In-session documents will be accessed via a web link. Access to this link is limited within the United Nations Complex in Nairobi, the venue of the meeting.

Participants are strongly encouraged to bring their personal laptops to access the system. Ensure that your laptop is loaded with Antivirus software that is up-to-date. Those who will not have laptops and may require one are advised to contact the GC27/GMEF Papersmart Help Desk who will loan a laptop which will need to be returned at the end of the meeting.

A dedicated team of information technology technicians will be available inside and outside the meeting rooms to provide support and assist participants with their technical needs, including providing delegations with demonstrations and training on the operation of the papersmart system.

For more information on the papersmart meeting, please see the flyer entitled 'Papersmart Conferencing System', posted elsewhere on the dedicated website.

IV. SERVICES FOR DELEGATES

21. Internet Café, Wi-fi

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

22. Exhibitions

The main display area for exhibitions is the upper and lower concourses. Additional display space may be available after consultation with UNEP's Division of Communications and Public Information (DCPI). Exhibitors are requested to inform DCPI as soon as possible as to the exact requirements for their exhibition space: Mr. David Koch, +254-20-7623311. UN-contracted clearing agents for exhibition materials and equipment: Urgent Cargo Handling Limited, +254-20- 7624320.

23. Video-conferencing Facility

Video-conferencing facilities are available at cost from the special dedicated room at the VC-Center, central area location behind Main Cafeteria. For bookings contact VC-UNON team on email (vc-unon@unon.org) or on telephone (+254-20-76-24917/22298/21169/21194).

24. Commissary

Access to the UN Commissary will be extended for the duration of the session to all delegates of governments, United Nations and inter-governmental organizations after they have officially registered their participation. Commissary bar codes will be provided at the Registration Desk. Entrance to the Commissary on UN Avenue and will be open from 9.00 a.m. to 6.00 p.m. on weekdays and 10.00 a.m. to 4.00 p.m. on Saturdays and Sundays.

25. Hotel reservations, airport transfers and transport for delegates

Participants are kindly requested to make their own hotel reservations. A list of recommended hotels in Nairobi, the rates and indication of some complementary services (including transfers from the airport to the hotels) is available on the GC27/GMEF website: <http://www.unep.org/gc/gc27>. Express Travel Agency, which has an office at the arrival hall at the airport, will offer transfers from the Airport to the hotels at a cost. Delegates can book, at cost, transport from their hotel to the UN conference center in Gigiri from a special transport desk located in the lobby of the conference center. For logistical arrangements, participants should send information on flights, dates of arrival and departure together with the name of hotel they intend to stay in, to the secretariat on email (unep.gc27@unep.org).

26. Travel Agencies

There are two UN travel agents at the UN complex, BCD Travel Agency and Express Travel. They will be open from 9.00 a.m. to 5.00 p.m. BCD Travel Agency (Tel.: +254-20-76-22349/22389/22390/22392/22437/22438/22439/22492, Fax: +254-20-7622754) is located at the Lower Concourse, next to the Kenya Commercial Bank, whereas Express Travel Agency (Tel.: +254-20-76-23824/23825/24974/24975/24987/24988/24992/24993, Fax: +254-20-7624990) is located at the Upper Concourse adjacent to the staff lounge. You may wish to contact them for all your travel needs be it return bookings, tours and safaris, airport transfers, etc.

27. Postal Services

The post office will be open from 8.30 a.m. to 5.00 p.m. every day of the week except on Saturday and Sunday. During office hours, public phones are available inside the Post Office for which cash payments may be made at the counter.

28. Courier Services

DHL office will be open from 9.00 a.m. to 5.00 p.m. on Monday to Thursdays and closes at 4.00 p.m. on Fridays and remains closed on Saturday and Sunday. DHL is located at the lower concourse, inside the Post Office adjacent to the Kenya Commercial Bank, UN Gigiri Branch. Their telephone extensions are 2579 and 2580.

29. Telephone Calls

Delegates are kindly requested to refrain from using telephones at the Registration Desk as they are for internal use by Secretariat staff only. Calls to the city can be made from the telephone facility near the post office and from the business center.

30. Banking Services

Branch of the Kenya Commercial Bank will be open on weekdays from 8.30 a.m. 4.00 p.m. daily.

31. Catering Services

There are two 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. These caterers can also organize food and drinks for private functions, dinners and receptions:

CAFE ROYALE

Location: Central Area, Main Restaurant

Offers international cuisine, local dishes, steaks and French fries, snacks, salad bar, fresh fruits, yogurts, beverages, tea and coffee.

Delegate Lounge: Snacks, light lunches, pastries, beverages, tea and coffee.

Contact person - Amina

Telephone +254-20-7622463

E-mail: Cafe Royale/UNON/NBO/UNO

Cell No: +254-20-735564547

32. Emergency Numbers

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