



Mar 11-15, 2019

# Fourth Session of the United Nations Environment Assembly

and its associated meetings

**11 – 15 March, 2019**

**United Nations Office Nairobi, Kenya**

---

## **MEETINGS**

Open Ended Committee of Permanent Representatives, 4 – 8 March 2019

Global Major Groups and Stakeholders Forum, 7 – 8 March 2019

Science-Policy and Business Forum, 9 - 10 March 2019

Sustainable Innovation Expo, 11 - 15 March 2019

**United Nations Environment Assembly, 11 - 15 March 2019**

## Information for Participants

## Table of Contents

<b>I. INTRODUCTION .....</b>	<b>3</b>
<b>II. VISITORS TO KENYA.....</b>	<b>4</b>
1. <i>General Information.....</i>	<i>4</i>
2. <i>Jomo Kenyatta International Airport (JKIA) in Nairobi .....</i>	<i>4</i>
3. <i>Time Zone.....</i>	<i>5</i>
4. <i>Visas .....</i>	<i>5</i>
5. <i>Health .....</i>	<i>6</i>
6. <i>Security .....</i>	<i>6</i>
7. <i>Weather .....</i>	<i>7</i>
8. <i>Electricity.....</i>	<i>7</i>
9. <i>Official Languages .....</i>	<i>7</i>
10. <i>Money and Banking .....</i>	<i>7</i>
<b>III. UNON COMPLEX .....</b>	<b>9</b>
1. <i>About the UNON Gigiri Complex .....</i>	<i>9</i>
2. <i>Access to the complex.....</i>	<i>9</i>
3. <i>Pre-registration to the UN Environment Assembly 2017 .....</i>	<i>10</i>
4. <i>A Sustainable and Climate – Neutral Event.....</i>	<i>12</i>
5. <i>Vehicles and fire-arms .....</i>	<i>13</i>
6. <i>Wi-Fi .....</i>	<i>14</i>
7. <i>Canteen Services and Restaurants.....</i>	<i>14</i>
8. <i>Postal/ Courier Services.....</i>	<i>15</i>
9. <i>Medical Services .....</i>	<i>15</i>
<b>IV. OTHER INFORMATION .....</b>	<b>16</b>
1. <i>Travel to Nairobi - Airlines and Ticketing.....</i>	<i>16</i>
2. <i>Accommodation in Nairobi .....</i>	<i>16</i>
3. <i>Shuttle and Taxi Services .....</i>	<i>17</i>
4. <i>Emergency numbers.....</i>	<i>17</i>
5. <i>Tours and Excursion .....</i>	<i>17</i>
6. <i>Airport Transfers.....</i>	<i>17</i>
7. <i>Medical and Travel Insurance .....</i>	<i>17</i>

## I. INTRODUCTION

The Fourth Session of the United Nations Environment Assembly is scheduled for 11 - 15 March 2019 and will take place at the United Nations Environment Programme Headquarters, Nairobi, under the theme "Innovative solutions to environmental challenges and sustainable consumption and production". To register, for the Assembly, please click [here](#).

This universal environmental assembly has traditionally attracted participation of a cross-section of global stakeholders, including: scientists, innovators, policy-makers, academia, youth groups, religious organizations, intergovernmental organizations, civil society, private sector, business and commerce, and sister UN agencies. The Assembly will feature a series of meetings in response to the theme. These meetings include: Global Major Groups and Stakeholders Forum; Science Policy and Business Forum; Private Sector and Sustainable Innovation EXPO; Faith for the Earth Initiative; Global Business Alliance for the Environment.

Several reports relating to the theme of the Assembly will be launched by: International Resource Panel; the task force on the Sixth edition of the Global Environment Outlook (GEO-6); the task force on the Second edition of the Global Chemicals Outlook (GCO-II); and the Executive Director's Background Document on the theme of the Assembly. Other activities during the Assembly will include the interactive Leadership Dialogues, the Multi-Stakeholder Dialogue; national statements on the theme of the Assembly, topical side events, media events and exhibitions. There will also be several receptions that will be hosted including: working breakfasts, consultative luncheons and Gala dinner awards.

The fourth session of UN Environment Assembly is expected to attract heads of state and governments, chief executive officers of multinational companies – such as captains of business, commerce and finance - representatives and heads of faith-based organizations, women entrepreneurs, youth innovators and many others. The structure of the UN Environment Assembly can be accessed [here](#). More information on the UN Environment Assembly can be found at the following link: <https://www.unep.org/unenvironmentassembly>

This fourth session of the UN Environment Assembly will be preceded by different meetings and fora;

- *From 4 March – 8 March 2019:* Permanent Representatives accredited to the UN Environment Programme will hold their fourth **Open-Ended Committee of Permanent Representatives Meeting (OECPR)**. The committee will review and prepare all the resolutions and decisions that will be presented at the UN Environment Assembly for endorsement and adoption. The structure of the OECPR meeting can be accessed [here](#). More information on the CPR can be found at the following link: <https://www.unenvironment.org/cpr> .
- *From 7 March – 8 March 2019:* Accredited civil society organizations will host the **Global Major Groups and Stakeholders Forum** at their 18th session which aims at facilitating the preparations of civil society towards the Assembly. The Forum is self-organized by Major Groups and Stakeholders, with the assistance of UN Environment Programme. The Forum will discuss their contribution to the main UNEA theme and proposed resolutions and prepare

their inputs to the Assembly. Participation in the 2019 Global Major Groups and Stakeholders Forum is open to representatives of organizations accredited to UN Environment Programme, non-accredited organizations, member states and representatives of international organizations. For more information on 2019 GMGSF, please click [here](#).

- *From 9 March - 10 March 2019:* The **Science Policy and Business Forum** will rally around the slogan: "Innovation and Partnership" to resonate with the theme of the UN Environment Assembly. The Forum will provide unique opportunities to operationalize and promote great ideas driven by science to address planetary challenges and to support the achievement of the 2030 Development Agenda. Goal-driven, the Forum will build communities, consensus and solutions around key issues, breaking down traditional barriers between science, business, people and policy. More information on the Science Policy and Business Forum can be found **here**.

- In parallel to the Assembly, from *11 March to 15 March 2019*, the **Sustainable Innovation Expo** will bring together policymakers, leaders of private sector and civil society in interactive panel discussions and exhibitions on innovative solutions for environmental challenges and sustainable consumption and production under its own theme on Eco-Innovation and Sustainable Finance. The events will showcase innovative technology from the public and private sectors to address the world's environmental challenges. For more information on the Private Sector and Sustainable Innovation EXPO please visit <http://web.unep.org/environmentassembly/sustainable-innovation-expo-0> and you can also register for the events at : <https://reg.unog.ch/event/26989/>

## **II. VISITORS TO KENYA**

### **1. General Information**

The Republic of Kenya is located on the Eastern coast of Africa and is bisected by the Equator. It is a land of strikingly beautiful landscapes, ranging from snow-capped Mount Kenya to rich farmlands in the highlands of the central region and the western flanks of the Great Rift Valley, barren deserts in the north and tropical sandy beaches on the western Indian Ocean coast and the shores of lakes Turkana and Victoria.

Kenya borders Somalia to the North East, Ethiopia and South Sudan to the North, Uganda to the West, Tanzania to the South, and the Indian Ocean to the East. Kenya's capital city is Nairobi with a population of about 4.5 million. Other major cities are Mombasa, which is the main seaport on the Indian Ocean, and Kisumu on the Lake Victoria front. Kenya is one of the world's most popular tourism destinations attracting millions of tourists over the past years. The country is endowed with attractive tourist sites, rich culture, biological diversity, striking geographical diversity and landscapes ranging from beautiful beaches, to wildlife and forest reserves and archaeological sites. Its people are hospitable and welcoming to visitors.

### **2. Jomo Kenyatta International Airport (JKIA) in Nairobi**

The Airport is in the Embakasi suburb, 15 kilometers from Nairobi's central business district and 25 kilometers from the United Nations Office at Nairobi, Gigiri.

Delegates arriving through JKIA in Nairobi may request for assistance from UN Environment Programme staff, who will be at UN Environment Assembly branded counters at all the arrival lounges of the airport.

A counter for immigration assistance with visa formalities will be situated before the immigration counter. There will also be a second counter after the Customs desks, in the arrival area, to assist with transportation, accommodations inquiries and other support.

JKIA telephone numbers:           + 254 (0)20 682 2111  
  + 254 (0)20 661 1000  
  + 254 (0)20 661 2000  
Mobile: + 254 (0)722 205 061/8

For UN Environment's arrival protocol support, please contact: Ms. Sarah.Muchiri@un.org

### **3.     *Time Zone***

Kenya is **GMT + 0300 hours**

### **4.     *Visas***

It is the delegate's own responsibility to obtain a visa for Kenya. The information provided here acts only as guidance. A valid passport, not expiring for at least six months from date of arrival is required for entry into Kenya.

A valid entry visa is also required for most countries and may be obtained in advance from the Kenyan Embassy/High Commission/Consulate in your country of residence. In the absence of either, the British Embassy will generally represent Kenya in the issuance of visas. Please visit: <http://www.immigration.go.ke/Information.html> for more information on the immigration, including the different categories of visas/types and fees thereof. The fee is USD 50 for a one-time (single) entry.

Please note that issuance of Visas on arrival depends on the classification of your country of origin and the nationality of the passport you are holding. Delegates who require visas are encouraged to apply online on this link: <http://evisa.go.ke>

If needed, but under exceptional circumstances, it is possible to obtain visas upon arrival at Jomo Kenyatta International Airport in Nairobi, but this should be clearly advised before embarking on the journey. Please note that visas are not required for citizens of: The Bahamas, Barbados, Belize, Botswana, Brunei Darussalam, Burundi, Cyprus, Dominica (not to be confused with Dominican Republic), Eswatini, Ethiopia, Fiji, Gambia, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Malaysia, Maldives, Mauritius, Namibia, Nauru, Papua New Guinea, Rwanda, Samoa, Seychelles, Sierra Leone, Singapore, St. Kitts & Nevis, St. Lucia, St. Vincent and the Grenadines, San Marino, Solomon Islands, South Africa (for less than 30 days stay), Tanzania, Trinidad and Tobago, Tonga, Tuvalu, Uganda, Vanuatu, Zambia and Zimbabwe. Please see Category #1 visa options from this [website](#). Nationals of the following

countries require a referred visa<sup>1</sup> acquired in advance through a Kenyan Embassy: Afghanistan, Armenia, Azerbaijan, Cameroon North Korea, Nigeria Eritrea, Iraq, Kosovo, Lebanon, Mali, Libya, State of Palestine, Somalia, Syria, Senegal Tajikistan and Stateless persons. Please see Category #3 visa options from this [website](#).

## **5. Health**

A yellow fever vaccination certificate is required if you are arriving in Kenya from a country with risk of yellow fever transmission. Please seek further advise from your travel agent or doctor in your home country, who should have information on vaccination requirements for visitors into Kenya. For advice on other vaccinations recommended for visitors to Kenya, please contact the United Nations Office at Nairobi (UNON) Joint Medical Service <http://medical.unon.org/>. Useful information can also be obtained from the WHO website <http://www.who.int/ith/en/>

Malaria is common throughout the year in many parts of Kenya. Nairobi, the capital city, is generally malaria-free but this does not exclude the need to stay safe from infection by mosquitoes. It is recommended to consult your doctor about malaria prophylaxis if travelling into Kenya and beyond Nairobi. Adequate safeguards against mosquito bites are advised (insect repellent, bed nets, clothing with long trousers and covering the arms).

Food and waterborne diseases including diarrhea are common – depending on the hygiene standards of the places you visit. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than fruits and vegetables that you have peeled off yourself. Wash hands frequently with soap and water or sanitizers at designated spots in eateries and restaurants.

Medical costs incurred in Kenya will be directly borne by the participant. It is therefore strongly recommended that you arrange for your own travel health insurance prior to departure from your country and arrival in Kenya.

The UNON Joint Medical Service will be available in cases of emergency during the fourth session of the UN Environment Assembly in 2019 and its associated meetings. The clinic is located on ground floor behind the UN SACCO Offices Tel. +254 (0)20 762 2267. The emergency contact line is: +254 (0)20 762 5999 or +254 724255378.

## **6. Security**

The United Nations Office at Nairobi (UNON) and the Kenyan Authorities are working closely together to ensure that all precautionary measures are taken for UN Environment Assembly delegate's safety and security. However, participants are personally responsible for their movements outside the UN Complex. If you intend to stay in a hotel, you are advised to choose accommodation from the recommended list of hotels available at: <https://iseek-nairobi.un.org/TSVU>

---

<sup>1</sup> A referred visa is whereby UN Environment writes a letter to the Embassy of Kenya/Government of Kenya specifically for the invitee, for them to produce in order to be provided with a visa. Nationals of these countries may not have sufficient diplomatic relations with Kenya hence the need for this stipulation which is from the Government of Kenya.

For your own safety, kindly read and follow these tips:

- When walking, keep to the main roads and avoid shortcuts down back alleys and the like. However, where possible, take a taxi rather than walking (refer to section with information on recommended taxi services)
- 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. Avoid carrying credit cards, wearing expensive jewelry, watches or the like when walking in the street. Wherever possible, please do not walk alone.

## **7. *Weather***

March is a long-rains season in Kenya with occasional cold fronts, hence Nairobi will be mostly wet, and Nairobi River valleys with incidents of diurnal floods. Such weather conditions disrupt traffic flows with sudden jams. The overall day temperature is very high at 27°C (80°F) and cold nights at 14°C (57°F). With the tropical nature of the region, the humidity tends to be high and overcast with clouds which visitors should take that into account and be sure to wear weather-appropriate heavy clothing and rain protection gear. Current weather conditions in the area can be found [here](#).

## **8. *Electricity***

The electrical currents in Kenya are 220 - 240 Volts, 50 Hertz. Kindly, note that Kenya uses the 13A 3 [square] wall switch socket outlet.

## **9. *Official Languages***

The official language of the Republic of Kenya is English and the national language is Swahili.

## **10. *Money and Banking***

### ***Currency and exchange rates***

The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rates are approximately: **1 US Dollar = KES 101 and 1 EUR = KES 116**. For more information, click [here](#).

Foreign currency can be changed at JKIA, which has 24-hr service, banks and foreign currency exchange bureaus. Banks with ATM services in major centers across the city are open from 09:00 to 16:00hrs Monday to Friday and from 09:00 to 12:00hrs on Saturdays. Some ATMs can dispense foreign currency in US Dollars.

There are some malls that have banks that operate on Sundays and public holidays. However, ATM services are more widely available at designated booth locations in the various malls, selected convenience stores at gas/petrol stations.

The following places are available near the UNON compound in Nairobi for currency exchange. Most ATMs take different debit and credit cards – Mastercard, Visa etc:

- **Kenya Commercial Bank (KCB)** is located on the ground floor in the UNON complex, next to the Delegates Lounge. Another KCB ATM is located at the Gigiri Square.
- **Standard Chartered Bank** is also available in the complex, located opposite KCB Bank
- **Emerald Gardens' Bureau de Change:** walk from the main gate of the United Nations, cross the road, turn right and walk about 200m. You will find a Chinese Pagoda building to your left, where the Forex Bureau de Change is located on the first-floor houses and other banking facilities. There is also National Bank of Kenya in this complex.
- **Warwick Center** from the main gate of the United Nations, cross the road, turn left and walk about 100 m. The building will be to your right, in a complex of shops, banks, restaurants and offices. There are Stanbic Bank located here and two ATMs.
- **Gigiri Square is** Next to Warwick Center, but before the Mediterraneo Restaurant, on the same side of the road, housing Kenya Commercial Bank, Equity Bank, and I&M Bank.
- **Village Market** Is a shopping complex and a 3-minute taxi drive from the main gate of the United Nations. There are several banks and forex bureau at Village Market. It is also a popular exotic eatery with an assemblage of food courts. Recently, an extension of the complex has incorporated modern shops, hotel accommodation, pool games and bowling. It has two food courts which are very popular with different cuisines.

### ***ATMs***

ATMs are available country-wide with 24-hour access. Within the UNON complex there are four ATMs on the lower concourse; two next to the Kenya Commercial Bank, one is near the UNFCU (United Nations Federal Credit Union) and the last one is next to Standard Chartered Bank. There are also two ATMs (KCB and UNFCU) at the UN Commissary on the northern end of the UN Gigiri Complex.

Major international cards are accepted. Credit card fraud occurs in Kenya as in most other parts of the world, therefore the usual standard precautions should be taken.

### ***Travelers' Cheques***

Travelers' cheques are accepted at most banks, foreign currency exchange bureaus, hotels and stores in major malls. For more information, please contact these facilities through their contacts provided herein this Logistical Note.

**Tipping** is appreciated. However, most hotels/restaurants include a service charge.



### **III. UNON COMPLEX**

#### **1. *About the UNON Gigiri Complex***

Daily, the Gigiri complex accommodates approximately 3,500 staff members inclusive of the service coordinators. However, during major conferences, the population at the Gigiri complex can exceed 6,000 people.

The 140-acre UN Gigiri complex is a peaceful place, adjacent to the famous Karura Forest, where the Nobel Laureate, Prof. Wangari Maathai, sought refuge and sanctuary when this green asset was a subject of land sub-division by the Kenya Government at the time.

The Karura Forest complex (about 2,000 hectares) is a unique public facility under the management of the Kenya Forest Service. Well-demarcated nature trails, jogging lanes and cycling paths provides the best environment for recreational activities, including physical training. The forest offers a chance to observe local wildlife such as red duikers, squirrels, marsh mongoose, Sykes monkeys and olive baboons. Several bird species can be spotted, including crowned cranes, Egyptian geese, crested eagles, green pigeons and hoopoes. Colorful butterflies and animals, such as reptiles and amphibians are frequently sighted.

While at the UN Complex in Gigiri, please refrain from feeding the Sykes' monkeys. They are wild animals and should not be fed with any left-over food meant for human consumption. This is bad for their digestive systems and their teeth, apart from getting them acquire food snatching habits and conflicts with humans.

The UN Gigiri Complex has a variety of unique natural habitats and thematic artefacts. It also boasts of an ecologically balanced environment, with a set of constructed wetlands filled with reed-beds and artificial water features, to support its primary wastewater treatment. A designated biodiversity 'arboretum' with an assemblage of indigenous tree species is situated on the southern end of the Complex with interpretive nature trails. Staff use this biodiversity feature for jogging, in addition to the paved walking tracts along the perimeter fence of the complex property.

A physical tour of the UNON complex may be arranged through the UNON Visitors Centre through this [link](#) to constitute visitors with their surroundings and any other additional information. You may also wish to take a virtual tour by clicking [here](#).

#### **2. *Access to the complex***

Access to the UN Gigiri Complex is via the UN Avenue – off Limuru Road. The pedestrian access is through the Pavilion, north of the main vehicle access gates opposite the United States Embassy. Vehicles can drop off their passengers at a drive-in space in front of the gate.

**All participants need to be registered prior to the meeting to be allowed access.** Pre-registered participants will be screened and are advised not to bring weapons, ammunition, flammable items or sharp objects. Participants will be issued with conference photo badges per the approved category of registration and are advised to wear the badge always during their visit to the complex. The main vehicle

access gate is located opposite the United States Embassy. Only vehicles with an official UN decal or UN Environment Assembly Decal (which shall be provided to VIPs only) will be allowed into the complex through the main vehicular entrance and are subject to screening. These vehicle decals will be issued by the Secretariat during registration, and must be returned to UNON security upon expiry.

### **3. Pre-registration to the UN Environment Assembly 2019**

A registration page has been designed to accommodate your registration request at <https://reg.unog.ch/event/26962/> to the Fourth Session of the United Nations Environment Assembly (11 – 15 March, 2019) as well as its associated events:

- Open-Ended Committee of Permanent Representatives: 4 – 8 March 2019
- Global Major Groups and Stakeholders Forum: 7-8 March 2019
- Science, Policy and Business Forum: 9 – 10 March, 2019.
- Sustainable Innovation Expo: 11 – 15 March, 2019.

Please note that each participant needs to be registered individually. Pre-registration closes on 11 March 2019. **On-site registration will be possible at the gate, but inconveniences and delays in processing is expected.**

#### ***Uploading of Accreditation/Nomination/Invitation Letter***

To facilitate verification of participation requests online, all participants are required to upload an accreditation/nomination/invitation letter confirming their capacity to attend UNEA-4 and its parallel meetings.

In case one Accreditation/Nomination/Invitation Letter<sup>2</sup> covers several participants, the *same letter must be uploaded for each person mentioned in the document.*

**Major Groups and Stakeholder Forum participants:** Please note that a maximum of five delegates can be nominated per accredited organization. A list of organizations formally accredited to UN Environment is available on this [link](#).

Accredited organizations may attach a nomination letter from their organization to confirm their delegates' names (maximum five delegates by organization).

Non-accredited NGOs should manually fill in full their organizations' names and will not be able to participate in any official proceedings of the Assembly. However, they can attend the associated meetings such as the Global Major Groups and Stakeholders Forum, the Science Policy and Business Forum as well as the Private Sector and Sustainable Innovation Expo.

---

<sup>2</sup> A letter from a member State or Accredited Organization is supposed to indicate all participants nominated to attend from the organization or government. As it is needed for registration and it is more efficient than an organization/government writing individual letters for each participant. (Read attached document on email about delegate categories and requirements)

NGOs that would like to apply for accreditation to the UN Environment can follow this [link](#) and send us their application as soon as possible, but not later than 30 December 2018. Representatives from UN Agencies are required to kindly register using their organization's email (i.e. UN Environment – [Henry.Ndede@un.org](mailto:Henry.Ndede@un.org)) .

A participant invited to a side event as speaker or expert is requested to attach his/her invitation letter from the respective event organizer when registering online.

It is mandatory for each participant to register individually and must attach the main letter that lists down all the participants including the Head of Delegation from the ministry, country, organization etc. Please note that designation of a Head of Delegation is mandatory for the following categories of participants:

- Member States
- Permanent Observers
- Major Groups and Stakeholders
- International organizations observers
- Private Sector, Trusts, Foundations
- United Nations Organizations

### ***Uploading of photograph***

Please upload a standard passport-size color photo, which must be square in shape against a white background and of not more than 2 MB in size so as to speed up the on-site confirmation of registration status and badge issuance.

### ***Confirmation and validation e-mail***

Following your submission, UN Environment Programme will validate and send you a confirmation e-mail of your registration status. Please ensure you submit your personal e-mail address, which will be used to relay regular information regarding the Assembly preparations. For any questions, please see the relevant registration website.

### ***On-site Registration***

Once pre-registered online and have received written confirmation, delegates will be able to receive a confirmation code, which will be used to finalize their registration on-site and collection of their badges at the Visitors' Center Pavilion on days designated for their various categories of meetings prior to the Assembly, and the Assembly itself.

To avoid long queues on the day of meetings, delegates are strongly encouraged (if possible) to pre-register and collect their badges well in advance before the official start of the events. Advance badge collection will be opened at the weekends on 2 – March 2019 for OECPR and 9-10 March for the Assembly.

### ***VIP Badges for Ministers and Heads of Delegations***

Ministers and Heads of Delegations will be issued with non-photo badges, provided they are pre-registered. These badges will be color-coded to correspond to permissible areas of access. VIP badges will be available for collection as of 2 March 2019 from the Registration Tent and the UNON Security desk just beyond the main

pedestrian entrance into UN Gigiri Complex. For questions, please contact Mr. Isaiah Otieno [Isaiah.Otieno@un.org](mailto:Isaiah.Otieno@un.org) or Mr. David Njogu [david.njogu@un.org](mailto:david.njogu@un.org)

### ***Delegates Based in Nairobi***

Although delegates based in Nairobi who already have a pass issued by UNON can use this pass during the 2019 Environment Assembly, it is strongly advisable to register online as a delegate and be issued with an Assembly badge to allow easy access to specific areas. This provision includes all Permanent Representatives/ Deputy Permanent Representatives and other focal points who are advised to pre-register as a member of their respective delegations to have their names appear on the List of Participants to the UN Environment Assembly. Registration will ensure appropriate designation of responsibility at the mission and will guide to which meeting one will be allowed to attend.

### ***Presentation of Credentials by Member States***

In accordance with rules 16 and 17 (1) of the Rules of Procedure of the United Nations Environment Assembly of the United Nations Environment Programme, "Each member State of the UN Environmental Assembly shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required. The credentials of representatives and the names of the alternate representatives and advisers shall be submitted to the Executive Director before the first meeting which representatives are to attend."

In this regard, please upload your delegation's credentials signed by either the Minister of Foreign Affairs or Head of State/Government, before 1 March 2019 during your online registration to be received by: Mr. Stadler Trengove at [Stadler.Trengove@un.org](mailto:Stadler.Trengove@un.org) or Ms. Katherine Kariuki at [Katherine.Kariuki@un.org](mailto:Katherine.Kariuki@un.org). The original hard copy of the credential must be submitted to the Secretariat at the registration desk as you register to collect your access badge.

Please note that the UN Environment Assembly Bureau will examine the credentials prior to the opening of the third session and submit its report at the opening plenary session on the morning of Monday, 11 March 2019.

### ***4. A Sustainable and Climate – Neutral Event***

Like previous UN Environment Assemblies, this year's Assembly has been designed to be a sustainable and climate-neutral event that aims to deliver several tangible commitments to end pollution in all its forms. UN Environment Assembly will tackle pollution, innovative solutions to environmental challenges and promote sustainable consumption and production by minimizing the environmental impacts and footprints of this year's gathering.

*Climate neutral* - All greenhouse gas emissions associated with the Assembly will be measured, reported and offset through the purchase of Carbon Emission Reduction Credits from certified emission reduction projects. Please check with your selected airline if they have this facility. Benefits of gains from this effort will be reported on the assembly's website soon after the Assembly.

*PaperSmart Assembly* - Participants and delegates are encouraged to bring laptops or **iPads** and smartphones, as all documents will be made available online and no hard copies will be provided. A mobile App (UNEP Events) can be downloaded to a smart gadget to help you navigate venues and timings of UNEA-4 activities and events daily. The App links you to UNEA-4 and gives information on locations and logistics; schedules; documentation; publications; social media; videos; pictures; media events, side events etc.

*Plastics-Free Assembly* - To combat pollution and support the Clean Seas campaign, the UNON compound now uses glass water bottles instead of plastic containers. All restaurants within UNON are not allowed to serve food or beverages in single-use plastics. Therefore, Assembly participants are encouraged to bring their own reusable water bottles, as water dispensers will be available in every conference room at the event, situated at suitable and accessible locations. Sustainable water cups will also be provided.

These steps will reduce the Assembly's plastic pollution footprint by minimizing waste and its dangerous impacts on the environment and human health. It will also demonstrate pursuit of innovative solutions for environmental challenges and sustainable consumption and production.

### **Important Information**

All participants/delegates who are sponsored by UN Environment are required to bring their boarding passes and passports to support their travel re-imbursements and provision of daily subsistence allowances (DSAs).

### **5. Vehicles and fire-arms**

Vehicles with pre-existing UNON Decals will be allowed access. Vehicles ferrying Ministers/Head of delegation will be issued with one (1) UNEA specific Decal for access. For vehicles, which will need to enter the complex please e-mail Inspector Andrew Bakhoya [andrew.bakhoya@unon.org](mailto:andrew.bakhoya@unon.org) or Inspector Ms. Janet Okal [janet.okal@unon.org](mailto:janet.okal@unon.org) 48-hours in advance with the following information:

- Registration number
- Vehicle type
- Driver name and ID number

All delivery requests must be sent through the various focal points for UNEA/UNON who will share the cleared list with details to UNON Security.

The United Nations office at Nairobi (UNON) remains a weapons-free zone except for authorized UN Security Officers and others who have sought and received prior authorization from the Chief of Security (UNDSSKenya@un.org Cc to Fletcherm@un.org). Any request must be accompanied by relevant facts at least 48 hours in advance. All external firearms must be reported, declared and deposited with the UN Security for safe custody during the sessions of the Assembly. For further clarification, contact Inspector Andrew Bakhoya [andrew.bakhoya@un.org](mailto:andrew.bakhoya@un.org) and Inspector Ms. Janet Okal [janet.okal@un.org](mailto:janet.okal@un.org) at least 48 hours in advance with the following information:

- Fire-arm type and serial number
- Body-guard name and ID number

## 6. **Wi-Fi**

Free Wi-Fi facility will be available in the UNON complex and all meeting rooms. Select the wireless network connection named 'VISITORS' or 'DELEGATES' to enjoy internet access for information and documentation prepared for the assembly. However, you are requested to limit the number of personal gadgets you connect to the internet all at the same time. If every participant limits the number of gadgets connected, the internet will be very efficient and enjoyed by all.

## 7. **Canteen Services and Restaurants**

There are several caterers within the UN compound contracted to provide food and beverages for breakfast, lunches as well as snacks during coffee breaks for staff and visiting delegates. In addition, there are several restaurants and bars within walking distance from the UN complex (listed in the order of distance from the main UN gate) that you may wish to explore and sample:

- **Emerald Garden** – Chinese/Thai food. *Directions:* From the main gate of the United Nations, cross the road, turn right and walk about 200 m. You will find the restaurant to your left. (Online reservation services available). Tel: +254(0)710-886-688 /710-887-888
  - **Warwick Centre.** *Directions:* From the main gate of the United Nations, cross the road, turn left and walks about 100m. The building is on your right. Tel: +254(0)712-291-124
  - **Asian Garden.** *Directions:* From the main gate of the United Nations, cross the road turn left and walk for 100m. You will find the restaurant to your right immediately after the U.S.A Embassy, and within the Warwick Centre Complex. TEL: +254 712-848-770
  - **China Garden.** *Directions; From the main gate of the United Nations, cross the road and turn right and walk for 50m. You will the building next to the Morocco Embassy*
  - **Mediterraneo** – Italian food – is located further on past the Warwick Centre on the right hand side. Tel: +254(0)789269841 / +254(0)705269841
  - **Java Coffee House** – Sandwiches, salads, main meals and beverages.  
*Directions:* From the main gate turn left and walk to the end of the UN Avenue. Turn left on Limuru Road. It is next to Kenol petrol station on your left. Website: <http://javahouseafrica.com/> Tel: +254 (0) 721-425-403
  - **River Café** located inside the Karura Forest – is a scenic setting ideal for special treats – especially early morning breakfasts and late evenings. Tel: +254 (0) 725-969-891
  - **La Dolce Vita** at Mini Market, Muthaiga Tel: + 254 (0) 20 74049945
  - **Big Square** – Burgers. *Directions:* From the main gate turn left and walk to the end of the road. The restaurant is across the street on your right at Kobil petrol station. Website: <http://big-square.co.ke/> Tel: +254 (0) 707970968
  - **Domino's Pizza** - *Directions:* From the main gate turn left and walk to the end of the road. The restaurant is across the street on your right at Kobil petrol station past Big Square. Website: <https://www.dominos.co.ke/> Tel: +254 (0) 730-165-111
- Cold Stone** - *Directions:* From the main gate turn left and walk to the end of the road. The restaurant is across the street on your right at Kobil petrol station past Big Square and Dominos Pizza. Tel: +254 (0) 730165011



- **Village Market** – Food courts and a variety of restaurants – It is a 3 minutes taxi drive. Website: <http://villagemarket-kenya.com/> Tel: +254 (0) 20 712248890
- Tribe Hotel** - It is 5 minutes taxi drive. Website: <http://www.tribe-hotel.com/> Tel: +254 (0) 2072-000-000 / Tel: +254 (0)732186000
- **Lord Errol** – Continental cuisine – It is 5 minutes taxi drive. Tel:+254(0) 721920820
- **Rosselyn Riviera Mall** – It is 8 minutes taxi drive. Website: <http://www.rosslynrivieramall.co.ke/> Tel: +254 (0) 20 700 362 654
- **Two Rivers Mall** - *Direction:* From the main gate its 5km to your right and it's located in Runda along Limuru Road. It's about 10 minute's taxi drive. It features food courts and variety of restaurants. Tel: +254 20 228 6000. Website: <http://tworivers.co.ke/> Tel: +254 (0) 20709190 508

## **8. Postal/ Courier Services**

**The Post Office** is available in the UNON complex, located at the lower concourse next to KCB Bank. Open Monday to Friday, 09:00 to 17:00hrs Tel: +254 (0)20 7622453

**DHL** courier mail service, Village Market Complex, near Tribe Hotel

- Open Monday to Friday, 08:00 to 17:00hrs
- Saturday; 08;00 TO 1:00 P.M
- Tel: +254 0711017133

## **9. Medical Services**

The UNON Medical Clinic emergency and first aid assistance, including on-call (24-hour) ambulance services are available. On-site medical assistance is available during all meetings, conferences and events. The UNON clinic also offers general medical assistance, vaccinations and a broad range of medical services.

**Location: Block F, Room 117**

**Contacts:**

**Reception lines:** +254 (0)20 762 2267, +254 20 762 2268

**Emergency lines:** +254 (0)20 7625999, +254 724 255 378

**Email:** [unon-jms-medical@un.org](mailto:unon-jms-medical@un.org) , [unon-jms-medicalvacuation@un.org](mailto:unon-jms-medicalvacuation@un.org)

- Open Monday – Thursday: 10:00 to 12:30hrs and 14:00 to 16:00hrs
- Friday 10:30 00 to 13:30hrs and during meeting hours.
- No service is available on weekends. For assistance over the weekends please dial the 24-hour UNON control room: +254 (0) 20 762 6666

## **IV. OTHER INFORMATION**

### ***1. Travel to Nairobi – Airlines and Ticketing***

#### **Participant Travel to Nairobi (Non-UN Environment Funded)**

Travel for participants who are funding their own way to the Assembly can avail themselves of the following options: 1) Self-Book Travel; or 2) Use the travel agent at UNON to book travel and other services.

For participants who choose to self-book, UNON has negotiated special fares from airlines flying into Nairobi from various cities for the Assembly. Specific information, including how to utilize these special fares are in the document referenced in the following link: <http://wedocs.unep.org/handle/20.500.11822/21781>

For participants who would like to utilize a travel agent to book flights, reserve a hotel, and arrange airport transfers, UNON's travel agency, BCD, is available to assist. Inquiries can be made at [unea@bcdtravel.co.ke](mailto:unea@bcdtravel.co.ke), or call at +254 788-200-066.

Participants are strongly encouraged to purchase air tickets far in advance of the start of the Assembly to take the most advantage of the special fares, and ensure availability of flights.

#### **UN Environment-Funded Participant Travel to Nairobi**

Travel for eligible participants will be facilitated by the UN Environment Programme and the UNON Travel Unit, to include return air-tickets and the provision of daily subsistence allowance (DSA) for the duration of the Assembly.

UN Environment Programme will request information from eligible participants, to include biographical details and a copy of a valid national passport, for the travel authorization process. Tickets will be issued from Nairobi in accordance with the UN Official Travel policy for meeting participants (i.e., economy class travel, with the most economical routing within four hours of the most direct flight duration). The provision of DSA will be handled separately and eligible participants will be advised of the process once they arrive in Nairobi.

It is strongly recommended that eligible participants provide the requested information and indicate their travel plans very early to allow processing at discounted rates offered by the airlines. Savings made through such early arrangements will enable the organizers to direct the meagre resources to improve the quality of the Assembly.

### ***2. Accommodation in Nairobi***

Participants are kindly requested to make own hotel reservations for their stay in Nairobi. A list of hotels and guest houses that have UN-negotiated rates, and have been cleared by the UN Department of Safety and Security in Nairobi, are included in the following link: <http://wedocs.unep.org/handle/20.500.11822/21731>

While participants are not required to use the hotels and guest houses on the list, they should be vigilant about selecting safe and appropriate accommodations. This includes any information on the accommodation and what safety and emergency procedures are in place.



### **3. Shuttle and Taxi Services**

Many hotels provide courtesy shuttle services to/from airport and in some cases from the hotel to the UNON complex. Visitors should advise their hotels in good time of their transportation needs. In the absence of a courtesy bus, visitors may use reputable taxi companies. Recommended taxi companies are listed below:

Hilltop	+254 (0)20 272 3270
Jaycab Taxis	+254 (0)20 721 0520 or +254 (0)733 750455/ (0)723 239750
Jatco	+254 (0)20 444 8162 or +254 (0)733 701494/ (0)722 648383
Jimcab	+254 (0)20 712 2565 or +254 (0)737 333222/ (0)722 711001
Kenatco	+254 (0)20 250 6790 or +254 (0)705 780011/ (0)705 780016

### **4. Emergency numbers**

UNON Security	+254 (0) 20 762 6666
Kenyan Police	+254 999 or +254 (0) 20 272 4201
Diplomatic Police	+254 (0) 726 283 030 or +254 (0) 735 356 506
Nairobi Hospital	+254 (0) 20 284 5000
Aga Khan Hospital	+254 (0) 20 366 2000
St. John Ambulance Service	+254 (0) 20 221 0000/224 1000

### **5. Tours and Excursion**

Nairobi is one of the most vibrant cities in Africa, and participants can take advantage of local attractions or travel out of town to experience the natural beauty of Kenya. In either case, participants can contact UNON's travel agent, BCD for information and to book tours, excursions, safaris, etc. For more information, contact [unea@bcdtravel.co.ke](mailto:unea@bcdtravel.co.ke).

### **6. Airport Transfers**

Transport into Nairobi from Jomo Kenyatta International Airport can be arranged prior to arrival through BCD Travel Agency at [unea@bcdtravel.co.ke](mailto:unea@bcdtravel.co.ke) or +254-788-200-066, or through the hotel accommodation if applicable. If participants are arranging transport from the airport to Nairobi after arrival, kindly be advised that direct cash payment for airport transport services will be in Kenyan Shillings. Other BCD Travel numbers for ground transfers are +254-722-128-076 or +254-723-099-979.

### **7. Medical and Travel Insurance**

Participants attending the Assembly are not covered by insurance for any illness or injury resulting from any situation or action not connected to their participation at the Assembly. All participants are strongly encouraged to have sufficient medical insurance coverage.

Travel Insurance is not provided by the United Nations and all participants are encouraged to purchase such insurance coverage, including those self-funding their travel arrangements.