

**Member States Meeting on the draft Summary for Policymakers of the sixth Global Environment Outlook
UNEP Headquarters, Nairobi, Kenya
21-24 January 2019**

INFORMATION NOTE

1. Meeting Venue

UN Environment's Science Division is organizing the above meeting from **21-24 January 2019** at the UNEP Headquarters in Nairobi, Kenya. Meeting participants will be able to register on Sunday, 20th January 2019 from 0900hrs to 1800hrs and Monday, 21st January 2019, the opening day of the event from 08h00 to 09h30.



**United Nations Environment Programme
United Nations Avenue, Gigiri
UN Complex
Conference Room 1
Tel: (+254 2 7623491/4598/3562/4178)
Web:
<https://www.unenvironment.org/global-environment-outlook>**

2. Hotel accommodation

Participants will be responsible for arranging their own hotel reservations. Please find attached links for your information on hotels and guest houses close to the UN Complex.

- [Guest houses near UN compound, Gigiri](#)
- [Nairobi hotels](#)

3. Daily Subsistence Allowance (DSA)

UN Environment sponsored participants will be provided with a Daily Subsistence Allowance (DSA) from 20-24 January at the rate of USD 282 per day. This allowance will cater for your accommodation, meals and transfers.

Daily Subsistence Allowance (DSA), for GEO authors will be paid through Swiss Cash cards in US Dollars (USD) and are therefore reminded to carry the value cash cards received in previous Global Environment Outlook meetings.

All sponsored participants must make available the following travel documents to receive their Daily Subsistence Allowance. Please come with ready-to-collect documents to make this process quicker and easier.

- a) Original boarding passes of all in-coming flights;
- b) Air ticket (e-ticket or a copy of original ticket);
- c) Valid passport for the traveler.

Also, be advised that UN Environment will not be responsible for any additional terminal costs or personal expenses incurred at the hotel or elsewhere during your trip.

4. Visa to Kenya

Participants are responsible for checking visa requirements and making their own visa arrangements before departure, including visa for transit or stopover.

For information on Kenyan visa, please visit <http://evisa.go.ke/evisa.html>

5. Health

A yellow fever vaccination certificate is mandatory for travelers coming from countries where yellow fever may occur. 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 therefore it is advised that you take precautions while travelling out of these areas. Any medical costs incurred during the stay in Kenya shall be borne by the meeting participants; it is therefore strongly recommended that participants arrange for their own health insurance.

6. Ticketing arrangements

For all UNEP-sponsored participants travel arrangements will be made from Nairobi. UNEP will purchase a round trip economy class ticket on the most economical route available. Once the ticket is issued any changes including dates of travel or names will be at your own cost.

7. Shuttle and Taxi services

Many hotels provide courtesy shuttle services to/from the airport and in some cases from the hotel to the UN compound. Visitors should enquire from their hotel about their transportation needs. In the absence of a courtesy bus, visitors may use reputable taxi companies. Recommended taxi companies are listed below.

- Pewin Cabs +254 (0) 709 801 000
- Jatco +254 (20) 444 8162/444 6096
- Jimcab +254 (0) 722 711 001 or 737 333 222
- Kenatco +254 (0) 709642000

Please note the unpredictability of Nairobi traffic. While it is only 25 km from the airport to the UN compound, a trip can take between 45 and 120 minutes depending on the time of day. City rush

hours are between 07:00 – 09:00hrs and 16:00 –18:00hrs

8. Weather

The month of January is characterized by rising daily high temperatures, with daily highs ranging from 24°C to 30°C over the course of the month.

9. Currency

The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rates are:

1 US Dollar = KES 102 1 EUR = KES 117

Please note that these rates can vary with time and with the agent exchanging currency.

10. Time zone

Kenya is GMT + 0300 hours.

11. Electricity

240 Volts. Note that Kenya uses the 13A 3 pin electric plug shown below:



12. Useful numbers

- UNON Security +254 (20) 7626666
- Kenyan Police +254 999 or +254 (20) 2724154
- Diplomatic Police +254 (0) 731170666 or +254 (0) 708589522
- Nairobi Hospital +254 (0) 703 082 000/ 730 666000
- Aga Khan Hospital +254 (20) 3662000
- St. John Ambulance Service +254 (20) 2210000/2241000

13. Security

UNEP, UNON and the Kenyan Authorities are working closely together in order to ensure that security measures will be taken for the sessions. However, participants are personally responsible for their 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 advised to choose accommodation from the recommended list of hotels as provided by UNEP.

For your own safety, kindly follow the tips listed below:

- Avoid crowded areas such as malls.
- When walking, keep to the main roads and avoid shortcuts down back alleys. However, where possible, take a taxi rather than walking.
- Never walk at night in the city center even for a short distance – always take a taxi.
- Be wary of people loitering outside hotels.
- 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 jewellery, and watches when walking in the street.
- Do not accept food and drinks from strangers; visitors have been known to be drugged and then robbed.

14. Special Expenses

All participants are advised to arrange (at their own expense or that of your organization) insurance against sickness, accident, permanent or temporary disability, death and third-party risk for the period of the meeting, including the journey to and from Kenya.

UN Environment does not assume responsibility for any other expenditure, including the following:

- (a) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (b) Salary and related allowances for the participants during the period of the meeting;
- (c) Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (d) Compensation in the event of death or disability of participants in connecting with attending the meeting;
- (e) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants.

15. UN Environment Focal Points

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