



# INFORMATION FOR PARTICIPANTS

*Revised 15 February 2022*

## Resumed Fifth Session of the United Nations Environment Assembly

28 February - 2 March 2022

## Special Session on the commemoration of 50<sup>th</sup> anniversary of the creation of the United Nations Environment Programme

3-4 March 2022

and associated meetings

**Resumed fifth session of the Open-Ended Meeting of the Committee of Permanent Representatives**

21-25 February 2022

**Third consultation pursuant to General Assembly resolution 73/333**

16-18 February 2022

**Global Major Groups and Stakeholders Forum**

7-11 February 2022

**United Nations Office Nairobi, Kenya**





<b>INTRODUCTION .....</b>	<b>3</b>
<b>VISITORS TO KENYA.....</b>	<b>4</b>
1. General Information.....	4
2. Jomo Kenyatta International Airport (JKIA) in Nairobi .....	4
3. Time Zone .....	5
4. Visas.....	5
5. Health-related information.....	5
<b>Other health guidelines.....</b>	<b>6</b>
6. Security.....	6
7. Weather.....	7
8. Electricity.....	7
9. Official Languages.....	8
10. Money and Banking Currency and exchange rates.....	8
<b>ATMs.....</b>	<b>9</b>
<b>Travelers' Cheques.....</b>	<b>9</b>
<b>UNON COMPLEX .....</b>	<b>9</b>
1. About the UNON Gigiri Complex.....	9
2. Access to the complex.....	10
3. Registration to the UN Environment Assembly 2022 .....	10
4. Uploading of Accreditation, Nomination, Invitation Letter .....	11
5. Uploading of photograph.....	12
6. Confirmation and validation e-mail.....	12
7. On-site registration and badging; floating badges.....	12
8. VIP Badges for Ministers and Heads of Delegations.....	13
9. Delegates Based in Nairobi.....	13
10. Presentation of Credentials by Member States.....	13
11. Meeting room reservation.....	13
12. A sustainable, single use plastic product - free and climate-neutral event .....	14
13. Vehicles and firearms.....	14
14. Wi-Fi.....	15
15. Canteen Services and Restaurants.....	15
16. Postal/ Courier Services.....	16
17. Medical Services.....	16
<b>OTHER INFORMATION .....</b>	<b>18</b>
1. Travel to Nairobi – Airlines and Ticketing.....	18
<b>UNEP-Funded Participant Travel to Nairobi .....</b>	<b>18</b>
2. Accommodation in Nairobi.....	18
3. Shuttle and Taxi Services.....	19
4. Tours and Excursion.....	19
5. Medical and Travel Insurance.....	19
6. Emergency numbers.....	20



## INTRODUCTION

[The resumed fifth session of the United Nations Environment Assembly](#) and the special session to commemorate the [50th anniversary of the establishment of the United Nations Environment Programme](#) is scheduled for 28 February - 2 March and 3-4 March 2022, respectively, and will take place at the United Nations Environment Programme Headquarters, Nairobi, Kenya.

To register for these meetings or to any of the preparatory meetings, please click [here](#).

Further, a **consultation on the implementation of General Assembly resolution 73/333** will take place from **16- 18 February 2022**, to consider a draft political declaration of the special session on UNEP@50. More information is available [here](#).

The Environment Assembly has traditionally attracted participation of a cross-section of global stakeholders, including: scientists, innovators, policy-makers, academia, civil society including youth groups and religious organizations, intergovernmental organizations, private sector and UN agencies. The Assembly will offer interactive leadership dialogues and multi-stakeholder dialogues; national statements, side events, media events and exhibitions.

The Assembly sessions will be preceded by the **resumed fifth meeting of the Open- Ended Committee of Permanent Representatives**, scheduled from **21 February – 25 February 2022**. 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 and more information on the CPR can be found at the following [link](#).

- A **Global Major Groups and Stakeholders Forum, 7 February – 10 February 2022** - please register [here](#)
- A **Youth Environment Assembly, 18 February – 5 March 2022** - please visit the [website](#).
- A **2nd UNEA Cities and Regions Summit, 23 February 2022**, please register [here](#).
- A **Faith for Earth Dialogue at UNEA 5.2, 21 February - 4 March 2022**, please register [here](#).

For more information on **UNEA side events**, please contact: [unea-side-events@un.org](mailto:unea-side-events@un.org)



# 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 Northeast, 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.

General information on logistics and minimum requirements to minimize the health risks related to the COVID-19 pandemic can be found in a [secretariat notification](#) issued by UNEP, building on guidance provided by the UN Office in Nairobi and the host country Kenya.

## 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.

JKIA telephone numbers:

- + 254 (0)20 682 2111
- + 254 (0)20 661 1000
- + 254 (0)20 661 2000
- + 254 (0)722 205 061/8

For arrival protocol support from the secretariat, please contact [delesparada@un.org](mailto:delesparada@un.org).



### 3. Time Zone

The time zone in Kenya is GMT + 0300 hours.

### 4. Visas

It is the delegate's own responsibility to obtain a visa for Kenya, prior to departure. 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 required for most countries and may be obtained in advance online. Please see visa options from this [website](#). For visa application, please visit the following link: <http://www.evisa.go.ke/>.

The secretariat will, in cooperation with the host country, facilitate the visa application process for registered participants, whereby the host country will issue a Gratis Courtesy Single Entry Visa to all registered and approved participants delegates who require visas to enter Kenya. Specific instructions on how to do this will be sent directly to registered and approved participants from the registration platform. All visa applications need to be submitted to this website: <http://www.evisa.go.ke/>.

For further information, please contact the following Officers: KEVIN WAFULA TEL: +254 723748294 Email: [kevinkeygun@gmail.com](mailto:kevinkeygun@gmail.com), or ABDIKADIR WARIO TEL: +254 722310549 Email: [adoyo77@yahoo.com](mailto:adoyo77@yahoo.com).

### 5. Health-related information

#### COVID-19 protocols

General information on logistics and minimum requirements to minimize the health risks related to the COVID-19 pandemic can be found in a [secretariat notification](#) issued by UNEP, building on guidance provided by the UN Office in Nairobi and the host country Kenya.

All delegates, regardless of rank and affiliation who intend to participate in the meetings referred to above in person are required to verify that they are fully vaccinated against COVID-19 through the registration platform at the time of registration. Representatives of Member States are required to upload an accreditation letter to the registration platform, that must specify that all delegates attending the meetings in person are fully vaccinated. For representatives of major groups and stakeholders and international organizations, the accreditation letter must be complemented by a valid vaccination certificate.

Further, the Kenya has issued guidelines for travelers to Kenya. The guidelines are regularly reviewed and updated. As of 23 January, all travelers are required to provide a certificate that they are fully vaccinated and a COVID-19 PCR test no older than 72 hours to be controlled before flight take-off, to enter Kenya. All travelers are also required to fill in an electronic traveler's



surveillance form either through the Jitenge application or weblink ([www.bit.ly/covid19moh](http://www.bit.ly/covid19moh)) and present a QR code generated from Jitenge to port health officials to access the details filled in the form. For more information, please visit the Kenya Ministry of Health [website](#).

Additional travel information and COVID-19 requirements for in person participants can be found [here](#) and on the Kenya Civil Aviation Authority [website](https://www.kcaa.or.ke/), available here: <https://www.kcaa.or.ke/>.

### Other health guidelines

A yellow fever vaccination certificate is also required if you are arriving in Kenya from a country with risk of yellow fever transmission. Please seek further advice 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 <https://medical.unon.org/>. Useful information can also be obtained from the WHO website <https://www.who.int/travel-advice>.

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 mosquito bites. 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 UNEA sessions and associated meetings. The clinic is located on ground floor behind the UNSACCO Offices Tel. +254 20 762 1267, +254 20 762 2267, +254 20 762 2268. The emergency contact line is: +254-724255378.

## 6. Security

The **United Nations Office at Nairobi** 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. Participants are however personally responsible for their movements outside



the UN Complex. For your own safety, kindly read and follow the below listed tips:

- Avoid crowded areas such as malls.
- Check with hotels for recommended taxi companies.
- 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.
- Never walk at night in the city center even for a short distance – always take a taxi.
- Be wary of people loitering outside hotels.
- Stay informed: Read / listen to local media
- Cooperate with security apparatus when they conduct security operations. Carry Identification at all times
- Tell someone where you are going and when to expect you back.
- Have emergency numbers registered on your phone.
- Ensure your mobile phone is fully charged (especially when you leave to go to public places) and that you have sufficient credit to make calls.
- 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.
- Make use of the safes in the hotels, **DO NOT** carry large sums of money. Avoid carrying credit cards, wearing expensive jewelry, watches or the like when walking in the street.
- Do not accept food and drinks from strangers; visitors have been known to be drugged and then robbed.

## 7. Weather

February is one of the warmest months in Nairobi Kenya. The overall day temperature is in the range of an average high of 27°C (80.6°F) and an average low of 14.3°C (57.7°F). With an average relative humidity of 65%, February is the least humid month. Current weather conditions in the area can be found [here](#).

The average daily UV index is 5 in February, and visitors are advised to take precautions to avoid direct exposure to potentially harmful UV radiation from the sun during midday hours by seeking shade and/or using protective clothing, sunglasses with UVA and UVB protection, and/or other UV-protecting products.

## 8. Electricity

The electrical currents in Kenya are 220 - 240Volts, 50 Hertz, using 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 110-115 and 1 EUR = KES 125-130**. As exchange rates fluctuate, kindly click [here](#) for more up to date information.

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.

Some malls do have banks that operate on Sundays and public holidays. ATM services are 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 accept several 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** may also be available in the complex, located opposite KCB Bank, subject to reopening of the office (currently closed due to the COVID-19 pandemic).
- **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 Cedar's 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. 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.

# UNON COMPLEX

## 1. About the UNON Gigiri Complex

Under normal circumstance, the Gigiri complex accommodates more than 4000 staff members inclusive of the service coordinators. During major conferences, the population at the Gigiri complex can exceed 6,000 people. However, due to the COVID-19 pandemic, most UN staff members currently work from their home-offices.

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, to avoid acquiring 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 tracks along the perimeter fence of the complex property.



## 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.

**N.B. - all participants must be [registered](#) and approved prior to the meeting to be allowed access.** All registered participants are advised to collect their badges prior to the event in order to avoid queues when large numbers of delegates arrive.

Registered participants will be screened and are not allowed to bring any form of weapons, ammunition, flammable items or sharp objects. Registered participants advised not to bring baggage or luggage as the screening of these items leads to delays for other participants.

The participants will be issued with conference photo badges and are advised to wear the badge at all times during their visit to the complex. All participants must follow COVID-19 protocols required by UNEA conference organizers, including with regard to rapid flow tests, in order to be permitted access to the Complex and to the conference.

The main vehicle access gate is located opposite the United States Embassy. Only vehicles with an official UN decal or UN Environment Assembly Decal will be allowed into the complex and are subject to screening. Vehicle Decals will be issued during registration. It is advised to those participants who are authorized, to collect the vehicle decal prior to the conference.

Badges and vehicle decals may be collected on the weekends prior to the conference (**26-27 February 2022**).

Such vehicle decals will be issued by the Secretariat during registration and must be returned to UNON security upon expiry. Vehicle drivers and security personnel entering the compound need to be registered (see section 13 below).

## 3. Registration to the UN Environment Assembly 2022

The dedicated **registration portal** can be accessed [here](#). Please note that each participant needs to be registered **individually**. Registration closes on **18 February 2022**.

Due to the COVID-19 situation, we encourage pre-registration **well before the registration deadline**.

The conference will be of hybrid nature. This means that all representatives of Member States and other stakeholders are invited to attend all the official meetings in person, provided that the COVID-19 minimum requirements outlined in the [secretariat notification](#) are respected. Any accredited delegate may also choose to actively participate in all formal meetings remotely through the online meeting platform, with full speaking rights and with online interpretation in the six official languages of the United Nations. The Secretariat will also as far as possible



seek to ensure that accredited participants can actively take part in the informal negotiations under informal working groups that may be established under the Open-Ended Committee of Permanent Representatives and the Committee of the Whole.

For this reason, the registration platform has been designed to cater both for in-person delegates and registrants who will be joining via the online platform, as follows:

- If you represent media and wish to register and attend the session in person, please choose the first option "Registration for IN-PERSON Participation for Media Representatives"
- If you represent a member state, observer state, IGO, Invited Independent Expert, or an accredited Non-Governmental organization who would like to attend the session in person, choose the second option on the portal "Registration for IN-PERSON Participation for Member/Observer States Delegates and Accredited Stakeholders"
- If you represent security staff for a minister or a VIP, or if you represent service providers to UNEA-5 and hence need to access the complex in person, choose the third option -> Registration for IN-PERSON Participation for Security and Service Providers.
- If you are a UNEP or UN staff member attending the meeting in person, choose the fourth option -> Registration for IN-PERSON Participation for staff from UNEP and other UN entities

**NOTE:** If you represent any of the above affiliations and wish to follow the UNEA-5 session online and not in person, please choose the last option Registration for online participation for any delegate. For more information see the [registration guide](#).

#### 4. 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-5.2 and its parallel meetings. In case one Accreditation/ Nomination/ Invitation Letter<sup>1</sup> covers several participants, the same letter must be uploaded for each person mentioned in the document.

The accreditation letter should also stipulate that any in-person delegate is fully vaccinated against COVID-19. [See paragraph 12 in the secretariat notification](#). For more information on the registration, see the registration guide on the registration [portal](#).

**Major Groups and Stakeholder Forum participants:** Please note that a maximum of **two** representatives can be nominated per accredited organization for physical participation. For online

---

<sup>1</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)



participation, there is no limit. A list of organizations formally accredited to UN Environment Programme is available on this [link](#).

Representatives from accredited organizations need to attach a **nomination letter** from their organization to confirm their delegates' names who will participate in person as well as those participating virtually. In addition, they must upload a **valid COVID-19 vaccination certificate**.

Representatives from UN Agencies are required to register using their **organization's email address**, upload a **valid COVID-19 vaccination certificate**. **Each participant must register individually** and upload supportive information that lists all the participants in a delegation. 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

Additional information on accreditation and letters of credentials for Member State delegations is available in [paragraphs 15-21 in the secretariat notification](#).

## 5. Uploading of photograph

Registrants must upload a standard passport-size color photo which is square in shape against a white background and sized below 2MB, to facilitate on-site confirmation of registration status and badge issuance.

## 6. Confirmation and validation e-mail

Following your submission, UNEP will validate and send a confirmation e-mail of each registration status. Registrants must therefore submit a correct e-mail address, which will also be used to relay other important information regarding the Assembly preparations.

## 7. On-site registration and badging; floating badges

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 recommended to pre-register and collect their badges well in advance of the meetings. Advance badge collection will be opened from 15 February 2022. Delegations will also be furnished with a limited number of "floating badges" to allow for access to the main



conference rooms, in accordance with [paragraph 12 c\) \(ii\) in the secretariat notification](#).

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

VIP badges for dignitaries may 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 15 February 2022 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).

## **9. Delegates Based in Nairobi**

Although delegates based in Nairobi who already have a pass issued by UNON can use this pass during the 2022 Environment Assembly special session, it is strongly advised that they also 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 representatives based in Nairobi as members of their delegations and be included in the list of participants to the meetings.

## **10. 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."

Credentials signed by either the Minister of Foreign Affairs or Head of State/Government needs to be uploaded to the [registration portal](#) by **11 February 2022 at the latest** and should also be sent to [Stadler.Trengove@un.org](mailto:Stadler.Trengove@un.org) and [catalina.pizarro@un.org](mailto:catalina.pizarro@un.org). The original hard copy of the credential should be submitted to the Secretariat at the registration desk as delegates register to collect their access badge. The Bureau of the UN Environment Assembly Bureau will examine the credentials prior to the opening of the resumed fifth session and the special session on UNEP@50.

Further information on accreditation and credentials is available in [paragraphs 15-21 in the secretariat notification](#).

## **11. Meeting room reservation**

A limited number of meeting rooms in different sizes and capacities may be offered to delegations for bilateral meetings and internal meetings, upon request in writing. The booking of such rooms will take place on a first come first serve basis. Delegations are invited to submit requests in writing



as soon as possible, indicating dates, number of delegates and other relevant information by email to the Secretariat at [unep-sgb@un.org](mailto:unep-sgb@un.org), by **11 February 2022 at the latest**.

## 12. A sustainable, single use plastic product - free and climate- neutral event

Like previous UN Environment Assemblies, this year's Assembly will be a sustainable and climate-neutral event that aims to deliver several tangible commitments to end pollution in all its forms.

**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.

**PaperSmart Assembly** - Participants and delegates are encouraged to bring laptops or ipads and smartphones, as all pre-session documents will be available [here](#), and in-session documents will be made available on the [UNEA resolution papersmart portal](#). **No hard copies will be provided.**

**Single use Plastic products - Free Assembly** - To combat pollution and support the Clean Seas campaign, the UNON compound now uses glass water bottles instead of plastic containers. Restaurants within UNON are not serving food or beverages in single-use plastic

products. **Assembly participants are encouraged to bring their own reusable water bottles**, to be filled at water dispensers available in the conference rooms. Participants are also encouraged to use reusable COVID-19 masks, provided that they fulfil health requirements.

## 13. Vehicles and firearms

The main vehicle access gate is located opposite the US Embassy. Only vehicles with an official UN or UNEA Decal will be allowed into the complex and are subject to screening.

Vehicle Decals will be issued during registration. It is advised to those participants who are authorized, to collect the vehicle decal prior to the conference.

Vehicle decals may be collected on the weekends prior to the conference (**26-27 February 2022**).

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 [bakhoya@un.org](mailto:bakhoya@un.org) or Lt. Peter Mwongera [mwongera@un.org](mailto:mwongera@un.org) or Lt. Kennedy Moguche [moguche@un.org](mailto:moguche@un.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](mailto:UNDSSKenya@un.org) Cc to [FletcherM@un.org](mailto:FletcherM@un.org)). For VVIPs (current and former Heads of State, royalty and the Deputy Secretary-General of the United Nations), UNON Security and Safety Service will make security detail arrangements with the presidential escort/Member State in advance of VVIP visits. For VIPs (ministers and senior government officials), on day 1 of their arrival at UNON, security details for VIPs will disembark at the main gate of the UNON complex and proceed to the pedestrian entrance for firearm clearance, after which they will be issued with an appropriate security pass and allowed to rejoin their respective motorcades at the delegates' parking area. Security details that have been pre-cleared by the Chief of Security of UNON at the request of the Member States concerned will, on day 1 of their arrival at UNON, be required to disembark at the main gate and proceed to the pedestrian entrance for firearms clearance and issuance of an appropriate security pass, after which they will be allowed to rejoin their principal in the conference area.

**Note:** Security personnel are not allowed access to any of the conference rooms. Armed security personnel from Member States who are not authorized to be armed inside the UNON complex must deposit their firearms with UN Security Officials at the designated locations at the Pedestrian Entry point and Main Lobby.

**Kindly note that drivers and armed bodyguards MUST register through the [registration portal](#).** Drivers can register as security while armed bodyguards can register as VIP security.

#### 14. 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 access internet, including to access meeting information and documentation prepared for the assembly. However, delegates are **strongly recommended to limit the number of personal gadgets** that require constant connecting to the internet, to allow for efficient and accessible internet for all participants.

#### 15. 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 here in the order of proximity from the main UN gate):

- **Warwick Centre.** Directions: From the main gate of the United Nations, cross the road, turn left and walk 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 US 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 find the building next to the Morocco Embassy.
- **Cedars Restaurant** – Lebanese 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
- **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 Rubis petrol station. 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 Rubis petrol station. 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
- **Rosslyn 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 it is 5km to your right and it's located in Runda along Limuru Road. It's about 10 minutes taxi drive. It features food courts and variety of restaurants. Tel: +254 20 228 6000. Website: <http://tworivers.co.ke/> Tel: +254 (0) 20709190508

## 16. 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, 09:00 to 18:00hrs. Tel: +254 0711017133

## 17. 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 UNONclinic also offers general medical assistance, vaccinations and a broad range of medical services.

**Location:** Block F, Room 117

**Contacts:** +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-medicevacuation@un.org](mailto:unon-jms-medicevacuation@un.org)

**Opening hours** 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.



## OTHER INFORMATION

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

#### Participant Travel to Nairobi (Non-UNEP 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 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 + 254 737 408 913.

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.

#### UNEP-Funded Participant Travel to Nairobi

Travel for eligible participants for travel support will be facilitated by UNEP and the UNON Travel Unit, including return air-tickets (economy travel) and the daily subsistence allowance (DSA) for the duration of the meetings. A letter on this matter has been communicated by the Secretariat on 21 January 2022.

All participants/delegates who are sponsored by UNEP are required to provide hard copies of their boarding passes and passports to the secretariat to allow for travel reimbursement and DSA.

Questions regarding travel funding may be addressed to [caroline.mramba@un.org](mailto:caroline.mramba@un.org).

### 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 in Kenya that have been cleared by the UN Department of Safety and Security in Nairobi can be found [here](#). A list of hotels with suggested rates in Nairobi can be found [here](#).

Participants who choose to use other forms of accommodation are advised to be vigilant about selecting safe and appropriate accommodation.



### 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:

Jaycab Taxis

+254 (0)20 721 0510

Jatco

+254 (0)72 528 0000 or +254 (0)73 377 7425

Jimcab

+254 (0)71 433 3777 or +254 (0)73 733 3222

Kenatco

+254 (0)70 964 2000

### 4. Tours and Excursion

Participants may wish to 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. Airport transfer services are also offered. For more information, contact [unea@bcdtravel.co.ke](mailto:unea@bcdtravel.co.ke) or call on +254737408911.

### 5. 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 ensure that they have appropriate medical insurance coverage for the full stay in Kenya.

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.



## 6. Emergency numbers

<b>NAIROBI</b>	
UN Security Operation Centre (SOC)	0207622053/2116, 0707722503, 0707722505
UN Security Control Room	0207626666, 0720629999, 0733629999
Joint Medical Service	+254-724255378 (emergencies), +254 20 762 1267, +254 20 762 2267, +254 20 762 2268
Diplomatic Police (DPU)	0708589522, 0731170666
Kenya Police	999, 112, 020272 4154
St. Johns Ambulance	(+254) 0721225285(Ambulance) (+254) 0721611555
E-plus Ambulance	0700395395; 0738395395
AAR Ambulance	0725225225; 0202717375
Aga Khan University Hospital	0203740000; 0711092000; 0722204146
Nairobi Hospital	0202845000; 0703082000; 0722204116
<b>COAST/MOMBASA</b>	
Tourist Police - <u>Bamburi</u>	0724 227594, 0725 487 871
Tourist Police -Diani	0722 271 480
COAST Tourist Police	0721 379 727
DPU <u>Laision</u> Officer (Coast)	072178 1093
KK Fire	0728999900/ 0728999901
Aqa Khan Hospital (Mombasa)	0415051000; 0412161000; 0722205110; 0733641020
Mombasa Hospital	0412312191