

Information Note for Participants

First part of the first session of the ad hoc open-ended working group on a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution (OEWG1.1)

6 October 2022, Nairobi, Kenya

1. INTRODUCTION

The following is practical information provided for participants, online as well as in person, that will attend the first part of the first session of the ad hoc open-ended working group (OEWG1.1) on a science-policy panel to contribute further to the sound management of chemicals and waste and to prevent pollution, convened pursuant to [UNEA resolution 5/8](#). The meeting will take place at the UNEP Headquarters in Nairobi, Kenya, on Thursday **6 October 2022 from 10.00 a.m. to 6.00 p.m.**

Meeting rooms will be made available for regional consultations from 8.00 a.m. to 9.30 a.m. and during the lunch break.

Updated information regarding the meeting will be regularly made available on the meeting webpage.

2. MEETING VENUE

Venue: United Nations Office in Nairobi, Conference room 2
Address: United Nations Avenue, Gigiri, Nairobi, Kenya
Phone number: +254 20 7622034
Email: spp-cwp@un.org

Access: 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.

Please make sure you bring a valid Government issued **picture identity card or passport** with you to enter the UN Complex.

Participants unable to attend the meeting in person can participate remotely through an online meeting platform, Interactio. The meeting in plenary will be connected to the online meeting platform. On the day of the event, public screens at different locations in the UNON compound will indicate the conference room number for the event.

3. REGISTRATION AND ACCREDITATION

a) Pre-registration

All participants are requested to register online through the [registration platform](#) no later than **30 September 2022**.

Further information regarding participation of observers may be found on the meeting webpage.

b) On-site registration and badges for participants

Participants will be invited to pick up their badges at the on-site registration desk with a national passport or national ID card. On-site registrations and collection of badges will take place at the Pass and ID Office near the main entrance to the Gigiri complex.

Each participant must wear his/her badge at all times to gain access to the meeting rooms. All badges are strictly for personal use and are non-transferable.

The registration desk at the conference venue will be opened between 2.00 p.m. and 6.00 p.m. on Wednesday, 5 October 2022 and from 8.00 a.m. on Thursday, 6 October 2022.

Longer lines should be anticipated on Thursday, 6 October 2022. Early registration and badge pick-up on Wednesday, 5 October 2022 is therefore encouraged.

4. REMOTE PARTICIPATION

Online participation will be serviced by the online meeting platform called “Interactio”. For more information, please view the Interactio Participant [guide video](#), and pdf guideline in English available here. The pdf guideline in Spanish is available here, and in French here. More information on the platform is available in Annex 1 below.

For technical issues with Interactio, please email support@interactio.io

Links for Plenary:

These will be shared separately to approved online participants.

Test sessions:

To ensure that you are technically ready to connect to the Interactio online platform, we strongly recommend that you participate in at least one of the test sessions to ensure that your audio devices are working properly and that you can participate effectively in the meeting. Dates and times are as follows:

3rd of October, 10:00-11:00 Geneva time

3rd of October, 16:00-17:00 Geneva time

4th of October, 10:00-11:00 Geneva time

4th of October, 16:00-17:00 Geneva time

5th of October, 7:00-8:00 Geneva time

To join the sessions please use this link: <https://un.interactio.com/fajn-cpbc-xyhc>. Further information on the test sessions will also be made available on the [meeting website](#).

5. FORMALITIES FOR ENTRY INTO KENYA

It is the delegate's own responsibility to obtain a visa for Kenya, prior to departure. The information provided herein 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 from the Kenyan E-visa website. For more information, please visit: <http://immigration.go.ke/visa-section/>

Please confirm your visa requirements at the following website: <https://evisa.go.ke/eligibility.html>

Kenya has discontinued the issuance of Visas on arrival and therefore delegates requiring visas are required to apply for a visa online on this link: <https://evisa.go.ke/evisa.html>.

6. ARRIVAL AT JOMO KENYATTA INTERNATIONAL AIRPORT & TRANSPORTATION FROM THE AIRPORT AND TO THE MEETING VENUE

Attendees should plan to arrange their own transportation between Jomo Kenyatta International Airport (approximately 35 minutes to 1 hour drive, 28km from the meeting venue).

7. ACCOMODATION IN NAIROBI

Participants are responsible for reserving their accommodations for their stay, and for covering their own food and other living expenses. A list of hotels and guest houses cleared by the UN Department of Safety and Security in Nairobi can be found [here](#). A list of hotels with suggested (2021) rates in Nairobi can be found [here](#).

8. HEALTH PROTOCOL

Arrival at the airport

The traveller is required to:

- 1) Produce a negative PCR test result, or proof of full vaccination. Only vaccines approved by the World Health Organization are accepted, namely: Pfizer BioNTech, AstraZeneca-SK Bio, Serum Institute of India, AstraZeneca (UE), Janssen, Moderna, Sinopharm, Sinovac. The proof of vaccination must be uploaded to [Global Haven](#) for entry into Kenya.
- 2) Adhere to Airport anti-Covid guidelines.

At the Conference Venue

- 1) Masks must be worn in shared indoor spaces.
- 2) Maintain a minimum of 1-meter physical distancing and regular use of hydro-alcoholic solution/gel. United Nations Office at Nairobi will take adequate measures to ensure that all areas of the premises are adequately cleaned, and that hand sanitizer is available in meeting rooms.
- 3) Medical services will be provided at the venue to assist all participants with any disease including Covid.
- 4) Meeting links can be shared upon request to participants, should a delegate test positive during the meeting.

UNEP Covid-19 Protocol

UNEP will not be in a position to provide financial assistance to participants testing positive for COVID-19 and hence having to isolate. 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.

9. PROGRAMME

On Thursday, 6 October 2022, plenary sessions are envisaged to run between 10.00 a.m. to 1.00 p.m. and 3.00 p.m. to 6.00 p.m. There will be a lunch break between 1.00 p.m. and 3.00 p.m.

The meeting will have simultaneous interpretation in all 6 official languages of the United Nations. Interpretation will also be available through the Interactio online platform.

The agenda, provisional schedule, and meeting documentation for the OEWG1.1 and registration details are available on the meeting webpage. The working documents for the meeting are provided in all 6 official languages of the United Nations.

10. REQUEST FOR BILATERAL MEETING ROOMS

For delegates wishing to request for bilateral meeting rooms during the meeting, please email spp-cwp@un.org.

11. OTHER PRACTICAL INFORMATION

a) Insurance

The participants are encouraged to arrange their travel insurance that covers both health and accident. The organizer will not be responsible for travel or health insurance coverage.

b) Currency and foreign exchange services

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

1 US Dollar = KES 120.10 1 EUR = KES 120.41 (as of 13/09/22)

Foreign currency can be changed at JKIA, banks, foreign currency Exchange Bureaus or hotels. Banks in major centres are open from 9.00 a.m. to 4.00 p.m. on Monday to Friday and from 9.00 a.m. to 12.00 p.m. on Saturdays.

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 near the UNFCU (United Nations Federal Credit Union) and the last one next to Standard Chartered Bank. There are also two ATMs (KCB and UNFCU) at the UN Commissary at the northern end of the UN Gigiri Complex. Major international cards are accepted.

c) Telecommunication

Local SIM cards are available at the airport around 10 USD for 7GB of data.

d) Local transport

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 should use reputable taxi companies. Taxi companies include:

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)73733 3222

Some taxi apps exist in the country. Available apps in the city are: Uber, Bolt

e) Electricity

The power plugs and sockets are of type G (Round two-pin attachment plugs). The standard voltage is 240V and the standard frequency is 50 Hz.

f) Time zone

East Africa Time (GMT +3)

g) Useful contacts

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

h) Weather

The meeting will take place during the end of the dry season, and the average temperatures are expected to be between 14 and 26 degrees Celsius.

12. INFORMATION FOCAL POINTS AND ADDRESSES

Participants needing more information can contact the OEWG secretariat to the OEWG on a science-policy panel at the following email address: spp-cwp@un.org

Annex 1: Interactio instructions for individual invited participants

1. Please use a desktop computer or laptop to participate in the meeting. For those participants that may have strict firewalls set up in accordance with their office IT security policies – we urge you to join the test sessions to troubleshoot in advance of the meeting, even if you have previously used Interactio in your office setting.
2. Following approval of your registration for the meeting, you will receive an email from Interactio with a link, to the email address provided in the meeting registration (note: please check your Spam folder too).
3. Please follow the link in the email to create an individual account for Interactio. If you already have an account, please use your Interactio account credentials to log into: <https://un.interactio.com>.
4. If you need to log out and would like to access the meeting again, please follow this link <https://un.interactio.com> and enter your Interactio account credentials (you can also use this link if you have forgotten your password or would like to change your password).
5. When joining the meeting for the first time, please allow your browser to access your Microphone and Camera. You can also select devices and background at the self-preview step and click "Join" to participate in the meeting.
6. Please refer to the quick guide or video guide here for easy step-by-step instructions for joining a meeting from your computer <https://www.youtube.com/watch?v=vyqpKz3-2PM>
7. If you have not received the email from Interactio, or cannot access the meeting, please contact support@interactio.io.

Note: the video and instructions do not explain registration steps (i.e., steps 2 to 4), however, these are useful resources to get familiar with the platform.