



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



Second session of the ad hoc Open-Ended Working Group on a Science-Policy Panel on Chemicals, Waste and Pollution Prevention (OEWG 2)

Nairobi, Kenya, 11 December - 15 December 2023

Logistics note for participants

I. Date and venue

The second 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 (OEWG 2) will be held at the Headquarters of the United Nations Environment Programme (UNEP) in Nairobi, Kenya. **Monday, 11 December to Friday, 15 December 2023.** The meeting will also be live streamed online.

The meeting will take place at the following venue:

Headquarters of United Nations in Nairobi (UNON)

[United Nations Avenue, in Gigiri.](#)

Nairobi Kenya

For more information, please consult the [UNON webpage](#).

OEWG 2 will be opened on Monday, 11 December at 10 a.m. Attendance in the meeting is limited to registered participants. The meeting schedule will be made available on the dedicated [webpage](#) once finalized.

The Secretariat will also provide facilities for preparatory meetings on 9 and 10 December 2023 at the same venue.

II. Visa information (information as of October 2023)

It is the delegate's responsibility to obtain an entry visa for Kenya, prior to departure.

The information provided below acts only as guidance and delegates are strongly advised to get acquainted with the entry requirements and processes to obtain an entry visa to Kenya through the [Kenyan Directorate Immigration Services webpage](#).

Applications for entry visas for the Republic of Kenya can be made online via:

<https://evisa.go.ke/evisa.html>:

- **Holders of service and diplomatic passports should apply for a courtesy visa via the eVisa portal.**
- **Holders of ordinary passports can apply for a single-entry visa via the eVisa portal:**
 - The cost of the visa is 51 US dollars and should be covered by the participants.

- As supporting documents, participants are requested to upload the invitation letter and the letter confirming their registration. The host country is informed that **the Secretariat will not be able to provide staff IDs**, and that participants will submit the letter and confirmation of registration as supporting documents to apply for the visa (updated on 3 October 2023).

For more information about the eVisa process and modalities please consult: <https://evisa.go.ke/about-evisa>. To look at your eligibility criteria please consult [Kenya Visa Eligibility](#), and select your country of nationality. Visa applications must be submitted at the latest one-week prior departure, and will be issued, if possible, within 3 to 5 working days.

The eVisa is accessible for viewing by the airline, or at port, through an electronic system managed by the Kenyan Government. Once the eVisa is issued, the holder can travel to an entry point where their passport will be stamped then they are allowed entry.

Please note that visa application for entering Kenya and registration for attending OEWG 2 are two separate procedures. Kindly note that successful registration to the OEWG 2 does not guarantee issuance of the visa.

III. Registration, badges and stakeholder accreditation

Participants wishing to attend the meeting are requested to register through the [online meeting platform](#) no later than **31 October 2023**. The registration system contains participant information from the first session of the ad hoc open-ended working group (OWEG 1.2), which can be updated and used to register for the current meeting.

The registration platform allows approved participants to receive an official invitation letter to the meeting, should they require one for their visa application.

In addition to Member State representatives, Major Groups and Stakeholders' organizations accredited to UNEA, stakeholders admitted as observers to the meetings of relevant chemicals and waste-related multilateral environmental agreements (MEAs), and focal points representing non-governmental organizations under the Strategic Approach to International Chemicals Management (SAICM) are invited to participate in the work of the OEWG as observers. Stakeholders admitted as observers to the meetings of the World Health Organization (WHO) and the International Labour Organization (ILO) may also be admitted to the meeting to participate in the work of the OEWG as observers.

Participants attending OEWG 2 are expected to arrive the day before the opening ceremony, therefore on 10 December 2023. Participants attending preparatory meetings are expected to arrive the day before the meetings, therefore on 8 December 2023. All participants should depart from the evening of 15 December 2023.

Registered participants are encouraged to collect their identification badges at the main entrance of the meeting venue from 1 p.m. until 6 p.m. on Saturday, 9 December 2023, on Sunday between 8 a.m. until 6 p.m. or Monday-Friday between 9 a.m. and 6 p.m. Participants are requested to present valid passports or identification cards when collecting their badges, which must be worn at all times in the meeting venue.

For security reasons, badges must be displayed to gain admission both to Headquarters of United Nations in Nairobi (UNON), and to the meeting rooms. The loss of an identification badge must be communicated to the staff at the registration desk immediately so that a replacement can be issued.

Organizations that wish to send their representative to the meetings but have not received an invitation are requested to send an email to spp-cwp@un.org. Interested stakeholders who are not already accredited to UNEP can find more information about how to become accredited at <https://www.unep.org/civil-society-engagement/accreditation>.

For any questions regarding registration for the meeting, please contact the Secretariat (spp-cwp@un.org).

IV. Sponsored participants

In addition to registering online through the link provided above, any delegate designated to receive financial support for travel and daily subsistence allowance are requested to fill out an online form through the following link: <https://indico.un.org/event/1005806/> and attach the following three documents. The deadline to request funding is **30 September 2023**:

- Event Ticket (Approved Registration for Attendance at OEWG 2).
- Note Verbale nominating the delegate who should be receiving the travel funding.
- Copy of the passport bio-page.

Participating Governments are requested to indicate in their formal letter from the Ministry or a Note Verbale from the Embassy or Permanent Mission, the delegate who should be receiving the travel funding. For the necessary travel arrangements to comply with the United Nations rules and regulations, nominations or replacements of delegates received after the deadline cannot be guaranteed consideration for funded support. Final decision on travel requests will be subject to available financial resources.

For any questions, see below list of contacts:

- Registration of Member States – SPP Secretariat (spp-cwp@un.org)
- Major Groups Registration and Travel Support - SPP Secretariat (spp-cwp@un.org)
- Travel Support for Member States - SPP Secretariat (spp-cwp@un.org)

Financial assistance includes a return air ticket using the most economical fare as approved by the United Nations, to be issued by the travel agency working with the United Nations, and daily subsistence allowance (DSA) for Nairobi area by means of a debit card. As of 1 April 2023, the DSA rate for Nairobi area is **\$260** per day; that rate is, however, subject to change. For further enquiries regarding the financial assistance that may be provided to representatives of eligible countries, please contact the Secretariat (spp-cwp@un.org).

V. Hotel accommodation

Participants are responsible for making their own accommodation arrangements and are advised to do so as soon as possible.

Please find below a list of UNDSS recommended hotels in Kenya (As of July 2023):

Location	Hotels Name	Contacts
Ruaka/Gigiri	Tribe Hotel	+254 732186000 Use the Block Code: 231205UNE when booking.
	Trademark Hotel	+254 20 7250000 Use the Block Code: 231205UNE when booking.
	Safari Park Hotel	+254 203633000
	Windsor Golf Hotel	+254 208647000, 203565501/2/3/4/
	Magna Hotel & Suites (Accommodation Only)	+254 20513800
	Comfort Gardens	+254 723601280, +245 777601280

	City Lodge Hotel	+254 709264000
	La Mada Hotel	+254 789994026
Nairobi County CBD/Upper Hill/JKIA	Fairview Hotel	+254733636561
	Nairobi Safari Club	+254715072922
	Panafric Hotel	+254709111000
	Serena Hotel	+254732123333/732123000
	Panari Hotel (Mombasa Rd)	+254711 091000
	Mecure Hotel (Crown Plaza Upper Hill)	+254 71-909-6000/+254-20-2746100
	Ole Sereni	+254732 191000
	Boma Inn Hotel	+254-203904000
	Boma Hotel	728606476/728606478
	EKA Hotel	
	Silver Springs	
	Laico Regency Hotel	
	The Swiss International	
	Guest Houses (within Gigiri)	Bedelle
Southern Sun Mayfair		
Villa Rose Kempinski		
King Post Apartments		
Pride Inn Hotel (Rapta road)		
The Concorde Hotel and Suites		
Ibis styles (formerly Tunes)		
Hotel Royal Orchid Azure		
Park Inn by Radisson		
Bidwood Suites		
MovenPick		
Zehneria Portico		
Lenana Hotel		
Radisson Blu (temporarily closed)		
La Mada Hotel		
Hilton Garden Inn		
Crowne Plaza Airport (Lazizi Premiere)		
Four Points by Sheraton (JKIA)		
Four Points by Sheraton (Hurlingham)		
Hill Park Hotel		
Double Tree Hilton		
Social House		
Four Points by Sheraton (JKIA)		
Four Points by Sheraton (Hurlingham)		
Hill Park Hotel		
Double Tree Hilton		
Social House		
Casa Bella Suites		
Dolfran Guest House		
Villa Leone Hotels		

	Adies Garden Suites	
	Hob House	
	China Gardens	
	Kijiji Homestay	
	The Orchid Homes	
	Smothers Boutique hotel	
	Dream Place	
	Alpha Queens Home	
	Gigiri Lion Villa-UN Crescent	+2540100200200/0700107001
	Gigiri Lion Villa-Gigiri Drive	+2540100200200/0700107001

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

VI. Health requirements and medical facilities

Travel insurance is not provided by the United Nations and all participants are encouraged to arrange for their own travel health insurance, that covers both health and accident, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage. Medical costs incurred in Kenya will be directly borne by the participant.

The UNON Joint Medical Service will be available in cases of emergency during OEWG 2. The UNON Medical Clinic provides emergency and first aid assistance, including on-call (24-hours) ambulance 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, unon-jms-medicalvacuation@un.org

It is the delegate's own responsibility to ensure they meet all health-related requirements to enter to Kenya. A yellow fever vaccination certificate may be required if you are arriving in Kenya from a country with risk of yellow fever transmission. Useful information on other vaccinations recommended be consulted in the WHO website: <https://www.who.int/travel-advice>

United Nations buildings are smoke-free areas. Smoking is only allowed in the designated areas outside the buildings.

VII. Meeting documents and presentations

The Secretariat will use the [meeting webpage](#) to provide access to meeting documents and general information during the meeting. Parties wishing to submit conference room papers should email them to the Secretariat (spp-cwp@un.org).

VIII. Meeting rooms

To reserve rooms for regional and bilateral meetings before the start of the meeting, participants are invited to send an email to the OEWG Secretariat (spp-cwp@un.org) indicating the date, time, duration and number of participants. Owing to the limited availability of rooms at UNON, the Secretariat may not be able to fulfil all requests.

Requests to reserve rooms **once the meetings have started** should be made to the Conference Officer, Nadya Omar (nadya.omar@un.org), with the Secretariat in copy (spp-cwp@un.org).

IX. List of participants

A preliminary list of participants will be posted online before the closure of the meeting for individual verification of participants' contact details. To facilitate the compilation of the List of Participants, delegations of States Members of the United Nations, members of United Nations specialized agencies, regional economic integration organisations and observer organizations are requested to include in the delegation lists, a comprehensive list of the members of their respective delegations to the Secretariat, with the functional titles and designations of the delegates.

Delegates are requested to verify the accuracy of the information on the list, including names, designations, contact information and the order in which the names of delegation members are presented, and to sign the list and return it to the meeting room attendants or to the helpdesk. Corrections can also be sent to spp-cwp@un.org. The final list of participants will be made available on the meeting portal following the closure of the meeting.

The List of Participants will include the information provided during registration by Members and Observer organizations.

X. Side events

There will be no side events during the meeting.

XI. Catering services at UNON

The following caterers are available to delegates:

- Safari Park Hotel – Main cafeteria located near the lobby of the UN Complex
- River Café - Delegates lounge located on the lower level of the UNON Conference Room area
- Amaica – Located near Block A
- The Good Food Company – located between Block 1 and 2 of the New Office Facility

XIII. Local transportation

Many hotels provide courtesy shuttle services to/from the airport and in some cases from the hotel to the UNON complex. Participants are encouraged to liaise with their hotels in good time regarding their transportation needs.

In the absence of a courtesy bus, visitors may use reputable taxi companies:

- Jimcab: <https://www.jimcab.co.ke/>
- Jaycab: <https://www.businesslist.co.ke/company/99493/jay-cab-services>
- Jatco: <https://jatcotaxis.com/>
- Kenatco: <https://www.kenatco.co.ke/>

Uber and Bolt services are available throughout Nairobi area including at the airport.

XIV. Safety and security

Access to the venue premises and the surrounding area will be strictly limited to persons registered for OEWG 2. Individual conference badges for all government delegations and observers will be issued at the badge collection centre. Badges and passes must be always worn visibly in the venue.

Registered participants will be screened before entering the venue.

General security advice for Nairobi provided by the United Nations Office for Nairobi (UNON) can be accessed at this link: <https://dcs.unon.org/node/75>.

XV. Local currency

The local currency is the Kenyan shilling.

Visa, Master card and American Express are accepted at select businesses.

Participants are advised to keep a few small notes handy.

XVI. Local weather and time

The meeting will take place during dry season, and the average temperatures are expected to be between 18 and 26 degrees Celsius.

The standard time zone in Kenya is UTC + 3 hours.

XVII. Language in Kenya

English and Swahili are the languages spoken in Kenya.

XVIII. Other practical information

A. Phone access codes

The country code for Kenya is +254.

B. Electrical power supply

The electrical currents in Kenya are 220-240 Volts, 50 Hertz, using the 13A3 [square] wall switch socket outlet.

C. SIM cards for mobile phones

Local SIM cards that can be used with unlocked phones are available from post offices, convenience stores and newsstands and at shops in the Arrivals terminal and in malls near the meeting location. A valid passport is required for purchase of a SIM card.

D. Prayer and meditation rooms

The prayer and meditation rooms are available at the meeting venue.

E. Wi-Fi and printing

Free Wi-Fi 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 OEWG 2.

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.

Looking forward to seeing you in Nairobi!
