



**United Nations**

**Futures Lab Network**



**UNEP Regional Foresight Workshop – Africa  
6-7 November 2023; Nairobi Kenya**

**PARTICIPANT INFORMATION NOTE**

**1. Opening and Registration**

The UNEP Regional Foresight Workshop – Africa will be held at the Trademark Hotel in Nairobi, Kenya, from Monday 6 November, to Tuesday, 7 November 2023.

Participant registration is open at 8:30 a.m. and the meeting will start at 9:00 a.m. on Monday 6 November 2023.

**2. Venue**

The meeting will be held at:

**Trademark Hotel, Limuru Road**  
The Village Market, Gigiri  
P.O. Box 1333- 00621  
Nairobi, KENYA

**3. Working language**

The meeting will be held in English.

**4. Meeting Documents**

Documents will be circulated to meeting participants via email within 1 week of the meeting. In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no hard copies of meeting documents made available on site during the meeting. WIFI access will also be provided.

**5. General information on access to Nairobi**

Nairobi is serviced by the Jomo Kenyatta International Airport (17 kms from the Nairobi city centre). The meeting venue is located in Gigiri at the Trademark Hotel, outside the city centre of Nairobi, Kenya distance from the airport to Gigiri area is about 27 kms and takes approximately 55 minutes.

Taxis are available at the airport; please use an official airport taxi. Agree on the price before departing and please be advised that the use of a taxi is the only way into the city from 10:00 p.m. to 6:00 a.m. The journey should take approximately 30 minutes depending on traffic. Below please find a listing of recommended taxi companies:

- Pwin Cabs: +254 727 776761
- Jatco taxis: +254 725 280000
- Jimcab services: +254 735 555559
- Apollo Tours Ltd: +254 723 794249
- Amicabre Travels Ltd: +254 710 760055
- Little cab: +254 709 302302 (online)

Some hotels offer shuttle service to and from the airport at a cost, participants should enquire when making their reservations.

## 6. Visa Information

Participants from countries listed below do not require a visa; all other participants require an entry visa either an e-visa or a referred visa for Republic of Kenya. All are strongly advised to contact the nearest Kenyan diplomatic or consular mission as soon as possible to secure the required entry visa in a timely manner, prior to departure. Information on visa requirements can be found on the web site of the Directorate of Immigration Services of the Ministry of the Interior and Coordination of National Government of the Republic of Kenya at the following link: <http://www.immigration.go.ke/>.

Visa application for many countries is available online at the following link: <https://evisa.go.ke/evisa.html>.

Countries whose nationals do not require visas to enter Kenya – visa exempt are listed below (from the web site of the Government of Kenya)

Bahamas	Grenada	Papua New Guinea	St. Vincent and The Grenadines
Barbados	Jamaica	Rwanda	Tanzania, United Republic of
Belize	Kiribati	Samoa	Tonga
Botswana	Lesotho	San Marino	Trinidad and Tobago
Brunei Darussalam	Malawi	Seychelles	Tuvalu
Burundi	Malaysia (for less than 30 days stay)	Sierra Leone	Uganda
Cyprus	Maldives	Singapore	Vanuatu
Dominica	Mauritius	Solomon Islands	Zambia
Ethiopia	Mozambique	South Sudan	Zimbabwe
Fiji	Namibia	St Kitts and Nevis	
Gambia	Nauru	St. Lucia	
Ghana			

Information on the list of relevant Kenyan diplomatic/consular missions abroad, is available on the web site of the Ministry of Foreign Affairs of the Republic of Kenya at: <http://www.mfa.go.ke/>

To facilitate the issuance of visas, UNEP can issue upon request invitation letters to be attached to the visa applications.

## 7. Health Requirements

Participants arriving in Kenya are not required to show proof of COVID-19 vaccination or a take pre-departure COVID-19 test. It is suggested that you always carry proof of vaccination while travelling. Caution is required where risk for COVID-19 infection is high, such as in crowded, poorly ventilated spaces or personal risk from COVID-19 is

high. Preventive measures such as keeping up to date with COVID-19 vaccinations, practicing hand hygiene, and using face masks are advised.

The International travel, health and vaccination requirements and recommendations for travel to Kenya can be obtained from the web site of the Centre for Disease Control and Prevention (CDC) at: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya>.

A yellow fever vaccination certificate is required from travellers over one year of age coming from countries with risk of yellow fever transmission. The cities of Nairobi and Mombasa have lower risk of transmission than rural areas.

Risk of Malaria exists throughout the year in the whole country, including game parks, the city of Nairobi and in the highlands at altitudes above 2,500 m of Central, Eastern, Nyanza, Rift Valley and Western provinces.

Please note that **tap water is not safe to drink in Kenya**, however, bottled water is readily available.

The altitude in Nairobi (1,700 m or 5,500 ft) could be tiring at first and it might take some people a few days to adjust. Those who are not used to hot climates should avoid strenuous outdoor exercise in the middle of the day during the hot season.

For more information, please consult a medical professional regarding vaccination requirements for your travel. Please ensure that you have travel insurance.

In case of an emergency, the following three hospitals are recommended for urgent treatment:

- a. Nairobi Hospital, Tel: +254 272 2160
- b. The Aga Khan, Tel: +254 374 0000
- c. The M.P. Shah, Tel: +254 374 2763

## **8. Hotel Information**

Participants are **urged to book their own accommodation as soon as possible**. UNEP is **not responsible** for securing participants' accommodation. The costs for accommodation is covered in the DSA that will be provided as mentioned above. We encourage all participants to stay close to the meeting venue in Gigiri as it could take up to 1-2 hours with traffic to arrive at the venue from Nairobi city center. Please [follow this link](#) for a list of accommodation options while in Nairobi.

## **9. Payment of the Daily Subsistence Allowance (DSA)**

The DSA will be disbursed to sponsored participants on the first day of the meeting in the form of a prepaid credit card. For identification purposes, these participants are kindly requested to bring their passports and boarding passes which will be copied and immediately returned to participants. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA.

## **10. Official Languages**

There are two official languages in Kenya, Swahili and English.

## 11. Weather conditions and time zone information

In November, temperatures in Nairobi usually range between a maximum of +25°C in the daytime and a minimum of +12°C at night. Please bring appropriate clothing for rainy weather with cool evenings. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=251>.

The standard time zone will be Eastern Africa time (EAT) which is equivalent to GMT/UTC +3 hours.

## 12. Electricity

The electrical currents in Kenya are 220 – 240 Volts, 50 Hertz. Kindly note that Kenya uses the 13A 3 pin wall switch socket outlet. Below you will find pictures of these power sockets and corresponding plugs.



If your appliances have a different shape, you may need a plug adapter. There may be intermittent internet access available at the venue and / or your hotel.

## 13. Currency

The currency in Kenya is the Kenyan Shilling (Ksh) (KES). The current exchange rate as of 5 October 2023 is US \$1 = 148.80 Ksh and €1 = 156.88 Ksh. Most hotels offer currency exchange facilities as well as banks in major centres are open from 9:00 a.m. to 3:00 p.m. and at the Jomo Kenyatta International Airport, which is open daily from 7:00 a.m. to midnight. ATM machines are also available country wide. Major credit cards are accepted.

## 14. General Safety Rules for Travellers to Kenya

General security advice for Nairobi is shown below.

In Nairobi, one must be vigilant, always remain alert and conscious of your surroundings when going about your activities. The level of crime in Kenya, particularly Nairobi and other big cities is high. Caution should be exercised always. Crime ranges from petty theft, to kidnapping, mobile phone fraud and carjacking. Some precautions are as follows:

- Stay alert in locations frequented by tourists/foreigners.
- Keep your passport, traveller's cheques, excess money and any other valuables locked in the hotel's safe.
- Always carry a copy of your passport and visa (if applicable).
- Do not walk on your own at night in the major cities;
- Do not carry a lot of cash with you or wear expensive jewelry;
- Do not physically resist any robbery attempt;
- Monitor local media for breaking events and be prepared to adjust your plans;
- Make contingency plans to leave the country in the event of an emergency.

Avoid travel in the areas within 100 kms of the following borders: Somalia, Ethiopia and South Sudan. Also, avoid

travel to the areas of Eastleigh and Kibera neighborhoods of Nairobi.

For more specific security advice both before and during the meeting, please check your national Foreign Office travel advisory for Kenya.

#### **15. Disclaimer**

UNEP disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.