

# Handbook for Delegates to the United Nations Environment Assembly



The present handbook is aimed at representatives of Member States, observers and the major groups and stakeholders who are participating in sessions of the Environment Assembly. It is translated in Arabic, Chinese, English, French, Russian and Spanish and can be downloaded from the UNEP website:

<https://www.unep.org/resources/publication/handbook-delegates-united-nations-environment-assembly>

Cover: UNEA signage for the fifth session of the United Nations Environment Assembly



# Contents

<b>Introduction</b> .....	<b>3</b>
<b>United Nations Environment Programme</b> .....	<b>4</b>
<b>United Nations Environment Assembly</b> .....	<b>6</b>
<b>Roles and functions of the Environment Assembly</b> .....	<b>7</b>
<b>Sessions of the Environment Assembly</b> .....	<b>7</b>
Theme of the session .....	8
Rules of procedure .....	8
<b>Bureau of the Environment Assembly</b> .....	<b>9</b>
Election, composition and term of office of the Bureau .....	9
Replacement of a Bureau member .....	9
Meetings of the Bureau .....	9
Roles and functions of the President of the Environment Assembly .....	10
Functions of the Bureau of the Environment Assembly .....	10
Role of the Secretariat of Governing Bodies and Stakeholders .....	11
<b>Committee of Permanent Representatives</b> .....	<b>12</b>
Composition of the Committee of Permanent Representatives .....	12
Bureau of the Committee of Permanent Representatives .....	13
Replacement of a Bureau member .....	13
Meetings of the Bureau .....	13
Functions of the Chair and the Bureau of the Committee of Permanent Representatives .....	14
Meetings of the Committee of Permanent Representatives .....	14
<b>Participation of major groups and stakeholders in the Environment Assembly</b> .....	<b>15</b>
Rules of procedure of the Environment Assembly regarding major groups and stakeholders .....	15
Major Groups Facilitating Committee .....	17
Regional facilitators from the major groups and stakeholders .....	17
Global Major Groups and Stakeholders Forum .....	17
Green Room .....	17
Regional consultative meetings .....	18
<b>Programme of work of the Environment Assembly</b> .....	<b>18</b>
Agenda .....	18
Organization of work .....	19
Documentation .....	20
Seating .....	21
Interpretation .....	22
Webcast .....	22
Official side events at sessions of the Environment Assembly .....	22
Unofficial events at sessions of the Environment Assembly .....	22
<b>Registration for participation in the Environment Assembly</b> .....	<b>23</b>
Participants .....	23
Registration .....	23
Collection of badges .....	25
List of participants .....	25
Credentials .....	25
Funding support for participants in sessions of the Environment Assembly .....	26
Environmental sustainability .....	27

<b>Communication and public information related to the Environment Assembly</b> .....	<b>28</b>
News and media .....	28
Content generation .....	28
Multimedia .....	29
Design and photography .....	29
Digital and social media .....	29
<b>Governance Affairs Office</b> .....	<b>29</b>
Governing Bodies Unit .....	29
Civil Society Unit .....	30
<b>United Nations Office at Nairobi</b> .....	<b>32</b>
Entrance .....	33
<b>Division of Conference Services</b> .....	<b>33</b>
Conference rooms .....	34
Exhibitions and outdoor spaces .....	34
Schedule of meetings .....	34
Duration of official meetings .....	35
Use and care of United Nations electronic equipment .....	35
Interpretation .....	35
Written translations of statements delivered in official languages .....	36
Microphones .....	36
Records of meetings .....	36
Wi-fi .....	37
Accessibility .....	37
<b>Common services at the United Nations Office at Nairobi complex</b> .....	<b>37</b>
Banking .....	37
Catering services and restaurants .....	38
Post office and courier services .....	38
Recreation Centre .....	38
Commissary .....	39
United Nations Information Centre .....	39
Medical services .....	39
Department of Safety and Security .....	40
<b>Kenya: Host country of the United Nations Environment Programme and the United Nations Environment Assembly</b> .....	<b>42</b>
<b>General information</b> .....	<b>43</b>
Geographical location .....	43
Language .....	43
Time zone .....	43
Population .....	43
Capital .....	43
Weather conditions .....	44
Electricity .....	44
Internet services .....	44
Public health .....	44
Currency and other financial Information .....	45
<b>Arriving and staying in Nairobi</b> .....	<b>45</b>
Arrival at and departure from Jomo Kenyatta International Airport .....	45
Transportation from the airport into Nairobi .....	45
Accommodation in Nairobi .....	46
Tours and excursions in Nairobi .....	46
Dining in Nairobi .....	46
General security precautions .....	47
Karibuni amazing Kenya .....	47

# Introduction

The United Nations Environment Assembly, in its [decision 5/4](#), endorsed the outcome of the stocktaking meeting for the process for review, by the Committee of Permanent Representatives, of the Environment Assembly and its subsidiary bodies. One of the outcomes was a request to the secretariat to prepare, in consultation with the Bureau of the Environment Assembly and the Committee of Permanent Representatives, a handbook for delegates that would serve to familiarize them with the work of the United Nations Environment Programme, including its governing bodies, its intersessional work, the work of the bureaux and other pertinent matters.

The present handbook is aimed at representatives of Member States, observers and the major groups and stakeholders who are participating in sessions of the Environment Assembly, especially those attending for the first time. The handbook gives essential information, including on the provisions of the rules of procedure of the Environment Assembly and on established practices in the work of the Assembly and its subsidiary bodies, including the Committee of Permanent Representatives.

The handbook also provides practical guidance related to delegates' stay in Nairobi, describes the conference facilities at the United Nations Office at Nairobi, including catering services, banking and joint medical services, and gives advice related to safety and security. Overall, it aims to provide participants with all the information that they may need in advance of their arrival in Nairobi.





*The UN Environment Programme headquarters in Nairobi, Kenya*

# **United Nations Environment Programme**

Since its establishment in 1972, the [United Nations Environment Programme](#) (UNEP) has been the global authority on the environment, setting the environmental agenda, promoting coherent implementation of the environmental dimension of sustainable development within the United Nations system and serving as an authoritative advocate for the global environment. Headquartered in Nairobi, UNEP works through its [divisions](#), its regional and country [offices](#) and a growing network of collaborating centres of excellence.

UNEP also works closely with its 193 [Member States](#) and representatives of civil society and the [major groups and stakeholders](#) to address environmental challenges through the [United Nations Environment Assembly](#). UNEP also administers or provides secretariat function for many critical [multilateral environmental agreements](#) and research bodies.

The [Executive Director](#) and the [Senior Management Team](#) lead the implementation of the UNEP [medium-term strategy](#). The four-year strategy articulates the role of UNEP in achieving the environmental dimension of sustainable development as set out in the [2030 Agenda for Sustainable Development](#) and the outcome document of the United Nations Conference on Sustainable Development, entitled “[The Future We Want](#)”. The medium-term strategy is implemented through two biennial [programmes of work and their corresponding budgets](#).

UNEP works to effect transformational change for people and nature by tackling the root causes of the three planetary environmental crises of climate change, nature and biodiversity loss, and pollution and waste. This is done through seven interlinked subprogrammes: [climate action](#); [nature action](#); [chemicals and pollution action](#); science policy; [environmental governance](#); [finance and economic transformations](#); and [digital transformations](#).

UNEP relies on voluntary [financial contributions](#) to enable it to implement its programme of work. These voluntary contributions by [funding partners](#) account for 95 per cent of the funding that it receives.



More information about UNEP, its mandate, mission and vision and the key results that have been achieved over the last 50 years is available in the publication entitled “UNEP – your partner for people and planet”.





*Opening of the High-level segment during the resumed fifth session of the United Nations Environment Assembly on 1 March 2022, Nairobi Kenya*

# United Nations Environment Assembly



The [United Nations Environment Assembly](#) is the world's highest-level decision-making body for matters related to the environment. It sets priorities for global environmental policies and international environmental law. In 2012, at the United Nations Conference on Sustainable Development, world leaders adopted an outcome document entitled "[The Future We Want](#)". Subparagraph 88 (a) provided for universal membership in the Governing Council of the United Nations Environment Programme (UNEP), as well as other measures to strengthen its governance as well as its responsive and accountability to Member States. Subsequently, the 54-member Governing Council was renamed the United Nations Environment Assembly, with all 193 Member States as its members. Additional information on the Environment Assembly is available on the [website](#).

## Roles and functions of the Environment Assembly

The UNEP Governing Council, in its [decision 27/2](#), decided that the Environment Assembly would set the global environmental agenda; provide overarching policy guidance and define policy responses to address emerging environmental challenges; undertake policy review, dialogue and the exchange of experiences; set the strategic guidance on the future direction of UNEP; and foster partnerships for achieving environmental goals and resource mobilization.

## Sessions of the Environment Assembly

The Environment Assembly meets every two years at UNEP headquarters, which is located in the complex of the United Nations Office at Nairobi. The regular sessions are organized as five-day meetings, with the first three days consisting of plenary meetings, national and regional statements and negotiations in a sessional body called the committee of the whole. Pursuant to Governing Council [decision 27/2](#), the last two days are dedicated to a high-level segment in which Heads of State and Government and environment ministers participate and adopt final outcomes.

Special sessions of the Environment Assembly may also be convened in line with rule 5 of the Assembly's [rules of procedure](#). The first special session was held in 2022 to commemorate the fiftieth anniversary of the establishment of UNEP. A special session has its own president, elected by the Environment Assembly. This is usually the President of the regular session.

## Theme of the session

Each session of the Environment Assembly has a theme, which is chosen following broad consultations with Member States and a wide cross-section of stakeholders and endorsed by the Bureau at least one year ahead of the session. The consultations take place under the auspices of the Presidency of the Environment Assembly and are initiated on the basis of a document prepared by the secretariat.

## Themes of previous sessions of the Environment Assembly

- + First session (2014): “Sustainable development goals and the post-2015 development agenda, including sustainable consumption and production” and “Illegal trade in wildlife”.
- + Second session (2016): “Delivering on the environmental dimension of the 2030 Agenda for Sustainable Development”.
- + Third session (2017): “Towards a pollution-free planet”.
- + Fourth session (2019): “Innovative solutions for environmental challenges and sustainable consumption and production”.
- + Fifth session (2021 and 2022): “Strengthening actions for nature to achieve the sustainable development goals”.
- + First special session (2022): “Strengthening UNEP for the implementation of the environmental dimension of the 2030 Agenda for Sustainable Development”.

## Rules of procedure

The proceedings of all formal meetings of the Environment Assembly are governed by its [rules of procedure](#). The rules of procedure, which were adopted by the Governing Council at its twenty-seventh session in 2013 (in [decision 27/1](#)), have twice been amended by the Environment Assembly (in [resolution 1/2](#) and [resolution 2/1](#)).

## Bureau of the Environment Assembly

### Election, composition and term of office of the Bureau

During the final meeting of a regular session, the Environment Assembly elects a president, eight vicepresidents and a rapporteur from among its members (rule 18 of the rules of procedure). These officers constitute the [Bureau of the Environment Assembly](#) and assist the President with the general conduct of the Assembly's business. In electing its officers, the Environment Assembly ensures that each of the [five regional groups](#) of States Members of the United Nations is represented by two members of the Bureau. The Bureau is usually elected by acclamation. Bureau members are elected in their personal capacity and cannot delegate this role to anyone else.

The term of office of the Bureau members begins at the close of the session at which they are elected, and they remain in office until the closure of the next regular session, at which their successors will be elected. The term is therefore normally two years. In accordance with the rules of procedure, the Bureau members are eligible for re-election. The positions of president and rapporteur are subject to rotation among the five regional groups according to an established [pattern](#) as can be seen in the [composition of the current and past bureaux](#).

### Replacement of a Bureau member

During a session of the Environment Assembly, if a Bureau member, except the President, is unable to permanently carry out any of her or his functions, the Assembly may elect an alternate upon appointment by a member State or by the regional group to which that member belongs (rule 19). If the President is unable to perform their functions, the Bureau shall designate one of the vicepresidents as Acting President (rule 22).

During the intersessional period, if a Bureau member resigns or is unable to exercise her or his functions, the Member State or the regional group to which that member belongs shall nominate a replacement for the remainder of the term. In such cases, the Executive Director of UNEP informs all States Members of the Assembly of the nomination in writing. If, within one month, no written objections have been received, the nominee is elected. In the unlikely event that a Member State objects, the nominee will be elected if a majority of responding Member States support the nominee (rule 19).

### Meetings of the Bureau

The Bureau of the Environment Assembly usually meets four to six times a year. The members themselves decide the exact number and timing of the meetings. The Bureau usually meets online. The presence of a majority of members (namely, six) is required for any decision to be taken. To the extent possible, the Bureau takes decisions by consensus.

In addition, joint online meetings of the Bureau of the Environment Assembly and the Bureau of the Committee of Permanent Representatives are held for the purpose of conducting consultations between

the two bureaux. These meetings are co-chaired jointly by the President of the Environment Assembly and the Chair of the Committee. In general, decisions are taken by consensus.

Furthermore, the Chair of the Committee of Permanent Representatives participates, in an ex officio capacity (without voting rights), in meetings of the Bureau of the Environment Assembly, and a representative of the President of the Environment Assembly attends, in an ex officio capacity, meetings of the Bureau of the Committee.

## **Roles and functions of the President of the Environment Assembly**

The President of the Environment Assembly is the guardian of the rules of procedure and, with the assistance of the other Bureau members, is responsible for the general conduct of the business of the Assembly. The Environment Assembly mandates the President to convene formal plenary meetings, informal meetings and the meetings of the committee of the whole, including working groups on resolutions.

According to the rules of procedure (rule 33), the role of the President is to:

- + Open and close each meeting
- + Direct the discussions (e.g., manage the list of speakers, establish time limits, accord the right to speak and close the list of speakers)
- + Ensure observance of the rules of procedure of the Environment Assembly
- + Rule on points of order
- + Propose adjournment or suspension of a meeting or of the debate on the question under discussion

In addition, the President may consult with Member States and other stakeholders for the purposes of preparing and facilitating agreement on high-level outcomes of sessions of the Environment Assembly. The President may represent the Environment Assembly in intergovernmental meetings at the regional and global levels, including at other United Nations meetings, such as those of the High-level Political Forum on Sustainable Development, in order to convey key outcomes of the Assembly session. The President may also delegate these functions to another member of the Bureau.

## **Functions of the Bureau of the Environment Assembly**

The role of the Bureau of the Environment Assembly is to assist the President with the general conduct of the Assembly's business. Bureau members, in consultation with the regional groups they represent:

- + Carry out the tasks entrusted to the Bureau by the Environment Assembly and the President.



- + Assist the President in the general conduct of the business of the Environment Assembly in accordance with the rules of procedure, including the review of credentials.
- + Prepare for the sessions of the Environment Assembly, including by providing guidance on identification of an overarching theme for the session and advice on and input into the provisional agenda, the proposed organization of work of the session and the scheduling of agenda items.
- + Facilitate the negotiation of draft resolutions and decisions, as appropriate, for consideration by the Environment Assembly, including by selecting facilitators.
- + Recommend the referral of certain agenda items to subsidiary bodies of the Environment Assembly for consideration.
- + Provide guidance on the organization of meetings of an informal nature that are related to the Environment Assembly, including side events during its sessions.
- + Coordinate with the Bureau and the Chair of the Committee of Permanent Representatives to ensure that the work of the Committee is aligned with the decision-making process of the Environment Assembly.

The Rapporteur is mainly responsible for reviewing and clearing the report on the proceedings of sessions of the Environment Assembly.

### **Role of the Secretariat of Governing Bodies and Stakeholders**

The President is assisted in her or his functions by the [Secretariat of Governing Bodies and Stakeholders](#) (also referred to as the Governance Affairs Office), which coordinates meeting preparations, prepares procedural scripts for the President and other relevant meeting documentation, and provides advice on procedural, protocol-related and other relevant issues. When the President is on the podium, the Secretary of Governing Bodies and Stakeholders and a high-level representative of UNEP, such as the Executive Director or the Deputy Executive Director, assist the President in the general conduct of the meeting.

## Committee of Permanent Representatives



*Subcommittee meeting of the Committee of Permanent Representatives held on 21 September 2023 in Nairobi, Kenya*

The [Committee of Permanent Representatives](#) is an intersessional subsidiary organ of the United Nations Environment Assembly that regularly reviews the implementation of the outcomes of the Assembly; guides the development of the programme of work and budget and monitors its implementation; and provides oversight regarding the work of the secretariat. All regular meetings of the Committee, including those of the Open-ended Committee of Permanent Representatives, as well as the subcommittee meetings, are open to participation by representatives of accredited major groups and stakeholders.

### **Composition of the Committee of Permanent Representatives**

The Committee of Permanent Representatives comprises [accredited](#) representatives of all the States Members of the United Nations, of the specialized agencies of the United Nations and of the European Union, whether based in Nairobi or elsewhere. The Secretariat of Governing Bodies and Stakeholders maintains a [directory of all members](#) accredited to the Committee of Permanent Representatives, as well as a [directory of environment ministers and focal points](#). The procedure for accreditation to the Committee is outlined on the Committee's website. Member States are encouraged to send timely updates about any changes to their representation in the Committee of Permanent Representatives to the following email address: [unep-sgb@un.org](mailto:unep-sgb@un.org).

## Bureau of the Committee of Permanent Representatives

The work of the Committee of Permanent Representatives is coordinated by a five-member [Bureau](#), consisting of a chair, three vice-chairs and a rapporteur, elected, usually by acclamation, from among Committee members, for a period of two years (UNEP Governing Council [decision 19/32](#)), that begins on 1 July following their election. The Bureau members are eligible for re-election. In electing its officers, the Committee ensures that each of the [five regional groups](#) of the United Nations is represented. Bureau members are elected in their personal capacity and cannot delegate the role to anyone else. The positions of the chair and the rapporteur are subject to rotation among the five regional groups according to an [established pattern](#).

### Replacement of a Bureau member

In accordance with rule 19 of the rules of procedure of the Environment Assembly, which applies also to the Committee, during a meeting of the Committee of Permanent Representatives, if a Bureau member, except the Chair, is unable to permanently carry out any of her or his functions, the Committee may elect an alternate upon appointment by a Member State or by the regional group to which that member belongs. In line with rule 22 of the rules of procedure of the Environment Assembly, if the Chair is unable to perform her or his functions, the Bureau is to designate one of the vicechairs to be the acting chair.

In accordance with rule 19 of the rules of the procedure, if the Committee is not meeting and a Bureau member resigns or is unable to exercise her or his functions, the Member State or the regional group to which that Member State belongs is to nominate a replacement for the remainder of the term. In such cases, the secretariat informs all the accredited Member States of the Committee of the nomination in writing. If, within one month, no written objections have been received, the nominee is elected. If an accredited Member State objects, the nominee will be elected if a majority of responding accredited Member States support the nominee.

### Meetings of the Bureau

The Bureau usually meets six to eight times every year. The Chair decides on the exact number and timing of the meetings, in consultation with the Secretariat and the other Bureau members. The Bureau usually meets in person, but the option to join online exists. The presence of a majority of members is required for any decision to be taken, but the Bureau usually takes decisions by consensus.

In addition, joint online meetings of the Bureau of the Committee of Permanent Representatives and the Bureau of the Environment Assembly are held for the purpose of conducting consultations between the two bureaux. These are co-chaired jointly by the Chair of the Committee and the President of the Environment Assembly. Decisions are taken by consensus.

Furthermore, a representative of the President of the Environment Assembly participates, in an ex officio capacity (without voting rights), in the meetings of the Bureau of the Committee of Permanent Representatives, and the Chair of the Committee attends, in an ex officio capacity, meetings of the Bureau of the Environment Assembly.

## Functions of the Chair and the Bureau of the Committee of Permanent Representatives

The Chair of the Committee of Permanent Representatives is responsible for the general conduct of the business of the Committee. The other members of the Bureau, with the support of the secretariat, and in consultation with the regional groups, assist the Chair in her or his functions.

The role and responsibility of the Bureau of the Committee of Permanent Representatives is further defined in the [outcome](#) of the stocktaking meeting for the process for review, by the Committee of Permanent Representatives, of the Environment Assembly and its subsidiary bodies, which was endorsed by the Environment Assembly in its [decision 5/4](#).

## Meetings of the Committee of Permanent Representatives

### Regular meetings of the Committee of Permanent Representatives

The Committee of Permanent Representatives holds four formal meetings a year, for the purpose of overseeing implementation of the UNEP programme of work and medium-term strategy and to prepare for the upcoming session of the Environment Assembly. These formal meetings offer interpretation into the six official languages of the United Nations and provide an opportunity for Member States and stakeholders to engage in dialogue with the Executive Director of UNEP. Standing items on the agenda of the formal meetings typically include the report by the Executive Director; relevant evaluation reports and audits; preparations for the upcoming session of the Environment Assembly; and the report of the subcommittee.

### Subcommittee meetings

The Committee also meets regularly (usually once or twice a month) through its subcommittee, established pursuant to paragraph 10 of UNEP Governing Council [decision 19/32](#). The meeting agendas vary and usually include secretariat briefings on the implementation of specific project portfolios under the UNEP programme of work; implementation of resolutions of the Environment Assembly; preparations for the upcoming session of the Environment Assembly; and the outcomes of multilateral meetings and events organized by UNEP. In the intersessional period between the annual subcommittee meeting and the meeting of the Open-ended Committee of Permanent Representatives, the subcommittee also provides a forum for consultations on draft resolutions and decisions of the Environment Assembly.

### Annual subcommittee meeting

Every year, the subcommittee meets for five consecutive days to review, with the support of the secretariat, the implementation of the existing and/or the preparation of the new medium-term strategy and programme of work and budget, . In the year preceding a session of the Environment Assembly, the annual subcommittee meeting also provides a forum for the announcement and/or presentation of draft resolutions and decisions.



### Meetings of the Open-ended Committee of Permanent Representatives

Every second year, the Committee of Permanent Representatives meets as the Open-ended Committee of Permanent Representatives. It holds a five-day meeting, chaired by the Chair of the Committee of Permanent Representatives, immediately before the session of the Environment Assembly. During the meeting, representatives of Member States meet in formal plenary sessions and informal working groups and contact groups to negotiate draft resolutions and decisions for consideration and possible adoption by the Environment Assembly. Usually the Presidency of the Environment Assembly also conducts informal consultations on the margins of the meeting of the Open-ended Committee of Permanent Representatives to seek consensus on a draft ministerial declaration for consideration at the upcoming session of the Environment Assembly.

### Road map for the meetings of all governing bodies of the United Nations Environment Programme

A [road map](#) of the meetings of all UNEP governing bodies is available online.

## Participation of major groups and stakeholders in the Environment Assembly



*Reactions after the adoption of the Resolution 5/14 on ending worldwide plastic pollution*

**Major groups and stakeholders** play a key role in the Environment Assembly. The UNEP Governing Council, in its [decision 27/2](#), called for active participation of all relevant stakeholders, particularly those from developing countries, and the effective engagement of civil society in the work of the Assembly and its subsidiary bodies.

### Rules of procedure of the Environment Assembly regarding major groups and stakeholders

Rule 70 of the rules of procedure of the Environment Assembly defines the role of observers of international non-governmental organizations in sessions of the Environment Assembly and meetings of its subsidiary bodies.

Organizations representing the [nine categories of major groups and stakeholders](#) may seek UNEP [accreditation](#) (through an application process led by the secretariat) to participate in the deliberations of the Environment Assembly and its subsidiary bodies. Accredited major groups and stakeholders may participate in meetings as observers and have the right to provide oral contributions and present written submissions. Major groups and stakeholders are also assigned seats at all official sessions of the Environment Assembly and meetings of its subsidiary organs, including the Committee of Permanent Representatives.

Accredited representatives of the major groups and stakeholders may also access the [UNEP Resolutions Portal](#) and submit written input regarding draft resolutions and decisions.

Through these practices and platforms, major groups and stakeholders continue to play an important role in providing expert input and advice on agenda-setting, decision-making and implementation of resolutions and decisions of the Environment Assembly.

### **Self-organization of the major groups and stakeholders**

Major groups and stakeholders traditionally organize their own activities, and the role of the secretariat is to facilitate their engagement, including by offering meeting space for them to coordinate matters among their members and by providing travel support to members of the Major Groups Facilitating Committee and, subject to the availability of funding, to other representatives of accredited organizations based in developing countries.

The nine categories of major groups and stakeholders, as identified in section III of Agenda 21, which was adopted by the United Nations Conference on Environment and Development in 1992, are:

- + Business and industry
- + Children and youth
- + Farmers
- + Indigenous Peoples and their communities
- + Local authorities
- + Non-governmental organizations
- + Scientific and technological community
- + Women
- + Workers and trade unions

## Major Groups Facilitating Committee

The [Major Groups Facilitating Committee](#) was established to support interaction and coordination between the major groups and stakeholders and the UNEP secretariat with regard to the groups' contributions to the governance of UNEP. It consists of 30 individuals: two elected representatives of each of the nine categories of major group and two other representatives of each UNEP region (Africa, Asia and the Pacific, Europe, Latin American and the Caribbean, North America and West Asia). Members of the Committee usually serve for two years. Elections are organized by the major groups and stakeholders themselves or, upon request, by the secretariat. The Committee meets regularly to discuss matters of common interest to the major groups and stakeholders, exchange information and interact with the UNEP secretariat and with a view to facilitating engagement with UNEP governing bodies. During sessions of the Environment Assembly, the Committee organizes regular coordination meetings and coordinates seat allocation in the main meeting rooms.

## Regional facilitators from the major groups and stakeholders

The regional facilitators are members of the Major Groups Facilitating Committee. Their role is to ensure that regional perspectives are put forward and taken into consideration. During sessions of the Environment Assembly, two dedicated seats per region are made available for the regional facilitators. Regional facilitators work also closely with UNEP regional offices in organizing regional consultative meetings for the major groups and stakeholders in preparation for sessions of the Environment Assembly.

## Global Major Groups and Stakeholders Forum

The [Global Major Groups and Stakeholders Forum](#) is an event organized by the major groups and stakeholders with the assistance of the secretariat. Sessions of the Forum serve to prepare the contributions of the major groups and stakeholders to the work of the Environment Assembly. The Forum session is traditionally held a few days before each session of the Assembly.

The Forum session allows the major groups and stakeholders to discuss the theme of the upcoming session of the Environment Assembly and to coordinate their input and their statements. Their contributions focus on the draft resolutions and decisions submitted by Member States for consideration and possible adoption by the Environment Assembly. The organizers of the Forum session may also invite representatives of Member States to participate as observers and to engage in dialogue with the major groups. The Forum session is also open to organizations that are not accredited by UNEP.

A highlight of each session of the Forum is the open dialogue with the Executive Director of UNEP, which was initiated to facilitate interaction on any topic that the major groups and stakeholders might wish to raise.

## Green Room

The Green Room is an events space that is traditionally reserved for the sole use of the major groups and stakeholders for the period of the meeting of the Open-ended Committee of Permanent Representatives and the session of the Environment Assembly, which are held back to back. It is used for briefing sessions,

information events, bilateral discussions, meetings, planning sessions and press or multi-stakeholder events, including side events organized by the major groups and stakeholders themselves.

## Regional consultative meetings

Regional consultative meetings take place at least once during the period between sessions of the Environment Assembly and are organized by the UNEP regional offices in close cooperation with the regional facilitators elected by the major groups. The regional consultative meetings bring together UNEP-accredited representatives of the major groups and stakeholders from each region, but nonaccredited and new actors can also be invited to participate in the discussions as they prepare for the session of the Environment Assembly.

During the regional consultative meetings, joint positions are developed and challenges relevant to the region are discussed. These statements and positions are summarized in an information document and shared, in advance of the session of the Environment Assembly, with the Bureau of the Environment Assembly, Member States and all stakeholders. The regional consultative meetings also provide opportunities for the development of participants' capacities and for the planning of partnerships and cooperation with UNEP, including engagement with the respective UNEP regional offices.

Links to useful documents:

- + [List of accredited organizations](#) from the major groups and stakeholders
- + [UNEP Handbook for Stakeholder Engagement](#)
- + [UNEP and Indigenous Peoples: A Partnership in Caring for the Environment – Policy Guidance](#)
- + [UNEP Access-to-Information Policy](#)

# Programme of work of the Environment Assembly

## Agenda

The provisional agenda of a given session of the Environment Assembly is approved at the previous session.

The provisional agenda is then communicated, as document UNEP/EA.X/1 (where "X" is the number of the given session), by the Executive Director of UNEP to potential participants in conjunction with the formal invitation to the upcoming session. The provisional agenda is later complemented by an annotated provisional agenda (UNEP/EA.X/1/Add.1) prepared by the secretariat, providing information on what is to be considered under each agenda item. The provisional agenda can include supplementary items that have been proposed by any authority entitled to do so (rule 11). The Environment Assembly adopts its agenda at the beginning of each regular session (rule 12) on the basis of the provisional agenda. In some cases,



the agenda may be revised in accordance with the relevant rule of procedure (rule 15). The Environment Assembly may allocate items among its plenary meetings and sessional committees, if established, and may refer items to one or more of its subsidiary organs, if established (rule 13).

## Organization of work

The organization of work of a given session of the Environment Assembly is issued by the secretariat in an information note (usually document UNEP/EA.X/INF/1).

### Opening plenary meeting

At the opening plenary meeting of a regular session, the Environment Assembly adopts its agenda; hears opening statements from regional and political groups and major groups and stakeholders; decides on its organization of work, including the establishment of a committee of the whole (rules 60 and 61) and the election of the chair and the rapporteur of that Committee; and establishes a credentials committee consisting of the Bureau of the Environment Assembly (rule 17).

### High-level segment of the Environment Assembly

The two-day high-level segment focuses on the theme of the Environment Assembly, as defined by the Bureau following broad consultations with Member States and a wide cross-section of stakeholders. The segment includes plenary meetings where national statements are delivered, including statements by Heads of State and Government, and a high-level panel discussion or discussions. This type of discussion is usually referred to as a "leadership dialogue".

### National statements

The delivery of national statements on the theme of the Environment Assembly follows a list of speakers that is established in advance on a first-come first-served basis, with the customary protocol that ensures that Heads of State and Government speak first, followed by ministers and other heads of delegation. Statements can also be delivered by members of specialized agencies that are not members of the Environment Assembly, such as the Holy See and the State of Palestine (rule 68); representatives of specialized agencies, appropriate United Nations bodies and intergovernmental organizations (rule 69); and representatives of observers from international nongovernmental organizations, through the major groups and stakeholders (rule 70).

### Closing plenary meeting

At the closing plenary meeting, on the last day of the session, the Environment Assembly considers the credentials of the representatives in attendance on the basis of a report from the Bureau of the Assembly; considers the report of the committee of the whole and takes action on a draft ministerial declaration and draft resolutions and decisions, including on the provisional agenda and dates of the next session; elects the Bureau of its next session; and adopts the draft report of the proceedings of the session, which is to be finalized after the session by the Rapporteur.

### Committee of the whole

At the opening plenary of the session, the Environment Assembly may choose to establish a committee of the whole (in accordance with rule 61); elect the chair and rapporteur of the committee; and allocate to the committee agenda items on which there are draft resolutions and decisions that still require

negotiation and finalization, according to the latest versions submitted by the Chair of the Committee of Permanent Representatives as the outcome of the meeting of the Open-ended Committee of Permanent Representatives that usually takes place immediately prior to a regular session of the Environment Assembly.

The committee of the whole holds both formal plenary meetings and informal meetings of a drafting group, which it establishes, with the aim of reaching consensus on the outstanding draft resolutions and decisions. Representatives of the major groups and stakeholders may observe the proceedings of the committee of the whole and may be invited to make interventions at the discretion of the Chair (rule 70). The committee of the whole approves draft resolutions and decisions and submits them to the Environment Assembly for adoption. It also adopts its own report and submits it to the Environment Assembly for consideration.

### Leadership dialogues

Leadership dialogues held by the Environment Assembly focus on the theme of the session and are usually held in the format of a high-level interactive moderated panel discussion open to all Member States and other participants. A summary of each dialogue is presented, by the moderator of the dialogue, at the closing plenary meeting of the session for the information of the Assembly. Leadership dialogues are interpreted into all six official languages of the United Nations and are webcast.

### Multi-stakeholder dialogues

A multi-stakeholder dialogue is usually held in the form of a panel discussion among representatives of Member States, representatives of non-governmental organizations and other participants. A summary of the dialogue is presented, by one of its participants, at the closing plenary meeting. The multi-stakeholder dialogue is interpreted into all six official languages of the United Nations and is webcast.

## Documentation

The official documentation of the Environment Assembly is issued in the six official languages of the United Nations. Information documents, which supplement the official pre-session documents, are issued in English only, with an “INF” symbol (e.g., UNEP/EA.X/INF/Y, where “X” is the number of the given session and “Y” is the number of the document).

The Executive Director is responsible for ensuring that the documents are distributed at least 42 days (six weeks) in advance of the session (rule 29). All pre-session and post-session documents, including information documents, are available on the website of the [Environment Assembly](#).

### Pre-session documents

Pre-session documents, such as the provisional agenda, the annotated provisional agenda and the reports of the Executive Director on progress in the implementation of the resolutions and decisions adopted at previous sessions of the Environment Assembly, and post-session documents, such as reports on the proceedings of the Assembly sessions, are issued with the symbol UNEP/EA.X/Y, where “X” is the number of the given session and “Y” is the number of the document (e.g., UNEP/EA.5/1). Consideration of an agenda item is informed by one or more documents and reports prepared by the secretariat.

### In-session documents

In-session documents are usually draft resolutions and decisions that are issued in a “limited” series with an “L” symbol, e.g., UNEP/EA.5/L.20. These documents are made available to Member States and accredited organizations on a password-protected platform, via the [UNEP Resolutions Portal](#), that also contains all the relevant information relating to the drafts, including any cosponsorship, background documentation, related technical notes prepared by the secretariat and the different versions of the draft following each round of negotiations. In-session documents can also include conference room papers, or “CRPs”, which, in some cases, are submitted by Member States to provide supplementary information during the negotiation of a draft resolution or decision.

### Post-session documents

Resolutions are published in all the official languages of the United Nations as post-session documents in the same series as the session of the Environment Assembly (e.g., UNEP/EA.5/Res.1). Until its adoption, the text of a resolution remains an “L” document. Decisions of the Environment Assembly are annexed to the proceedings report and made available on the website. The ministerial declaration adopted by the Environment Assembly at each session on the theme of the session is issued as document UNEP/EA.X/HLS.1, where “X” is the number of the given session.

### Report to the United Nations General Assembly

As mandated by the United Nations General Assembly in its [resolution 2997 \(XXVII\)](#), the Environment Assembly reports to the General Assembly through the Economic and Social Council. The report of the Environment Assembly is issued as a supplementary document of the General Assembly, and always bears the document number 25 (e.g., A/76/25).

### Official Document System of the United Nations

The [Official Document System](#) of the United Nations is the central repository for United Nations parliamentary documents. All official documents of the Environment Assembly are available in the system.

### United Nations Environment Programme Resolutions Portal

The [UNEP Resolutions Portal](#), previously referred to as the PaperSmart portal, is the depository of the draft resolutions and decisions submitted to the Environment Assembly since its third session.

## Seating

As a subsidiary organ of the General Assembly, the Environment Assembly follows the seating protocol of the General Assembly for its meetings (see box below). At the plenary meetings, following on from the seating arrangement for Member States, seats are also made available for States that are not members of the Environment Assembly, accredited intergovernmental organizations, United Nations entities (including specialized agencies, funds and programmes) and the major groups and stakeholders.

## Seating protocol of the United Nations General Assembly

On the day of the election of the President of the General Assembly, the Secretary-General of the United Nations draws lots to determine which Member State will be placed at the right end of the front row of seats as seen from the podium. The seating order then follows the English alphabetical order of the names of Member States. It is valid for the whole session and also applies to the meetings of the subsidiary organs of the General Assembly, such as the Environment Assembly.

## Interpretation

Interpretation into all six official languages of the United Nations is provided at all formal plenary meetings of the Environment Assembly and of the committee of the whole. Interpretation is also provided for some informal meetings, such as leadership dialogues and multistakeholder dialogues.

## Webcast

Formal plenary meetings of the Environment Assembly and certain informal meetings, such as leadership dialogues and multi-stakeholder dialogues, are streamed as live webcasts in all six official languages of the United Nations.

## Official side events at sessions of the Environment Assembly

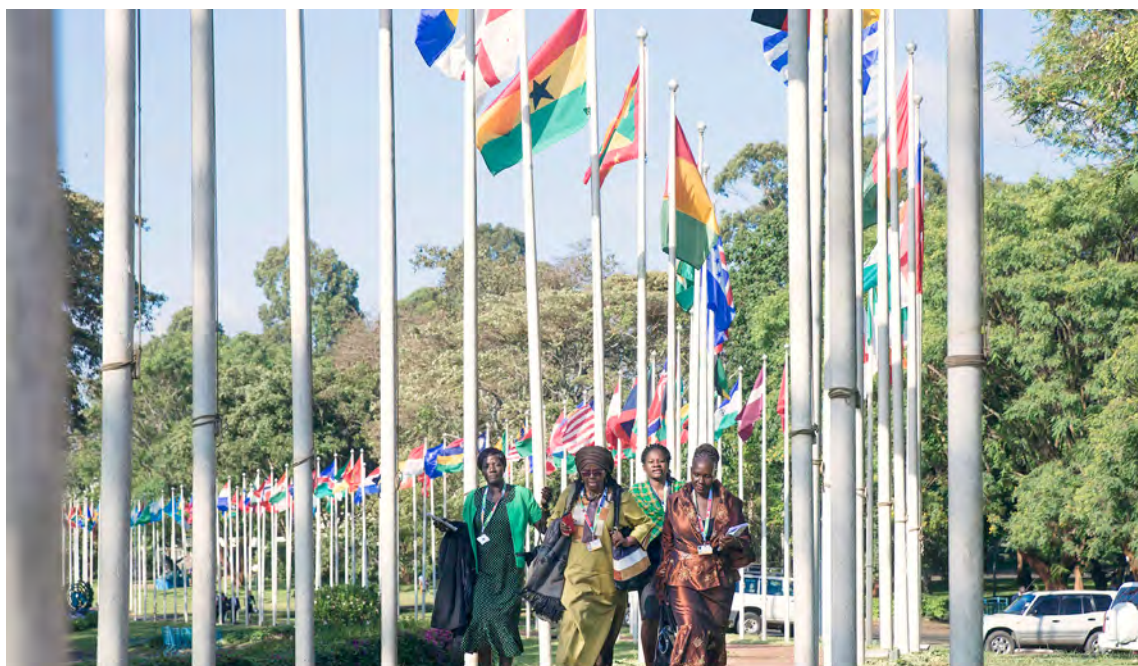
Official side events related to the theme of the given Assembly session are part of that session. Environment Assembly side events are organized by Member States, the UNEP secretariat, observers and major groups and stakeholders. They may take place in person or virtually for a duration of 60 to 90 minutes, usually during the lunch break and in the evenings, when there are no plenary meetings. Detailed programmes for official side events are made available on the website of the Environment Assembly. The secretariat issues a call for side events at least five months in advance of a session of the Environment Assembly. Member States and relevant stakeholders are invited to submit proposals for side events using a specific template. The selection process is led by the secretariat, with a proposed list of side events presented, by the Executive Director of UNEP, to the Bureau of the Environment Assembly for approval.

## Unofficial events at sessions of the Environment Assembly

In addition to official side events, which are selected through an application process as mentioned above, several unofficial side events, such as exhibitions, social events and receptions, are organized and convened by Member States, the UNEP secretariat, observers or major groups and stakeholders. Such events may take place outside the complex of the United Nations Office at Nairobi and may be held in parallel to the formal meetings of the Environment Assembly.



## Registration for participation in the Environment Assembly



*Delegates at the third session of the United Nations Environment Assembly in December 2017*

### Participants

In accordance with General Assembly [resolution 67/213](#), all States Members of the United Nations are members of the Environment Assembly and may register to participate in its sessions.

In accordance with General Assembly [resolution 2997 \(XXVII\)](#) and the rules of procedure of the Environment Assembly, members of specialized agencies and representatives of United Nations entities, specialized agencies, other intergovernmental organizations and major groups and stakeholders may also register to participate as observers in the sessions of the Environment Assembly. Furthermore, the European Union, as a regional economic integration organization, may also take part in the deliberations of the Environment Assembly according to the same modalities as those applicable to its participation in the sessions and the work of the General Assembly.

### Registration

All participants in the Environment Assembly, including representatives of Member States and observer States and representatives of United Nations entities, specialized agencies, other intergovernmental organizations and major groups and stakeholders are required to register for each session. Once online

registration has opened, participants are advised to register as soon as possible, well in advance of the Assembly session, including for the session of the Global Major Groups and Stakeholders Forum and the meeting of the Open-ended Committee of Permanent Representatives. A link to the online registration portal, using the [Indico](#) tool, once activated, is available on the main website of the Environment Assembly and is communicated to all Member States and accredited observers. Registration usually opens six months in advance of a session of the Environment Assembly.

As part of the registration process, it is usually necessary to upload the following documents to the Indico system:

- For participants from delegations of Member States, a copy of a note verbale containing information on the composition of delegation (the names and functional titles of the delegates and the ministry/division under which they each work). The same note verbale can be presented as the delegates' credentials
- For participants from intergovernmental organizations and major groups and stakeholders, a copy of a nomination letter with the organization's letterhead, containing the full names and functional titles of the representatives, signed by the executive head of the organization
- For all participants, a copy of the picture page of the national passport, along with a passport-sized colour photo, with a white, grey or neutral background

Each participant needs to be registered before the pre-registration closes. Participants also have to ensure that the email address used for the registration is accurate, and they should regularly check their inbox to ensure that they receive communications and updates regarding the Environment Assembly session.

All the applications are reviewed by the secretariat to ensure that they are authentic and complete. This process usually takes four to five working days. Participants who are approved will receive an email notification from the Indico portal containing a confirmation QR code, which is to be used to finalize the registration process upon arrival in person at the complex of the United Nations Office at Nairobi and to collect a badge at the visitors' pavilion on designated days in advance of and during the session. The confirmation email with the QR code can also serve as the basis for a visa application. Obtaining a visa is the sole responsibility of the participant. The processing of visa applications is handled by the host country, Kenya.

On their arrival at the complex in Nairobi, all registered and approved participants are issued with a colourcoded badge bearing their photo to be used to gain access to the venue. The photo badge is a security requirement within the complex and must be worn throughout the entire session. All participants are subject to daily security screening at the main entrance of the complex. The colourcoding indicates the different categories of delegate and may define a participant's level of access to the different meeting rooms.

### On-site registration

While advance online registration is strongly recommended, on-site registration at the complex of the United Nations Office at Nairobi is available for delegates of Member States only, at a dedicated area near the visitors' pavilion. Delegates seeking on-site registration will be required to present proof of their credentials in the form of an accreditation letter or a note verbale from their mission or embassy in Nairobi, together with a valid passport. Upon verification and approval by the registration staff, delegates may proceed to have their photograph taken for the issuance of a meeting badge.

### VIP badges

Heads of State and Government, ministers and vice-ministers are issued with special badges. These badges are colour-coded to permit them to access areas that may be closed to other categories of delegate. Holders of these special badges are exempt from screening.

### Nairobi-based delegates

Although Nairobi-based delegates from missions/embassies accredited to the United Nations Office at Nairobi may use their regular grounds passes to access the complex, they are also required to register online in order to be issued with an Assembly-specific badge that gives them access to the designated areas and meeting rooms.

## Collection of badges

The missions/embassies of Member States in Nairobi are strongly advised to coordinate with their capitals as early as possible to ensure that their entire delegation is correctly registered well in advance of the Environment Assembly session. Delegates are advised to collect badges before the opening day of the session in order to avoid long queues at the registration centre. Arrangements may be put in place for the issuance and collection of badges several days ahead of the meeting. In particular, it is recommended that Member States with missions/embassies in Nairobi collect badges on behalf of ministers, heads of delegation and other high-level representatives attending the session.

## List of participants

To facilitate the compilation of the list of participants, delegations of Member States, observer States, the European Union, intergovernmental organizations, specialized agencies and related organizations and other entities of the United Nations system are requested to submit to the secretariat, using the registration portal, a note verbale/letter (the same note verbale that is required as part of the registration process) containing a comprehensive list of the members of their respective delegations, with their functional titles and designations (the ministry/division in which they work).

## Credentials

All States Members of the United Nations are required to present credentials for each session of the Environment Assembly pursuant to the rules of procedure. Each member of the Environment Assembly is to be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required (rule 16). The credentials of the representatives and the

names of the alternate representatives and advisers are to be submitted to the Executive Director before the first meeting that the representatives are to attend (rule 17).

Member States should send, to the email address [unep.credentials@un.org](mailto:unep.credentials@un.org), an advance, scanned copy of their delegates' credentials, signed either by the Head of State or Government or by the minister of foreign affairs, and of other formal communications containing the names of representatives attending the Environment Assembly (such as letters and notes verbales from their permanent missions to the United Nations Office at Nairobi and United Nations programmes in Nairobi or formal communications from government ministries).

Original, hard copies of the credentials and other communications should be submitted to the UNEP Law Division or sent by mail to P.O. Box 30552, 00100 Nairobi, Kenya, for the attention of the UNEP Principal Legal Adviser.

The Bureau of the Environment Assembly will examine the credentials and submit its report on the credentials at the closing plenary meeting for adoption by the Assembly (rule 17).

### **Funding support for participants in sessions of the Environment Assembly**

Subject to the availability of extrabudgetary resources, funding is provided to facilitate the participation of two delegates from each developing country and a limited number of representatives of the major groups and stakeholders. The support given covers the session of the Environment Assembly and the preceding meeting of the Open-ended Committee of the Permanent Representatives.

Sponsored participants are provided with return flight tickets, in economy class at the lowest rate, via the most direct route offered by the official travel agent of the United Nations. They also receive a daily subsistence allowance that covers expenses incurred in relation to hotel accommodation, meals, local transportation, airport transfers, visas and terminal expenses, in accordance with the rules governing payment of travel expenses and subsistence allowance in respect of members of organs or subsidiary bodies of the United Nations outlined in document [ST/SGB/107/Rev.6](#). Accommodation bookings and local transportation logistics are the sole responsibility of the participant.

The rate of the daily subsistence allowance for Nairobi varies and is posted on the website of the [International Civil Service Commission](#). The allowance is provided by means of a dedicated bank card given to sponsored participants upon their arrival at the complex of the United Nations Office at Nairobi.

Eligible participants who wish to apply for travel support are required to complete an online form on the Indico platform and to provide all the required information and documentation by a specific deadline, well in advance of the session.

It is important to note that, in order to receive their daily subsistence allowance, all sponsored participants are required to bring with them their original boarding passes for their inbound travel and copies of the photo page of their passport and the page on which they obtained an entry stamp.

## Environmental sustainability

Environmental sustainability is always front and centre in the facilities, programmes and projects of UNEP and the United Nations Office at Nairobi. In the spirit of continuous improvement, the United Nations Office at Nairobi has striven to identify new opportunities to reduce the environmental footprint of United Nations activities. In 2022, it was equipped with its first potential net-zero building, which has solar panels capable of generating, each year, at least the equivalent of the total energy consumed by the building over the same period. Other important steps include the development of a new construction and demolition waste management plan in support of the established office waste recycling programme; the launch of an electric vehicle fleet to reduce greenhouse gas emissions; and, as part of its strategy to restore the original forest environment on the complex, the planting of trees that support indigenous biodiversity. All the United Nations agencies, funds and programmes that are housed on the site in Nairobi benefit directly from these sustainability initiatives. A key milestone was reached in January 2023, when the United Nations Office at Nairobi received certification of the conformity of its environmental management system with standard ISO 14001:2015 on environmental management systems. This is the first time that a United Nations office has received such certification.

As the custodian agency for the environment, UNEP has taken various steps towards ensuring its own environmental sustainability. The organization is striving to reduce the greenhouse gas emissions associated with the United Nations Environment Assembly, including through the purchase of carbon emission reduction credits from certified projects to offset the emissions resulting from participants' air travel.

In this respect, many global airlines have subscribed to the [Fly Net Zero](#) pledge to achieve net-zero carbon emissions by 2050 by offsetting the emissions of carbon dioxide when someone flies. This is done by reducing emissions by the same amount somewhere else. This will help to slow the overall global increase in levels of carbon dioxide. All participants in sessions of the Environment Assembly are encouraged to check whether they can offset their emissions directly with the airline when they book their flight. This can often be done through the payment of an extra fee, on top of the flight cost, that is then donated to a carbon offsetting scheme. Given the significant carbon footprint associated with travel, delegations are encouraged to consider making optimal use of the online webcasts of sessions of the Environment Assembly and of hybrid options for negotiations.

With a view to limiting local pollution and reducing the carbon footprint of the Environment Assembly, UNEP has taken steps to minimize the use of water and energy and the generation of waste, including by ensuring that meetings are plastic-free and paperless. Vegetarian options are offered at restaurants and cafeterias, and efforts are made to reduce food waste.

A comprehensive overview of how to organize sustainable meetings can be found in the UNEP [Green Meeting Guide](#) and on the website of the UNEP [Greening the Blue](#) initiative.

If delegates have any questions about how to make their participation in the Environment Assembly more sustainable, they may send them to the following email address:

[unep-environmental-sustainability@un.org](mailto:unep-environmental-sustainability@un.org).



## Communication and public information related to the Environment Assembly



*Closing press conference of the fifth session of the United Nations Environment Assembly*

The UNEP Communication Division is responsible for strategic communication, media outreach, advocacy, awareness-raising and branding in relation to the Environment Assembly. The functions that it oversees are outlined below.

### News and media

The [news and media](#) unit coordinates the registration of local and international media for the Environment Assembly and their subsequent participation. It serves as the custodian and repository of media materials related to past and present sessions. The Media Centre also provides accreditation and liaison services for journalists and organizes activities for press conferences and media briefings. Questions about media accreditation requirements can be sent to the following email address: [unep-newsdesk@un.org](mailto:unep-newsdesk@un.org).

### Content generation

The UNEP Editorial Unit produces content for the website of the Environment Assembly, including features, stories, articles and interviews in eight languages (the six official languages of the United Nations, plus Kiswahili and Portuguese). The Unit also manages the live multimedia feed that is produced in the run-up to and during the sessions of the Environment Assembly. The feed is widely shared on flagship United Nations platforms and by partners serving both global audiences and local communities.

## Multimedia

The Multimedia Unit produces daily news reports for the United Nations video news service, [UNifeed](#). The service provides timely broadcast-quality videos from the United Nations system to enable news providers to cover global issues. The packages are available free of charge for news purposes only, subject to the terms of use of UNifeed. Live and on-demand webcast coverage of the Environment Assembly and related press conferences is available daily to a global audience through the [UNEP YouTube channel](#). If interpretation is available, the live coverage is available in all six official languages. The Multimedia Unit also produces creative content on the themes of sessions of the Environment Assembly, including explanatory videos, products for youth engagement and daily summary videos that are disseminated on the YouTube and other [social media channels](#) of UNEP.

## Design and photography

The Design Unit coordinates multimedia and visual design, including the branding of the meeting rooms and of the complex of the United Nations Office at Nairobi, and UNEP exhibition design and production. Official photos from the Environment Assembly are available for download from the [UNEP Flickr channel](#). All photos are the property of UNEP, which holds all rights in connection with their use. They may not be used in advertising or for any other commercial purpose without the prior authorization of the Multimedia Unit.

## Digital and social media

The Web Unit manages the [website of the Environment Assembly](#), which contains dedicated sections on resources, news, registration and key documents. The Social Media Unit facilitates online visibility in the lead-up to and during sessions of the Environment Assembly by posting updates on the [social media channels](#) of UNEP. Delegates are encouraged to post relevant content using the hashtag “#UNEA”.

# Governance Affairs Office

The UNEP Governance Affairs Office, also referred to as the [Secretariat of Governing Bodies and Stakeholders](#), is responsible for supporting the Environment Assembly and its subsidiary organs, including the intersessional organ, the Committee of Permanent Representatives. The Governance Affairs Office consists of two units, the Governing Bodies Unit and the Civil Society Unit. The Office can be contacted at the following email address: [unep-sgb@un.org](mailto:unep-sgb@un.org).

## Governing Bodies Unit

The Governing Bodies Unit coordinates and services meetings of the Committee of Permanent Representatives and sessions of the Environment Assembly, in close cooperation with the [Division of Conference Services](#) of the United Nations Office at Nairobi.

The Unit provides a channel for communication with and disseminates timely information to governments and coordinates the relations between UNEP and the permanent missions and embassies in Nairobi, ministers of the environment and other relevant authorities.

### **Civil Society Unit**

The Civil Society Unit facilitates the engagement of accredited civil society organizations with UNEP and its governing bodies, including the Committee of Permanent Representatives and the Environment Assembly. The civil society organizations are self-organized under the nine categories of [major groups and stakeholders](#).

The Civil Society Unit reviews [accreditation](#) requests from the major groups and stakeholders, with a view to their participation in meetings organized by UNEP. More information on the [accreditation process](#) is available on the website.





*The entrance of the United Nations Environment Programme headquarters in Nairobi, Kenya.*





*Entrance to the United Nations Office at Nairobi during the fifth session of the United Nations Environment Assembly*

# United Nations Office at Nairobi



The United Nations Office at Nairobi, the headquarters of the United Nations in Africa, was established by the General Assembly in 1996 in the capital city of Kenya. The United Nations Office at Nairobi is headed by a Director-General, at the level of Under-Secretary-General, who serves as the representative of the Secretary-General in Nairobi and acts as a liaison with permanent missions to the United Nations Office and United Nations programmes in Nairobi, the host-country and other governments, intergovernmental and non-governmental organizations in Nairobi and other organizations of the United Nations system in Kenya.

The United Nations Office at Nairobi facilitates cooperation between the United Nations and regional organizations and provides support in terms of administration, public information, conference services and safety and security to UNEP and the United Nations Human Settlements Programme (UN-Habitat). It also provides joint common services to other organizations of the United Nations system in Kenya.

## Entrance

The main entrance to the complex of the United Nations Office at Nairobi is located on United Nations Avenue in Gigiri. Pedestrians may enter the complex through the pavilion, north of the main vehicular entrance, opposite the Embassy of the United States of America. Private vehicles without official access decals may not enter the complex, but can drop off or pick up passengers in a drive-in space next to the pavilion entrance. All delegates attending a United Nations meeting must be registered in order to access the compound. Pre-registered delegates are screened upon arrival at the premises, after which they are issued with badges that bear their photo and are coloured-coded according to their approved category of registration. Meeting participants are required to wear their badges visibly for the entire duration of their presence on the complex.

## Division of Conference Services

The [Division of Conference Services](#) is mandated by the General Assembly to provide conference services for the governing bodies of UNEP and UN-Habitat, namely the Environment Assembly and the United Nations Habitat Assembly and their subsidiary bodies, at their meetings and conferences that are included in the official [calendar of conferences and meetings](#) of the United Nations.

The Division of Conference Services is also mandated to provide, subject to available capacity, conference services for meetings of regional and other major groupings of Member States.

Upon request, and on a reimbursable basis, the Division of Conference Services can also service meetings of United Nations agencies, funds and programmes, permanent missions to the United Nations Office and programmes in Nairobi and other intergovernmental bodies that are not included in the official calendar. All authorized clients with an active “one-stop shop” account, including permanent missions, embassies and United Nations entities, that wish to book conference rooms and meeting services should submit a request through the [“one-stop shop”](#) portal. The portal is a self-service single entry point for submitting such requests. All mandatory fields, including the screening questions, must be completed. Requests are then reviewed and confirmed, as appropriate, by the Division. Potential clients may send any questions they may

have or request a “one-stop shop” account by contacting the Meetings Coordination Unit at the following email address: [unon-dcs-mcu@un.org](mailto:unon-dcs-mcu@un.org).

Conference rooms at the complex are managed by the Division of Conference Services. The Division is responsible for providing the following services for meetings held in those conference rooms:

- + Meeting planning and programming
- + Meeting-room servicing
- + Interpretation among all official languages of the United Nations
- + Planning, processing and issuance of official documentation
- + For official documents, and for unofficial documents upon request, English-language editing and translation into all official languages of the United Nations
- + Documentation and publishing services, including desktop publishing, graphic design, printing and distribution
- + Preparation of the official records of meetings
- + Live streaming of events by video

## Conference rooms

A total of 13 conference rooms of different sizes are available at the complex. The [website of the Division](#) allows potential clients to [inspect the rooms](#) for capacity, seating layout and the availability of interpretation equipment.

A delegates' lounge (also called the VIP lounge) is available for receiving and hosting special guests. The lounge has a holding room for particularly important special guests and other spaces ideal for bilateral encounters in an informal setting. Limited catering can be organized at the lounge upon request.

## Exhibitions and outdoor spaces

Event spaces include the main lobby, the upper and lower concourses, the terraces, the upper and lower fountain areas, the helipad, walkways and rolling lawns that are ideal for exhibitions, receptions and gala dinners, campaign and press events, performances and conference side events. These spaces can be configured, equipped and branded as required, with interactive displays, immersive experiences, art and science installations, prototypes and display booths.

## Schedule of meetings

The daily schedule of meetings and conference room assignments is prepared by the Division of Conference Services and published on the screens outside the meeting rooms.

## Duration of official meetings

Morning meetings are generally scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 to 6 p.m. Lunchtime bookings can be accommodated from 1.15 to 2.30 p.m. Owing to limited capacity in terms of interpreting, such services are not available for non-mandated, non-official meetings. No interpretation will be provided for lunchtime events, press conferences or press briefings.

### Punctuality

Owing to the number of meeting requests received and the limited facilities available, it is essential that meetings start on time and that the aforementioned schedule be strictly followed. Delegations are therefore urged to arrive on time for meetings.

### Cancellations

In the event that a scheduled meeting is cancelled, the organizers are requested to inform the Division of Conference Services immediately to allow for the reallocation of the conference room.

## Use and care of United Nations electronic equipment

Meeting participants are requested not to take food and liquids other than water into the conference rooms to avoid damaging the electronic equipment. Care should also be taken when using microphones, channel selectors and audio earphones as these are sensitive devices. A mobile phone placed near a microphone may interfere with the sound quality. Delegates are also reminded to refrain from making or accepting phone calls when seated in the conference rooms.

## Interpretation

When interpretation is provided at a meeting, statements made in any of the six official languages of the United Nations are interpreted into the other official languages. To facilitate the work of interpreters, delegations are requested to submit their statements, ahead of their delivery, to the secretariat of the Environment Assembly and the Division of Conference Services using the following email address: [unon-dcs-statements@un.org](mailto:unon-dcs-statements@un.org). Speakers are requested to deliver their statements at a medium-to-slow speed (100 to 120 words per minute in English).

When, in accordance with rule 64 of the rules of procedure of the Environment Assembly, statements are made in a language other than the official languages of the United Nations, delegations must provide either an interpreter or a written text of the statement in one of the official languages. The interpretation, by United Nations interpreters, into the other official languages will be based on the interpretation or on the written text accepted by the secretariat as representing the official text of the statement. A person who knows both the language in which the statement is to be delivered and the official language into which it

has been translated should be made available by the delegation to guide the United Nations interpreter delivering the translated text to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including use of the interpreters' booths by non-United Nations interpreters, must be made in advance through the Division of Conference Services. The Meetings Coordination Unit can be contacted at the following email address: [unon-dcs-mcu@un.org](mailto:unon-dcs-mcu@un.org).

Interpretation requests received from regional and other major groupings of Member States and requests for interpretation at other informal meetings can be accommodated only when conference service resources are available. Please note that interpretation services are available only from 10 a.m. to 1 p.m. and from 3 to 6 p.m. on official working days (Monday to Friday).

## **Written translations of statements delivered in official languages**

When delegations provide a written translation of their statement prior to delivery, instructions of "read out verbatim" or "check against delivery" should be specified on the first page of the text. For written texts provided in more than one official language, delegations should indicate clearly which of them is to be considered the official text.

### **Read out verbatim**

When receiving the instruction "read out verbatim", interpreters will follow the translation exactly. Any deviation from the text on the part of the speaker, including omissions and additions, is therefore unlikely to be reflected in the interpretation.

### **Check against delivery**

When receiving the instruction "check against delivery", interpreters will follow the words of the speaker and not the translation. If the speaker deviates from the text, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that might have been distributed to the audience and the press.

## **Microphones**

The microphones begin to operate only when the representative taking the floor has been called upon to speak. To ensure the best possible recording and interpretation of the statement, representatives should speak clearly, directly into the microphone, in particular when providing figures, quotations or highly technical material or when reading from a prepared text. Tapping the microphone to test if it is working, turning pages and making or answering phone calls should be avoided.

## **Records of meetings**

Written records of the plenary meetings of the United Nations Environment Assembly and its subsidiary organs are provided. Meeting records are in one of two forms: a summary report or a procedural report.

## Wi-fi

The United Nations Office at Nairobi provides free wi-fi for participants in meetings at the complex through the wireless network connection named “VISITORS” or “DELEGATES”.

## Accessibility

The Division of Conference Services supports the efforts of the United Nations Office at Nairobi to make its facilities accessible to and inclusive for persons with disabilities. The seating arrangements at meetings held at the United Nations Office at Nairobi are modified, within the rules of procedure of the particular governing body that is meeting, to allow ease of access to the room and the podium for any delegate with special requirements. The capital construction projects that are envisaged at the complex include the improvement of external travel paths and of pedestrian processional walkways so that they have suitable gradients and uniform, stable non-slip finishes; the use of information and communication technologies to support inclusion in meetings, activities and events and to help participants find their way around; and the establishment of an accessibility centre with assistive tools for persons with visual, audio and mobility impairments, such as computer stations with magnifiers and wheelchair-charging provisions, and support in using the devices.

Additional information on the booking of rooms can be requested from the Meetings Coordination Unit at the following email address: [unon-dcs-mcu@un.org](mailto:unon-dcs-mcu@un.org).

# Common services at the United Nations Office at Nairobi complex

## Banking

There are three banks with automated teller machines (ATMs) to help cater for participants’ banking and currency needs. The banks are located on the lower concourse, next to the delegates’ lounge and are open on weekdays from 8.30 or 9.00 a.m. to 4 p.m.

The banks within the complex include:

- + [KCB Bank](#)
- + [Standard Chartered Bank](#)
- + [United Nations Federal Credit Union \(UNFCU\)](#)
- + [United Nations Savings and Credit Co-operative Society \(UN SACCO\)](#)



## Catering services and restaurants

Catering services and restaurants serving food and beverages are available within the complex. Breakfasts, lunches and snacks throughout the day are available to staff and visiting delegates. There are four on-site restaurants and eight coffee stations with various opening hours between 7 a.m. and 6 p.m. on weekdays and, in some cases, at weekends and on holidays. There are also several restaurants and bars within walking distance of the complex.

A complete list of the on-site restaurants and coffee stations, with their opening hours and exact location, can be found on the [website of the United Nations Office at Nairobi](#).

## Post office and courier services

The post office, which is located on the lower concourse, next to the KCB Bank, offers standard postal and international courier services, as well as local mobile money transfers. It is open from Monday to Friday from 9 a.m. to 5 p.m.

## Recreation Centre

The Recreation Centre is home to a variety of facilities available for use according to certain terms and conditions. These include a state-of-the-art gymnasium, fitness studios, tennis courts, squash courts, a basketball court, a soccer/football field, a heated swimming pool, changing rooms, a nature trail, a massage room, a steam room and sauna, a cafeteria and a children's playground. Its hours of operation are as follows:

### Monday to Friday:

6 a.m.–9 p.m.

### Saturday:

7 a.m.–8 p.m.

### Sunday:

9 a.m.–7 p.m.

More details can be obtained by calling the following number: +254 (0) 207621506.

## Commissary

The United Nations commissary is stocked with a variety of international products for purchase by the diplomatic community. Participants in the Environment Assembly may access the commissary facilities using codes provided by the Commercial Operations Unit of the United Nations Office at Nairobi, in collaboration with the United Nations Department of Safety and Security. The Commercial Operations Unit can be contacted at the following email address:

[unon-commercialoperations@un.org](mailto:unon-commercialoperations@un.org). These access codes have expenditure limits and are not transferable.

The hours of operation of the commissary are as follows:

### Monday to Friday:

9 a.m. to 6 p.m.

### Saturday and Sunday:

10 a.m. to 4 p.m.

## United Nations Information Centre

The United Nations Information Service Nairobi is an office of the United Nations Department of Global Communications. It provides accurate, timely and objective information about the work of the United Nations, including its objectives, development programmes, humanitarian initiatives and peacekeeping missions, to governments, the media, civil society organizations and the general public in Kenya and other countries in the region.

The Information Service Nairobi also supports the work of the United Nations in the region, for example by promoting the sustainable development goals, organizing capacity-building workshops and conferences and providing information and outreach services to local communities.

## Medical services

The Joint Medical Service at the United Nations Office at Nairobi provides emergency and first-aid assistance to all delegates, as needed. On-site medical assistance is available during meetings, conferences and events held on the premises of the complex, and there is access to a 24-hour, oncall ambulance service during designated meetings.

The clinic of the Joint Medical Service is located on the lower concourse, behind the offices of UN SACCO. It may be contacted as follows:

### By telephone

Reception:

+254 (0) 20 762 2267

+254 (0) 20 762 1267

+254 (0) 20 762 2629

**Emergency landline:**

+254 (0) 20 762 5999

**Emergency mobile:**

+254 (0) 724255378

**By email:**

[unon-jms-medicevacuation@un.org](mailto:unon-jms-medicevacuation@un.org)

It is important to note that the general United Nations medical insurance does not cover participants in meetings at the United Nations Office at Nairobi for any illness or injury that is not related to their attendance. All participants, whether self-funded or sponsored by other United Nations entities, are therefore strongly advised to arrange their own travel and/or health insurance prior to their arrival in Kenya.

**Nursing room**

A nursing room, accessible through the lobby of Conference Room 1, is available to meeting participants.

**Multifaith prayer room**

A multifaith prayer room, accessible through the lobby of Conference Room 1, is available to meeting participants.

**Department of Safety and Security**

The Department of Safety and Security of the United Nations Office at Nairobi operates within the complex 24 hours a day, seven days a week, and is in charge of every aspect of day-to-day security, including the personal security of everyone working at or visiting the complex.

Personnel from the Department are located in room G-229. They can be reached by telephone on the following number: +254 (0) 207622999.

**Vehicular access to and movement within the complex**

The Department of Safety and Security controls, through authorized points, the entry of vehicles into the complex, manages traffic flow within the complex and allocates parking space. The main vehicular access gates are located along United Nations Avenue. Only vehicles with diplomatic licence plates, an official United Nations decal, or a decal issued for a specific United Nations meeting are allowed into the complex through those entrances. They are then subject to screening.

Non-transferable vehicle decals may be issued to government delegations by the designated secretariat for the meeting on the basis of a special request made during registration. Such badges must be returned to the Department of Safety and Security upon expiry.

Vehicles transporting ministers or head of delegations to the Environment Assembly are issued with one Assembly-specific decal for access to the complex during the session.

### Drivers' access to the complex

Drivers without a regular United Nations badge are required to send a copy of their identification document through official diplomatic channels to the Department of Safety and Security at least 48 hours in advance of their intended arrival at the compound. The email address of the Department is: [UNDSSKenya@un.org](mailto:UNDSSKenya@un.org). They must also send a letter authenticating the identity and registration of the driver for the specified meeting. Once authorized, the driver may collect a photo badge from the visitors' pavilion in advance of the meeting in order to be able to present the badge at the vehicle check point to be permitted access.

### Pedestrian access to the complex

Delegates arriving on foot must be issued with a grounds pass and processed through a scanner before being able to access the complex through the visitors' pavilion. Terms and conditions, established by the Department of Safety and Security, apply regarding what can be taken into and out of the complex.

### Firearms

The United Nations Office at Nairobi is a weapon-free zone. Unless they are specifically authorized, all external firearms must be declared and deposited with the Department of Safety and Security for safe-keeping during the meeting. Only authorized United Nations Security Officers and representatives of Member States with prior authorization from the Department are allowed to carry firearms within the compound, for example for the physical protection of senior officials, such as a Head of State. All requests to bring in a firearm must contain relevant details and proof of certification and be submitted at least 48 hours in advance. Information about the firearm must include the type and serial number of the firearm and the name and national identity number of the carrier/bodyguard.



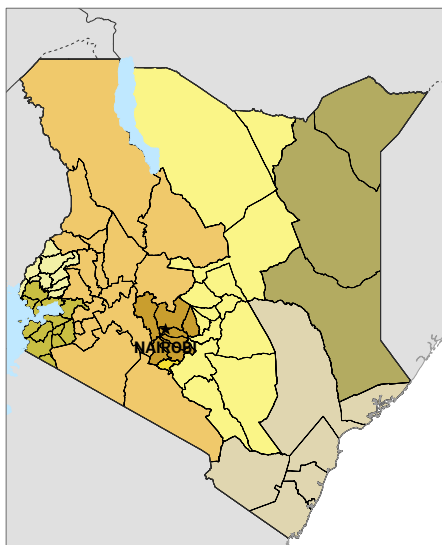
*Nairobi's skyline viewed from the Nairobi National Park*

# **Kenya: Host country of the United Nations Environment Programme and the United Nations Environment Assembly**

The following section provides travel advice and practical information for delegates travelling to Nairobi to attend sessions of the Environment Assembly.

## General information

### Geographical location



Kenya lies across the equator on the east coast of Africa. It borders Ethiopia, Somalia and South Sudan to the north, the United Republic of Tanzania to the south, the Indian Ocean to the east and Uganda to the west.

### Language

The official languages of Kenya are English and Kiswahili.

### Time zone

Kenya standard time is UTC + 3.

### Population

Kenya had a population of 53 million in 2022, according to the Kenya National Bureau of Statistics.

### Capital

The capital of Kenya is Nairobi. It has a population of 5 million.



## Weather conditions

The weather in Nairobi is generally very pleasant. The period of February to March usually marks the end of the dry season before the onset of long rains in April. During the rainy season, heavy showers are common, especially at night. Given the tropical nature of the Nairobi region, the humidity during that period tends to be high. Average temperatures during February and March are 27°C (80°F) during the day and 14°C (57°F) or lower at night. The current weather conditions in Nairobi can be found on the website of the [Kenya Meteorological Department](#).

## Electricity

The electrical currents in Kenya are 220–240 Volts, 50 Hertz. Kenya uses [13A three-pin switched wallsocket outlets](#). The plug has three rectangular pins in a triangular pattern. Universal travel adapters can be purchased at local supermarkets and local electrical supply stores and may be available at hotels for guests upon request.

## Internet services

Fast and reliable internet services can be readily accessed through complimentary wi-fi at airports, hotels and the United Nations Office at Nairobi. Mobile internet also works very well and can be acquired at a reasonable cost. Temporary mobile SIM cards can be purchased from Internet service/data providers.

## Public health

### Yellow fever

A yellow fever vaccination certificate is required when arriving in Kenya from countries in which there is a risk of yellow fever transmission. Visitors may seek advice from their own doctor on where to access the required vaccination and certification before travel. The Joint Medical Service of the United Nations Office at Nairobi can also offer delegates advice on all the recommended vaccinations. The Service can be contacted at the following email address: [unon-jms-medical@un.org](mailto:unon-jms-medical@un.org).

### Malaria

Nairobi is generally malaria-free. It is recommended that visitors to Kenya consult their doctor about malaria prophylaxis if travelling beyond Nairobi, especially to the Kenyan coast or the Lake Victoria region. Adequate safeguards against mosquito bites are recommended, such as insect repellents, bed nets, long trousers and long-sleeved clothing. Malaria is common in many parts of Kenya, especially in low-altitude areas below 2,500 metres above sea level. Cities and towns with a high risk of malaria transmission include Kisumu, Kwale, Lamu, Malindi and Mombasa.

### Diarrhoeal disease

Diarrhoeal disease is a common illness that can be caused by contaminated food or water, poor hygiene or exposure to infectious agents. It is advisable for delegates to avoid raw or undercooked food; to wash fruits and vegetables thoroughly before consumption; and to clean their hands frequently with soap and water or alcohol sanitizer, especially before eating. Drinking water directly from the tap is not advisable; instead,

delegates should drink treated bottled water from a certified company, from a bottle with an unbroken seal. Swimming in contaminated water is also to be avoided.

## Currency and other financial Information

The official currency of Kenya is the Kenyan shilling, also referred to by the code KES. It is a convertible currency. More information on the Kenyan shilling is available through online currency apps.

Foreign currency can be exchanged at Jomo Kenyatta International Airport, which has 24-hour banking and currency exchange services. The use of credit cards to pay for purchases and services in major facilities is fairly common, but cash may be needed as well, as small vendors and traders may not have the facilities for taking payments by credit card.

ATM banking services are available at major centres across the city. There are also several banks on the complex of the United Nations Office at Nairobi. Kenyan banks are typically open from Monday to Friday from 9 a.m. to 4 p.m. and on Saturdays from 9 a.m. to 12 p.m.

## Arriving and staying in Nairobi

### Arrival at and departure from Jomo Kenyatta International Airport

Jomo Kenyatta International Airport is the main airport in Kenya and serves as a regional hub for many global airlines. It is 15 kilometres from the central business district of Nairobi and 25 kilometres from the United Nations Office at Nairobi. It is the responsibility of participants in sessions of the Environment Assembly to comply with the latest requirements for entry into Kenya, including potential proof of vaccination, as they may vary according to delegates' country of origin.

#### Visas for entry into Kenya

It is the delegates' responsibility to obtain a visa for Kenya. Information on the categories of visa and how to apply is available on the website of the [Kenya electronic visa application system](#). A valid passport that will not expire within six months of the date of departure is required for an entry visa. The UNEP secretariat provides registered and approved participants with an automated invitation letter, sent by email, to facilitate the online visa application process.

### Transportation from the airport into Nairobi

Transport from Jomo Kenyatta International Airport into Nairobi can be arranged prior to arrival through travel agents or as part of guest packages in hotel reservations where applicable. Delegates who prefer to arrange their own transport from the airport into Nairobi are advised to make cash payments for car hire and taxi services, in Kenyan shillings. The airport is approximately 20 minutes' drive from the United Nations Office at Nairobi using the newly built Nairobi Expressway (which has tolls). Further information about taking a taxi from the airport can be found on the website of the [Kenya Airports Authority](#). Delegates

can also contact Hemingway's Travel Agency, which is located in the complex of the United Nations Office, at the following email address: [travel.unea@hemingways.co](mailto:travel.unea@hemingways.co).

Jomo Kenyatta International Airport has designated parking zones for Nairobi airport taxi services (yellow cabs). These services can be arranged by telephone (+254 710 189 751) through the website of the company [Nairobi Airport Transfers](#). Other taxi/cab services are available through mobile apps, such as Uber and Little Cab, which can be downloaded from the Google Play store or the Apple App store.

Many hotels in Nairobi provide courtesy shuttle services to and from the airport to their facilities. Some hotels also offer daily transfer services to the United Nations Office at Nairobi. Delegates in need of special transfer arrangements are advised to consult their hotels well in advance.

### **Accommodation in Nairobi**

Delegates are required to make their own hotel reservations for their stay in Nairobi. Nairobi has a variety of hotel options in various locations and of various star-ratings. These include global brands, regional hospitality companies and stand-alone units. In addition to conventional hotels, there is a range of guest houses, bed and breakfast facilities and Airbnb rentals. Delegates are advised to book accommodation close to the meeting venue to avoid any delays due to unexpected traffic jams, especially during rush hour. Additional information on accommodation is provided on the website of the [Environment Assembly](#) in the run-up to a session.

### **Tours and excursions in Nairobi**

Nairobi is one of the most vibrant cities in Africa, and delegates attending United Nations meetings may wish to take advantage of local attractions or to travel out of town to experience the natural beauty of Kenya. Interested delegates may contact Hemingway's Travel Agency, which is located in the complex of the United Nations Office at Nairobi, to book tours, excursions and safaris. The travel agency can be contacted at the following email address: [travel.unea@hemingways.co](mailto:travel.unea@hemingways.co).

### **Dining in Nairobi**

There are restaurants and bars outside the complex of the United Nations Office at Nairobi that are within walking distance and serve a variety of cuisines. Although gratuities and tips for restaurant waiting staff are appreciated, most hotels and eateries incorporate a service charge in their billing to be shared equitably by all staff.

## General security precautions

Nairobi is a beautiful city with a large expatriate community and modern amenities where people can move around freely in a relatively safe manner. There are nevertheless some security concerns, and it is advisable to take certain precautions and to exercise common sense. Delegates should be vigilant in Nairobi as petty crimes like phone snatching and the theft of valuables, including from vehicles, are not uncommon.

For their safety, therefore, meeting participants are advised to:

- + Avoid walking at night
- + When walking at other times, keep to the main roads and avoid back alleys, and where possible take a taxi rather than walking alone
- + Check with hotels for recommended taxi companies
- + Be mindful of pickpockets while walking in the street
- + Avoid carrying large sums of money or wearing expensive jewellery and watches when walking in the streets
- + In the unlikely event of a theft attempt, surrender their valuables and avoid confrontation.



### Karibuni amazing Kenya

Additional practical information on banking facilities, transportation, hotels and dining facilities are included in the publication entitled "Karibuni Amazing Kenya" produced by the United Nations Office at Nairobi. The publication also features information on shopping, entertainment and recreation.









[unep-sgb@un.org](mailto:unep-sgb@un.org)