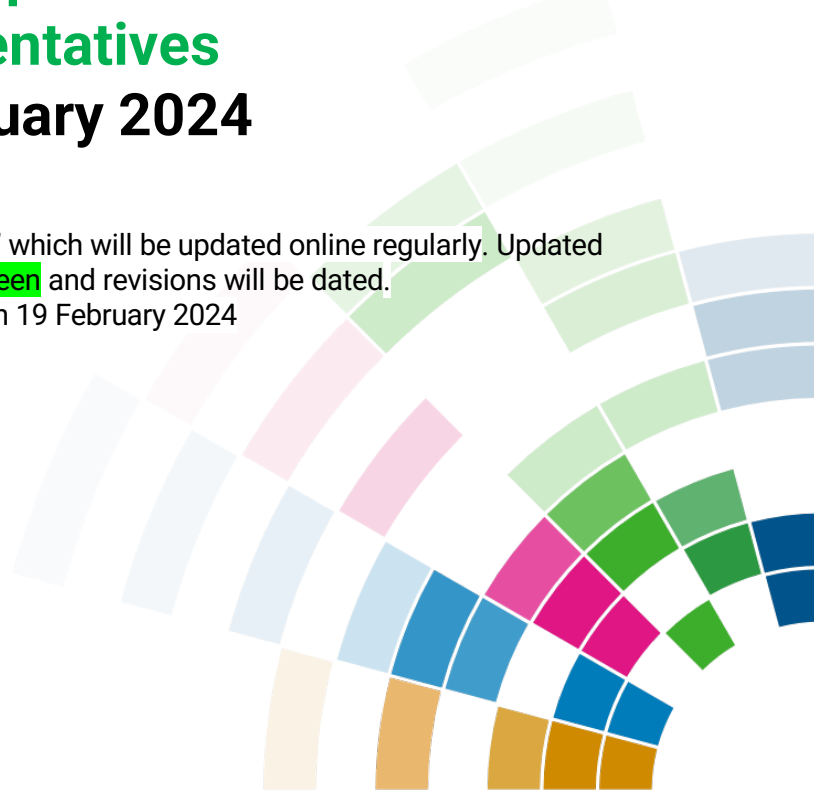


Information note for participants

**Sixth session of the United Nations Environment Assembly of the United Nations Environment Programme
Nairobi, 26 February – 1 March 2024**

**Sixth meeting of the Open-ended Committee of Permanent Representatives
Nairobi, 19 to 23 February 2024**

This Information Note is a “living document” which will be updated online regularly. Updated text will be highlighted in **green** and revisions will be dated.
Last updated on 19 February 2024



I. Dates, venue, theme and seating arrangement

1. In accordance with the United Nations Environment Assembly [decision 5/4 of 2 March 2022](#), the sixth session of the Environment Assembly (UNEA-6) of the United Nations Environment Programme (UNEP) will be held at its headquarters in Nairobi from Monday, 26 February to Friday, 1 March 2024 under the theme “Effective, inclusive and sustainable multilateral actions to tackle climate change, biodiversity loss and pollution”.
2. The Environment Assembly will be preceded by the sixth meeting of the Open-ended Committee of Permanent Representatives (OECPR) to be held from Monday, 19 February to Friday, 23 February 2024, which will serve as the main preparatory meeting for the Assembly (Section II, “Preparation of the session”).
3. The venue of the Environment Assembly and the sixth meeting of the OECPR is the United Nations Office at Nairobi (UNON). **The main entrance 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 front of the pavilion entrance. (updated on 26 January 2023)**
4. The meetings of the Environment Assembly will be held in Conference Rooms 1 and 2. The seating arrangement in the meeting rooms will follow that of the 78th session of the General Assembly. Therefore, North Macedonia will occupy the first desk on the meeting room floor from which the alphabetical seating order will begin. At the opening of UNEA and at subsequent plenary meetings held in Conference Room 2, the delegation of each Member State will be assigned four seats: two at the table and two behind. Seating will also be available for accredited intergovernmental organizations, multilateral environmental agreements, United Nations entities (including specialized agencies, funds and programmes) and major groups and other stakeholders, who will each be assigned two seats: one seat at the table and one advisory seat behind.
5. Additional information on the session is available on the [UNEA-6 website \(https://www.unep.org/environmentassembly/unea6\)](https://www.unep.org/environmentassembly/unea6).
6. The programme of official meetings of UNEA and OECPR will be made available daily in the [Journal of the United Nations for Nairobi](#) and will include such details as daily activities, titles, times and locations of meetings. A link to the programme of side events will also appear daily in the Journal.

II. Preparation for the session

7. Pursuant to the Governing Council [decision 27/2 of 22 February 2013](#) and the Environment Assembly [decision 5/4 of 2 March 2022](#), the Committee of Permanent Representatives (CPR) is engaged in the preparatory work for UNEA-6, including through the tenth annual sub-committee meeting of the CPR, which was held from 20 to 24 November 2023, and the sixth meeting of the OECPR, taking place from 19 to 23 February 2024.
8. Preparations for the sixth meeting of the OECPR will be undertaken by the Bureau of the CPR, in consultation with the Bureau of the Environment Assembly, including through regular joint meetings of the two bureaux. The annotated provisional agenda and the structure of the OECPR and more information can be found at the following [link](#).

9. At the first plenary meeting of the Environment Assembly on 26 February, the Chair of the CPR will report to the Assembly on the work of the Committee, including on the outcomes of the sixth meeting of the OECPR. All documentation pertaining to the meetings of the CPR is available on the CPR website at the following [link](https://www.unep.org/cpr) (<https://www.unep.org/cpr>) and the UNEP Resolutions Portal (resolutions.unep.org/resolutions).

III. Registration of participants

10. The Environment Assembly and the OECPR is open to the participation of the following:

- (a) States Members of the United Nations;
- (b) Members of specialized agencies;¹
- (c) Regional economic integration organization;²
- (d) Specialized agencies and related organizations;
- (e) United Nations bodies;
- (f) Intergovernmental organizations;
- (g) Non-governmental organizations and Major Groups and other Stakeholders.

Registration link

11. Registration of all official delegations of States Members of the UN, members of specialized agencies and the European Union is through the online INDICO platform using the link provided in Annex A to the communication from the Secretariat on registration dated 13 September 2023.
12. **Nairobi-based delegates** participating in the Environment Assembly and the OECPR must be included in the delegation list and **are required to register** online through INDICO.
13. Participants from all other categories, can register by accessing the links provided directly on the [registration page](#), under each specific category of participation.

Opening of registration and onsite registration

14. **Registration is now open till Friday, 16 February 2024. (updated 06 February 2024).** Onsite registration for Member States is to be determined. Other categories of participants will not be able to register onsite.

Delegation list and nomination letter

15. **Each participant is required to register individually.** States Members of the UN, members of specialized agencies and the European Union are kindly reminded that, as part of the registration process, copies of credentials or delegation list with functional titles, must be uploaded to the online INDICO platform at the time of online submission. Other categories of participants are reminded to upload a copy of the nomination letter in the organization's letterhead with the delegation list and functional titles.

¹ Cook Islands, Holy See, Niue and State of Palestine.

² European Union.

16. Except for States Members of the UN, members of specialized agencies and the European Union, all other categories of participants can register only up to five participants.

Uploading of a photograph

17. Please note that a passport-size colour photograph (with a white, grey or neutral colour background) and the passport biographical page are a mandatory requirement and must be uploaded to the registration form on the INDICO platform. All photographs must be recent and have been taken not more than six months prior to the meeting. Please note that the review and verification process for the online registrations may take a few days depending on the volume of registration received.

Approval of registration

18. Approved participants will receive an e-mail notification with a confirmation QR code from the INDICO portal, which will be used to finalize the registration process when arriving at UNON in person and for collection of badges on designated days in advance of and during the session. Participants will also need to present their passports or government-issued photo identifications for the collection of the badges. Only approved in-person participants will be issued a meeting badge for access to the venue.

Security personnel accompanying the VIPs

19. Members of the national security details accompanying the VIP groups participating in the session must be registered and have appropriate meeting badges issued by the UN Division for Safety and Security. No weapons are allowed inside UNON complex at any time. National security details will be required to surrender their weapons at the Visitors Pavilion, next to the badging center, to be collected on exit. For additional information, please send an email to unep-registration@un.org.

20. Security personnel who are accompanying VIPs (ministers and senior government officials) will be required to disembark at the main gate of the complex and proceed to the pedestrian entry point to deposit their firearms. When the firearm is handed over for safe keeping, the individual will be allowed to rejoin their respective motorcades at the delegates' car park.

21. Security personnel unwilling to deposit their firearms at the pedestrian gate will be required to wait outside the compound and rejoin their motorcades on departure.

VVIP Security Protocols

22. The UN Security ensures an increased level of security for VVIPs. Once VVIPs are located within UNON's premises, the UN Security takes full responsibility for their safety until they exit the premises. Security personnel accompanying them must remain with the motorcade while maintaining coordination with UN Security.

23. To request for firearms authorization an email must be sent to [Peter Marshall](#) and Cc [Jaki Azmi](#), [Courtney James](#). UNON Security and Safety Service will coordinate security detail arrangements with the respective Presidential escorts of Member States prior to the VVIP visits.

24. If a Personal Protection Officer is required to proceed beyond the drop off point, the individual will be required to leave their firearm with colleagues in the vehicle. The individual will be required to walk through the metal detector to ensure that he/she is compliant with the UN weapons free policy.

- Authorized armed security personnel are not allowed access to conference rooms.
- Drivers and armed bodyguards MUST register through the registration portal. Drivers will register as drivers and armed personal protection should be registered as VIP security.
- Authorized armed personnel will not be allowed to enter the UNON buildings, they must remain in their vehicles. In case of a compelling reason to enter the building, armed personnel must leave his/her firearm with colleagues in the vehicle.

25. This framework not only establishes a robust security arrangement for UNEA 6, but it also underscores the meticulous planning and collaboration with security partners essential to ensuring the safety and security of the UNON complex and personnel during the high-profile event. (updated 28 January 2024)

26. For more details on registration and accreditation please visit the [UNEA-6 website](#).

IV. Meeting badge

27. An official Environment Assembly badge is needed to access the premises of the session and the OECPR as well as other meetings.

28. Although **delegates based in Nairobi** who already have a pass issued by UNON can use this pass to access the Gigiri compound, they must register for the Environment Assembly and the OECPR and obtain a meeting badge to be allowed access to the meeting rooms. This provision applies to all Permanent Representatives/Deputy Permanent Representatives and other representatives based in Nairobi.

29. For security reasons, all participants are requested to always wear their badges visibly.

Screening of participants

29. Participants will be screened and are advised not to bring weapons, ammunition, inflammable items or sharp objects. Participants should refrain from bringing baggage or luggage as the screening of these items leads to delays for other participants.

Vehicle access

30. The main vehicle access gate is located opposite the US Embassy. Only vehicles with an official UN or UNEA Decal will be allowed into the complex and are subject to screening. Vehicle Decals will be issued at the badging center. Participants who are authorized to collect the vehicle decal are requested to do so prior to the OECPR.

31. Vehicles transporting VIPs such as Ministers/Heads of Delegations will be issued with one (1) UNEA vehicle access decal. For request for vehicles which will need to enter the

complex please e-mail Insp. Andrew Bakhoya and Insp. Janet Okal; Cc Lt. Akwata Ekessah at least 48-hours in advance with the following information:

- i. Registration number of vehicle.
- ii. Make and Colour of vehicle.
- iii. Driver name and ID number
 - a. Name of country/mission
 - b. Name and designation of the dignitaries

(updated 28 January 2024)

Collection of badges

32. Collection of meeting badges for registered participants will begin from Saturday, 17 February 2024, and continue until 1:00 p.m. EAT on Friday, 1 March 2024, at the registration pavilion of UNON.

33. The days and hours of operations will be as follows:

| | |
|---|---------------|
| Saturday and Sunday, 17 and 18 February | 8 a.m.–6 p.m. |
| Monday and Tuesday, 19 and 20 February | 7 a.m.–6 p.m. |
| Wednesday to Friday, 21 to 23 February | 8 a.m.–6 p.m. |
| Saturday to Tuesday, 24 to 27 February | 7 a.m.–7 p.m. |
| Wednesday, 28 February | 7 a.m.–8 p.m. |
| Thursday, 29 February | 8 a.m.–6 p.m. |
| Friday, 1 March | 8 a.m.–1 p.m. |

34. Meeting badges for approved in-person participants may also be collected by representatives of the permanent missions, embassies or consulates-general of the delegations in Nairobi or in the region. For this purpose, a note verbale (bearing an official stamp) from the permanent mission or the embassy or consulate-general in Nairobi, indicating the name (in English) and contact mobile number of the representative authorized to collect the meeting badges for the delegation, must be presented at the badging center at the Visitors Pavilion, along with UNEA-6 Registration Event Pass {approval QR code} (updated on 26 January 2023). Please note that copies of the passports of the delegation must also be presented together with the note verbale in order to collect the badges.

35. Following past practice, Heads of State and Government, Vice-Presidents and Crown Princes or Princesses and their spouses as well as delegates at the level of Deputy Prime Minister, Cabinet Minister and Vice-Minister and their spouses will be issued a VIP pass with a photograph. VIP badges will be available for collection as of 17 February from the badging center. For questions, please contact unep-registration@un.org.

VI. List of participants

36. To facilitate the compilation of the List of Participants, delegations of States Members of the UN, members of specialized agencies, regional economic integration organization and observer organizations are requested to submit a comprehensive list of the members of their respective delegations to the Secretariat, with the functional titles and designations of the delegates, through the INDICO portal as part of the registration process.
37. As per general practice, the provisional List of Participants will be circulated to delegations during the session. The final List of Participants will be made available on the session webpage after the closing of the session and will reflect those who attended the sixth session.

VII. Funding support for delegates from participating States

38. To facilitate the participation of representatives from States Members of the UN and members of UN specialized agencies to the Environment Assembly and the sixth meeting of the OECP, funding will be available from the voluntary contributions made by donors to support the participation of at least one (1) delegate and, if funding allows, a **maximum of two (2) delegates from developing countries**, with priority given to the least developed countries and the small island developing States.
39. Participating States are kindly requested to indicate in a note verbale, in order of priority, the two (2) delegates nominated to receive travel support. The delegates designated to receive financial support are requested to register for funding through the INDICO portal link provided in Annex A to the communication from the Secretariat on registration dated 13 September 2023.
40. Please be informed that the registration for the Environment Assembly and the OECP and the application for travel support are two separate processes and delegates must have their registration for the Environment Assembly and/or the OECP approved before submitting their request for travel support. The UN Event Ticket (approved registration for attendance at OECP and/or Environment Assembly) must be attached to the request for travel support, together with a note verbale with the indication of the two nominated delegates to receive travel support and a copy of the passport bio-page.
- 41. Application for travel support is now closed.**
42. For the necessary travel arrangements to comply with the UN rules and regulations, nominations for travel support after the deadline of **20 January** cannot be guaranteed. Please also note that after the travel ticket has been issued, any changes to the ticket itinerary or participant replacement shall be arranged and paid for directly by the participant – the Secretariat will not be in a position to accommodate such re-arrangements after ticket issuance.

43. **Approved travel itineraries will be arranged**, in accordance with UN rules and regulations, through the most economical routing and class of service, with arrival in the event city one day before the planned meetings and departure from the event city one day after the planned meetings. In case any personal deviations are required in relation to the most economical routing (including but not limited to deviations relating to origin city, return city, flight dates, flight times, air company, and class of service, among others), such requests should be specified in advance in the comment box on the travel support form and the participant will have to cover from personal means any potential difference in costs arising from such personal deviations.
44. **Disbursement of the daily subsistence allowance (DSA) will be made on-site** via physical prepaid cards in US dollars. The schedule and venue for DSA disbursement will be announced upon arrival at UNON. Sponsored participants will be requested to present to the designated staff the original arrival boarding ticket and the physical travel identification document used to enter Kenya.
45. Funded participants that have a Swiss card and provided the number when applying for travel support, are kindly requested to bring their card with them.

VIII. Visas and Electronic Travel Authorization (TA)

46. A valid passport, valid for at least six months from date of arrival, is required for entry into the country.
47. Please note that the Government of Kenya has amended the visa regulations by introducing the [Electronic Travel Authorization \(eTA\)](#) and removed the visa requirements for all foreign nationals traveling to Kenya with effect from January 2024. All participants must have an approved eTA before the start of their journey. Delegates who successfully applied for visa before and were issued with the entry visa can use it to enter Kenya if they are within the 90 days validity period.
48. Those yet to apply are advised to use the eTA portal and submit their online application, indicating their purpose of visit as **either Foreign Delegate, laissez passer holder or diplomat on official visits** as per the step-by-step guide provided. **Please note that these are the only options that will issue the gratis ETA. If you are not a laissez passer holder or a diplomat on official visit then you must select foreign delegate.** Applicants should upload their national passport and not their UNLP as the system requires information on nationality. The UNLP can be uploaded at the end of the process as a supporting document. (updated on 05 February 2024) The "Mission letter" which needs to be uploaded can be the Registration Event Pass with approval QR code or the invitation letter.
49. **Once you have submitted the ETA application, the system will generate an application reference number which should be submitted using [this form](#) to enable the host country to fast track your ETA approval** (updated on 31 January 2024)

50. eTA applications for Kenya should be submitted at least 3 days prior to travel to ensure adequate time for authorization and follow the [step-by-step guide provided](#) to enable the issuance of courtesy (gratis) eTA. (updated on 23 January 2024) Travellers can submit their applications up to 3 months prior to travel. **It is highly recommended that travellers apply as soon as they have booked their accommodation and transport tickets.**
51. For information on health-related requirements for entering Kenya, please consult [WHO-International Travel & Health](#) and [Kenyan Ministry of Health – Arriving Travellers](#).
52. Please note that eTA for entering Kenya and registration for attending UNEA are two separate procedures. Kindly note that successful registration to UNEA-6 does not guarantee issuance of the eTA.

IX. Proposed organizational arrangements

53. The proposed organizational arrangements for the sixth session of the Environment Assembly is provided in the scenario note ([UNEP/EA.6/INF/1](#)).

Documentation

54. The official documentation of the Environment Assembly will be issued in Arabic, Chinese, English, French, Russian and Spanish.

Distribution of official documents

55. All meeting documents will be available on the UNEA-6 website as well as on a [Mobile Event App](#) that will run on both the iOS and Android platforms.
56. The provisional agenda and the annotated provisional agenda for the sixth session (UNEP/EA.6/1 and UNEP/EA.6/1/Add.1) has been made available on the [UNEA-6 website](#).
57. The pre-session documents for the session, including the informational notes, will be issued at least 6 weeks in advance of the session and will be made available on the [UNEA-6 website](#).

X. Submission of draft resolutions and draft decisions

58. The Bureau of the Environment Assembly and the Bureau of the Committee of the Permanent Representatives endorsed at their joint retreat held in Morocco on 6 and 7 July 2023 a [guidance note](#) detailing the timeline and procedure for submission of draft resolutions and draft decisions to UNEA-6. The deadline for submission of draft resolutions and decisions was 18 December 2023.

59. Draft resolutions and draft decisions that have been submitted are available at the [UNEA Resolutions Portal](#).

XI. Further information

Bilateral meetings

60. For bilateral meetings among Member States at the Head of State or Government or ministerial level, three small meeting rooms, each with the capacity to hold 10–12 participants, will be available from 19 February to 1 March.
61. Delegations are requested to submit bilateral meeting requests by email to Nadya Omar (nadya.omar@un.org) with a copy to (unep-sgb@un.org). To prevent double bookings, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations starting on the hour and half-hour and is limited to a maximum of three reservations per day per delegation. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request.
62. Information about room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same room. Delegates are encouraged to submit the requests as early as possible. Late requests will be accommodated subject to the availability of space. Delegations requiring further information should send their questions to nadya.omar@un.org with a copy to unep-sgb@un.org. When sending an email, the wording "UNEA-6 bilaterals" should be included in the subject line. When on site, delegations can also contact the Conference Officers in the meeting room.

Regional and political group meetings

63. Meeting rooms are allocated to regional and political groups to facilitate their consultations during the week of the OECPR as well as during the week of UNEA-6 outside the official hours of the plenary (10 a.m. to 1 p.m. and 3 to 6 p.m.). Meeting rooms are also available for use by regional and political groups over the weekend, on 24 and 25 February. Requests to use rooms for regional and political group meetings during OECPR and UNEA-6 can be channelled directly to Nadya Omar (nadya.omar@un.org) with a copy to (unep-sgb@un.org).

Interpretation

64. The official languages of the UN are Arabic, Chinese, English, French, Russian and Spanish. The plenary meetings, the high-level dialogues on the item on cooperation with multilateral environmental agreements, the leadership dialogues and the multi-stakeholder dialogue will be interpreted into the six official languages. The plenary meetings of the Committee of the Whole, if established, will be interpreted into the six official languages. Similarly, the plenary meetings of the OECPR will be interpreted into the six official languages.

65. Statements made in any of the six official languages of UNEA are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. Delegations are kindly requested to speak, within their time limit, at a normal speed and in an articulate manner, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English).
66. Delegations may also make a statement in a language other than one of the six UN official languages. In such cases, the delegation in question must provide an interpreter from the non-official language into an official UN language. The interpretation, by UN interpreters into the other official languages, will be based on the interpretation into a UN language provided by the non-official language interpreter. Delegations wishing to intervene in a language other than the official languages with their own interpreter, are requested to inform the Division of Conference Services on or before 16 February by email to nadya.omar@un.org and tirus.kariuki@un.org, with a copy to the Chief Interpreter at pedro.espinosa@un.org who will provide further instructions.

Live coverage

67. The Department of Global Communications of the UN Secretariat will provide live-streaming coverage of the official meetings of the Environment Assembly through the United Nations Web TV website at <https://webtv.un.org> in all six official languages.
68. Press releases, official documents, statements and other information materials will be made available on the UNEA website. The Environment Assembly will also be covered on X (formerly Twitter) using the hashtag #UNEA6. Participants are encouraged to share content on their own social media platforms using this hashtag.

Branding and visibility

69. The UNEA logo, brand identity and a guide for their application have been produced. These resources, alongside other assets and key messages are available on a dedicated [Trello board](#) for use by participants and event organizers for their own outreach to create awareness about the Environment Assembly.

Media accreditation and arrangements

70. Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization. Questions on media accreditation should be referred to the UNEP News and Media Unit: unep-newsdesk@un.org.
71. Members of press can register by accessing the links provided directly on the [registration page](#), under the specific category of participation.

Press briefings

72. Press briefings by UNEP will be held in the press briefing room, located opposite Conference Room 6, with participants on dates and times to be announced. The room will also be available for press briefings organized by delegations and UN organizations as space and time allows. For ease of planning, requests for press briefings from non-UNEP entities should be sent by email to unep-newsdesk@un.org not less than 48 hours before with the wording "Press briefing" in the subject line. Delegations wishing to organize a joint press briefing with UNEP may also contact unep-newsdesk@un.org. Such requests must be made in writing by a senior official of the delegation wishing to hold the press briefing and should include the names of the speakers, their titles, the subjects to be discussed and relevant time preferences or constraints.
73. Press briefings are limited to 30 minutes and open to accredited journalists. Exceptions will be made only for the press attaché and a limited number of other officials of the same delegation directly concerned with the press briefing, as well as UN officials covering the press briefing. Press briefings will be hybrid, involving both in-person and virtual media attendance.
74. A daily schedule of press briefings will be posted in the media centre, located behind the press briefing room, on the UNEA-6 website and the [UNEA-6 Mobile App](#). A schedule will also be sent to registered media organizations by email.

Media facilities

75. A media centre for use by all journalists accredited to cover UNEA will be available at the venue. The official meetings and other activities will be broadcast live at the media centre, and audiovisual feeds of the official meetings, press briefings and other events will be provided to broadcasters live upon request. Journalists are advised to bring their own laptops and headphones.
76. A press kit containing background information relevant to UNEA-6 will be made available in the media centre and posted on the UNEA-6 website. Assigned spokespeople for UNEA will be available to provide information to journalists on background and on the record.
77. Journalists and media representatives will have a specific space in which to conduct interviews and other reporting activities. Journalists will be granted access to the open meetings, the high-level segment, the high-level and leadership dialogues, the multi-stakeholder dialogue and side events.
78. To facilitate media contact, delegations are invited to provide the News and Media Unit with the name and telephone number in Nairobi of the person in the delegation whom journalists may contact to request interviews or other information. That information may be sent by email to the Communications Division, at unep-newsdesk@un.org

Official side events, associated events and exhibitions

Official side events

79. A diverse programme of side events on issues related to the theme of UNEA-6 will be held in-person and virtually during the session, organized by Member States, intergovernmental

organizations, including the secretariats of the multilateral environmental agreements (MEAs), specialized agencies and UN system entities and major groups and stakeholders accredited to UNEP and its governing bodies.

80. A full list of official side events is available on the [UNEA-6 website](#).

81. MEAs-related events will be held from 28 February to 1 March. A full list of MEA related events is made available on the [UNEA-6 website](#).

Associated events

82. In the margins of UNEA-6, a number of associated events will be held and complement the efforts to advance the UNEA mandate and the theme. A list of associated events, including programme, location and other details, is available on the [UNEA-6 website](#).

Exhibitions

83. Exhibitions will also be organized during the full week of UNEA-6 by MEAs, to showcase cooperation between UNEP and MEAs, the other UN entities and MEAs as well as among the MEAs on cross-cutting topics of interest which are relevant to the theme of UNEA-6. A full list of exhibitions is made available on the [UNEA-6 website](#).

Global Major Groups and Stakeholder Forum

84. The Global Major Groups and Stakeholder Forum will be held on 24 and 25 February in Conference Room 1. The Forum is open for participation by both accredited and non-accredited stakeholders. More information, including the programme and registration is available on the [UNEA-6 website](#).

Code of Conduct

85. Participation in UNEA-6 and the OECPR is governed by the relevant guidelines and policies, including the [Code of Conduct to Prevent Harassment, including Sexual Harassment at UN System Events](#). All participants are expected to get acquainted with the Code of Conduct and to behave with integrity and respect towards all participants attending or involved with UNEA and OECPR.

Sustainability at UNEA-6

86. This meeting is plastic-free. Delegates are encouraged to bring their own water bottles to the meeting. Water dispensers for refilling will be provided.

87. Participants are also encouraged to bring their own lanyards for the meeting badges to foster multiple use.

88. Participants are encouraged to bring laptops or tablets or smartphones as all pre-session documents will be available on the [website](#) and in-session documents will be made available on the [UNEP resolutions portal](#). No hard copies will be provided.

Internet services

89. Wi-Fi will be available throughout the UNON complex, including in all meeting rooms. Select the wireless network connection named 'VISITORS' or 'DELEGATES' or 'UNEA6 with password 'Nairobi2024' to access the internet. Delegates are strongly recommended to limit the number of personal gadgets that require constant connection to the internet, to allow for efficient and accessible Wi-fi for all participants.

90. There will also be a delegates lounge with working spaces.

Loss of badge or personal items

91. The loss of badge or any personal item in the meeting venue must be reported to the badging centre and/or the UNON Division for Safety and Security available at the main lobby. There is also a lost and found kiosk by the security desk in the main lobby.

XII. Common services at the United Nations Office at Nairobi complex

92. Information on the common services available at the United Nations Office at Nairobi is available in the [UNEA Handbook for Delegates](#).

Banking

93. 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.

94. 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

95. 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. Additional information on extended hours of operation during OECPR and UNEA will be made available in due course. There are also several restaurants and bars within walking distance of the complex.

96. 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

97. 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.

Commissary

98. 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.

99. Commissary Hours of Operation are as below:

- Monday to Friday: 09:00am – 6:00pm
- Saturday & Sunday: 09:00am – 5:00pm
- Closed on UN official Holidays.

100. The United Nations Office at Nairobi generates commissary codes allocated to each delegate. The delegates are required to present their UNEA delegates badge issued by UN Department of Security at the UN commissary customer service desk located at the Gift Shop for verification and authorization of access to the duty-free shop. Entry into the Gift Shop, however, does not require any access authorization.

101. Kindly note that each participant badge has an expenditure limit and is not transferable.

Medical services

102. 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.

103. The clinic of the Joint Medical Service is located on the lower concourse, behind the offices of UN SACCO.

104. Emergency contacts (updated 19 February)

| | |
|----------------------------------|---|
| UN Security | 020-7626666, 0720629999, 0733629999 |
| Kenya Police | 999, 112 |
| Diplomatic Police | 0708589522, 0731170666, 0725542965, 0738701229, 0772092626 |
| UN Joint Medical Services | 24hr Emergency lines: +254 724255378, +254-20-7625999 24hr Email: unon-jms-medicevacuation@un.org |
| Ambulance Services | St. John's Ambulance: +254-20-2210000/3343999, +254 721225285 E-Plus Ambulance: +254 700 395395, +254 738 395395 AAR Ambulance: +254 725 225225 |

105. 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

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

Multifaith prayer room

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

Accessibility: arrangements for persons with disabilities

108. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities. For individual requests, please indicate using the INDICO registration form.

Department of Safety and Security

109. 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 numbers:

+254 (0) 207622999
+254 733629999
+254 759502349
+254 759503136
+254 0207626666
+254 0207622344
+254 0207622901
+254 0207622903

110. Participants are advised to cooperate and comply with directions issued by UN Security Officers on all matters regarding safety, security, access, use of facilities, and their conduct within the event venue.

111. Unauthorized demonstrations are prohibited on UN premises. Authorization must be sought in advance from the UNDSS, providing details, venue, theme, number of participants, time, duration, etc.

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

- Avoid crowded areas such as malls.

- Check with hotels for recommended taxi companies.
- When walking, keep to the main roads and avoid shortcuts down back alleys and the like. However, where possible, take a taxi rather than walking.
- Never walk at night in the city center even for a short distance – always take a taxi.
- Be wary of people loitering outside hotels.
- Stay informed: Read / listen to local media
- Cooperate with security apparatus when they conduct security operations. Carry identification at all times
- Tell someone where you are going and when to expect you back.
- Have emergency numbers registered on your phone.
- Ensure your mobile phone is fully charged (especially when you leave to go to public places) and that you have sufficient credit to make calls.
- Ignore street children and people coming up to you in the streets with hard-luck tales. They may be pickpockets or part of an elaborate scam. The best thing to do is just to walk on and ignore them.
- Make use of the safes in the hotels, **DO NOT** carry large sums of money. Avoid carrying credit cards, wearing expensive jewellery, watches or the like when walking in the street.
- Do not accept food and drinks from strangers; visitors have been known to be drugged and then robbed. (updated 28 January 2024)

Hotels and accommodation

113. A list of hotels and accommodation recommended by the UN Department of Safety and Security can be found in the [practical information webpage](#) on the UNEA-6 website.

UNEA Handbook for Delegates

114. General information about Kenya such as currency, weather, electricity and general security precautions can be found in the [UNEA Handbook for Delegates](#) (from page 42)

Ms. Radhika Ochalik
Secretary to the United Nations Environment Assembly
United Nations Environment Programme
P.O. Box 30552-00100
Nairobi, Kenya
E-mail: unep-sgb@un.org

<https://www.unep.org/environmentassembly/unea6>

