

INFORMATIONAL MEETING ON CONFERENCE SERVICES

Division of Conference Services (DCS)

UNON





DCS is part of a global conference services capacity managed under shared responsibility by the Director General of UNON and Under-Secretary-General of the Department of General Assembly and Conference Management (DGACM).



DGACM is the United Nations focal point on multilingualism.



The Division comprises the Office of the Chief, the Planning and Coordination Section, the Translation and Editorial Section, the Interpretation Section, the Publishing Services Section and the Conference Support Section.



A staffing table of 146 regular staff. 55% of the staff in the Division are extra budgetary funded through cost recovery. 45% funded through the regular budget.



Regular staff capacity is complemented by recruitment of temporary staff and individual contractors based on workload requirements.

WHO ARE WE?

WHAT WE DO

We provide:

Conference services, including meetings, documentation and publishing services to the United Nations calendar bodies (UNEP and UN-Habitat and their subsidiary organs); and the UN Dispute Tribunal Nairobi.

Conference services on an available basis to regional and other groupings of Member States

Conference services including meetings, documentation and publishing services on a reimbursable basis to non-calendar meetings of UNEP in various locations outside Nairobi; UN-Habitat; and United Nations Agencies Funds, Programmes under the Common Back Office Framework operating from Nairobi.



A prime facility housing **14 fully equipped conference rooms** with varied seating capacities;



Interpretation for **6 UN languages;**



Translation, editing, report writing and text processing in all **6 UN languages;**



Conference management and support;



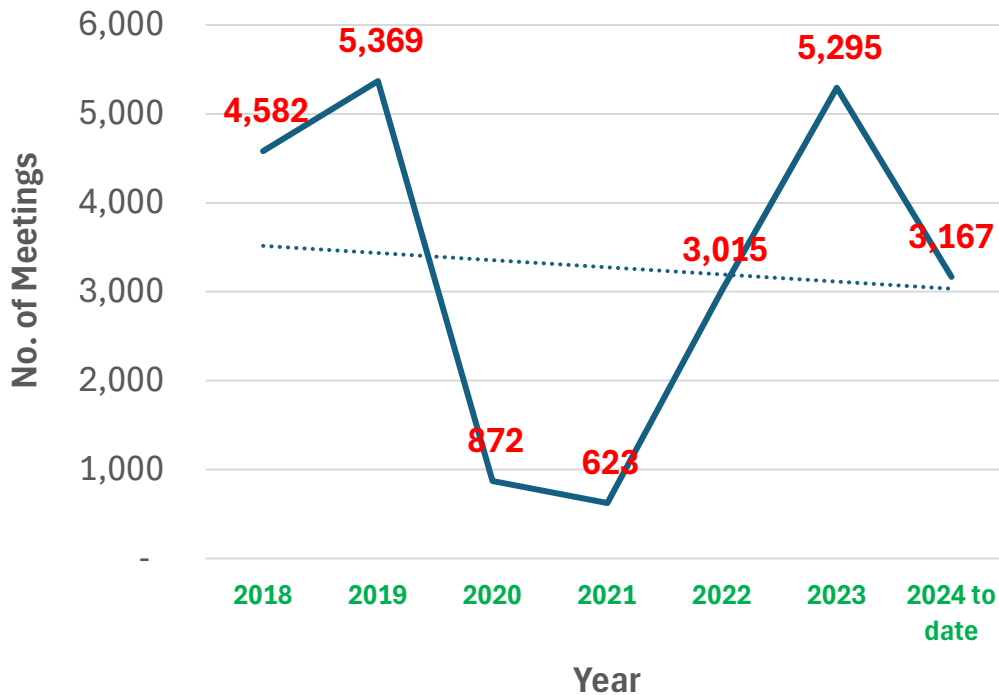
Graphic design, printing and exhibition services.



MEETING ROOMS AND SERVICES

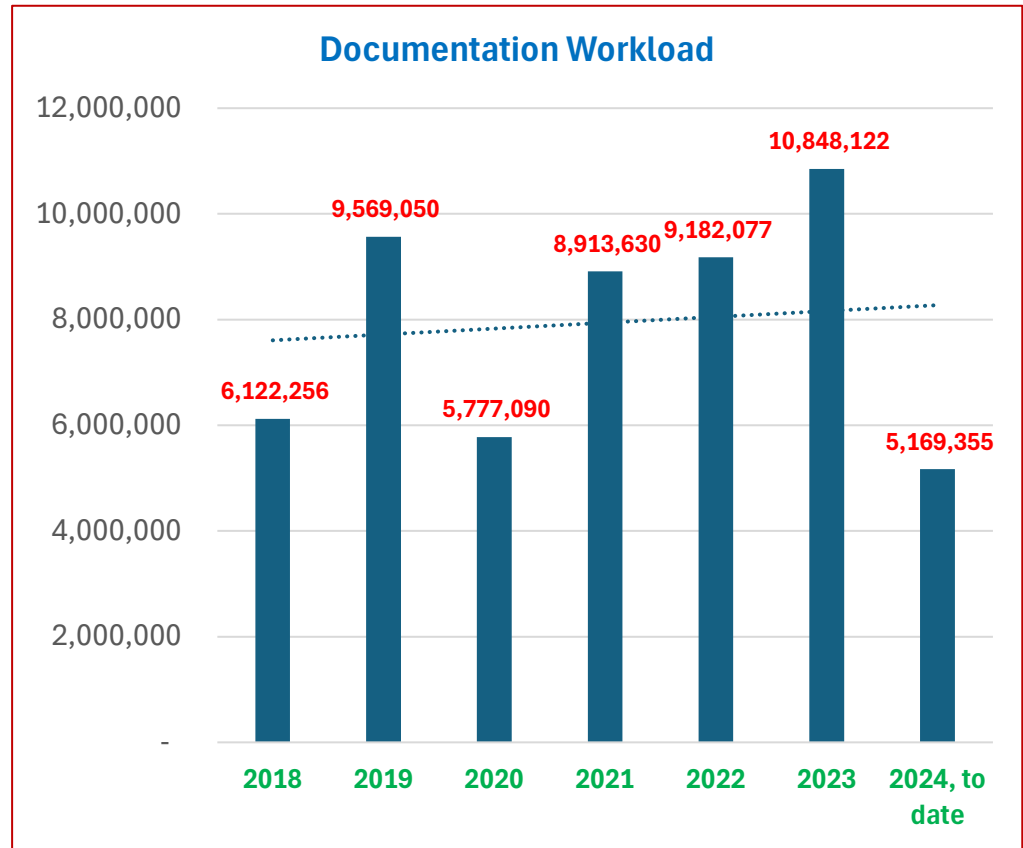
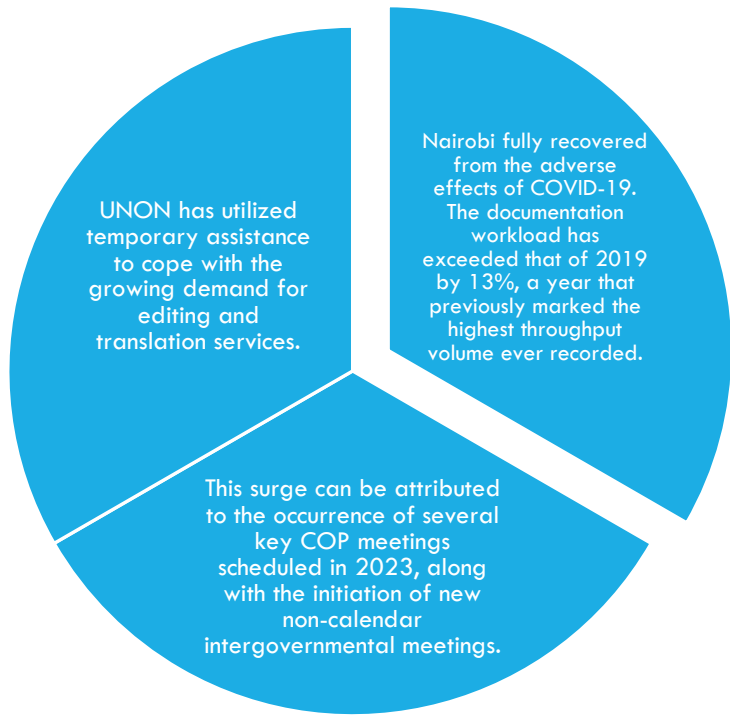
MEETINGS WORKLOAD FROM 2018-2024 TO DATE

Meetings Workload



The demand for conference facilities in Nairobi saw a significant rise throughout 2023, with the second half of the year being especially busy due to both scheduled and unscheduled meetings.

The number of meetings held almost reached pre-pandemic levels. With full return to the office in 2023, UNON serviced 98.6% of pre-COVID-19 volumes in 2023.



TRANSLATION WORKLOAD FROM 2018-2024 TO DATE



USE OF PREMISES

Under Information Circular [UNON/IC/2016/04](#), all meetings, conferences, cultural, and special events at the United Nations Office at Nairobi (UNON) must:

- *Adhere to the principles of the United Nations, its purposes and objectives, as defined in the Charter;*
- *Be strictly non-commercial in nature;*
- *Observe the roles and responsibilities of each party involved as indicated in the use of the conference rooms under the Circular*

Official United Nations activities have priority

HOW TO RESERVE A MEETING ROOM AND SERVICES

Through **gMeets (One-Stop-Shop)**, all authorized requesting entities, including permanent missions, can:

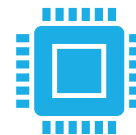
- Book conference rooms at UNON
- Have the flexibility to select from various meeting services, including conference room allocation; interpretation; nameplates, catering, podium signs and room set-up; audio-visual services; webcast services etc..
- Receive information on meeting services and on costs to facilitate informed decisions by requesters



gMeets (One-Stop-Shop) streamlines and facilitates coordination with and among service providers to enable the Secretariat to handle requests for meeting services more efficiently.



To access **gMeets** (One-Stop-Shop): Log in at:
<https://conferences.unite.un.org/uc>



A cost simulation is accessed using the link provided:
<https://conferencecostcalculator.unon.org/home>.
This will facilitate the preparation of a cost estimate for the meetings.

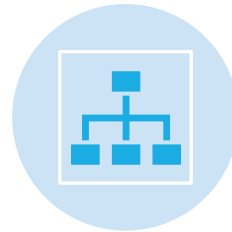


Requests are reviewed and confirmed by the Meetings Management Unit. For questions or feedback, please **email**:
unon-dcs-mcu@un.org.

ENQUIRIES



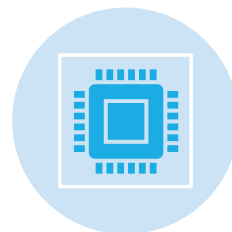
For general enquiries regarding meeting requests and related services, please contact the Meetings Management Unit (email: unon-dcs-mcu@un.org).



For general enquiries regarding documents, please contact the Documents Management Unit (unon-dcs-docs@un.org).



For general enquiries regarding printing and related services, please contact the Publishing Services Section (email: unon-printshop@un.org).



For further information, please also visit the UNON DCS website: <https://dcs.unon.org/>

QUESTIONS?

