

Informal in-person meeting of Heads of Delegations (HoD) to the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment
30 September – 01 October 2024, at the UNEP Headquarters in Nairobi, Kenya

Information to participants

This note provides practical information for participants attending the informal in-person meeting of Heads of Delegations (HOD) to the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment.

1. VENUE: The informal in-person meeting of Heads of Delegations (HOD) to the INC will take place at the Headquarters of United Nations Office at Nairobi (UNON), located at the [United Nations Avenue, in Gigiri](#). For more information, please consult the [UNON webpage](#). Access to the venue will be via the main UNON Visitors Pavilion including on Sunday, 29 September 2024.

2. REGISTRATION: Registration is for Member States of the United Nations, members of its specialized agencies, and regional economic integration organizations only. The extended deadline for registration is 20 September 2024. **No on-site registration is available.** Queries related to registration should be addressed to unep-incplastic.registration@un.org.

3. FORMAT OF THE MEETING: The meeting format is of **Head of Delegation + 1**, i.e. the designated Head of Delegation to the INC, or the designated alternate representative of the Head of Delegation, plus one additional delegate. Members are, therefore, invited to register a maximum of 2 participants for this meeting. Nairobi-based representatives are kindly reminded that they must be among the two national representatives designated to be able to attend the meeting.

4. BADGE ISSUANCE: Individual meeting badges for pre-registered government participants will be issued at the venue upon presentation of the UN Event Pass, with the QR code. **The badging centre at the entrance of UNON will be open on 29 September from 10 AM to 5 PM; on 30 September from 8 AM to 5 PM and on 1 October from 8 AM to 1 PM.** The presentation of the official meeting badge is needed to access the meeting rooms.

5. TRAVEL SUPPORT: The final deadline for travel support was 18 August 2024. **At this stage no further request can be accepted.** Funding covers economy-class round-trip air tickets that will be processed and issued directly by the INC Secretariat, as well as daily subsistence allowance (DSA) and terminal expenses in accordance with the United Nations rules and regulations. The daily subsistence allowance (DSA) comprises the total contribution of the INC Secretariat towards such charges as lodging, meals and other such payments made for services rendered

during official travel. Funded delegates are thus responsible for making their own hotel bookings. Disbursement of the DSA will be made on-site, at the meeting venue. **Disbursement of the DSA will begin on 29 September from 10:00 AM - 5:00 PM and continue on 30 September from 8:00 am – 5:00 pm and on 01 October from 8:00 am – 5:00 pm.**

6. ENTRY VISAS: It is the delegate's responsibility to obtain an entry visa for Kenya, prior to departure. Therefore, delegates are strongly advised to get acquainted with the entry requirements and processes to obtain an entry visa to Kenya through the [Kenyan Directorate Immigration Services webpage](#). Delegates who require an electronic travel authorization to Kenya are strongly encouraged to apply as soon as possible and, at the latest, one week before the intended travel. For more information on the electronic Travel Authorization (eTA) please [click here](#). To look at your eligibility criteria please consult [Kenya Visa Eligibility](#), and select your country of nationality.

7. SEATING ARRANGEMENTS: The delegations of each State Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations will be seated in English alphabetical order.

8. DOCUMENTATION: Any meeting document for the informal in-person meeting of Heads of Delegation will be circulated via email notifications.

9. REGIONAL MEETINGS: meeting rooms will be made available should the regions wish to convene on the margins of the informal in-person meeting of Heads of Delegation. The rooms will be available from 14:00-17:00 on Sunday, 29 September. The rooms will also be available in the mornings of 30 September and 1 October. The regional meetings are to be convened and organized by the groups themselves. The regional groups are encouraged to inform the Secretariat on the planned timings for their meetings. Allocation of meeting rooms will be announced upon arrival at the venue.

10. INTERPRETATION: The informal meeting will be conducted in English only and no interpretation will be provided.

11. BILATERAL MEETING ROOMS: A limited number of small meeting rooms may be offered to delegations for bilateral meetings and/or internal meetings, upon request in writing. The booking of such rooms will take place on a first come first serve basis.

Delegations are invited to **submit bilateral meeting requests by email** to ailis.rego@un.org, indicating dates, number of delegates and other relevant information. When sending an email, the wording "**HOD bilat room**" should be included in the subject line. To avoid double bookings, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 25 - minute duration starting on the hour and half hour. 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.

12. SECURITY: Access to the venue premises and the surrounding area will be strictly limited to persons registered for the informal in-person meeting of Heads of Delegation (HOD) to the INC. Badges and passes must be always worn visibly in the venue. Registered participants will be

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

13. CODE OF CONDUCT: Participation in INC sessions and meetings is governed by the relevant guidelines and policies, including the [Code of Conduct](#). The Code of Conduct contains detailed information on prohibited conduct, complaint and investigation processes, as well as possible consequences in case of misbehaviour. 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 any INC meeting.

14. PLASTIC FREE MEETING: This meeting is plastic-free. Delegates are encouraged to bring their own water bottles to the meeting. Water dispensers for refilling will be provided. Participants are also encouraged to bring their own lanyards for the meeting badges to foster multiple use.

15. INTERNET SERVICES: Free Wi-Fi will be available in the UNON complex and all meeting rooms. Select the wireless network connection named 'VISITORS' or 'DELEGATES' to access internet, including to access meeting information and documentation prepared for the meeting. Delegates are **strongly recommended to limit the number of personal gadgets** that require constant connecting to the internet, to allow for efficient and accessible internet for all participants.

16. CATERING SERVICES: The following caterers are available to delegates:

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

17. ACCOMODATION IN NAIROBI: Participants are kindly requested to make own hotel reservations for their stay in Nairobi. Please find a list of recommendations in point 24. of the [information note to participants from INC-3](#).

18. TRANSPORTATION: Many hotels provide courtesy shuttle services to/from the airport and in some cases from the hotel to the UNON complex. Participants are encouraged to liaise with their hotels in good time regarding their transportation needs. In the absence of a courtesy bus, visitors may use reputable taxi companies:

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

19. MEDICAL AND TRAVEL INSURANCE: Travel Insurance is not provided by the United Nations and **all participants are encouraged to arrange for their own travel health insurance, that covers both health and accident**, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage. Medical costs incurred in Kenya will be directly borne by the participant. It is the delegate's own responsibility to ensure he meets all health-related requirements to enter to Kenya. **A yellow fever vaccination certificate** may be

required if you are arriving in Kenya from a country with risk of yellow fever transmission. Useful information on other vaccinations recommended be consulted in the WHO website: <https://www.who.int/travel-advice>.

20. MEDICAL SERVICES: The UNON Joint Medical Service will be available in cases of emergency during the informal in-person meeting. The UNON Medical Clinic provides emergency and first aid assistance, including on-call (24-hours) ambulance services.

Location: Block F, Room 117

Contacts: +254 (0)20 762 2267, +254 20 762 2268

Emergency lines: +254 (0)20 7625999, +254 724 255 378

Email: unon-jms-medical@un.org, unon-jms-medicalevacuation@un.org