

LOGISTICAL INFORMATION NOTE

The Fourth Meeting of the UNEP Working Group on Nitrogen

28-29 September 2023

Nairobi, Kenya

1. Meeting Venue and Acces to UN Complex

The United Nations Environment Programme (UNEP) welcomes you to participate in the Fourth Meeting of the UNEP Working Group on Nitrogen, which is scheduled to take place on 28 September 2023, followed by an informal expert meeting on 29 September 2023 in Nairobi, Kenya.

The Meeting will be held at the United Nations Complex in **Conference Room number 9**.

For access at the United Nations Complex please bring your passport, approval email with the QR code, and your boarding pass.

The address is:

United Nations Avenue

Gigiri Nairobi, Kenya.

P.O. Box 30552, 00100

Nairobi, Kenya

Phone: 254-20-762-2684

Mob: +254 72350839

2. Accommodation

Participants are encouraged to book their accommodation near the meeting venue. A list of nearby hotels is included in this note as Annex 1.

3. Flight Arrangements

For sponsored participants, UNEP will provide the most direct economy class flight ticket and daily subsistence allowance for the official days of the meeting.

Please note that if you decide to upgrade your flight or extend your stay in Nairobi, you are responsible for covering any costs related to the change of your ticket, including meals and accommodation, as this will be regarded as a personal deviation.

4. Visa Arrangements

Participants are responsible for checking visa requirements and making their own insurance and visa arrangements before departure, including any required visas for transit or stopover.

Please contact the Embassy of Kenya in your country or region well in advance to avoid unnecessary delays.

For some countries, an electronic visa system for Kenya is in place:

<https://immigration.ecitizen.go.ke/index.php?id=5>

Participants are also responsible for checking the latest health requirements for entering Kenya closer to the date of the travel.

5. Health Requirements

Please make sure you bring all personal medication with you.

A yellow fever vaccination certificate is mandatory for travelers coming from countries where yellow fever may occur. Immunization against yellow fever is recommended for travelers from other countries.

The international travel, health and vaccination requirements for travel to Kenya can be obtained from the Centers for Disease Control and Preventions web site at the following link:

http://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya?s_cid=ncezid-dgmg-travel-single-001

6. Transport

Participants should make their own arrangements from the airport to the hotel or meeting venue.

Transfers from Jomo Kenyatta International Airport may be done by taxi / Uber. UNEP sponsored participants will receive terminal expenses of \$252 to cater for the costs of airport transfers.

7. Daily Subsistence Allowance (DSA)

UNEP sponsored participants will be paid a daily subsistence allowance (DSA) while in Nairobi. The DSA will be provided in cash (USD) to participants on 28 September 2023.

Please Note: It is a UN requirement that the participants produce their boarding passes as proof of travel.

The DSA rate for Nairobi is US\$260 per night. Any UNEP sponsored participant who is unable to stay for the duration of the meeting is requested to inform the UNEP Secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

8. Communication

Personal phone calls will be at the participant's expense; however, wireless internet will be provided at the meeting venue.

9. Languages

The meeting will be conducted in English.

10. Weather and Time zone

The average temperature in September is about 19.0°C in Nairobi. The average amount of rain in the month is 120mm spread over an average of 12 days.

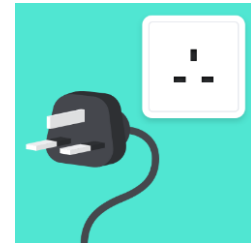
You can obtain the current weather forecast for Nairobi through this link: <https://www.holiday-weather.com/nairobi/averages/may/>

Nairobi time zone is GMT + 3 EAT – Eastern Africa Time.

11. Power Plugs and Outlets

In Nairobi the most common plug type is Type G, which has two flat parallel pins and a grounding pin.

You are advised to carry a power plug adapter if your appliances do not conform to the above specifications.



12. Health and Insurance

UNEP assumes that as an invited participant to the meeting, you are in good health and have no illness that might prevent you from traveling to or participating in the meeting. It is your responsibility to inform the Secretariat of any such health impediment prior to accepting the invitation to participate in the above meeting. The Secretariat accepts no responsibility for the death, illness, or injury of any participant while attending the meeting.

You are advised to arrange your own travel insurance against sickness, accident, and third-party risk for the period of the meeting. The Secretariat will not assume responsibility for any expenditure on insurance, including the following:

- a) Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting.
- b) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants.
- c) Compensation in the event of death or disability of participants in connection with attending the meeting.

For more information on logistical matters, please contact:

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Ecosystems Division

United Nations Environment

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Email: evans.ochola@un.org

Annex 1: List of nearby Hotels

No	Hotels	Distance from Venue	Contact Number	Email address
1.	China Garden Hotel	200 m	+254 770 082048	info@chinagarden.co.ke
2.	Gigiri Express Hotel	1 km	+254774704016	gigiriexpresshotel@gmail.com
3.	Orchid Homes	1.3 km	+254 717 060 905	info@orchidhomeske.com
4.	Trademark Hotel	1 km	+254 730 886 000	reservations@trademark-hotel.com
5.	Tribe Hotel	1 km	+254 20 720 0000 /+254 732 186 000	reservations@tribehotel-kenya.com