

## LOGISTICAL INFORMATION NOTE FOR MEETING PARTICIPANTS

Version of 13 May 2022

### **In-person (hybrid) segment of the First Global Meeting of National Focal Points (First Global Meeting) for the Fifth Montevideo Programme for the Development and Periodic Review of Environmental Law (Montevideo Environmental Law Programme V).**

6–9 June 2022

#### **WELCOME NOTE**

The United Nations Environment Programme (UN Environment) looks forward to welcoming you to Nairobi, Kenya, or virtually, to participate in the abovementioned meeting from 6 to 9 June 2022.

The secretariat prepared this logistical information note to address practical questions participants may have. Should you have any further questions please contact the following email account: [unep-montevideo@un.org](mailto:unep-montevideo@un.org)

**This note may be updated closer to the dates of the meeting to reflect changes and provide more detailed information as needed.**

#### **BACKGROUND**

This in-person (hybrid) segment will form the second part of the First Global Meeting of National Focal Points after the [first segment that was held online from 2 to 4 June 2021](#).

The purpose of the in-person (hybrid) segment is to enable national focal points to provide guidance on the priority areas for implementation of the programme until December 2029. National focal points and other stakeholders will also be invited to discuss the progress on the initial implementation of the programme and other matters.

The meeting documents and additional information are available [here](#).

The overall schedule of the meeting is presented in the Annex.

## VENUE

The plenary sessions of the meeting will be held in Conference Room 1 on the grounds of the United Nations Office at Nairobi (UNON), where the UN Environment Headquarters is located: United Nations Avenue, Gigiri, Nairobi, Kenya. Remote participation will also be possible.

Side events will be held either fully online or in a hybrid format with in-person participation in Conference Room 9.

Conference rooms will be made available for regional consultations of national focal points (hybrid format).

Please refer to section below on the accreditation process to access the UNON complex and section below on remote participation for online participants.

## ACCREDITATION PROCESS TO ACCESS THE UNON COMPLEX

Access to the UNON complex is currently restricted to persons fully vaccinated against COVID-19<sup>1</sup>. Participants are therefore required to submit a proof of full COVID-19 vaccination via email to the secretariat of the Montevideo Programme V ([unep-montevideo@un.org](mailto:unep-montevideo@un.org)) **no later than Tuesday 31 May 2022**. The secretariat will respond with a confirmation email.

Alternatively, Nairobi-based permanent missions can submit the names of diplomats, staff and other associated personnel of permanent missions and visiting delegates and attest to their vaccination status via a *Note Verbale* addressed to Office of the Director-General of UNON ([unon-officeofdirectorgeneral@un.org](mailto:unon-officeofdirectorgeneral@un.org)) with a copy to secretariat of the Montevideo Programme V ([unep-montevideo@un.org](mailto:unep-montevideo@un.org)).

Please note that beyond **Tuesday 31 May** the secretariat will not be able to guarantee the issuance of personal badges to access the UNON grounds.

Accredited participants will be requested to present a proof of identification at the UNON visitor access gate (no need to present the proof of vaccination at the gate) and will be provided with their personal badges for the period of the meeting.

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<sup>1</sup> Definition of "Full COVID-19 vaccination": Completion of 14 days after the last dose of COVID-19 vaccine i.e 14 days after single J&J COVID-19 Vaccine or 14 days after second dose of other COVID-19 vaccines.

## REMOTE PARTICIPATION

Remote participation will be made available via the platform Interactio including access to interpretation in all Official UN languages. Confirmed participants will receive via email the meeting links closer to the date of the meeting.

Online registration and further information on the links for the side events will be shared on the page of the global meeting on UNEP-LEAP.

Links for regional consultations among national focal points will be shared separately.

## HEALTH REQUIREMENTS AND MEDICAL SERVICES

In view of the exceptional circumstances associated with the COVID-19 pandemic, the in-person participation to the meeting is subject to general and specific guidance and meeting restrictions, taking into account the COVID-19 restrictions put in place by the host country, Kenya, as well as the guidance developed with the support of the United Nations Office at Nairobi.

These restrictions include proof of full COVID-19 vaccination to access the UNON complex (see section on accreditation).

In addition, please note the following prevention measures that participants should anticipate:

- **Face mask use:** It is crucial that meeting participants wear a well-fitting face mask that fully covers the mouth AND nose when in shared, public spaces and indoor spaces. COVID-19 vaccination does not exclude one from wearing face masks when in situations of COVID-19 risk as described above.
- **Physical distancing** (Minimum 1 Meter separation) as reflected in the seating plans, signage & markings, and during inter-personal interactions. Meeting areas, corridors and similar spaces should be always devoid of crowding.
- **Adequate hand hygiene:** hand washing points with soap and running water and alcohol-based hand sanitizers will be largely available at the meeting venue.
- **COVID-19 Symptoms:** individuals who are unwell with COVID-19 symptoms or who may have been in contact with persons confirmed to have COVID-19 should inform the secretariat and refrain from attending the meeting in person.

This note might be updated with further information on COVID-19 preparedness as necessary.

### Other health concerns:

A yellow fever vaccination certificate is required if you are arriving in Kenya from a country with risk of yellow fever transmission. Please seek further advice from your travel agent or doctor in your home country, who should have information on vaccination requirements for visitors into Kenya. For further

health questions, please contact UNON Joint Medical Service <http://medical.unon.org/> Useful information can also be obtained from the WHO website <http://www.who.int/ith/en/>

Malaria is common throughout the year in many parts of Kenya. Nairobi, the capital city, is generally malaria free but this does not exclude the need to stay safe from infection by mosquitoes. It is recommended to consult your doctor about malaria prophylaxis if travelling into Kenya and beyond Nairobi. Adequate safeguards against mosquito bites are advised (insect repellent, bed nets, clothing with long trousers and covering the arms).

Food and waterborne diseases including diarrhea are common – depending on the hygiene standards of the places you visit. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid uncooked foods other than fruits and vegetables that you have peeled off yourself. Wash hands frequently with soap and water or sanitizers at designated spots in eateries and restaurants.

Medical costs incurred in Kenya will be directly borne by the participant. It is therefore strongly recommended that you arrange for your own travel health insurance prior to departure from your country and arrival in Kenya.

The UNON Medical Clinic emergency and first aid assistance, including on-call (24-hour) ambulance services are available. On-site medical assistance is available during all meetings, conferences and events. The UNON clinic also offers general medical assistance.

- Location: Block F, Room 117
- Contacts Reception lines: +254 (0)20 762 2267, +254 (0)20 762 2268, +254 (0)20 762 1267
- Emergency lines: +254 (0)207 625 999, +254 (0)724 255 378
- Email: [unon-jms-medical@un.org](mailto:unon-jms-medical@un.org), [unon-jms-medicalvacuation@un.org](mailto:unon-jms-medicalvacuation@un.org)
- Opening hours: Monday: 10:00-16:00; Tuesday: 08:00-16:00; Wednesday: 08:00-16:00; Thursday: 08:00-16:00; Friday: 08:00-13:30
- No service is available on weekends. For assistance over the weekends please dial the 24-hour UNON control room: +254 (0)20 762 6666; +254 (0)72 062 9999; +254 (0)73 362 9999

## **EMERGENCY NUMBERS**

- UNON Security +254 (0)20 762 6666; +254 (0)72 062 9999; +254 (0)73 362 9999
- Kenyan Police +254 999 or +254 (0)20 3341411
- Diplomatic Police +254 (0)708 589 522 or +254 (0)731 170 666
- Nairobi Hospital +254 (0)703 082 000 or +254 (0)730 666 000
- Aga Khan Hospital +254 (0) 366 2020 / 22
- St. John Ambulance Service +254 (0) 20 221 0000/224 1000; +254 (0)72 1225 285

## VISA ARRANGEMENTS

It is the participant's own responsibility to obtain a visa for Kenya. The information provided herein acts only as guidance. A valid passport, not expiring for at least six months from date of arrival is required for entry into Kenya.

A valid entry visa is also required for most countries and may be obtained in advance from the Kenyan Embassy/High Commission/Consulate in your country of residence. In the absence of either, the British Embassy will generally represent Kenya in the issuance of visas. Please visit: <http://immigration.go.ke/visa-section/> for more information on the immigration, including the different categories of visas/types and fees thereof.

Please note that issuance of visas on arrival depends on the classification of your country of origin and the nationality of the passport you are holding. Participants who require visas are encouraged to apply online on this link: <http://evisa.go.ke>

A list of countries that are exempted from visas can be found at <http://www.immigration.go.ke/>

COVID-19 vaccinated passengers are currently not required to take a PCR test before travelling to Kenya. Please note that it is the participant's own responsibility to check for any change in the COVID-19 requirements to enter Kenya.

## LANGUAGES

Official languages in Kenya are English and Swahili.

The in-person (hybrid) segment of the global meeting of national focal points will be conducted in all official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Interpretation will be equally available to in-person and remote participants.

Side events will be conducted in English only.

## MEETING DOCUMENTS

Please note that the global meeting is a paperless meeting and printed copies of meeting documents will not be provided. Participants are invited to make their own arrangements. Please consult the [page of the in-person segment of the global meeting](#) on UNEP-LEAP (see section below) for the meeting documents and additional information.

## **UNEP'S LAW AND ENVIRONMENT ASSISTANCE PLATFORM (UNEP-LEAP)**

[UNEP's Law and Environment Assistance Platform \(UNEP-LEAP\)](#) is the digital backbone of the Fifth Montevideo Programme for the Development and Periodic Review of Environmental Law (Montevideo Programme V or Programme). Read more about the Programme [here](#).

UNEP-LEAP was officially launched in June 2021 during the online segment of the First Global Meeting of National Focal Points. It supports the delivery of the Programme's objectives and strategic activities by providing a platform to exchange information and knowledge on environmental rule of law.

This coordination and delivery platform allows countries to [directly request support](#) from UNEP and partners. Moreover, it provides a comprehensive and searchable knowledge base of relevant environmental legislation and other guidance products.

UNEP-LEAP also provides supporting information on the Montevideo Programme V, including [meeting documents](#) and contact details for all [National Focal Points](#) and information on the [Steering Committee for Implementation](#) of the Programme.

## **COCKTAIL RECEPTION**

A cocktail reception organized by UNEP will be held on Monday 6 June from 6 p.m. to 8 p.m. outside the delegates restaurant. All participants attending the meeting in-person are invited to the cocktail reception.

## **LUNCH OPTIONS**

Please note that lunches are not organized by the secretariat. Participants are invited to make their own arrangements and choose between the various options available in the UNON complex (main cafeteria, delegates restaurant, etc) or around the UNON complex (various restaurants on UN avenue).

## **LOCAL TRANSPORT AND SAFETY**

Participants are expected to make their own travel arrangements to and from the airport.

Most international visitors will arrive through Jomo Kenyatta International Airport (JKIA) in Nairobi. Kindly note the unpredictability of the traffic. While it is about 28 km from the airport to the UN compound, the trip can take between 45 and 120 minutes, depending on the time and day.

Reliable taxis are readily available within the city, including taxi hailing Apps such as Uber, Bolt or Little Cab at <https://www.uber.com/global/en/cities/nairobi/> , <https://bolt.eu/#ride> and <https://little.bz> respectively. Other recommended taxi companies are: (i) Jimcab: +254 (0)714333777 or +254 (0)737333222 (<https://www.jimcab.co.ke>) and (ii) Kenatco: +254 (0)709 642000 (<https://www.kenatco.co.ke>)

Participants are personally responsible for their movements outside the UNON grounds. For your own safety while outside the UNON grounds, take note of the tips below:

- Avoid crowded areas such as malls
- Expect to be frisked at every building; security checks are very important in Nairobi
- Avoid shortcuts in back alleys, keep to the main roads
- Always carry some form of identification and the address and phone number of your hotel
- Avoid wearing expensive jewelry and watches
- Do not carry large sums of money. Avoid carrying credit cards
- While travelling in a taxi keep your windows rolled up
- 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.

## **ACCOMMODATION**

Please note that participants are expected to make their own hotel reservations and are advised to do so as early as possible. For your own safety, please choose a hotel/guest house from the list recommended by UNON. A list of recommended hotels and guest houses in Nairobi, indicative rates and information on some complementary services (including transfers from the airport to the hotels) is available on the UNON website: <https://dcs.unon.org/hotels-guesthouses-1> (please note that this list dates from 2020 and rates might have change).

## **DAILY SUBSISTENCE ALLOWANCE (DSA)**

The United Nations Environment Programme has made financial support available to national focal points from developing countries and countries with economies in transition in accordance with applicable UN rules and regulations.

Funded participants are invited to collect their DSA Prepaid Debit Card at the secretariat information desk that will be located in Conference Room 1 and open from 10 a.m. to 6 p.m. during the days of the meeting. Please note that the cards may take up to 2h to be activated after signature by the recipients. ATM facilities are available across the UNON complex to withdraw the DSA in US dollars (see below section ATMs). To exchange US dollars into Kenyan shillings please note that two banks are located in the UN complex (see below section money and banking).

## **MONEY AND BANKING**

### Currency and exchange rates

The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rates are approximately:

1 US Dollar = KES 116    1 EUR = KES 122

Foreign currency can be changed at JKIA, which has 24-hr service, banks and foreign currency exchange bureaus. Banks with ATM services in major centers across the city are open from 09:00 to 16:00 Monday to Friday and from 09:00 to 12:00 on Saturdays. Some ATMs can dispense foreign currency in US Dollars.

The following places are available near the UNON compound in Nairobi for currency exchange. Most ATMs take different debit and credit cards – Mastercard, Visa etc.:

- Kenya Commercial Bank (KCB) is located on the ground floor in the UNON complex, next to the Delegates Lounge. Another KCB ATM is located at the Gigiri Square.
- Standard Chartered Bank is also available in the complex, located opposite KCB Bank.
- Emerald Gardens' Bureau de Change: walk from the main gate of the United Nations, cross the road, turn right and walk about 200m. You will find a Chinese Pagoda building to your left, where the Forex Bureau de Change is located on the first-floor houses and other banking facilities. There is also National Bank of Kenya in this complex.
- Warwick Center from the main gate of the United Nations, cross the road, turn left and walk about 100 m. The building will be to your right, in a complex of shops, banks, restaurants and offices. There are two ATMs and a Stanbic Bank located here.
- Gigiri Square is next to Warwick Center, but before the Mediterraneo Restaurant, on the same side of the road, housing Kenya Commercial Bank, Equity Bank, and I&M Bank.
- Village Market is a shopping complex and a 3-minute taxi drive from the main gate of the United Nations. There are several banks and forex bureaux at Village Market. It is also a popular eatery with an assemblage of food outlets in two popular food courts. Recently, an extension of the complex has incorporated new shops, hotel accommodation, pool games and bowling.

### **ATMs**

ATMs are available country-wide with 24-hour access. Within the UNON complex there are four ATMs on the lower concourse; two next to the Kenya Commercial Bank, one is near the UNFCU (United Nations Federal Credit Union) and the last one is next to Standard Chartered Bank. There are also two ATMs (KCB and UNFCU) at the UN Commissary on the northern end of the UNON Complex.

Major international cards are accepted. Credit card fraud occurs in Kenya, as in most other parts of the world, therefore the usual standard precautions should be taken.

### **WEATHER AND TIME ZONE**

Kenya enjoys a pleasant tropical climate. However, June is normally a rainy and cooler month. Please note that accessing the UN conference rooms requires walking across the UNON grounds and the participants are advised to bring adequate shoes and rain protection in case of heavy rain.

Nairobi's time zone is GMT +3 hours.

### **ELECTRICITY SUPPLY**

Participants are advised to bring their own universal power adaptors. The voltage is 220 – 240 voltage.

### **WIFI**

Free Wi-Fi facility will be available in the UNON complex and all meeting rooms. Select the wireless network connection named 'VISITORS' or 'DELEGATES' to enjoy internet access for information and documentation prepared for the meeting. However, you are requested to limit the number of personal gadgets you connect to the internet all at the same time. If every participant limits the number of gadgets connected, the internet will be very efficient and enjoyed by all.

### **POSTAL/COURIER SERVICES**

The Post Office is available in the UNON complex, located at the lower concourse next to KCB Bank.  
Open Monday to Friday, 09:00-17:00 Tel: +254 (0)20 7622453

DHL courier mail service, Village Market Complex, near Tribe Hotel

- Open Monday to Friday, 08:00-17:00; Saturday: 08:00-13:00.
- Tel: +254 (0)711 017 133

Annex: Schedule of the In-person (hybrid) segment of the First global meeting of national focal points (Version of 13 May 2022)

	Day 1: Monday 6 June <sup>1</sup>		Day 2: Tuesday 7 June	Day 3: Wednesday 8 June	Day 4: Thursday 9 June
09:00 – 10:00 <sup>2</sup>			Regional consultations (TBC)	Regional consultations (TBC)	Regional consultations (TBC)
10:00 – 11:00	Regional consultations (TBC) CR9/CR10/CR11/hybrid		Side event 1: Focus on legal responses to the air pollution crisis 10:00 – 11:15. CR9/hybrid	Side event 3: Focus on legal responses to the climate crisis (TBC) 10:00 – 11:15 CR9/hybrid	Side event 5: Focus on human rights and the environment (TBC) 10:00 – 11:15 CR9/hybrid
11:00 – 12:00	Third meeting of the steering committee for implementation (Note: Only for members of the steering committee) CR9/hybrid		Break 11:15 – 11:45	Break 11:15 – 11:45	Break 11:15 – 11:30
12:00 – 13:00			Side event 2: Focus on legal responses to waste pollution 11:45 – 13:00 Online	Side event 4: Focus on legal responses to the biodiversity crisis (TBC) 11:45 – 13:00 CR9/hybrid	Side event 6: Approaches by faith-based organisations, indigenous and local communities (TBC) 11:30 – 12:15 Online
13:00 – 15:00					Side event 7: The role of global networks of legal experts and practitioners (TBC) 12:15 – 13:00 Online
15:00 – 18:00	Plenary Session CR1/hybrid		Plenary Session CR1/hybrid	Plenary Session CR1/hybrid	Plenary Session CR1/hybrid
18:00 – 19:00	Cocktail Reception delegates restaurant (outside)	Regional consultation for Latin America and the Caribbean (TBC)	Regional consultation for Latin America and the Caribbean (TBC)	LAC regional consultation for Latin America and the Caribbean (TBC)	
19:00 – 20:00					

<sup>1</sup> The Secretariat Information desk will be open from 10 a.m. to 6 p.m. in Conference Room 1 (CR1).

<sup>2</sup> All times are Nairobi time (UTC+3).