

**The Ad hoc Open – Ended Expert Group on Marine Litter and Microplastics**

**29 to 31 May 2018**

**United Nations Offices in Gigiri, Nairobi**

**INFORMATION FOR PARTICIPANTS**

## **II. VISITORS TO KENYA**

### **General Information**

The Republic of Kenya is located on the Eastern coast of Africa, and is bisected by the Equator. It is a land of striking landscapes, ranging from snow-capped Mount Kenya to rich farmlands, barren deserts in the north and tropical sandy beaches on the Western Indian Ocean coast and the shores of lakes Turkana and Victoria.

Kenya borders Somalia to the North East, Ethiopia and South Sudan to the North, Uganda to the west, Tanzania to the South, and the Indian Ocean to the East. Kenya's capital city is Nairobi with a population of about 4.5 million. Other major cities are Mombasa, the main seaport on the Indian Ocean, and Kisumu on the Lake Victoria Front. Kenya is one of the world's most popular tourism destinations attracting millions of tourists over the past years. The country is endowed with attractive tourist sites, rich culture, biological diversity, striking geographical diversity and landscapes ranging from beautiful beaches, to wildlife reserves and archaeological sites.

### **Jomo Kenyatta International Airport (JKIA) in Nairobi**

The airport is located in the Embakasi suburb, 15 kilometers from Nairobi's central business district and 25 kilometers from the United Nations Office at Nairobi, Gigiri.

### **Time Zone:**

Kenya GMT is +300 hours

### **Visas**

It is the delegate's individual 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. For more information, please visit <http://www.immigration.go.ke/Information.html>

Please note that Kenya discontinued issuance of Visas on arrival (unless you receive direct advise from the Immigration Department on the same) and therefore delegates requiring visas are encouraged to apply using the following link: <http://evisa.go.ke/evisa.html>

If needed, but under exceptional circumstances, it is still possible to obtain visas upon arrival at Jomo Kenyatta International Airport in Nairobi under special circumstances specified by the Immigration Department. The fee is USD 50 for a one time (single) entry. Please check your National eligibility for visa to Kenya on the following link <http://evisa.go.ke/eligibility.html>

## 5. Health

A yellow fever vaccination certificate is required only if you are arriving in Kenya from a country with risk of yellow fever transmission. For advice on other vaccinations recommended for visitors to Kenya, please contact your doctor or the UNON Joint Medical Service in Nairobi. Useful information can be obtained from the WHO website <http://www.who.int/ith/en/>. Malaria is common throughout the year in many parts of Kenya. Although Nairobi, the capital city, is generally free of malaria, it is highly recommended to consult your doctor about malaria prophylaxis if travelling 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. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than fruits and vegetables you have peeled yourself. Wash hands frequently with soap and water. Medical costs incurred in Kenya will be the directly responsibility of the meeting participant; it is therefore strongly recommended that you arrange own travel health insurance prior to arrival. The UNON Joint Medical Service will be available in cases of emergency during the Ad hoc meeting and its associated meetings. The clinic is in a specified Clinic Block on the ground floor, Tel. +254 (0)20 762 2267. The emergency contact line is: +254 (0)20 762 5999 or +254 724255378. Please ask the security personnel for directions.

## 6. Security

The United Nations Environment Programme, United Nations Office at Nairobi (UNON) and the Kenyan Authorities are working closely together to ensure that all precautionary measures are taken for delegate's safety and security. However, participants are personally responsible for their movements. If you intend to stay in a hotel, you are advised to choose accommodation from the recommended list of hotels available at: <https://dcs.unon.org/sites/default/files/Hotel%20List%202017.pdf>

For your own safety, kindly read and follow these tips:

- 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 (refer to section with information on recommended taxi service)
- 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.
- Do not carry large sums of money. Avoid carrying credit cards, wearing expensive jewelry, watches or the like when walking in the street

## 7. Weather

The average maximum daytime temperature in Nairobi in May is a warm 23°C (73°F). The average night-time temperature is usually a cool 13°C (55°F). There are usually 6 hours of bright sunshine each day, which represents 49% of the 12 hours of daylight. Current weather conditions in the area can be found at: <https://www.bbc.com/weather/0/184745>

## Electricity

The electrical currents in Kenya are 220 - 240 Volts, 50 Hertz. Kindly, note that Kenya uses the 13A 3 [square] wall switch socket outlet.



## 9. Official Languages

The official language of the Republic of Kenya is English and the national language is Swahili.

## 10. 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 100**

**1 EUR = KES 123**

For more information; <https://www.centralbank.go.ke/rates/forex-exchange-rates/>

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

There are some malls that have banks that operate on Sunday and public holidays. However, ATM services are more widely available at designated booth locations in the various malls, selected convenience stores at gas/petrol stations. The following places are available near the UNON compound in Nairobi for currency exchange:

- **Kenya Commercial Bank (KCB)** is located on the ground floor in the UNON complex, next to the Delegates Lounge.
- **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, turns 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.
- **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.

➤ **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 3minute taxi drive from the main gate of the United Nations. There are several banks and forex bureau at Village Market. It is also a popular exotic eatery with an assemblage of food courts.

### **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 UN Gigiri Complex. Major international cards are accepted. Credit card fraud occurs in Kenya as in most other parts of the world. The usual precautions should be taken.

### **Travelers' Cheques**

Travelers' cheques are accepted at most banks, foreign currency exchange bureaus, hotels and stores in major malls.

**Tipping** is appreciated. However, most hotels/restaurants include a service charge.

## **III. UNON COMPLEX**

### **1. About the UNON Gigiri Complex**

The Gigiri complex accommodates approximately 3,500 staff members inclusive of outsourced service providers. However, during major conferences, the population at the Gigiri complex can exceed 5,000 people.

The 140-acre UN Gigiri complex is a peaceful place, adjacent to the famous Karura Forest, where the Nobel Laureate, Prof. Wangari Maathai, sought refuge when the forest was a subject of land sub-division by the then Kenya Government.

The Karura Forest complex (about 2,000 hectares) is a unique public facility under the management of the Kenya Forest Service. Well-demarcated nature walks and jogging lanes provides the best environment for recreational activities, including physical training. The forest offers a chance to observe local wildlife such as red duikers, squirrels, marsh mongoose, Sykes monkeys and olive baboons. Several bird species can be spotted including: crowned cranes, Egyptian geese, crested eagles, green pigeons and hoopoes. Colorful butterflies and animals, such as reptiles and amphibians are frequently sighted.

While at the UN Complex in Gigiri, please refrain from feeding the Sykes monkeys. They are wild animals and should not be fed with any left-overs of foods meant for human consumption. This is bad for their digestive systems and their teeth, apart from getting them acquire food snatching habits and conflicts with humans.

The UN Gigiri Complex has a variety of unique natural habitats and thematic artefacts to see on an organized tour. It also boasts of an ecologically balanced environment, with a set of constructed wetlands with reed-beds and artificial water features, to support its primary wastewater treatment. A designated biodiversity 'arboretum' with an assemblage of indigenous tree species is situated on the southern end of the Complex with interpreted nature trails. Staff use this biodiversity feature for jogging, in addition to the paved walking tract circling the complex. A physical tour of the UNON complex may be arranged through the UNON Visitors Centre: <http://visitors.unon.org/>

You may also wish to take a virtual tour at:

[http://visitors.unon.org/sites/default/files/untours/index.html#/scene\\_01\\_karibu](http://visitors.unon.org/sites/default/files/untours/index.html#/scene_01_karibu)

More information can be found at: <http://visitors.unon.org/>

### **Access to the complex**

Access to the UN Gigiri Complex is via the UN Avenue. The pedestrian access is through the Pavilion, north of the main vehicle access gates opposite the United States Embassy. Vehicles can drop off their passengers at a drive-in space next to the main gate.

**All participants need to be registered prior to the meeting to be allowed access.** Registered participants will be screened and are advised not to bring weapons, ammunition, flammable items or sharp objects. Participants will be issued with conference photo badges and are advised to wear the badge at all times during their visit to the complex. The main vehicle access gate is located opposite the US Embassy. Only vehicles with an official UN decal will be allowed into the complex and are subject to screening.

### **Pre-registration to The Ad hoc Open – Ended Expert Group on Marine Litter and Microplastics 2018**

A registration page has been designed to accommodate your registration request at

<https://reg.unog.ch/event/24456/overview>

Please note that each participant needs to be registered individually. Pre-registration closes on 25 May 2018. **No on-site registration is possible at the gate.**

### **Uploading of photograph**

You need to upload one (1) photos for the badge request.

#### **1. The size of your photos**

Your photos must:

- measure 45 millimetres (mm) high by 35mm wide
- not be a cut down version of a larger picture

#### **2. The quality of your photos**

Your photos must be:

- taken against a plain background (White, Grey or neutral colour)
- clear and in focus
- unaltered by computer software

### 3. What your photos must show

Your photos must:

- be a close-up of your full head and upper shoulders (see below)
- contain no other objects or people
- be in clear contrast to the background

In your photo, you must:

- be facing forward and looking straight at the camera
- have a neutral expression
- have your eyes open, visible and free from reflection or glare from glasses
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any 'red eye'
- not have any shadows on your face or behind you
- You can wear reading glasses but your eyes must show fully through clear lenses without glare or reflections.

### **Confirmation and validation email**

Following your submission, UN Environment will validate and send you a confirmation email of your registration. Please ensure you submit your personal email address, which will be used to relay regular information regarding the meeting. For any questions, please see write to [unenvironment-registration@un.org](mailto:unenvironment-registration@un.org).

### **On-site Registration**

Once pre-registered online and approved by UN Environment Programme, a delegate will receive an email with a QR code. Please print this e-mail or come with it on your mobile phone. If you misplace this e-mail, kindly login back again to the registration portal and download your E-ticket which will also be having the QR code. This QR code will be used to finalize your registration on-site and collection of your badge at the Visitors' Center Pavilion prior to the meeting (28 May), and during the meeting itself (29-31 May).

To avoid long queues on the day of meetings, delegates are strongly encouraged (if possible) to pre-register and collect their badges well in advance before the official start of the events.

## **2. A Sustainable and Climate – Neutral Event**

The Ad hoc meeting has been designed to be a sustainable event:

*Paper smart* - Participants and delegates are encouraged to bring laptops or iPads, as all documents will be made available online and no hard copies will be provided.

*Free of plastic cups* - To combat pollution and support the Clean Seas campaign, the UNON compound now uses glass water bottles instead of plastic containers. All participants are encouraged to bring their own reusable bottles, as water dispensers will be available at the event, situated in suitable and accessible locations. Sustainable water cups will also be provided.

These steps will reduce the meeting's pollution footprint by minimizing waste and its dangerous impacts on the environment and human health.

### **Other Information**

All participants/delegates who are sponsored by UN Environment are required to bring their boarding passes and passports to support their travel re-imbursments and provision of daily subsistence allowances (DSAs).

### **3. Wi-Fi**

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 assembly.

### **4. Canteen Services and Restaurants**

There are several caterers within the UN compound contracted to provide food and beverages for breakfast, lunch as well as snacks during coffee breaks for staff and visiting delegates. In addition, there are several restaurants and bars within walking distance from the UN complex (listed in the order of distance from the main UN gate):

→ **Emerald Garden** – Chinese/Thai food. Directions: From the main gate of the United Nations, cross the road, turn right and walk about 200 m. You will find the restaurant to your left. Website: <http://emeraldgarden.co.ke/> (Online reservation services available). Tel: + 254 (0) 710-886-688 / 710-887-888

→ **Warwick Centre**. Directions: From the main gate of the United Nations, cross the road, turn left and walks about 100m. The building will be on your right. Tel: + 254 (0) 712-291-124

→ **Asian Garden**. Directions: From the main gate of the United Nations, cross the road turn left and walk for 100m. You will find the restaurant to your right immediately after the U.S.A. Embassy, and within the Warwick Centre Complex. TEL: +254 712- 848-770

**Mediterraneo** – Italian food – is located further on past the Warwick Centre on the right-hand side. Tel: +254 (0) 20-712-3000

→ **Java Coffee House** – Sandwiches, salads, main meals and beverages. *Directions:* From the main gate turn left and walk to the end of the UN Avenue. Turn left on Limuru Road. It is next to Kenol petrol station on your left. Website: <http://javahouseafrica.com/> Tel: +254 (0) 721-425-403



→ **River Café** located inside the Karura Forest – is a scenic setting ideal for special treats – especially early morning breakfasts and late evenings.

→ **La Dolce Vita** at Mini Market, Muthaiga

→ **Big Square** – Burgers. Directions: From the main gate turn left and walk to the end of the road. The restaurant is across the street on your right at Kobil petrol station. Website: <http://big-square.co.ke/> Tel: +254 (0) 714-782-380 / 707970968

→ **Domino's Pizza** - Directions: From the main gate turn left and walk to the end of the road. The restaurant is across the street on your right at Kobil petrol station past Big Square. Website: <https://www.dominos.co.ke/> Tel: +254 (0) 730-165-111

→ **Cold Stone** - Directions: From the main gate turn left and walk to the end of the road. The restaurant is across the street on your right at Kobil petrol station past Big Square and Dominos Pizza.

→ **Village Market** – Food courts and a variety of restaurants – It is a 3 minutes taxi drive. Website: <http://villagemarket-kenya.com/>

→ **Tribe Hotel** - It is 5 minutes taxi drive. Website: <http://www.tribe-hotel.com/> → Lord Errol – Continental cuisine – It is 5 minutes taxi drive. Tel: + 254 (0) 20 7122433, 7121308, 7122302, 7122636  
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→ **Rosslyn Riviera Mall** – It is 8 minutes taxi drive. Website: <http://www.rosslynrivieramall.co.ke>

→ **Two Rivers Mall** - Direction: From the main gate its 5km to your right and it is located in Runda along Limuru Road. It is about 10 minutes taxi drive. Tel: +254 20 228 6000. Website: <http://tworivers.co.ke/>

## 5. 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, 08:00 to 17:00hrs DHL courier mail service, lower concourse, next to the Post Office • Open Monday to Friday, 08:00 to 17:00hrs • Tel: +254 (0)20 7622580, 7622579

## 6. Medical Services

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, vaccinations and a broad range of medical services. Location: Block F, Room 117

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

**Emergency lines:** +254 (0)20 7625999, +254 724 20 762 666 Email: [Medical@unon.org](mailto:Medical@unon.org), [Medical.Evacuation@unon.org](mailto:Medical.Evacuation@unon.org) • Open Monday – Thursday: 10:00 to 12:30hrs and 14:00 to 16:00hrs • Friday 08:30 to 13:30hrs and during meeting hours. • No service is available on weekends. For assistance over the weekends please dial the 24-hour UNON control room: +254 (0) 20 762 6666

## IV. OTHER INFORMATION

### 1. Accommodation in Nairobi

Participants are kindly requested to make their own hotel reservation. If you intend to stay in a hotel, you are advised to choose accommodation from the recommended list of hotels available at:

<https://dcs.unon.org/sites/default/files/Hotel%20List%202017.pdf>

### 2. Shuttle and Taxi Services

Many hotels provide courtesy shuttle services to/from airport and in some cases from the hotel to the UNON complex. Visitors should pre-advise their hotel of their transportation needs. In the absence of a courtesy bus, visitors may use reputable taxi companies. Recommended taxi companies are listed below:

**Hilltop** +254 (0)20 272 3270 J

**Jaycab Taxis** +254 (0)20 721 0520 or +254 (0)733 750455/ (0)723 239750

**Jatco** +254 (0)20 444 8162 or +254 (0)733 701494/ (0)722 648383

**Jimcab** +254 (0)20 712 2565 or +254 (0)737 333222/ (0)722 711001

**Kenatco** +254 (0)20 250 6790 or +254 (0)705 780011/ (0)705 780016 3.

#### Emergency numbers

**UNON Security** +254 (0) 20 762 6666

**Kenyan Police** +254 999 or +254 (0) 20 272 4201

**Diplomatic Police** +254 (0) 726 283 030 or +254 (0) 735 356 506

**Nairobi Hospital** +254 (0) 20 284 5000

**Aga Khan Hospital** +254 (0) 20 366 2000

**St. John Ambulance Service** +254 (0) 20 221 0000/224 1000

### 3. Airlines and Ticketing

For participants interested in arranging a sightseeing tour or safaris during their visit to Kenya, the following travel agencies are available to provide assistance:

#### AT THE UNON COMPLEX

##### BCD TRAVEL

Tel: + 254 (0)20 7624992

Email: [ummi@bcdtravel.co.ke](mailto:ummi@bcdtravel.co.ke)