

Dec 4-6, 2017



Third Session of the United Nations Environment Assembly and its associated meetings

27 November – 6 December 2017

United Nations Office Nairobi, Kenya

Global Major Groups and Stakeholders Forum, 27 – 28 November 2017 Open
Ended

Committee of Permanent Representatives, 29 Nov – 1 December 2017

Science-Policy and Business Forum, 2 - 3 December 2017

United Nations Environment Assembly, 4 - 6 December 2017

Sustainable Innovation Expo, 4 - 6 December 2017

Information for Participants

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I. INTRODUCTION

The third session of the United Nations Environment Assembly will take place in the United Nations Office at Nairobi in Gigiri, Nairobi, 4 - 6 December 2017. This year's Assembly will also launch the interactive Leadership Dialogues, which will provide participants with an opportunity for high-level engagement and discussion on how to achieve a pollution-free planet.

This session will be preceded by the following meetings and fora;

- 27 - 28 November: Civil society will host the **Global Major Groups and Stakeholders Forum** at its 17th session which aims at facilitating the preparations of civil society towards the Assembly, discussing the main UNEA themes in a multi-stakeholder setting and to prepare their inputs to the Assembly. The Forum is self-organized by Major Groups and Stakeholders, with the assistance of UN Environment. Participation in the 2017 Global Major Groups and Stakeholders Forum is open to representatives of Major Groups organizations accredited to UN Environment, non-accredited organizations, member states and representatives of international organizations.
- 29 November - 1 December: The Committee of Permanent Representatives will hold its third **Open-Ended Committee of Permanent Representatives Meeting**.
- 2-3 December: The **Science, Policy and Business Forum** with the theme, 'Science for Green Solutions'. The Forum will provide unique opportunities to operationalize and promote great ideas driven by science to address planetary challenges and to support the achievement of the 2030 Development Agenda. Goal driven, the Forum will build communities, consensus and solutions around key issues, tearing down traditional barriers **between science, business, people and policy**.

In parallel to the Assembly from 4-6 December, the **Sustainable Innovation Expo** will take place and will showcase innovative technology from the public and private sector to address the world's environmental challenges.

More information about the session can be found at:

<http://www.unep.org/environmentassembly/>

II. VISITORS TO KENYA

1. *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 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.

2. 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.

Delegates arriving through JKIA in Nairobi may request for assistance from UN Environment staff, who will be at UN Environment Assembly branded counters.

There will be a counter before Immigration for assistance with visa formalities and a counter after Customs, in the arrival area, to assist with transportation and accommodations inquiries and other support.

JKIA telephone numbers: + 254 (0)20 682 2111
 + 254 (0)20 661 1000
 + 254 (0)20 661 2000

UN Environment arrival protocol support: Mr. Collins Josiah Collins.Josiah@unep.org

3. Time Zone

Kenya is **GMT + 0300 hours**

4. Visas

It is the delegate'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 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 is discontinuing issuance of Visas on arrival and therefore delegates requiring visas are encouraged to apply for a visa online on this link: <http://evisa.go.ke>

If needed, but under exceptional circumstances, it is still possible to obtain visas upon arrival at Jomo Kenyatta International Airport in Nairobi. The fee is USD 50 for a one time (single) entry. Please note that visas are not required for citizens of: The Bahamas, Barbados, Belize, Botswana, Brunei Darussalam, Burundi, Cyprus, Dominica (not to be confused with Dominican Republic), Fiji Island, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Malaysia (for less than 30 day stay), Maldives, Mauritius, Namibia, Nauru, Papua New Guinea, Rwanda, Samoa, Seychelles, Sierra Leone, Singapore, St. Kitts & Nevis, St. Lucia, St. Vincent and the Grenadines, Solomon Islands, Swaziland, South Africa (for less than 30 days stay), Tanzania, Trinidad and Tobago, Tonga, Tuvalu, Uganda, Vanuatu, Zambia and Zimbabwe. Please see Category 1: <http://www.immigration.go.ke/Information.html> `

Nationals of the following countries require a referred visa¹ acquired in advance through a Kenyan Embassy: Afghanistan, Armenia, Azerbaijan, Democratic People's Republic of Korea, Eritrea, Iraq, Kosovo, Lebanon, Libya, State of Palestine, Somalia, Syria, Tajikistan and Stateless persons. Please see Category 3: <https://www.immigration.go.ke/information.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. 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. Nairobi, the capital city is generally free of malaria. It is 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 diarrhoea 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 responsibility of the meeting participant directly; 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 Assembly 2017 and its associated meetings. The clinic is in Block F ground floor, Tel. +254 (0)20 762 2267. The emergency contact line is: +254 (0)20 762 5999 or +254 724255378.

¹ A referred visa is whereby UN Environment writes a letter to the Embassy of Kenya/Government of Kenya specifically for the invitee, for them to produce in order to be provided with a visa. Nationals of these countries may not have sufficient diplomatic relations with Kenya hence this stipulation which is from the Government of Kenya.

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: <http://wedocs.unep.org/handle/20.500.11822/21731>

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

December tends to be warm in Nairobi, except for occasional cold fronts due to a changing weather pattern. The overall daily temperature is very high at 27°C (80°F). With the tropical nature of the region, the humidity tend to be high and visitors should take that into account and be sure to drink plenty of fluids as well as wear weather-appropriate light clothing. The average low temperature for December falls to 23°C (73°F) but can drop to 13°C (xx°F), especially at night. Current weather conditions in the area can be found at:

<https://www.accuweather.com/en/ke/nairobi/224758/december-weather/224758>

8. 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 103

1 EUR = KES 122

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

Foreign currency can be changed at JKIA, which has 24hr service, banks and foreign currency exchange bureaus. Banks with 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 the service coordinators. 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 this green asset 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. Easily spotted bird species include: crowned cranes, Egyptian geese, crested eagles, green pigeons and hoopoes. Other 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 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

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

2. 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 in front of the 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 or UN Environment Assembly Decal (which shall be provided to VIPS only) will be allowed into the complex and are subject to screening. These vehicle decals will be issued by the Secretariat during registration.

3. Pre-registration to the UN Environment Assembly 2017

A registration page has been designed to accommodate your registration request at <http://www.unep.org/environmentassembly/register> to the Third Session of the United Nations Environment Assembly as well as its associated events:

- Global Major Groups and Stakeholders Forum: 27-28 November 2017
- Open-Ended Committee of Permanent Representatives: 29 Nov - 1 Dec 2017
- Science, Policy and Business Forum: 2-3 December 2017
- Sustainable Innovation Expo: 4-6 December 2017

Please note that each participant needs to be registered individually. Pre-registration closes on 4 December 2017. **No on-site registration is possible at the gate.**

Uploading of Accreditation/Nomination/Invitation Letter

To facilitate verification of participation requests online, all participants are required to upload an accreditation/nomination/invitation letter confirming their capacity to attend UNEA and its parallel meetings.

In case one Accreditation/Nomination/Invitation Letter² covers several participants, the **same letter must be uploaded for each person mentioned in the document.**

Major Groups and Stakeholder Forum participants: Please note that a maximum of five delegates can be nominated per accredited organization. A list of organizations formally accredited to UN Environment is available on this link: <http://www.unep.org/about/majorgroups/resources/list-accredited-organizations>

² A letter from a member State or Accredited Organization is supposed to indicate all participants nominated to attend from the organization or government. As it is needed for registration and it is more efficient than an organization/government writing individual letters for each participant. (Read attached document on email about delegate categories and requirements)

Accredited organizations may attach a nomination letter from their organization to confirm their delegates' names (maximum five by organization).

Non-accredited NGOs will have to manually fill in full their organizations' names and will not be able to participate in any official proceedings of the Assembly, however can attend the associated meetings such as the Global Major Groups and Stakeholders Forum, the Science Policy and Business Forum as well as the Sustainable Innovation Expo. NGOs that would like to apply for accreditation to the UN Environment can follow the link below and send us their application as soon as possible, but not later than 30 September 2017.

<http://www.unep.org/about/majorgroups/modalities/accreditation>

Representatives from UN Agencies are required to kindly register using their organization's email (i.e. UN Environment – john.doe@unep.org).

A participant to a side event as speaker or expert is requested to attach his/her invitation letter from the respective event organizer.

It is mandatory for each participant to register individually and must attach the main letter that lists down all the participants including the Head of Delegation. Please note that a Head of Delegation is mandatory for the following categories of participants:

- Member States
- Permanent Observers
- Major Groups and Stakeholders
- International organizations observers
- Private Sector, Trusts, Foundations
- United Nations Organizations

Uploading of photograph

Please upload a standard passport-size colour photo, which must be square in shape against a white background and of not more than 2 MB in size so as to speed the on-site registration and badge processing.

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 e-mail address, which will be used to relay regular information regarding the Assembly. For any questions, please see the relevant registration website.

On-site Registration

Once pre-registered online and have received written confirmation, delegates will be able to receive a confirmation code, which will be used to finalize their registration on-site and collection of their badges at the Visitors' Center Pavilion on days designated for their various categories of meetings prior to the Assembly, and the Assembly itself.

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.

VIP Badges for Ministers and Heads of Delegations

Ministers and Heads of Delegations will be issued with non-photo badges, provided they are pre-registered. These badges will be color-coded to correspond to permissible areas of access. VIP badges will be available for collection as of 29 November 2017 from the Registration Tent just beyond the main entrance to UN Gigiri Complex.

For questions, please contact Mr. Sherif Dawoud <Sherif.Dawou@unep.org>

Delegates Based in Nairobi

Delegates based in Nairobi who already have a pass issued by UNON can use this pass during the 2017 Environment Assembly. However, all Permanent Representatives/Deputy Permanent Representatives and other focal points are advised to pre-register as a member of their respective delegations should they wish to have their names to appear on the list of participants. Registration will ensure appropriate designation with respect to which meeting one will be attending.

Presentation of Credentials by Member States

In accordance with rules 16 and 17 (1) of the Rules of Procedure of the United Nations Environment Assembly, "Each member of the UN Environmental Assembly shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required. The credentials of representatives and the names of the alternate representatives and advisers shall be submitted to the Executive Director before the first meeting which the representatives are to attend."

In this regard, please upload your delegation's credentials signed by either the Minister of Foreign Affairs or Head of State/Government, by 1 December 2017 during your online registration to be received by: Ms. Katherine Kariuki at Katherine.Kariuki@unep.org. The original should be submitted to the Secretariat at the registration desk as you register to collect your access badge.

Please note that the UN Environment Assembly Bureau will examine the credentials prior to the opening of the third session, and submit its report at the opening plenary session on the morning of Monday, 4 December 2017.

4. *A Sustainable and Climate – Neutral Event*

This year's UN Environment Assembly has been designed to be a sustainable and climate-neutral event that aims to deliver a number of tangible commitments to end pollution in all its forms. UN Environment Assembly will tackle pollution by minimizing the environmental impacts and footprints of this year's gathering.

Climate neutral - All greenhouse gas emissions associated with the Assembly will be measured, reported and offset through the purchase of Carbon Emission Reduction Credits from certified emission reduction projects. Please check with your selected airline if they have this facility.

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 Assembly 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 Assembly'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-imbursements and provision of daily subsistence allowances (DSAs).

5. Vehicles and fire-arms

For vehicles which will need to enter the complex please email Inspector Andrew Bakhoya (andrew.bakhoya@unon.org) or Ms. Janet Okal (janet.okal@unon.org) 48 hours in advance with the following information:

- Registration number
- Vehicle type
- Driver name and ID number

Firearms must not be brought into the UN Gigir Complex. Sufficient security and close protection is provided. All firearms must be reported, declared and deposited with the UN Security for safe custody during the sessions of the Assembly. Please inform Inspector Andrew Bakhoya (andrew.bakhoya@unon.org) and Ms. Janet Okal (janet.okal@unon.org) at least 48 hours in advance with the following information:

- Fire-arm type and serial number
- Body-guard name and ID number

6. 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.

7. 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
- Rosselyn 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's located in Runda along Limuru Road. It's about 10 minute's taxi drive.
Tel: +254 20 228 6000. Website: <http://tworivers.co.ke/>

8. 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

9. 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, 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: <http://wedocs.unep.org/handle/20.500.11822/21731>

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
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

4. 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

You may also contact the different airlines directly for your travel reservations. Please find the links <http://wedocs.unep.org/handle/20.500.11822/21781> Please also note that for the UN Environment Assembly, some airlines have offered to provide special fares using the discount codes indicated. Let's all work together to achieve our goal of "Towards a Pollution-Free Planet".