

## PRACTICAL INFORMATION FOR PARTICIPANTS

---

**Africa regional preparatory meeting for the sixth meeting of the Conference of the Parties to the Minamata Convention on Mercury**



**7 – 9 October 2025**

United Nations Office at Nairobi (UNON)

Nairobi, Kenya

Secretariat of the Minamata Convention on Mercury

Office address: International Environment House

Chemin des Anémones 11-13, 1219 Châtelaine, Switzerland

Postal address: Avenue de la Paix 8-14, 1211 Geneva 10, Switzerland

MEA-MinamataSecretariat@un.org | [www.minamataconvention.org](http://www.minamataconvention.org) | [www.unep.org](http://www.unep.org)



**NOTE:** This document provides links to external and third-party websites, for the convenience of meeting participants, and for use at their discretion. The Secretariat of the Minamata Convention on Mercury cannot vouch for the accuracy or correctness of the information contained therein.

## GENERAL

**The Africa regional preparatory meeting** for the sixth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-6) is scheduled to be held at the United Nations Office at Nairobi (UNON) Complex, Nairobi, Kenya, on **7 – 9 October 2025**.

## MEETING VENUE

The regional consultations will be held at:

**United Nations Office Nairobi** (the UNON Complex)

United Nations Avenue, Gigiri

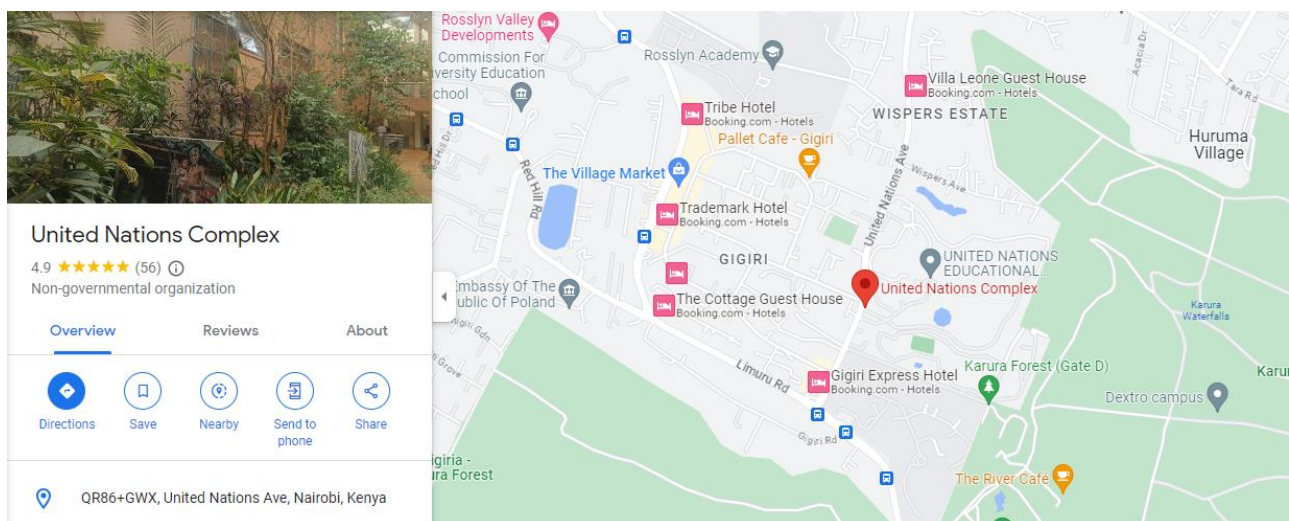
P.O. Box 67578-00200,

Nairobi, Kenya

Tel: +254 (0)20 762 0000

Website: <https://www.unon.org/>

Please [click here](#) for location on Google Maps.



## SCHEDULE

The regional consultations will be held from 09h00 to 17h30 on 7, 8 and 9 October 2025.

Lunch breaks are planned to be held between 12h30 and 13h30.

## REGISTRATION AND IDENTIFICATION BADGES

Participants are invited to do pre-registration through the Secretariat by **22 August 2025**. Participants are requested to register on-site **from 08h30 to 09h00** on the first day of the meeting, i.e., Tuesday, 7 October.



Please note that access to the United Nations Office at Nairobi is via the UN Avenue – off Limuru Road. The main entrance is located on United Nations Avenue in Gigiri. Pedestrians may enter the complex through the pavilion, north of the main vehicular entrance, opposite the Embassy of the United States of America. Private vehicles without official access decals may not enter the complex, but can drop off or pick up passengers in front of the pavilion entrance.

Upon their arrival at the premises, participants will be screened and are advised not to bring weapons, ammunition, inflammable items or sharp objects, after which they will be required to proceed to the **Pass and ID Unit** located at the Pavillion to be issued their photo meeting badges. Participants must present a **valid national passport** or a **government-issued identification card** to obtain their badge.

Participants are requested to arrive at least **30 minutes** before the start of the meeting in order to allow enough time for security clearance. Participants should refrain from bringing baggage or luggage as the screening of these items leads to delays for other participants.

For security reasons, all participants are requested to **always** wear their badges visibly.

## LANGUAGE

The regional preparatory meeting will be conducted in English and French.

## MEETING DOCUMENTS

The **provisional agenda** for the meeting has been developed in cooperation with the COP-6 Bureau members for the region and posted on the [COP-6 webpage](#). The agenda includes presentations of the documents for COP-6 (to be held from 3 to 7 November 2025 in Geneva, Switzerland) followed by discussions among Governments and possible development of positions for the various issues to be addressed at COP-6.

## VISA REQUIREMENTS

Please note that the Government of Kenya has amended the visa regulations by introducing the Electronic Travel Authorization (eTA) and removed the visa requirements for all foreign nationals traveling to Kenya with effect from January 2024. All visitors including infants and children who intend to travel to the Republic of Kenya must have an approved Electronic Travel Authorisation (eTA) before the start of their journey. Delegates who require visas are strongly advised to apply online through the following link: <http://evisa.go.ke>. To enter Kenya, a valid passport with a minimum validity of six months from the date of arrival is required.

It is the sole responsibility of the delegate to acquire a visa for Kenya. The information provided herein serves solely as guidance. The website: <https://evisa.go.ke/eligibility> provides a comprehensive list of visa categories and countries exempt from visa requirements to enter Kenya.

Please be advised that delegates in need of a visa should prioritize the visa application process without delay. A compilation of **frequently asked questions** regarding visas can be found [here](#).

Please note that the information provided above is accurate as of August 2025. Please visit relevant websites mentioned above for the most recent information.

## ARRANGEMENT FOR SPONSORED DELEGATES

Thanks to the donor contributions, financial assistance may be available to support the participation of **one delegate per eligible developing country Party**. The assistance will include daily subsistence allowance (DSA)



at United Nations rate and round-trip ticket. The sponsored participant must be clearly specified in the official nomination email, and a copy of the sponsored participant's national passport identification page must be enclosed. We encourage that the required information is provided to the Secretariat at the earliest convenience, and no later than 22 August 2025.

Once confirmed for participation, the sponsored participants will receive additional instructions on their travel arrangements. Air travel will be arranged according to the United Nations regulations, via the most economical and direct means possible in all cases. Please note that changes to air tickets after they have been issued will not be permitted.

In order to facilitate the payment of subsistence allowance at the venue, sponsored participants will be requested to submit **copies of their passport and boarding passes** to the Secretariat staff at the meeting venue. For any query related to **travel and DSA**, sponsored participants are invited to contact the Secretariat at: [mea-minamatameetings@un.org](mailto:mea-minamatameetings@un.org).

Please note that sponsored participants who are unable to stay for the entire duration of the meeting are requested to inform the secretariat as soon as possible after their arrival, so that their subsistence allowance can be adjusted accordingly.

## ACCOMMODATION

Participants are responsible for making hotel reservations for their stay in Nairobi. Nairobi has a variety of hotel options of different star-ratings, including global brands, regional hospitality companies and stand-alone units. Please find here a list of [hotels](#) that offer UN-negotiated rates and have been cleared by the UN Department of Safety and Security in Nairobi.

**NOTE:** the Secretariat cannot vouch for accuracy of the information or rates contained in the document. The list is meant purely for reference and for ease of participants. Please confirm the room rates with the hotel directly.

Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance. Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies.

## LOCAL TRANSPORTATION

Participants will be responsible for coordinating their own transportation to and from the airport. Please consult the [airport website](#) for more information, including transportation facilities.

Many hotels provide **courtesy shuttle services** to/from airport and in some cases from the hotel to the UNON complex. Visitors should advise their hotels in good time 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 78001



**Ride-hailing services** including Uber, Bolt and Little Cab are available and may be used at your discretion.

## HEALTH AND VACCINATION

All participants are advised to arrange (at their own expense or their respective organization) insurance against sickness, accident, permanent or temporary disability, death and third-party risk for the period of the meeting, including the journey to and from Kenya.

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.

**Malaria** is common throughout the year in many parts of Kenya. Due to the elevation, the risk of contracting malaria in Nairobi is low, but the risk levels differ in different parts of the county. Please seek medical advice on anti-malaria medication before travelling to Kenya. Some preventative measures against mosquitos are wearing long sleeves and long trousers and applying an effective insect repellent, preferably one containing DEET.

**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. Purchase and consume **only bottled water** with intact, unbroken seals from **reputable retail supermarkets**. Avoid buying water bottles sold by street vendors, as they may pose health risks due to potential contamination or tampering. Also, avoid raw 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.

Useful information can also be obtained from the WHO website <https://www.who.int/travel-advice>.

## Medical Services at UNON

The UNON Medical Clinic emergency and first aid assistance, including on-call (24-hour) ambulance services are available. The UNON Joint Medical Service Clinic is located within the UN Complex in Gigiri, Nairobi. The medical service will be available in cases of emergency.

The UNON clinic is located in **Block F ground floor** behind the UNSACCO Offices. Meeting delegates can receive necessary care at the UNON Clinic on **walk-in basis**. The clinic can also be reached using the following telephone numbers:

24hrs Help line/emergency line: +254 724255378, +254 (0) 20 7625999

Office hours: +254 (0) 20 762 2629, +254 (0) 20 762 1267

Email: [unon-jms-medical@un.org](mailto:unon-jms-medical@un.org).

Emergency services are available on 24hr basis while other clinic services can be accessed by participants during the designated periods for conference meetings within the UN complex.

## BANKING FACILITIES

Three **banks in the UNON complex** cater for all banking and forex needs. All are located on the lower concourse, next to the Delegates Lounge, and are open on **weekdays from 08h30 or 09h00 to 16h00**.

For cash withdrawals, participants will find four **ATMs** on the lower concourse. All are open **24 hours** and dispense local currency, United States Dollars or both currencies. There are another two ATMs at the UN Commissary at the northern end of the complex.



## CURRENCY AND RATE OF EXCHANGE

The official currency of the Republic of Kenya is the **Kenya Shilling (KES)**. Foreign currency should only be exchanged through banks or authorized foreign exchange dealers.

The Central Bank of Kenya compiles indicative foreign exchange rates daily for use by the general public. These rates reflect the average buying and selling rates of the major participants in the foreign exchange market at the open of trade every day, thus providing a good indicator for any interested party on the value of the shilling on any particular day.

For more information, please visit: <https://www.centralbank.go.ke/forex/>.

## ELECTRIC PLUG AND SOCKET

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



Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these.

## INTERNET SERVICES

Free Wi-Fi facility will be available in the UNON complex and all meeting rooms. To access the internet, please select the open wireless network connection named 'VISITORS' or 'DELEGATES'. "DELEGATES" should be used in the meeting rooms and around the UNON conference facility.

## CATERING SERVICES

The United Nations Office at Nairobi has the following three in-house caterers within the compound contracted to provide food and beverages for breakfast, lunches, and snacks during coffee breaks for staff and visiting delegates:

- UNON main cafeteria Operated by **Safari Park Hotel**. Located next to the compound main roundabout.



- **River Cafe** Located at the New Office Blocks 1 to 6
- **Good Food Company/Sevens Restaurant** Located next to Conference Room 1, at the UNEP and UN-Habitat New Office Building (NOFs). NOF Block #1 and Block #4 of the UNEP and UN-Habitat.

Furthermore, participants have the possibility to explore other restaurants located within walking distance from the UN complex.

## SAFETY AND SECURITY

The UNON Department of Security and Safety (UNDSS) operates 24/7 within the UNON premises. UNDSS is in charge of every aspect of the day-to-day security on the compound as well as the personal security of everyone working at or visiting the complex. They can be reached by telephone number is (+254) 020 7622999.

### Zero Tolerance towards harassment

The United Nations has a **zero-tolerance policy for any form of harassment, including sexual harassment**, and will deal with such complaints promptly.

The [United Nations Code of Conduct](#) to prevent harassment, including sexual harassment, at UN System events, which **include meetings, conferences, side events, workshops and other events organized under the Minamata Convention on Mercury**. The Secretariat of the Minamata Convention is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. Delegates are invited to familiarize themselves with the Code of Conduct, which can be accessed [here](#).

Please report any incident to the Security and Safety Section either in person or by phone at (+254) 020 7622999.

### Firearms/Weapons

No weapons are allowed inside UNON complex at any time. Authorized armed security personnel are not allowed access to conference rooms.

### Loss of badge or personal items.

The loss of badge or any personal item in the meeting venue must be reported to the badging centre and/or the UNON Division for Safety and Security available at the main lobby. There is also a lost and found kiosk by the security desk in the main lobby.

## ACCESSIBILITY SUPPORT FOR PERSONS WITH DISABILITY

### UNON compound accessibility

UNON continues to work to upgrade the UN Gigiri complex to acceptable international standards, and to provide equitable accessibility. At the present time, however, due to the age and expanse of the complex, ease of movement for persons with mobility challenges remains a challenge within the external areas. As such, for large scale meetings, transportation via electric or other vehicle type to support the transfer of meeting participants with mobility challenges between the inner entrance of the Visitors Pavilion on UN Avenue and the Main Lobby/Roundabout at peak traffic times, may be facilitated by UNON.

Delegations registering at meetings and conferences are requested to **inform the Minamata Secretariat** of the event if any of their representatives will require specific accessibility support.



### **Accessibility to conference rooms**

- Conference rooms 7 and 8 are wheelchair accessible from the main concourse/lobby.
- Conference rooms 1, 2, 3 and 4 are wheelchair accessible from the lower concourse (Service area parking besides banks and travel agency) or via ramps (2 of them) connecting from main lobby.
- Conference area toilets are accessible for wheelchairs.
- There are no tactile markings on the floor for visually impaired persons in the entire conference area.

### **Accessible seating in the conference rooms**

Upon a request by a delegation for accessible seating for meetings with formal seating arrangements to the Secretariat of a meeting or conference, the seating order in a given meeting room is changed in such a way as to allow the requesting delegation to move to the closest accessible seat from the one it would occupy in accordance with the order established for the conference they are attending, and the seating order for the rest of the delegations is moved by one position.

Should there be more than one request for accessible seating, the delegations requesting such seats will move to the accessible seats which are closest to their respective seats, which they would occupy in accordance with the order established for the conference they are attending, and the seating order for the rest of the delegations is moved by the corresponding number of positions, omitting the ones newly occupied by the requesting delegations. The Secretariat of the meeting will inform all delegations of any changes to the seating plans of the conference rooms.

## **UNON COMPLEX**

The UNON Map is available at <https://www.unep.org/resources/report/information-participants-unon-map>.

### **UN bikes**

Getting around the vast UNON complex is easy with UN bikes. Delegates can find these bicycles with their orange-trimmed wheels stationed at various points around the grounds, including near the entrance. This free bike-sharing scheme was introduced by UNON in 2018 exclusively for use inside the complex and can be used by staff and visitors alike.

### **Post office and courier services**

The post office on the lower concourse offers all the standard postal services as well as an international courier service and local mobile money transactions. Opening hours are 09h00 to 17h00, Monday to Friday.

### **Travel services**

For travel bookings and advice, one can make use of the travel agency on the lower concourse.

### **Other amenities**

A multi-faith room, gift shop, convenience shop and fuel station are also available at the Complex.

For more information about the site facilities, please visit <https://dcs.unon.org/site-facilities>.

## **TIME ZONE AND WEATHER INFORMATION**

### **Time zone**

Kenya follows EAT (Eastern Africa Time), which is 3 hours ahead of UTC (UTC+03:00).



## Weather

Nairobi has a subtropical highland climate. The weather is usually warm and temperate, with a significant amount of rainfall throughout the year. The cloudiest part of the year is just after the first rainy season, when, until September, conditions are usually overcast with drizzle. For more information, please visit <https://meteo.go.ke/>.

## INFORMATION ABOUT THE CITY

Nairobi has always been a popular city for tourists, thanks not only to its rich culture and history, but also the fantastic nature and wildlife viewing opportunities it offers. For more information about the city and the tourist attractions, please visit <https://nairobi.go.ke/explore-nairobi/>.

## USEFUL WORDS

Kiswahili is the national language that unites all Kenyans. English is the official language and the medium of instruction in all schools, so most Kenyans speak excellent to passable English. However, learning a few words of Kiswahili will be helpful for building up rapport with the local population. Some useful words and phrases include:

- Karibu (Welcome)
- Jambo/ hujambo/ salama (Hello)
- Habari gani (How are you?)
- Nzuri (Fine)
- Nafurahi kukuona (Nice to meet you)
- Asante sana (Thank you very much)
- Starehe (You're welcome)
- Tafadhali (Please)
- Ndiyo / Hapana ("Yes" and "No" respectively)
- Samahani (Excuse me)
- Sawa (OK)

For more useful words and phrases, please visit this [website](#).

## GREENING THE COP

The Minamata Convention Secretariat has taken steps to enhance and promote the environmental sustainability of its activities, including in the preparation and conduct of its regional preparatory meetings. For more information, please visit: <https://minamataconvention.org/en/meetings/cop6#information-participants>.

## DISCLAIMER

The United Nations Environment Programme disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure insurance for the period of participation.