

PRACTICAL INFORMATION FOR PARTICIPANTS

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



12 – 13 September 2023

United Nations Office at Nairobi (UNON)

Nairobi, Kenya

Secretariat of the Minamata Convention on Mercury

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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 fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-5) is scheduled to be held at the United Nations Office at Nairobi (UNON) Complex, Nairobi, Kenya, on **12 and 13 September 2023**.

MEETING VENUE

The regional consultations will be held at:

United Nations Office Nairobi (the UNON Complex)

United Nations Avenue, Gigiri

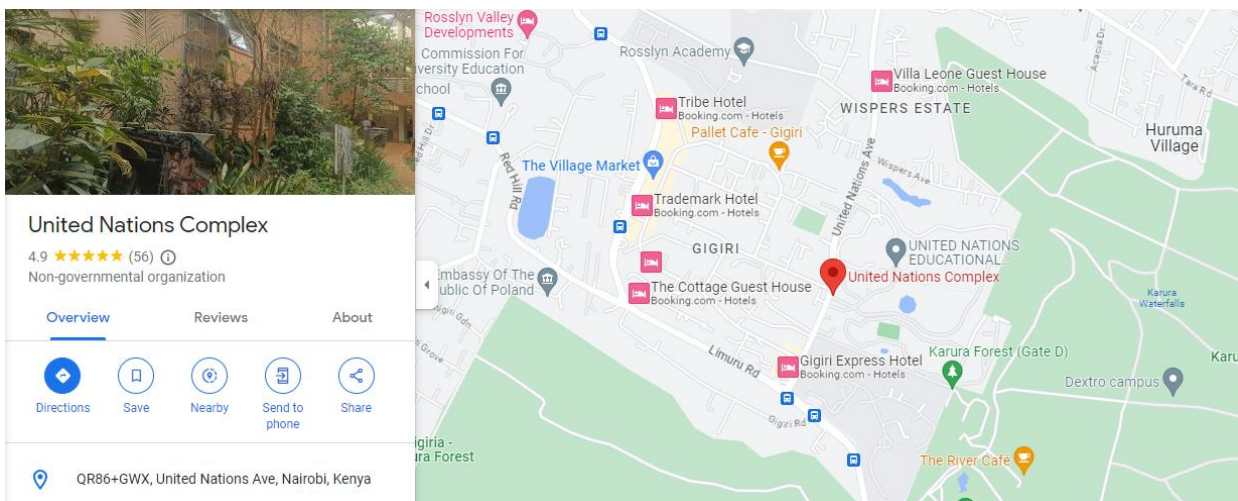
P.O. Box 67578-00200,

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 17h00 on Tuesday, 12 September and Wednesday, 13 September 2023.

Lunch breaks are planned to be held between 13h00 and 14h00.

REGISTRATION AND IDENTIFICATION BADGES

Participants are invited to do pre-registration through the Secretariat by **28 July 2023**. Participants are



requested to register on-site **from 08h00 to 09h00** on the first day of the meeting, i.e., Tuesday, 12 September.

Please note that access to the United Nations Office at Nairobi is via the UN Avenue – off Limuru Road. The pedestrian access is through the Pavilion, north of the main vehicle access gates opposite the United States Embassy.

Upon their arrival at the premises, participants will be screened, 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.

LANGUAGE

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

MEETING DOCUMENTS

The **provisional agenda** for the meeting will be developed in cooperation with the COP-5 Bureau members for the region and will be posted on the [COP-5 webpage](#) in due course. It is expected that the agenda will include presentations of the documents for COP-5 (to be held from 30 October to 3 November 2023 in Geneva, Switzerland) followed by discussions among Governments and possible development of positions for the various issues to be addressed at COP-5.

VISA REQUIREMENTS

A valid entry visa is obligatory for the majority of nationals and must be obtained in advance. Online application is the sole method for obtaining a Kenya visa, as visas on arrival are no longer permitted. 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. For further details on immigration, kindly refer to: <http://immigration.go.ke/?s=visas>. 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 May 2023. 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 and Party with economy in transition**. 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 letter. We encourage that the required information is provided to the Secretariat at the earliest convenience, and no later than 28 July 2023.



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: meaminamatameetings@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](#) and [guest houses](#) 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.

COVID-19 Travel Requirements

The following measures shall apply to travellers departing and arriving into the country.

1. All travellers arriving into the country through any point of entry shall **no longer be required** to show proof of either **COVID-19 vaccination** or a **pre-departure COVID-19 test**.
2. Only travellers arriving at any port of entry into Kenya with **flu-like symptoms** will be required to fill the passenger locator form on the 'jitenge' platform: https://ears.health.go.ke/airline_registration/. They will also be required to take a **COVID-19 antigen test** upon arrival at their own cost. Those who turn out **positive** for antigen test will be required to take a further **COVID-19 PCR test** at their own cost. Those with severe symptoms shall thereafter be allowed to isolate as per the prevailing isolation requirements for mild, moderate and severe disease.
3. Passengers traveling out of the country will be required to abide by the particular travel, health and COVID-19 related requirements of the transit and destination country.
4. Pre-departure RDT or PCR testing may be considered at the discretion of any of the airlines departing from or terminating in Kenya.

NOTE: The information provided above is accurate as of **9 May 2023**. Please visit <https://www.kcaa.or.ke/covid-19/covid-19-travel-requirements> for the most updated information.

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 diarrhoea 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 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.

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/rates/forexexchange-rates/>.

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 four 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 next to Conference Room 1
- **Amaica restaurant** Located between the UNON Main Cafeteria and the Commissary Shop.
- **Good Food Company** Located 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. Please refer to the [United Nations Code of Conduct](#) and report any incident to the Security and Safety Section either in person or by phone.

Security protocols for UN personnel

In line with security procedures for UN staff, travel notification through the *Travel Request Information Process (TRIP)* is required prior to any official travel. Upon notification of travel on TRIP, UN staff members will automatically receive an updated security advice for UN visitors to Kenya. Please visit <https://dss.un.org> to apply for this travel notification.

In addition, the UN Department of Safety and Security requires all UN personnel, including interns and consultants, to complete the mandatory *BSAFE Security Awareness Training*. These security certifications are required to be completed, prior to having commenced official travel.



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 to 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. Rooftop rooms (9, 10, 11, 13 and 14) are wheelchair accessible via a ramp from the main concourse. For rooftop rooms, motorized wheelchairs are recommended as some ramps are steeper than required. Please note there are no toilets at the rooftop. 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 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), samahani (Excuse me), and sawa (OK). For more useful words and phrases, please visit this [website](#).

CODE OF CONDUCT

As [notified by the Executive Secretary](#) on 11 January 2023, the United Nations issued the 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 United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly.

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 document](#).

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

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://mercuryconvention.org/en/meetings/cop5#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.
