

Information Note for Participants

Global Intergovernmental and Multi-stakeholder Consultation on the design of the fourth Global Environment Outlook (GEO-4) UNEP, Nairobi, 19-20 February 2005

1. **Organisation and Meeting Venue**

UNEP's Division of Early Warning and Assessment (UNEP/DEWA) is organising the above-mentioned consultation in Nairobi on 19-20 February 2005 (Saturday and Sunday). Participants are kindly requested to arrive in Nairobi by Friday, 18 February 2005.

The meeting will be held in **Conference Room 1** at UNEP Headquarters
United Nations Avenue, Gigiri
P.O. Box 30552, Nairobi 00100, Kenya
UNEP/DEWA
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Fax: +254-20-624269/623944
Email: science@unep.org
Web: <http://science.unep.org>

Contact persons:

For Travel and Accommodation

Ms. Pravina Patel
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For All other queries

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United Nations Avenue, Gigiri
Nairobi 00100, Kenya
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Email: Elizabeth.Masibo@unep.org

2. **Registration** for the meeting will commence from 8am on the morning of Saturday, 19 February 2005 at the **Visitors Pavilion**, the main entrance to UNEP Headquarters. For security purposes all participants will require meeting badges which will operate as ground passes and which must be worn at all times while within the UNEP Headquarters, Gigiri complex. On arrival at UNEP please identify yourself at the Registration Desk in the Visitors Pavilion in order to receive a meeting badge.

3. **Daily subsistence allowance (DSA)** for the meeting will be provided to participants being supported by UNEP for the duration of the meeting only at the Nairobi rate in order to cover accommodation, meals, visa, incidental and terminal expenses. For the purpose of processing DSA please kindly provide the following information at your earliest convenience, by email, to Ms Pravina Patel (if you have not done so already).

1. Full name
2. Job title
3. Organization
4. Address
5. Tel
6. Fax
7. Email
8. Date of Birth
9. Nationality

Participants will be provided with their DSA in US dollars either during registration or lunch breaks. To assist in this process please submit a copy of your Passport/National ID, boarding pass and air ticket to Ms Pravina Patel, as soon as you are registered.

4. **Visa**

Please use the letter of invitation to obtain a visa for Kenya from your nearest Kenyan Embassy, or where applicable, from the British Consul, as early as possible since it may take up to a month to process visa applications for some countries.

Countries that have to be referred i.e. require special clearance in advance by the Kenyan authorities are nationals from Afghanistan, Armenia, Azerbaijan, Cameroon, Georgia, Iran, Iraq, Lebanon, Libyan Arab Jamahiriya, Mali, Nigeria, Palestine, Senegal, Somalia, Sudan, Syria Arab Republic and Yemen. Participants from the above-mentioned countries should send their visa application forms, copies of their passport and two original photos by courier to Ms. Elizabeth Masibo (see contact details above) ASAP as these visas take up to a month for clearance from the immigration authorities in Nairobi.

For some countries, it is possible to obtain visa at the airport upon arrival in Nairobi at a cost of US\$50. However, kindly confirm in advance that you can obtain visas on arrival for it is not applicable to all countries. Please refer to the following United Nations Office at Nairobi (UNON) website for guidelines on visas for Kenya.

<http://www.unon.org/restrict/intranet/sssea/docs/Requirements.pdf>

<http://www.unon.org/restrict/intranet/sssea/docs/Kenya%20Entry%20Visas%20for%20Participants%20Attending%20Meetings%20in%20Nairobi.pdf>

Other useful websites for miscellaneous information on Kenya are

http://www.nationalgeographic.com/traveler/planner/africa/africa_east.html

<http://www.un.int/kenya/usefullinks.htm>

<http://www.africaguide.com/country/kenya/info.htm>

http://travel.state.gov/travel/cis_pa_tw/cis/cis_1151.html

<http://www.visit-kenya.com/>

<http://www.bestofkenya.com/Kenya.htm>

<http://www.ke.undp.org/LIVING%20CONDITIONS%20-%202002%20final.htm>

5. **Ticketing arrangements**

- a) For government participants who are supported by UNEP travel arrangements to Nairobi will be made by the respective UNEP Regional Office. The UNEP Regional Offices will be contacting participants directly if they have not done so already.
- b) For non government participants who are supported by UNEP travel arrangements will be made from Nairobi. UNEP will purchase these tickets which will be issued by Bunson Travel from Nairobi either on a PTA (Prepaid Ticket Authorization) basis to be collected at participants' local travel office or sent to participants by courier. Please contact Ms Pravina Patel regarding all travel matters.

6. **Arrival** of all flights should be at the Jomo Kenyatta International Airport (JKIA) in Nairobi.

7. **Delays/Missed connections**

If you experience some delays and miss connecting flights and need assistance to reschedule your arrival please call Mr John Chege at Bunson Travel on +254-20-624978. Airport transfers will also have to be adjusted accordingly, so kindly contact Ms Pravina Patel with full details.

8. **Reconfirmation of flights**

If you need reconfirmation of your return flights please submit your air ticket to Ms Pravina Patel during meeting registration or lunch breaks. Bunson Travel in Gigiri has been requested to remain open during the weekend to assist with travel matters but will only have access to electronic airline networks since most airline offices will be closed over the weekend. Please note that the airport tax for Nairobi is included in your ticket cost.

9. **Banking Facilities**

JKIA terminal has international banking facilities, if you wish to change money upon arrival. Currency Exchange Bureaus should also be located at the Reception in most hotels. **Please note that the banking facilities in UNEP, Gigiri, will be closed during the meeting period since it is a weekend.** Please ensure that you exchange some money into local Kenya Shillings either at the airport or hotel for any incidental expenses, e.g. lunches, dinners, local/overseas fax/telephone calls, etc. Otherwise the nearest Forex Bureaus from UNEP are located at the China Garden, the Warwick Centre, the Gigiri Shopping Complex, the Village Market and the Muthaiga Mini Market.

10. **Accommodation** will be reserved for all participants at the two sister hotels, the Stanley Hotel on Kenyatta Avenue/Kimathi Street and the Panafric Hotel, Kenyatta Avenue/Valley Road as well as the Hilton Hotel on Mama Ngina Street.

11. **Hotel Tariffs**

Stanley Hotel – 5 star at US\$87 b & b inclusive of taxes excluding VAT.

Panafric Hotel – 4 star at US\$72 b & b inclusive of taxes excluding VAT.

Transport from the airport to the hotel on arrival (subject to confirmation of flight details) and hotel to the airport on departure will be organized through Bunson Travel and will cost participants US\$10 each trip. The two hotels provide free transportation to UNEP Headquarters at 8am each morning and will take participants back to the hotel in the evenings after 6pm. Please check with the hotel reception for pick up details.

Hilton Hotel – 5 star single rooms at US\$61b & b excluding VAT.

Transport from the airport to the hotel on arrival (subject to confirmation flight details) and hotel to the airport on departure will be organized through Bunson Travel and will cost participants US\$10 each trip. Please check with the hotel reception for free transport possibilities to UNEP.

In order to book accommodation, please let Ms Pravina Patel know your preferred hotel. Please include confirmed travel date, time and flight numbers for both arrival and departure so that hotel reservations can be confirmed.

Additional hotels where accommodation can be arranged are listed below.

- Holiday Inn (Westlands)
US\$99 – UN rate – b & b – inclusive of all taxes
Single US\$110 double \$125 b & b inclusive of taxes
Transport from Airport – US\$15
Transport to UN HQ can be organized at a fee depending on the number of guests.
- Landmark Hotel (Westlands)
US\$78 b & b inclusive of all taxes
Airport pick up US\$25
Transport KSh 1,000/- per person to and from the UN HQ. Can be reduced to 800/- if there are more participants staying at the hotel
- Windsor Hotel (far from the town centre)
Single Rooms - US\$124 b & b inclusive of tax
Double Room - US\$140 b & b
Airport pick up US\$ 30 – US\$50 for a group of 4.
Gym and Swimming pool free to the residents - Golf - US\$25
Transport to the UN HQ will be provided free for a group only
- Intercontinental Hotel (centre of town)
Single Rooms - US\$94 b & b inclusive of taxes.
Airport pick-up US\$25. Transport to UNEP HQ will be free if there is a group of 5.
10% discount on food and beverages.

12. **Airport Transfers**
In order to arrange for airport transfers please kindly send in your flight details to Ms Pravina Patel ASAP (if you haven't done this already). Arrangements will be made for transfers from the airport to the hotel but only once we have received confirmed itineraries. Bunson Travel located in UNEP Gigiri will be responsible for airport transfers and will charge participants US\$10 per trip.
13. **Security**
Visitors are advised to be security conscious and exercise caution while in Nairobi. Petty crimes and street muggings can occur during the day or night. Particularly, avoid walking around at night. Use reputable taxis from the hotels. Do not carry large sums of money when shopping and do not wear expensive jewelry etc. while walking on the streets. Please guard your briefcases, handbags and small luggage while checking in and out of hotels and at the airport. In case of any security problems please note that the **UNON Security Control Room** telephone numbers are 622999/626666/622344.
14. **Health**
A Yellow Fever vaccination certificate is mandatory for all visitors to Kenya. Vaccinations should be taken at least 10 days prior to departure.

There is very little risk of Malaria in Nairobi. However, if travelers are planning a trip out of Nairobi or to the coast, it is advisable to consult your physician for malaria prophylaxes.

Food in major hotels and restaurants of the city can be consumed without reservation. It is advisable to drink only boiled or mineral water, which is readily available.
15. **Medical Services**
Arrangements are being made for a nurse to be on duty during the weekend meeting and can be contacted at the Medical Centre, Block F, Room 117, Ext. 2267 or 2268.
16. **Postal and Telecommunication Services**
Arrangements are being made to have the Post Office with telegram, telex, fax and international telephone facilities open during the weekend from 9am to 4pm. Pay phones for use with phone cards can be purchased from the Telecommunications Office located within the Post Office. Please note that hotels charge 100% extra for international calls.
17. **UN Commissary**
Arrangements are being made for all the participants to have access to the UN Commissary for duty free items such as alcohol, tobacco products, perfumes, etc. The Commissary is open during Saturday from 9am to 4pm and arrangements are being made to have it remain open on Sunday, 20 February, as well.
18. **Catering Facilities**
There are three regular caterers at the UN Complex (the Old Cafeteria, Main Coffee Lounge and the Main Cafeteria) which are contracted to provide food and beverages for breakfast, lunch as well as snacks. All three facilities will be open for the duration of the meeting.
19. **Agenda and background documentation** for the meeting will be available on <http://science.unep.org> from the beginning of February 2005.
20. **Other Documents**
Any participant wishing to distribute documents/publications during the meeting should kindly give them to Ms. Pravina Patel or Ms. Elizabeth Masibo.

The UNEP/DEWA organizing team wishes all participants a warm welcome to Nairobi
