

NAIROBI, 14-16 APRIL 2015

HANDBOOK

SECOND SESSION OF THE PREPARATORY COMMITTEE
FOR UNITED NATIONS CONFERENCE ON HOUSING
AND SUSTAINABLE URBAN DEVELOPMENT (HABITAT III)



United Nations



Habitat III is the United Nations Conference on Housing and Sustainable Urban Development to take place in Quito, Ecuador, in October 2016.

In resolution 66/207 and in line with the bi-decennial cycle (1976, 1996 and 2016), the United Nations General Assembly decided to convene Habitat III Conference to reinvigorate the global commitment to sustainable urbanization, to focus on the implementation of a New Urban Agenda, building on the Habitat Agenda of Istanbul in 1996.

The Conference welcome the participation of all Member States and relevant stakeholders, including parliamentarians, civil society organizations, regional and local governments and municipality representatives, professionals and researchers, academia, foundations, women and youth groups, trade unions, and the private sector as well as organizations of the United Nations system and intergovernmental organizations.

Decided by the General Assembly resolutions 67/216, by which the Assembly agreed that the second session of the Preparatory Committee would take place in Nairobi in 2015, and 69/226, by which the Assembly endorsed the recommendation of the Preparatory Committee at its first session to hold the second session from 14 to 16 April 2016, the **second session of the Preparatory Committee for the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) is held from Tuesday, 14 April to Thursday, 16 April 2015, at the United Nations Office at Nairobi.**

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1. ARRIVAL OF DELEGATIONS AND PARTICIPANTS

ARRIVAL AT THE AIRPORT

Almost all participants will arrive at the Jomo Kenyatta International Airport (JKIA) which 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.

Many hotels provide courtesy shuttle services to/from the airport and in some cases from the hotel to the United Nations compound. Visitors should pre-advise their hotel of their transportation needs. Recommended taxi companies are listed below:

- Pewin Cabs: (+254) 0727-776 761
- Jatco Taxis: (+254) 0725-280 000
- Jim Cab Services: (+254) 0735-555 559
- Apollo Tours Ltd: (+254) 0723-794 249
- Amicabre Travels: (+254) 0710-760 055

! *Although it is only 25 km from the airport to the United Nations compound, the trip can take between 45 and 120 minutes depending on the time of day. City rush hours are from 7:00 to 9:00 and 16:00 to 18:00.*



VISA REQUIREMENTS

It is the responsibility of the delegate to obtain the visa for Kenya. The information provided herein acts only as guidance.

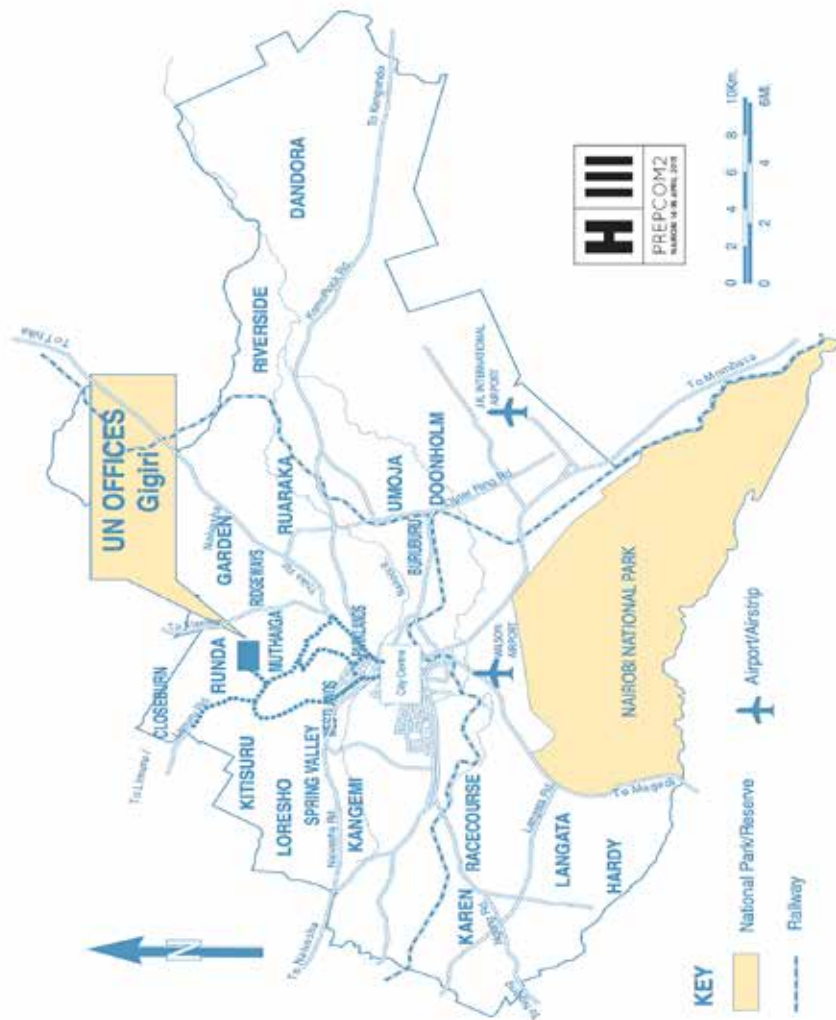
A valid passport, not expiring for at least six months from the date of arrival is required for entry into Kenya. A valid entry visa is also required for most countries and may be obtained in advance from the Kenya Embassy/High Commission in the country of residence or in a neighboring country. In the absence of either, then certain Embassies of other countries generally represent Kenya in the issuance of visas.

Please note that visas prior to arrival are not required for citizens of Bahamas, Barbados, Belize, Botswana, Brunei-Darussalam, Burundi, Cyprus, Dominica, Fiji, Gambia, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Malaysia (for less than 30 days stay), Maldives, Mauritius, Namibia, Nauru, Papua New Guinea, Rwanda, Samoa, San Marino, Seychelles, Sierra Leone, Singapore, South Africa (for less than 30 days stay), Solomon Islands, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Trinidad, Tonga, Tuvalu, Uganda, United Republic of Tanzania, Vanuatu, Zambia or Zimbabwe.

Visas can also be obtained upon arrival at Jomo Kenyatta International Airport in Nairobi for certain countries at a cost of USD 50. Nationals of the following countries require special advance visa clearance by the Kenyan authorities (as of May 2014): Afghanistan, Armenia, Azerbaijan, Cameroon, Democratic People's Republic of Korea, Iraq, Jordan, Kosovo, Lebanon, Mali, Palestine, Senegal, Somalia, Syria and Tajikistan. Stateless persons also require advance clearance.

Please find more information regarding visas at www.immigration.go.ke

MAP OF NAIROBI



2. ACCESS TO THE CONFERENCE VENUE

VEHICLES

All participants need to be registered prior the meeting to be allowed access. Registered participants will be screened and are advised not to bring weapons, ammunition, inflammable items or sharp objects.

Vehicles with VIP badges (Ministers and Heads of delegation) may be issued with a vehicle decal to enter to the compound.

Each individual is requested to come to the venue and to present his/her Passport (for international participants) or identification card (for national participants) in order to collect their badge.

To request please send an email to Mr Andrew Bakhoya (Andrew.bakhoya@unon.org) and Ms Janet Okal (janet.okal@unon.org) 48 hours in advance with the following information:

- // Registration number
- // Vehicle Type
- // Driver name and ID number

WHERE TO PICK-UP YOUR BADGE?

The main Accreditation Centre is located after the Visitors Pavilion at the Pass and ID Office.

HOURS OF THE PREPCOM2 ACCREDITATION CENTRE:

- ! Friday, 10 April - from 09:00 - 14:00
- Saturday, 11 April - from 09:00 - 17:00
- Sunday, 12 April - from 09:00 - 17:00
- Monday, 13 April - from 09:00 - 17:00

OFFICIAL DAYS OF THE PREPCOM2

- Tuesday, 14 April – from 07:30 - 17:00
- Wednesday, 15 April – from 08:00 - 17:00
- Thursday, 16 April – from 08:00 - 17:00

VIP BADGES FOR MINISTERS AND HEADS OF DELEGATIONS

Ministers and Heads of Delegations will be issued with non-photo badges, provided if they are pre-registered. Their badges are also available for collection as of Friday, 10 April from 9:00 from the Accreditation Centre.



PARTICIPATION

The PrepCom2 is open to the following:

// All Member States of the United Nations and members of specialized agencies and of the International Atomic Energy Agency;

// Representatives of the interested organs of the United Nations;

// Representatives of intergovernmental organizations;

// Representatives of non-Member States, entities and organizations that have an ECOSOC accreditation or were accredited to Habitat II in 1996; among them parliamentarians, civil society organizations, regional and local government and municipality representatives, professionals and researchers, academia, foundations, women and youth groups, trade unions, and the private sector;

// Individual experts and consultants in the field of sustainable development invited by the United Nations;

// Media accredited by the United Nations.

3. TIMETABLE OF THE PREPCOM2

Nairobi, UNON Gigiri	HABITAT III - PREPCOM2				
	Day 1 (14 April)	Day 2 (15 April)	Day 3 (16 April)		
08:30 - 09:30	Side Events CR 9, 10, 11, 13				
10:00 - 13:00	Opening Plenary CR2	Plenary CR2	Working Group CR1	Plenary CR2	Working Group CR1
13:30 - 14:30	Side Events CR 9, 10, 11, 13				
15:00 - 18:00	Plenary CR2	Working Group CR1	Plenary CR2	Working Group CR1	Closing Plenary CR2
18:30 - 19:30	Side Events				

4. OFFICIAL PROGRAMME

PROVISIONAL AGENDA

The provisional agenda is published as the official document A/CONF.226/PC.2/1 and adopted by the Preparatory Committee on 14 April 2015.

1. Opening of the session.
2. Election of officers.
3. Adoption of the agenda and programme of work.
4. Preparations for the Conference.
5. Organizational matters:
 - (a) Provisional rules of procedure of the Conference
 - (b) Arrangements for accreditation and participation of major groups and other relevant stakeholders in the preparatory process and in the United Nations Conference on Housing and Sustainable Urban Development (Habitat III).
6. Progress to date in the implementation of the outcomes of the second United Nations Conference on Human Settlements (Habitat II) and the New Urban Agenda.
7. Arrangements for the third session of the Preparatory Committee.
8. Other matters.
9. Adoption of the report of the Preparatory Committee on the work of its second session.
10. Conclusion of the session.

i Official meetings will take place from 10:00 to 13:00 and from 15:00 to 18:00.

ANNOTATIONS

The second session of the Preparatory Committee for the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) will be convened from 14 to 16 April 2015 at the United Nations Office at Nairobi, pursuant to paragraph 9 (c) of General Assembly resolution 67/216, paragraph 2 of General Assembly resolution 69/226 and the decision taken by the Preparatory Committee at its first session.

The Committee will review the organizational and substantive preparations for the Conference.

1. Opening of the session

Opening statements will be made by the Co-Chairs of the Committee and the Secretary-General of the Conference.

2. Election of officers

The Preparatory Committee will consider any changes to the Bureau should the need arise.

3. Adoption of the agenda and programme of work

The Preparatory Committee will be invited to adopt the agenda as set out in the present document. The draft programme of work for the second session of the Committee is set out in the annex.

4. Preparations for the Conference

The Secretary-General of the Conference will report on the activities undertaken by the secretariat in preparation for the Conference and on an outline of work to be carried out in the period between April 2015 and the holding of the Conference in 2016. The Preparatory Committee will be invited to recommend the provisional draft agenda, the provisional programme of work and elements for the outcome document(s) of the Conference.

5. Organizational matters

The Preparatory Committee will be invited to recommend the draft provisional rules of procedure of the Conference for adoption and to consider nominations for accreditation and participation of major groups and other relevant stakeholders in the preparatory process and in the Conference.

6. Progress to date in the implementation of the outcomes of the second United Nations Conference on Human Settlements (Habitat II) and the New Urban Agenda.

Member States will make presentations on the implementation of the outcomes of Habitat II and on new and emerging challenges of the New Urban Agenda. A series of issue papers will also be prepared by the secretariat, in consultation with the bureau of the Preparatory Committee, to assist the discussions.

7. Arrangements for the third session of the Preparatory Committee

The Preparatory Committee will consider proposals relating to arrangements for its third and final session.

8. Other matters

The Preparatory Committee will take up other matters.

9. Adoption of the report of the Preparatory Committee on the work of its second session.

The Preparatory Committee should adopt the report on the work of its second session at its closing meeting on 16 April.

10. Conclusion of the session

The Preparatory Committee will conclude its second session with closing statements by the Co-Chairs of the Committee and the Secretary-General of the Conference.

There will be four plenary sessions, plus the opening and the closing sessions. A working group will meet from day 1 to discuss organizational matters.

5. SIDE EVENTS AND PARALLEL EVENTS

SIDE EVENTS

Side events provide a platform for governments, civil society organizations, private sector, community representatives, international and national organizations, academia, international and regional finance Institutions, and other United Nations entities to debate, showcase or present their views on sustainable urban development, as well as specific projects.

Side events will be held on 14, 15 and 16 April 2015 during the following times:

- 08:30 – 09:30
- 13:30 – 14:30
- 18:30 – 19:30



14 APRIL

SIDE EVENTS

TIME SLOT	ROOM 9	ROOM 10	ROOM 11	ROOM 14 <small>ONE UN</small>
08:30-09:30	Youth Priorities for Sustainable Inclusive, and Resilient Urban Human Settlements Development (UN Major Group for Children and Youth)	Legal Challenges to Guarantee Human Rights in Urban Planning and Urban Design for Latin America Metropolitan Zones (CNJUR)	The Urban Multiplier Effect: Community Building through Resilient and Inclusive Infrastructure (Sherwood Institute)	Successful Planning and Prosperity: the Economics of Planned City Extensions (UN-Habitat)
13:30-14:30	The Role of Partnerships in the Implementation of the New Urban Agenda: Exploring how joint action of national government, and organized civil society can make cities more inclusive, safe, resilient and sustainable. (Cities Alliance)	Capacity Building for the New Urban Agenda and the Post-2015 Development Agenda (Center for Livable Cities)	Global Governance Failures and Opportunities in Addressing Climate Change, Rising Inequalities, and Jobless Growth (New School)	International Guidelines on Urban and Territorial Planning, a key tool to support the New Urban Agenda (UNCRD)
18:30-19:30	Civil Society and Local Government's Expectations for Habitat III (HIC)	Local and Regional Governments' Contributions to Habitat III Priorities, Expectations, and Challenges for Sustainable Cities and Territories (UCLG)	Inclusive Housing Finance: Addressing the Global Challenge of Affordable Housing (UN-Habitat)	Achieving Sustainable Urban Development through Design, Finance, and Regulations. (UN-Habitat)

15 APRIL

SIDE EVENTS

TIME SLOT	ROOM 9	ROOM 10	ROOM 11	ROOM 14 <small>ONE UN</small>
08:30-09:30	Young Urban Women Mobilizing for an Integrated approach in the New Urban Agenda (Action Aid)	New Remote Sensing of the Global Settlement (European Commission Joint Research Centre)	Innovating in Financing and Mobilizing Resources: Cities take the lead - Call for Joint Action (FMDV)	The Importance of City Region Food Systems in the New Urban Agenda (FAO)
13:30-14:30	The Straight Path to Habitat III: From The City We Need to the New Urban Agenda (University of Pennsylvania)	Know your city: Community-Collected Data as the Basis for Partnerships towards Inclusive Urban Development (SDI)	FDI Flows for Sustainable Urban Development in Africa (IHS)	Regional issues and Shared Challenges Shaping the New Urban Agenda (UNECLAC)
18:30-19:30	Grass Roots Communities and City Management Best Practice Highlights (Huairou Commission)	Building more equitable cities: Public Policies for Inclusion in Latin America (Fundación Avina)	The Role of Urban Rural Linkages in Habitat III and the Post 2015 Agenda (IIED)	The Role and Importance of Functioning Legal Frameworks for Sustainable Urban Development (UN-Habitat)

16 APRIL

SIDE EVENTS

TIME SLOT	ROOM 9	ROOM 10	ROOM 11	ROOM 14 <small>ONE UN</small>	MEDIA ROOM
08:30-09:30	From PrepCom2 to PrepCom3: A Stakeholders Consultations (Government of Indonesia)	City Prosperity Index: Measuring and Monitoring the Achievement of Sustainable Development Goals and the New Urban Agenda (CAF-Development Bank of Central America)	Villes et Metropoles Africaines au Centre di Nouvel Agenda Urbain (Montreal University)	The Road from Sendai: Urban Sustainable Development in 2015 and Beyond (UN-Habitat)	
13:30-14:30	The Role of Spatially Focused Strategies in Addressing Urban Challenges in the Post-2015 Context (ISOCARP)	Building A World of Local Sustainability Actions ICLEI's 2015-2021 Strategy in support of Habitat III (ICLEI)	How can National Urban Policies help to achieve the objectives of Habitat III and the Post-2015 Development Agenda? (OECD)	Building Smart Sustainable Cities, the role of ICTs (ITU)	Media and Habitat III (Citiscope)
18:30-19:30	Public Space in the New Urban Agenda (Future of Places)	City Action on Air Pollution for Immediate Health & Near-Term Climate Benefits (CCAC)	Participatory Development of Public Policies and their Adherence to Local and Social Agenda (IPEA)	Sustainable Housing as an Engine for Economic Development and Employment Generation (ILO)	

PARALLEL EVENTS

Beside the side events, a number of other high-level events also take place within and outside the United Nations venue organized by governments or stakeholders and revolving around the theme of sustainable urban development. Programmes and projects, as well as global and regional networks of partners take the opportunity to meet and advance in the debate on the New Urban Agenda during PrepCom2.

GENERAL ASSEMBLY OF PARTNERS

World Urban Campaign

Monday, 13 April 2015
10:00 - 17:00
Conference Room 2

The General Assembly of Partners (GAP) is a special initiative proposed by the World Urban Campaign (WUC) to serve as a broad-based deliberative platform for non-governmental partners in order to develop a consensus for a joined outcome document and other related matters for the United Nations Conference on Housing and Sustainable Urban Development (Habitat III).

This first assembly meeting will convene all interested partners to deliberate on the constitution, road map and first joined statement (The City We Need) of the GAP. It will be held as a parallel event one day prior to the second session of the Preparatory Committee meeting for the Habitat III Conference.

POLICY DIALOGUE WITH LOCAL AND REGIONAL GOVERNMENTS

Global Taskforce of Local and Regional Governments for Post-2015 Development Agenda Towards Habitat III

Monday, 13 April 2015
10:00 - 13:30

This session will aim at looking into a Global Agenda of Local and Regional Governments, building on membership priorities, expectations and concerns, challenging some of the assumptions that exist concerning the limitations of Local and Regional Governments as transformative actors. It will also discuss the priorities that local and regional governments want to see addressed in the Habitat III agenda such as equality and accountability from the bottom up, joint ownership and good and transparent governance, participatory decision-making, and a clear division of responsibilities between the different levels of governance.

6. ARRANGEMENTS FOR MEETINGS

SEATING ARRANGEMENTS

Two seats (2+2) are available for each official government delegation at the plenary session. Member States will be seated following the all-state formula.

A limited number of seats will be also available for representatives of intergovernmental organizations, the United Nations and the major groups at the plenary session.

LIST OF SPEAKERS

Inscription on the list of speakers for the plenary meetings of the Preparatory Committee (item 6 of the provisional agenda) is open. All delegations wishing to inscribe are kindly requested to contact the General Assembly Affairs Branch (herity@un.org and muturi@un.org) copying the Habitat III Secretariat (habitat3secretariat@un.org).

STATEMENTS

Statements should be limited to five minutes when speaking in national capacity and seven minutes when speaking on behalf of a group.

IGOs, UN System and Stakeholders should be limited to four minutes.

For publication of the statement please send a copy to the General Assembly Affairs Branch (herity@un.org and muturi@un.org), copying the Habitat III Secretariat (habitat3secretariat@un.org). Statements will be published on the PrepCom2 PaperSmart Portal papersmart.unon.org/prepcom2 and www.Habitat3.org.

INTERPRETATION

In the plenary rooms and the working group, statement made in any of the United Nations official languages will be interpreted in the other official languages.

Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text will

be considered by the Secretariat to represent the official text or statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

REQUEST OF MEETING ROOMS

Any regional group and stakeholder wishing to book a meeting room must report UNON Conferences Services (francisco.vasquez@unon.org and dcs-mcu@unon.org), copying the Habitat III Secretariat (habitat3secretariat@un.org). Requests can be sent from 1 April 2015.

DISTRIBUTION OF DOCUMENTS

In an effort to support greening, participants are encouraged to download documents of the Preparatory Committee from the PaperSmart Portal (papersmart.unon.org/prepcom2) or the Conference website (www.habitat3.org).

UN WEB TV

Opening Plenary, Plenaries and Closing Plenary may be followed by webstreaming at <http://webtv.un.org>.

WIRELESS INTERNET

Wireless Internet access will be available in the UN compound and meeting rooms. Select the Wireless Network connection named "VISITORS" or "DELEGATES".

7. EXHIBITION

Member States, stakeholders and organizations working in sustainable urban development were invited to exhibit projects, innovations and solutions in the common Exhibition for Habitat III PrepCom2.

This includes:

- // Cities and towns showcasing programs, initiatives, partnership and solutions to address the challenges of sustainability
- // Countries presenting programs on cities at the national level
- // United Nations agencies and other international organizations profiling their work on building better cities globally
- // The private sector presenting services, products and innovative solutions to urban problems
- // Non-governmental organizations promoting their roles in urban sustainability
- // Researchers and publishers presenting the latest information on urban trends

The exhibition runs from 14 to 16 April under the PrepCom2, and from 17 to 23 April within the UN-Habitat Governing Council session. It is open daily from 08:30 to 18:00.

Governments, Stakeholders, IGOs and UN System seeking to exhibit are requested to register as participants and designate one or two members of their delegations to register as exhibitors to be in charge of their exhibitions booths during the events.

NAME OF ORGANIZATION/INSTITUTION	COUNTRY
Austrian Embassy Nairobi	Austria
Ax:son Johnson Foundation	Sweden
Building and Social Housing Foundation (BSHF)	United Kingdom
Doppelmayr Seilbahnen GmbH	Austria
Huairou Commission	United States of America
International City Leaders Association	Canada
Ministry of Land, Housing and Urban Development	Kenya
Ministry of Public Works and Housing	Indonesia
Ministry of Urban Wellbeing, Housing and Local Government	Malaysia
Organisation internationale de la Francophonie/Institut de la Francophonie pour le développement durable (OIF/IFDD)	Canada
Placemakers	Netherlands
Shack / Slum Dwellers International	South Africa
Shelter and Settlements Alternatives: Uganda Human Settlements Network	Uganda
TECHO	Chile
Women in Informal Employment: Globalizing and Organizing (WEIGO)	United Kingdom of Great Britain and Northern Ireland

8. MEDIA

MEDIA ACCREDITATION

There is a dedicated media desk in the accreditation area. Please report directly to this desk.

Anyone wishing to attend as media must show the following items:

1. A recognised national or international press association card
2. A corresponding national identification card

For freelance journalists or those unable to provide item 1 above, please also provide:

3. Two examples of your work from the last 12 months, and
4. A letter on headed paper from your place of employment outlining your role, or
5. A letter from a recognised media organisation outlining your intention to consider the material gathered for broadcast.

! Journalists with an existing UNON media groundpass will be required to register for PrepCom2 to gain access to the meeting rooms. The UNON groundpass and corresponding national ID will be sufficient for registration as media.

MEDIA ACCESS

Media access will be to open sessions, including the Opening and Closing Plenaries, Plenary Sessions, Side Events and Press Briefings.

The balcony area in Conference Room 2 is reserved for Media to give unrestricted visibility.

! The PrepCom2 badge allows access to the Conference Rooms and Press Centre only. If you wish to access any other areas of the UN compound please speak directly to the Press Team at the Press Centre.

PRESS CENTRE

The Press Centre is located in the Lower Concourse at the UN compound and it is signposted from the main corridor. It comprises of a press conference room and a media lounge intended for use by accredited journalists only.

The Press Centre is open from 08:30 – 18:00 on the official days of the PrepCom2.

MEDIA SERVICES

A press briefing will take place in the Media Lounge each morning at 09:00.

Official press conferences are booked each day of the PrepCom2 at 13:00.

If you wish to book the Press Conference room please contact Habitat3media@un.org

Habitat III press team's photographers are covering the main sessions and photographs are made available for use.

Main sessions will be webcast live webtv.un.org

PHOTOGRAPHERS AND TV CREWS

All participants carrying professional camera or recording equipment are treated as media for accreditation and access purposes.

Please present the camera and videocamera equipment to security for screening.

Contact: habitat3media@un.org

9. PRACTICAL INFORMATION IN NAIROBI

ACCOMMODATION

Participants are responsible for making arrangements for their own accommodation and travel. You are advised to choose accommodation from the list of hotels recommended by the United Nations Department of Safety and Security available at www.habitat3.org

HEALTH

All representatives interested in attending are required to have adequate medical insurance prior to arrival. A yellow fever vaccination certificate is mandatory for travelers coming from countries where yellow fever may occur. Immunization against yellow fever is recommended for travelers from other countries. Malaria is prevalent in Kenya though there is little risk in Nairobi and the highlands. It is therefore advisable that precautions when travelling out of these areas. Any medical costs incurred during the stay in Kenya shall be borne by the meeting participants directly. It is therefore strongly recommended that the participants arrange for their own health insurance.

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. It is located at Block F, room 117 at the UNON Compound in Gigiri.

Tel: +254 (20) 762 22 67

Emergency line: +254 (20) 762 59 99

TIME ZONE

Kenya is GMT +3 hours

WEATHER

Weather in Nairobi is fairly consistent through the year. The average day time temperature is 21-26 degrees centigrade, but can drop to 10 degrees centigrade, especially at night. Most rainfall (rainy season) is seen in April, May, November and December. It is advisable to carry a light jacket and an umbrella.

ELECTRICITY

This is 240 volts. Kindly note that Kenya uses the 13A 3 pin wall switch socket outlet.

WATER

For guaranteed safe drinking water, please use bottled water which is widely available.

OFFICIAL LANGUAGES

The official languages of the Republic of Kenya are English and Swahili.

MONEY AND BANKING

The official currency of the Republic of Kenya is the Kenya Shilling (KES). They range in the denomination 50, 100, 200, 500 and 1,000 shillings. The current exchange rates are:

1 US Dollar = KES 90.00 - 1 EURO = KES 120.22
Please, note that this is subject to change. The rates quoted are those in force as of the drafting of this information.

Foreign currency can be changed at the Jomo Kenyatta International Airport (JKIA), banks, foreign currency Exchange Bureaus or hotels. Banks in major centers are open from 9:00 to 15:00 Monday to Friday and from 9:00 to 12:00 on the first and last Saturday of each month.

The following currency exchange places are available near or at the United Nations complex in Gigiri:

// KCB bank and Standard Chartered Bank can be found on the ground floor in the United Nations compound in Gigiri, next to the Delegates Lounge.
 // Give and Take Forex Bureau at Emerald Garden.
 From the main gate of the United Nations complex in Gigiri, cross the road, turn right and walk about 200 meters. You will find the building to your left.
 // Warwick Center from the main gate of the United Nations complex in Gigiri, cross the road, turns left and walk about 100 meters. The building will be to your right.

ATMs

ATMs are available country wide with 24-hour access. Most accepted international VISA cards. All major international cards are accepted. Credit card fraud occurs in Kenya, as in most other parts of the world, and the usual precautions should be taken.

TRAVELLERS' CHEQUES

Travellers' cheques are accepted at most banks, bureaux and hotels.

TIPPING

Tipping is appreciated. Most hotels and restaurants include a 10% service charge.

TRAVEL AGENCY

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

BCD Travel (on the compound)
 Tel: +254 (20) 7622 24 92
 ummi@bcdtravel.co.ke

Express Travel (on the compound)
 Tel: +254 (20) 762 49 92
 Pushpak.pradhan@expresstravelgroup.co.ke

POSTAL/COURIER SERVICE

The Post Office is available in the UNON complex and open Monday to Friday, 8:00 to 17:00.

DHL courier mail service is also located at the UNON complex, lower concourse, next to the Post Office. Open Monday to Friday, 08:00 to 17:00.

SECURITY

// The Habitat III Secretariat, 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.

For your own safety, kindly read and follow the below listed tips:

// Remain vigilant and reduce exposure to public places to the extent possible particularly during busy periods.
 // Always inform a family member, friend or colleague of your planned movements when visiting public places.
 // 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
 // Never walk at night in the city center even for a short distance - always take a taxi
 // Be wary of people loitering outside hotels
 // 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
 // Make use of the hotel safe where provided.
 // Do not accept food and drinks from strangers; visitors have been known to be drugged and then robbed
 // Ensure your mobile phone is fully charged (especially when you leave home/hotel to go to public places) and that you have sufficient credit to make calls.
 // If confronted by armed criminals cooperate fully with them in order to reduce the risk of being physically harmed.

EMERGENCY NUMBERS

UNON Security:	+254 (20) 762 66 66
Kenyan police:	+254 (20) 272 42 01 or +254 999
Diplomatic police:	+254 (0) 726 28 30 30 or +254 (0) 735 35 65 06
Nairobi Hospital:	+254 (20) 284 50 00
Aga Khan Hospital:	+254 (20) 366 20 00
St. John Ambulance:	+254 (20) 221 00 00 or +254 (20) 224 10 00



CONTACT THE HABITAT III SECRETARIAT

The Habitat III Secretariat is located at Conference Room 5 at the United Nations Office at Nairobi from 10 April to 17 April 2015.
habitat3secretariat@un.org

#Habitat3
 #NewUrbanAgenda

PREPCOM2 EASY GUIDE

1 The address address of the PrepCom2 venue is:

United Nations Office at Nairobi
 Gigiri – UN Avenue
 P.O. Box 67578
 Nairobi, Kenya 00200

2 Pick-up your badge from Friday, April 10 at the Accreditation Centre

3 Official documents and statements are available at papersmart.unon.org/prepcom2

4 Main sessions are broadcasted on webtv.un.org

5 Opening, Closing and Plenaries take place in Conference Room 2. Working Sessions in Conference Room 1. Side Events in Conference Rooms 9, 10, 11, 14 and in the Media Centre.

6 Connect to the wireless Internet named “Visitors” or “Delegates”

7 Feed the conversations on #Habitat3 and #NewUrbanAgenda

8 Contact the Habitat III Secretariat at Conference Room 5 or at Habitat3Secretariat@un.org

9 List of taxi companies:

Pewin Cabs: +254 (0) 727-776 761
 Jutco Taxis: +254 (0) 725-280 000
 Jim Cab Services: +254 (0) 735-555 559
 Apollo Tours: +254 (0) 723-794 249
 Amicabre Travels: +254 (0) 710-760 055

10 Emergency numbers:

UNON Security: +254 (20) 762-6666
 Kenyan Police: +254 999 or +254 (20) 272-4201
 Diplomatic Police: +254 (0) 726-283 030 or +254 (0) 735-356 506
 Nairobi Hospital: +254 (20) 284-5000
 Aga Khan Hospital: +254 (20) 366-2000
 St John Ambulance Service: +254 (20) 221-0000 or +254 (20) 224-1000

