

# LOGISTICS NOTE FOR PARTICIPANTS

## THE FIRST UN-HABITAT ASSEMBLY



27-31 MAY 2019



Nairobi, Kenya

### INTRODUCTION

The first session of the universal United Nations Habitat Assembly of the United Nations Human Settlements Programme (The UN-Habitat Assembly) will be held at the United Nations Office at Nairobi (UNON), United Nations Avenue, Gigiri, Nairobi, Republic of Kenya from Monday 27 – Friday 31 May 2019.

The UN-Habitat Assembly is the new governance body for the United Nations Human Settlements Programme (UN-Habitat) with a universal membership consisting of 193 Member States of the United Nations.

The theme for this UN-Habitat Assembly is: “**Innovation for Better Quality of Life in Cities and Communities**”, with the sub-theme “Accelerated implementation of the New Urban Agenda towards achievement of the Sustainable Development Goals”.

### General Information on Kenya

Kenya, officially known as the Republic of Kenya, is on the east coast of Africa, and lies on the equator bordered by Tanzania to the South, Uganda to the West, South Sudan to the North-West, Ethiopia to the North and Somalia to the North-East.

The capital, Nairobi, is a regional commercial hub with a population of about 4.5 million. Other major cities include Mombasa, which is the main seaport of the Indian Ocean, and Kisumu on Lake Victoria. The official language is English, and the national language is Kiswahili.

Kenya is three hours ahead of GMT

[www.unhabitat.org/habitatassembly](http://www.unhabitat.org/habitatassembly)

### Currency

The official currency of the Republic of Kenya is Kenya Shilling (KES). The current exchange rates of various currency subject to change are approximately:

**1 US Dollar = KES 100**

**1 EUR = KES 112**

For more information on exchange rates, visit this link: <https://www.centralbank.go.ke/rates/forex-exchange-rates/>. Foreign currency can be changed at the Jomo Kenyatta Airport (JKIA), banks and foreign currency exchange bureaus.

Banks are open Monday-Friday from 09.00 to 16.00 with some open from 09.00 to 12.00 on Saturdays. ATMs are available at the airport, in shopping malls and stores at petrol stations. ATM and banking services are also available inside the United Nations Complex (see below).

### Weather

Kenya enjoys a tropical climate. In May rains can be expected with temperature between 24°C/75°F during the day and 13°C/55°F during the night. It is warmer in the coastal areas.

### Electricity

The electrical currents are 220 -240 Volts, 50 Hertz and 13A 3 square wall switch socket outlet are used.



## Arriving in Kenya

### Jomo Kenyatta International Airport (JKIA)

Most international flights arrive at the Jomo Kenyatta International Airport, in Nairobi's Embakasi suburb, 15 kilometers south east of Nairobi's central business district and 25 kilometers from the United Nations Office at Nairobi, Gigiri.

### Visas

It is the participant's own responsibility to obtain a visa for the Republic of Kenya. Participants who need a visa should obtain one as early as possible from the Kenyan Embassy/High Commission in the participants' country of residence or in the region. The information provided here acts only as guidance.

A valid passport, valid for at least six months from date of arrival, is required for entry. For more information on visa requirements to Kenya, please visit: <http://evisa.go.ke/eligibility.html>

Visas are available via this link: <http://evisa.go.ke>. Under certain circumstances for selected countries, it is still possible to obtain visas upon arrival at the Jomo Kenyatta International Airport in Nairobi. The fee is USD 50 for single entry. This information should be confirmed on the website of the Government of Kenya.

### Port of Entry Health Requirements

#### Yellow Fever

A yellow fever vaccination certificate is required if you are arriving in the Republic of Kenya from a country with risk of yellow fever transmission. Advice on all vaccinations recommended for visitors can be obtained from the Kenyan Embassy/High Commission or on the visa website indicated above. Information is also available on the WHO website <http://www.who.int/ith/en/>

Travelers arriving from countries listed below are required to possess a valid vaccination certificate for yellow fever : Angola, Argentina, Benin, Plurinational State of Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Columbia, Congo, Cote d'Ivoire, Democratic Republic

of the Congo, Ecuador, Equatorial Guinea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Liberia, Mali, Mauritania, the Niger, Nigeria, Panama, Paraguay, Peru, Rwanda, Senegal, Sierra Leone, the Sudan, Suriname, United Republic of Tanzania, Togo, Trinidad and Tobago, Uganda, Bolivarian Republic of Venezuela.

### Malaria and other illnesses

Malaria is not generally found in Nairobi but is present in other areas including the coast. Clothing like long trousers and long sleeves that may protect the arms and legs from mosquito bites and use of repellents and bednets is advised.

Food and waterborne diseases including diarrhea are present. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than peeled fruits and vegetables and wash hands frequently with soap and water.

### Airport Reception

Participants arriving at JKIA in Nairobi will be welcomed at the airport by UN-Habitat staff at UN-Habitat Assembly branded counters at all the arrival areas. Staff will assist with arrival formalities and provide information on transport from the airport (or see more information below on transport). Government of Kenya representatives will also be on hand to assist.

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

For UN-Habitat arrival protocol support, please contact

**Mr. Chris Mensah.**

**Email: [chris.mensah@un.org](mailto:chris.mensah@un.org)**

**Telephone Number: +254 732 689 199**

### Security

The United Nations Offices at Nairobi and Kenyan Authorities will ensure that all precautionary measures are taken for UN-Habitat Assembly participants' safety and security.

However, participants are responsible for their movements outside the United Nations Complex and it is recommended to:

- Avoid crowded areas.
- When walking, keep to the main roads and avoid shortcuts through back alleys and similar routes. However, where possible, take a taxi rather than walking
- Never walk at night in the city centre even for a short distance – always take a taxi.
- Ignore street children and people coming to you in the streets with hard-luck tales. They may be pickpockets or part of elaborate scams.
- Be wary of people loitering outside hotels. Stay informed: Read/listen to local news.
- Cooperate with security apparatus when they conduct security operations. Carry identification at all times
- Tell someone where you are going and when to expect you back.
- Have emergency numbers registered on your phone.
- Ensure your mobile phone is fully charged (especially when you leave to go to public places) and that you have sufficient credit to make calls.
- Make use of safes in hotel rooms and **DO NOT** carry large sums of money. Avoid carrying credit cards, wearing expensive jewelry or watches when walking on the streets.
- Do not accept food and drinks from strangers.

## UNON COMPLEX

### Access to the complex and available services

The United Nations Office at Nairobi (UNON) will be the venue for the first UN-Habitat Assembly, located on United Nations Avenue in Gigiri, in the northern part of the City of Nairobi, about 25 kilometers from Jomo Kenyatta Airport. The 140-acre United-Nations Gigiri complex is a peaceful environment, next to the expansive Karura Forest.

UNON will provide tours at a special rate to visiting participants during the week of the UN-Habitat Assembly. The fee for foreigner will be KES 1000 and KES 500 for East African citizens. For more information please contact Ms. Verena Bongartz next to the Press Centre +254 207 624 560 or [verena.bongartz@un.org](mailto:verena.bongartz@un.org)

### Parking and Security at UNON

All Participants must disembark at the pavilion entrance and be screened before entering the UNON Complex.

Access to the UNON Complex for the period of the UN-Habitat Assembly will remain open to all official Embassy vehicles registered with United Nation Department of Safety and Security (UNDSS) and drivers with valid UNON issued IDs. With respect to non-official vehicles used by delegations, heads of delegations or ministers, details of the vehicles and driver must be sent in advance to Ms. Silvia Ragoss [silvia.ragoss@un.org](mailto:silvia.ragoss@un.org) and to the Secretariat of the Governing Council [unhabitat-gcsecretariat@un.org](mailto:unhabitat-gcsecretariat@un.org) for a temporary Meeting Decal and driver pass to be issued. Embassies are encouraged to use official vehicles with United Nations parking decals.

Parking of these vehicles is restricted to the delegates' parking area. Due to the limited parking facilities within the UNON Complex, it is preferred that Embassy vehicles without diplomatic number plates limit their business within the compound to dropping off and collecting and should depart the compound immediately upon completion of such tasks.

Participants who are accompanied by armed close protection officers into the UNON Complex are requested to send the following information to UNON Security in advance: Full name of each close protection officer, full name and title of each participants being provided with protection, identification or credentials of each protection officer (passport, national ID card, etc.), copy of Government of Kenya firearms permit or temporary import/export firearms permit, the weapon make, model, serial number, calibre, and number of rounds of ammunition.

The information should be sent to the United Nations Security contacts listed below:

**Inspector Ms. Janet Okal**  
janet.okal@un.org

**Inspector Andrew Bakhoya**  
andrew.bakhoya@un.org

**Telephone:** +254 20 762 6666;  
+254 (0)720 629 999; and  
+254 (0)733 629 999

### Banking Services at UNON

The banks inside the UNON complex are all on the lower concourse, all have ATMs and are open weekdays. Kenya Commercial Bank (KCB) Gigiri Branch and the United Nations Federal Credit Union (UNFCU) are open 08:30 to 16:00 while the Standard Chartered Bank which is opposite KCB Bank, opens from 9:00 to 16:00.

The ATMs are open 24 hours. Two are next to KCB for local and United States Dollars, one near the UNFCU for United States Dollars currency, and one at Standard Chartered Bank

There are also two ATMs (KCB and UNFCU) at the UN Commissary on the northern end of the United Nations Gigiri Complex.

### Banks close to UNON

**The Emerald Garden's Bureau de Change** is 200 metres from the UNON Gigiri Complex. Turn right and cross the road from the main gate and find a Chinese pagoda building to your left, where the Forex Bureau de Change is located on the first floor. Other banking facilities are available at the venue.

**Warwick Centre** from the main gate of the United Nations, cross the road, turn left and walk about 100m. The building will be to your right, in a complex of shops, banks, restaurants and offices.

**Gigiri Square** is next to Warwick Centre, but before the Mediterraneo Restaurant, on the same side of the road, housing Kenya Commercial Bank, Equity Bank, and 1&M Bank.

**Village Market** is a shopping complex and a 3-minutes taxi drive from the main gate of the United Nations. There are several banks and forex bureau at Village Market.

### Pre-registration for the UN-Habitat Assembly

#### On-line Registration

Participation in the UN-Habitat Assembly is restricted to Member States, subnational governments and other Habitat Agenda partners. All participants, including Member States Delegations who are based in Nairobi, Kenya, holding a ground pass to access the UNON Complex, are required to register online at <https://unhabitat.org/habitatassembly-registration/>. On-line registration will close on 16 May 2019.

Representatives of accredited stakeholders may attend the UN-Habitat Assembly and will be required to provide proof of their nomination by an accredited organization to attend the first session of the UN-Habitat Assembly.

#### Please note that:

- Organizations accredited to Habitat II and Istanbul + 5, Habitat III, or those that are in consultative status with the United Nations Economic and Social Council (ECOSOC) wishing to attend the session should write to express their interest to participate in the UN-Habitat Assembly, and recommend a maximum of 5 representatives. The request should be submitted on the organization's official letter head and signed by the Head of the Organization and must reach UN-Habitat by 8th April 2019. All requests should be submitted to Ms. Lucia Kiwala, Chief, Partner Relations Unit at [Lucia.kiwala@un.org](mailto:Lucia.kiwala@un.org)
- If your organization is not accredited, and you wish to attend, you can attend as part of, or within the umbrella of an already accredited organization. Participants will be required to provide proof of their nomination by an accredited organization to attend the first session of the UN-Habitat Assembly.

All queries regarding accreditation for civil society organizations should be directed to Ms. Lucia Kiwala (Tel. +254 20 762 23025, email: [Lucia.kiwala@un.org](mailto:Lucia.kiwala@un.org)).

### On-site Registration and Badging

On-site registration will begin at 11:00 on Thursday, 23 May 2019 within the UNON Compound. **All international participants will be required to show proof of identity with a valid national passport or in the case of Kenyan nationals, an identification card, upon arrival at the registration area.**

To avoid long queues on the day of the official opening, participants are strongly encouraged, to pre-register online and to make use of the early start of accreditation and to collect their badges before the opening day.

The on-site accreditation desk will be located at a tent just beyond the Visitors' Entrance of the UN Gigiri compound. On-site accreditation will be open as follows;

| DAY                                 | TIME             |
|-------------------------------------|------------------|
| Thursday, 23 May                    | 11.00am - 4.30pm |
| Friday, 24 May                      | 9.00am - 2.00pm  |
| Saturday, 25 May                    | 9.00am - 4.00pm  |
| Sunday, 26 May                      | 9.00am - 4.00pm  |
| Monday, 27 May                      | 9.00am - 4.00pm  |
| Tuesday, 28 May to Thursday, 30 May | 8.00am - 4.00pm  |
| Friday, 31 May                      | 8.00am - 2.00pm  |

### Ministers and Heads of Delegation

Ministers and Heads of Delegations will be issued with non-photo badges, provided they are pre-registered online and that an official Note Verbale from the Permanent Mission in that respect is presented at the point of collection. The Note Verbale should state the name of the collector and the full name of the Minister or Head of Delegation (including passport number and designation) whose badge is being collected. The badges will be available for collection from Thursday, 23 May 2019.

### Change in Registration details

In case of any changes to the registration details, please login into your registration account using your credentials and amend where necessary, otherwise please write to unhabitat-registration@un.org for assistance. In case of

questions concerning UN-Habitat Assembly, please contact the Governing Council Secretariat of UN-Habitat via email to: unhabitat-gcsecretariat@un.org

### Media Registration and Facilities

Online accreditation for Media is available at <https://unhabitat.org/habitatassembly-registration/> in advance of the UN-Habitat Assembly with information with detailed requirements.

Media personnel who already have a valid United Nations grounds pass for Nairobi will not require additional accreditation for the meeting. All others will require United Nations accreditation by presenting a letter of assignment, one form of valid identification (e.g. press card, ID, or passport) and proof of media affiliation. These items should be presented when registering for the UN-Habitat Assembly at the Visitors' Pavilion. A media registration desk will be available at the Visitors' Pavilion at the entrance of the UNON Complex. Media accreditation will be open at the Visitors' Pavilion from 23 May 2019. Any inquiries on media accreditation may be sent to [grancia.ndiwaita@un.org](mailto:grancia.ndiwaita@un.org)

### PaperSmart Assembly

Participants and delegates are encouraged to bring laptops or iPads and smartphones, as all documents will be online. A mobile App will be available for download to a smart gadget to help navigate venues and timings of activities and events daily. The App will provide information on locations and logistics; schedules; documentation; publications; social media; videos; pictures; media events, side events etc.

### 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'

### Canteen Services/Restaurants inside UNON

Caterers within the UN compound provide food and beverages for breakfast, lunches and snacks and can also organize food and drinks for private functions, dinners and receptions.



## Private hospitals in Nairobi:

### **NAIROBI HOSPITAL, MAIN HOSPITAL BRANCH**

Argwings Kodhek Rd, Nairobi

Tel: +254-202845000

Mobile: +254-7222000

<http://www.nairobihospital.org/>

### **NAIROBI HOSPITAL, OUTPATIENT WARWICK CENTRE BRANCH** (in front of the U.N compound)

Warwick Centre, United Nations Avenue,

Mobile : +254 -703 072000

<http://thenairobihosp.org/>

### **AGA KHAN UNIVERSITY HOSPITAL, NAIROBI**

Aga Khan Hospital, 3rd Parklands Ave, Nairobi

tel: +254-203662000

Mobile: +254-711092000

<http://hospitals.aku.edu/nairobi/Pages/home.aspx>

### **NAIROBI WOMEN'S HOSPITAL, HURLINGHAM**

Hurlingham Medical Plaza

Argwings Kodhek Road

Nairobi 00202, Kenya

Mobile: +254-733618353/+254-728249825

<http://nwch.co.ke/>

### **MATER HOSPITAL**

Dunga Rd, South B, Industrial Area, Nairobi

P.O. Box: 30325-00100 Nairobi GPO

Tel: +254-206903000

Mobile: +254-719073000 +254-732163000 [www.materkenya.com/](http://www.materkenya.com/)

### **MP SHAH HOSPITAL**

Shivachi Road, Parklands

P.O. Box 14497-00800

Nairobi, Kenya

Tel: +254-204291000 +254-722204427

<http://www.mpshahhosp.org/>

[www.unhabitat.org/habitatassembly](http://www.unhabitat.org/habitatassembly)

## OTHER INFORMATION

### Travel to Nairobi – Ticketing

#### Participant Travel to Nairobi (Non-UN-Habitat Funded)

Travel for participants funding their own way to the Assembly can use the travel agent at UNON BCD [unhabitat@bcdtravel.co.ke](mailto:unhabitat@bcdtravel.co.ke), or at +254 788 200 066.

Participants are strongly encouraged to purchase their air tickets far in advance of the start of the Assembly to ensure reasonable fares, and availability of flights.

#### UN-Habitat-Funded Participant Travel to Nairobi

Travel for eligible participants will be facilitated by UN-Habitat and the UNON Travel Unit, to include return air-tickets and the provision of daily subsistence allowance (DSA) for the duration of the Assembly. UN-Habitat will need biographical details and a copy of a valid national passport, for the travel authorization process. Tickets will be issued from Nairobi in accordance with the UN Official Travel policy for meeting participants (i.e., economy class travel, with the most economical routing within four hours of the most direct flight duration). DSA will be handled separately and eligible participants will be advised of the process once they arrive in Nairobi. Eligible participants are requested to provide the necessary information as early as possible.

#### Accommodation in Nairobi

Participants should make their own hotel reservations for their stay in Nairobi. A list of hotels and guest houses that have UN-negotiated rates, and have been cleared by the UN Department of Safety and Security in Nairobi, are included in the following link: [https://unhabitat.org/habitatassembly\\_documents/Hotel\\_Rates\\_2019.pdf](https://unhabitat.org/habitatassembly_documents/Hotel_Rates_2019.pdf)

While participants are not required to use the hotels and guest houses on the list, they should be vigilant about selecting safe and appropriate accommodation.



### Car Hire and Shuttle/Taxi Services

Many hotels provide courtesy shuttle services to and from Jomo Kenyatta International airport and in some cases, from the hotel to the UNON Complex. Visitors should inform their hotel about any transportation needs prior to their arrival. Visitors can arrange a taxi through BCD Travel Agency – unhabitat@bcdtravel.co.ke or +254 722 128 076/+254 723 099 979 or may use Uber or reputable taxi companies as recommended below (payment in Kenyan shillings):

|                     |   |
|---------------------|---|
| <b>Hilltop</b>      | <b>+254 (0)20 272 3270</b>  |
| <b>Jaycab Taxis</b> | <b>+254 (0)20 721 0520 or<br/>+254 (0)733 750455/<br/>(0)723 239750</b> |
| <b>Jatco</b>        | <b>+254 (0)20 444 8162 or<br/>+254 (0)733 701494/<br/>(0)722 648383</b> |
| <b>Jimcab</b>       | <b>+254 (0)20 712 2565 or<br/>+254 (0)737 333222/<br/>(0)722 711001</b> |
| <b>Kenatco</b>      | <b>+254 (0)20 250 6790 or<br/>+254 (0)705 780011/<br/>(0)705 780016</b> |

Visitors should note that traffic can become very heavy at times. While it is only 25 km from the airport to the UNON Complex, the trip can take between 45 and 120 minutes depending on the time of day. City rush hours are 07:00 – 09:00 and 16:00 – 19:00.

### Tours and Excursion

Nairobi is one of the most vibrant cities in East Africa, and participants can take advantage of the local attractions including Nairobi National Park. Participants can contact UNON's travel agent, BCD for information and to book tours, excursions, safaris, etc. For more information, contact unhabitat@bcdtravel.co.ke, or at +254 788 200 066.

### Emergency Contact Numbers

|                                       |   |
|---------------------------------------|---|
| United Nations Common Radio Room      | 020-7622053/2116,0707722503,<br>0707722505                    |
| United Nations Security               | 020 -7626666 0720629999<br>0733629999                         |
| United Nations Joint Medical Services | 020-7625999 0724255378  |
| Diplomatic Police (DPU)               | 0708589522 0731170666<br>0725542965<br>0738701229 0772092 626 |
| Police                                | 999, 112  |
| St. Johns Ambulance                   | 0202210000/2241000, 0721225285                                |