

Practical Information

UN-REDD PROGRAMME

17-19 March 2010



PRACTICAL INFORMATION FOR PARTICIPANTS**THE UN-REDD PROGRAMMES 4th POLICY BOARD MEETING
17-19 MARCH 2010, NAIROBI, KENYA****VISA & HEALTH CERTIFICATION****Obtaining a visa prior to arrival**

A valid passport, not expiring for at least six months, is required for entry into Kenya. A valid entry visa is also required (cost US\$50) and may be obtained in advance from the Kenyan Embassy or High Commission in your country of origin. In the absence of either, the British Embassy will generally represent Kenya in the issuance of visas. Please note: visas are not required by citizens of the Republic of Ireland and the Commonwealth countries (except Antigua, Bermuda, Guyana, India, South Africa, Sri Lanka and the United Kingdom).

Kenyan visas requiring advance clearance

Nationals from the following countries require special advance visa clearance by the Kenyan authorities (as of January 2007): Afghanistan, Armenia, Azerbaijan, Cameroon, Georgia, Islamic Republic of Iran, Iraq, Lebanon, Libyan Arab Jamahiriya, Jordan, Mali, Nigeria, North Korea, Pakistan, Palestine, Senegal, Somalia, Sudan, Syrian Arab Republic, Tajikistan and Yemen.

Obtaining a visa upon arrival

Visas can also be obtained upon arrival at the airport. The fee is US\$50.

Visa assistance

If you require additional documentation or support to assist in your application for a visa please contact un-redd@un-redd.org.

Health certification

A yellow fever vaccination certificate is required ONLY if you are arriving in Kenya from an infected area. For advice on vaccinations recommended for visitors to Kenya, please contact your doctor, or the UNON Medical Clinic at: +254 20 762 2267 and/or the emergency line at: +254 20 762 5999.

ACCOMMODATION

Tribe – The Village Market Hotel, P.O Box 1333-00621, Village Market Gigiri, Nairobi, Kenya

The UN-REDD Programme Secretariat will cover accommodation for sponsored participants. For those participants paying for their accommodation, the UN-REDD Programme has block booked rooms at Tribe–The Village Market Hotel, **space is limited** and we encourage you to secure your booking no later than **22 February, 2010**.

To secure a room booking send a request with reference to the **UN-REDD Programme 4th Policy Board meeting** to **Neelma Maru**, Reservations Manager at: reservations@tribehotel-kenya.com or call: + 254 20 7200106.

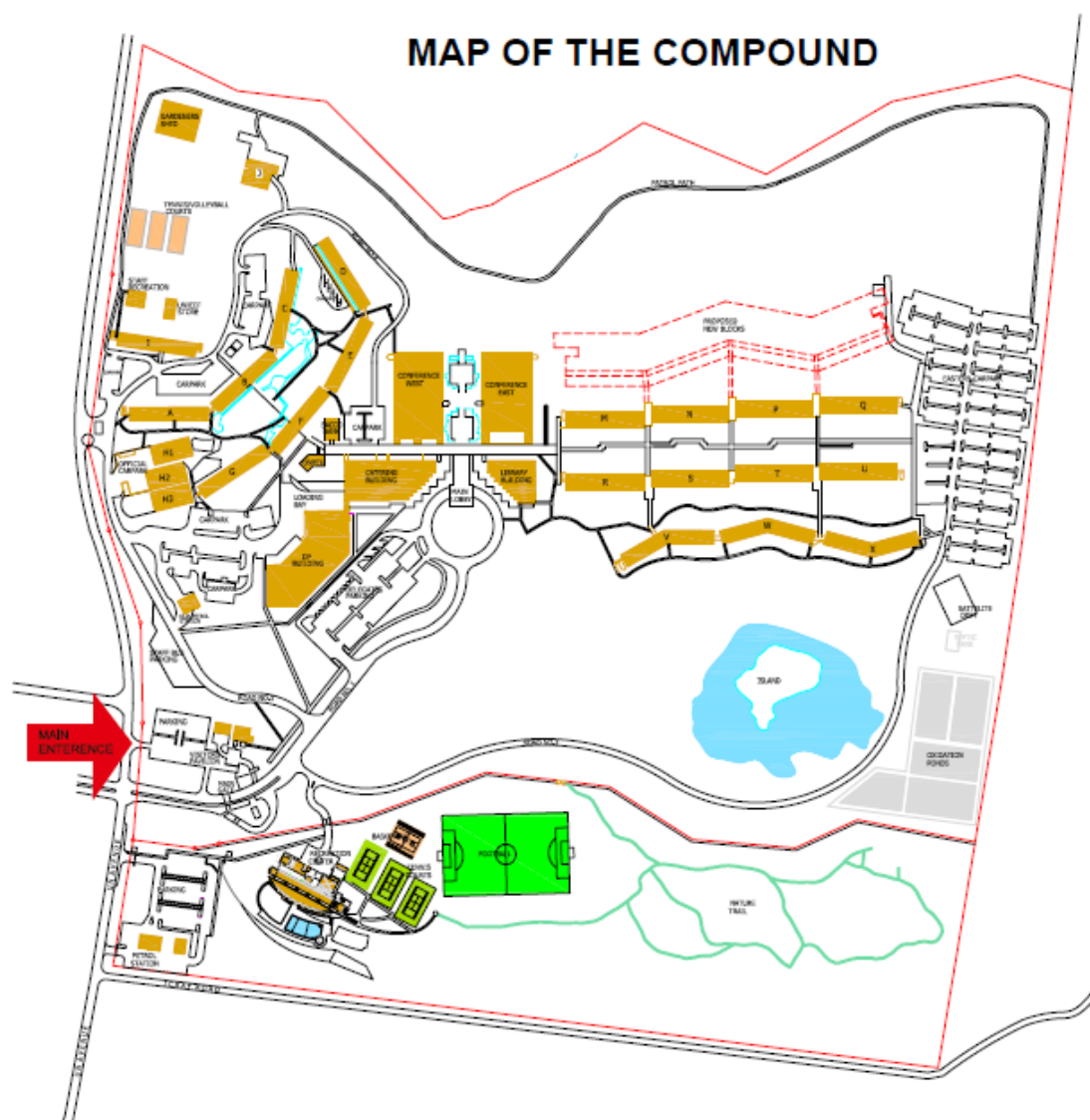
TRANSPORTATION

Transportation will be arranged on a request-by-request basis, and is estimated at **US\$25** for a single trip from the airport to the city centre. To arrange for transportation, please send a request **prior to your departure with your itinerary details** to un-redd@un-redd.org.

VENUE

The United Nations Office at Nairobi (UNON), P. O. Box 67578, Nairobi, Kenya 00200; Tel: +254 20 7621234

The 4th Policy Board meeting, **18-19 March, 2010** will take place in **conference room 4 (CR-4)**. Return trip transportation from the Tribe hotel to the UNON compound will be provided each meeting day. The hotel is conveniently located near the venue and it will take approximately 5 minutes by car.



Security at UNON

You will be provided with a visitor pass upon your arrival at main security gate at UNON. We encourage participants to arrive at least 30 minutes prior to the start of the meeting to ensure there is no delay. Please bring your **PASSPORT** to obtain your security pass. The security gates open at 7:00.

Registration

To register for the meeting please stop by the registration desk which will be located just past the Security desk. Registration will start at 8:30 and end before the meeting begins at 9:30 each day.

The UNON medical clinic

Emergency assistance, first aid and medical assistance, including on-call (24 hours/day) 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. Where: Block F, Room 117, Tel: +254 20 (762) 2267. Emergency Line: +254 20 (762) 5999. Open: Mon-Thur: 10.00 to 12.30 and 14.00 to 16.00. Fri: 8.30 to 13.30 and during meeting hours. No service on weekends. For assistance at the weekends please dial the 24-hour UNON Control Room on +254 20 (762) 6666.

Banks within the UNON compound

There are two banks within the UNON compound. The United Nations Federal Credit Union offers primarily internal financial services and does not offer cheques encashment or forex services.

- 1) **United Nations Federal Credit Union**, on lower concourse, Tel: +254 20 (762) 1036/7
Services: Internal banking services & ATM (Automated teller machines)
Open: Mon/Tue/Wed: 08.30 to 16.00, Thur: 08.30 to 17.00. Fri: 08.30 to 15.00
- 2) **Kenya Commercial Bank**, on lower concourse, Tel: +254 20 (762) 1170/1179/
Services: All general banking services including forex services and ATM s
Open: Mon-Fri: 09.00 to 16.00. No weekend service.

Internet access

Free wireless internet access (WiFi) hotspots are available in: the upper and lower library; the main cafeteria; the main entrance lobby, the upper and lower concourses; the press centre, the delegates lounge and in the meeting conference rooms. To use this service select “**VISITOR S-LA N**” from the list of available wireless networks.

FIELD VISIT

A field visit has been planned to the Rift Valley of Kenya on **17 March, 2010** scheduled to depart from the Tribe hotel in Nairobi at 7:30 and arrive back to the hotel at 17:30. As we will be visiting different sites, please ensure you have comfortable shoes and clothing, including a hat to shelter from the heat. An information packet with an agenda, maps, brief description of the area and other relevant information will be provided to all participants.

WELCOME RECEPTION & DINNER

A welcome reception and dinner for participants will be hosted by Angela Cropper, Deputy Executive Director of UNEP on the evening of **17 March, 2010**. More details to follow.

DAILY SUBSISTENCE ALLOWANCE (DSA)

DSA will be paid to eligible participants upon arrival in Nairobi outside meeting room 4 (CR-4) , in order to receive your DSA please bring:

- 1) Your boarding pass
- 2) A copy of the data page of your passport (photo page)
- 3) A copy of your passport page with the immigration stamp

GENERAL INFORMATION

Climate

The coast is hot with an average daytime temperature of 27-31 degrees centigrade whilst the average daytime temperature in Nairobi is 21-26 degrees centigrade. Typically **March-May is the wet season**.

Currency exchange

Most hotels offer forex facilities, though sometimes at disadvantageous rates. Forex facilities remain open at Jomo Kenyatta International Airport daily from 7am to midnight.

Currency

Kenya shilling (Ksh); slang 'bob'; coins: 50cts, KSh1, KSh5, KSh10 and KSh20; notes KSh50, KSh100, KSh200, KSh500 and KSh1, 000.

Exchange rates

As a general guide to exchange rates, the following rates apply as of March 2009: 1 US\$ = 90 Kenya shillings; 1 Euro = 109 Kenya shillings; and 1 Pound Sterling = 116 Kenya shillings.

Banking

Foreign currency can be changed at banks, foreign currency bureau or hotels. Banks in major centers are open from 09.00 to 15.00 Mon-Fri. 09.00 to 11.00 on the first and last Saturday of each month. Banks in coastal towns open and close half an hour earlier.

- 1) **ATMs** are available country wide with 24-hour access. Most accept international VISA cards
- 2) All major international **credit cards** are accepted
- 3) **Traveler's cheques** are accepted at most banks, bureau and hotels

Water

Kenyan tap water is not safe to drink. Bottled water is readily available.

County and city calling codes

International country code: + 254 (Kenya) and city area code: 20 (Nairobi).

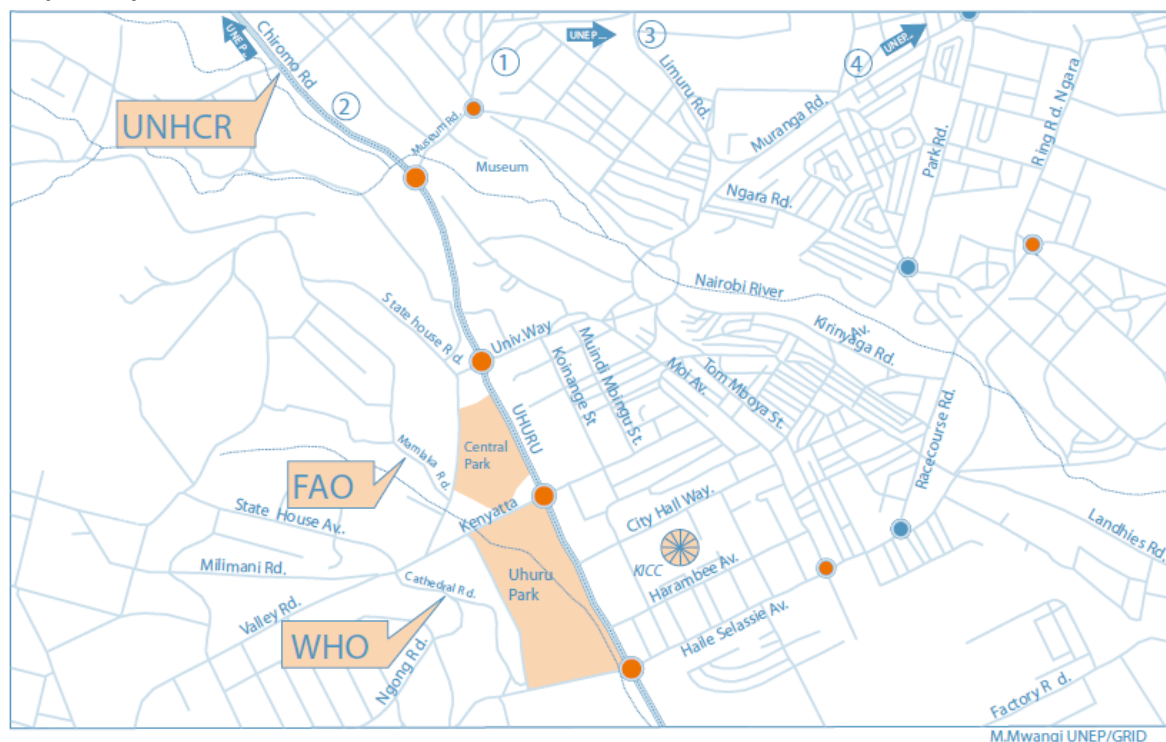
Time

GMT +3 all year-round. Kenya maintains an almost constant 12 hours of daylight. Sunrise is typically 06.30 and sunset at 18.45.

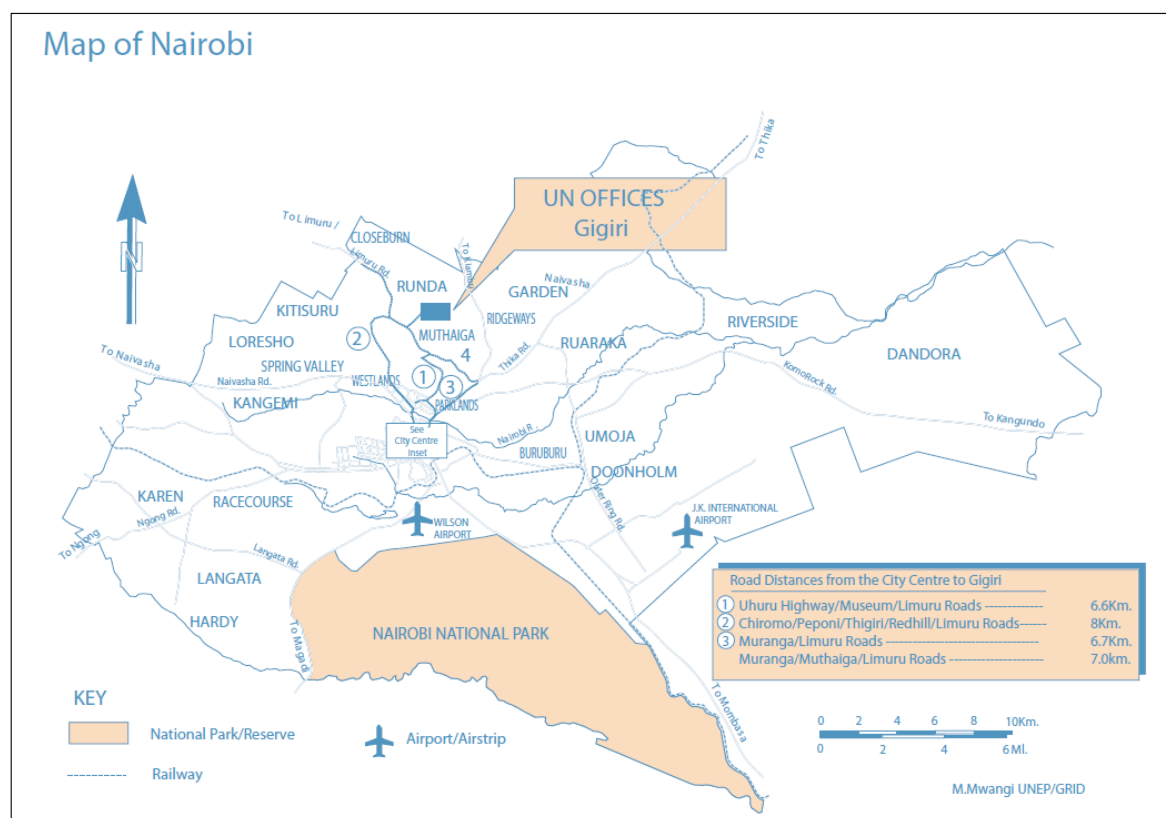
Electricity

220-240 volts AC, with standard 13-amp three square-pin plugs.

Map of city centre



Map of Nairobi



EMERGENCY CONTACT NUMBERS

Mrs. Reem Ismail-Saadeh
Events Coordinator
UN-REDD Programme Secretariat
Tel: +41 22 917 8442
Mobile: +41 77 455 5231
E-mail: reem.ismail@un-redd.org

Ms. Hendrica Muhonja Khayalu
Division of Environmental Policy Implementation
United Nations Environment Programme
Tel: +254 (0) 20 7625726
Mobile: +254 (0) 722434956
E-mail: hendrica.muhonja@unep.org