



**UNITED  
NATIONS**



**Convention to Combat  
Desertification**

Distr.  
GENERAL

ICCD/COP(7)/INF.1  
5 August 2005

Original: ENGLISH

---

CONFERENCE OF THE PARTIES  
Seventh session  
Nairobi, 17–28 October 2005

**ARRANGEMENTS FOR THE SEVENTH SESSION  
OF THE CONFERENCE OF THE PARTIES**

**Preliminary information for participants**

Note by the secretariat

The seventh session of the Conference of the Parties (COP 7) to the United Nations Convention to Combat Desertification (UNCCD) will be held from 17 to 28 October 2005 in Nairobi, Kenya. The present document contains general information which may be helpful to participants.

Additional information will be provided through the UNCCD website at <http://www.unccd.int>. Participants are kindly requested to visit the website for updates.

1. Conference secretariat

The head of the Conference secretariat is Mr. Hama Arba Diallo, Executive Secretary of the Convention's secretariat.

The secretariat can be reached at the following address:

Secretariat of the United Nations Convention to Combat Desertification  
Haus Carstanjen  
Martin-Luther-King Strasse 8  
D-53175 Bonn, Germany  
Tel. no.: (+ 49 228) 815 28 00  
Fax no.: (+ 49 228) 815 28 98/99  
E-mail: [secretariat@unccd.int](mailto:secretariat@unccd.int)

GE.05-62836

2. Host country authorities

The Government of Kenya has established a national preparatory committee in charge of preparations for COP 7. For additional information, participants may contact:

Mr. N. J. Ondijo  
Ministry of Environment and Natural Resources  
P. O. Box 30126 - 00100  
NHIF Building  
Ngong Road  
Nairobi, Kenya  
Tel. no: (+ 254 20) 273 08 08  
Fax no: (+ 254 20) 271 00 15  
E-mail: secretariatcop7@yahoo.com

3. Venue of the session

COP 7 will be held at the headquarters of the United Nations Office at Nairobi (UNON), Kenya, at the following address:

United Nations Office at Nairobi (UNON)  
United Nations Avenue, Gigiri  
P. O. Box 30552-00100  
Nairobi, Kenya  
Tel. no: (+ 254 20) 623 416 / 623 652  
Fax no: (+ 254 20) 624 275 / 217 119

The session will open on Monday, 17 October 2005, with informal consultations in the morning and the official opening at 3 p.m. in the Plenary Hall. Meeting rooms will be made available for informal meetings without interpretation, subject to arrangements being made with the secretariat. Working hours will normally be from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

4. Registration

Pre-registration for national delegations, United Nations specialized agencies and programmes and intergovernmental and non-governmental organizations, as well as for the media, will take place at the visitors pavilion at UNON on:

- Thursday, 13 October from 2 p.m. to 5 p.m.
- Friday, 14 October from 8.30 a.m. to 12.30 p.m. and from 3 p.m. to 6 p.m.
- Saturday, 15 October from 8.30 a.m. to 12.30 p.m. and from 3 p.m. to 6 p.m.
- Sunday, 16 October from 8.30 a.m. to 12.30 p.m. and from 3 p.m. to 6 p.m.

Registration will start on Monday, 17 October at 8 a.m. and continue throughout the session from 8 a.m. to 12.30 p.m. and from 2 p.m. to 5 p.m. (on working days). On Saturday, 22 October, the opening hours will be from 8.30 a.m. to 12.30 p.m. and from 3 p.m. to 6 p.m., and on Sunday, 23 October from 8.30 a.m. to 12.30 p.m. Identity badges will be issued at the time of registration, and

participants are requested to wear them at all times, since they will be allowed access to the meetings of the Conference only upon presentation of their badges.

It is of the utmost importance to accompany credentials with a passport-size photograph of each member of delegations attending COP 7. This will ensure a speedy pre-registration procedure, which will greatly reduce waiting time for delegates at the session venue.

## 5. Credentials

The credentials of representatives of Parties and the names of alternate representatives and advisers must be communicated to the secretariat either by the Head of State or Government or by the Minister for Foreign Affairs. To ensure full participation in the work of the Conference, it is recommended that representatives of Parties should be provided with full powers to participate in the session and, if necessary, to serve as officers of the COP and its subsidiary bodies, as well as of any committees or working groups of the session.

Credentials must be submitted to the secretariat of the Convention. The Bureau of COP 7 will examine the credentials and report to the session. Observer States and intergovernmental and non-governmental organizations must also be accredited.

It is strongly recommended that participants fax their credentials in advance to the secretariat in order to facilitate their registration during the Conference:

Fax no.: (+ 49 228) 815 28 98  
(+ 49 228) 815 28 99

## 6. Information for the media

Representatives from the media can register at the visitors pavilion at UNON during pre-registration and registration hours upon presentation of a valid press card.

Applicants for media accreditation need to provide an application form addressed to the Director of the United Nations Information Centre (UNIC) at Gigiri in Nairobi, as well as the following documentation:

1. A letter of introduction from their bureau chief
2. A passport or identification card for identification purposes
3. One passport size colour photograph
4. A valid press card.

The application form can be downloaded from <http://www.unicnairobi.org> (under "Media accreditation").

All the above conditions apply to both local and foreign journalists. Local journalists are, however, advised to start the process of accreditation as soon as possible, at least one month before the Conference. Foreign journalists may do so as soon as they arrive in the country.

*Press centre*

A fully dedicated and equipped press and media centre is available at UNON.

Additional information for media representatives on the Convention and the Conference can be obtained from the Convention secretariat at the above-mentioned address.

7. Transportation

Information on local transportation will be made available on the UNCCD website before the opening of the session and in the Official Journal during the session.

8. Hotel accommodation

Hotel bookings can be made by participants through telephone, fax and e-mail. It is highly advisable to make advance hotel reservations. A list of hotels is provided in the annex to this document.

It is planned that a company be engaged to facilitate the bookings. Its name and contact details will be made available on the UNCCD website.

9. Medical services and emergency numbers

Emergency medical services (including a stand-by ambulance) will be available throughout the duration of the Conference. A nurse and doctor will be on duty during the Conference and can be contacted in room 117 (Block F), tel. no. (+ 254 20) 622 267/8.

Any involvement in an accident should be reported immediately to the United Nations Control Room on the tel. nos. (+ 254 20) 622 999, or 626 666, or 212 000, or 622 334.

10. Postal, telephone, telefax and Internet services

Postal and telecommunication services are available within the UNON complex. Post office opening hours are from 9 a.m. to 5 p.m., Monday to Friday. Tel. no. is (+ 254 20) 622 452. The DHL courier mail service office can be reached on tel. nos. (+ 254 20) 622 579/80.

Computers connected to the Internet are located behind the post office (on the Lower Concourse) and in the library and will be available for free use by the participants.

11. Cafeteria and restaurants

There are three caterers at UNON contracted to provide food and beverages for breakfast, lunch and snacks. These caterers can also provide services for private functions, dinners and receptions. Contact tel. nos. are (+ 254 20) 622 460, or 622 463, or 623 840.

## 12. Travel agencies

The official United Nations travel agents are Bunson Travel and Achrya Travel located on the Upper and Lower Concourse, respectively. They can be reached at tel. nos. (+254 20) 624 974, or 624 980, or 624 986, or 624 987, or by e-mail [bunson.travel@unon.org](mailto:bunson.travel@unon.org) and tel. no. (+ 254 20) 623 824, or e-mail: [achrya.travel@unon.org](mailto:achrya.travel@unon.org). Both agencies are open from 9 a.m. to 5 p.m.

## 13. Payment modes and banking services

There are two banks at UNON (United Nations Federal Credit Union and Kenya Commercial Bank) with opening hours of between 9 a.m. and 4 p.m. from Monday to Friday. There are several ATMs at UNON.

Most banks within the country are open between 9 a.m. and 3 p.m. from Monday to Friday and between 9 and 11 a.m. on the first and last Saturdays of the month. Hotels also offer exchange facilities but at a different rate. Banks at Jomo Kenyatta International Airport open daily from 7 a.m. to midnight.

The basic unit of currency is the Kenyan shilling and travellers' cheques are widely accepted. Exchange rates at 1 June 2005 were approximately:

1 United States dollar = 77.10 Kenyan shillings

1 Euro = 94.47 Kenyan shillings

## 14. Immigration formalities and customs regulations

### *Health regulations*

Travellers from a number of countries<sup>1</sup> require yellow fever vaccination certificates. Persons checked are those originating or having transited through these countries.

### *Visa regulations*

Citizens of a number of countries need to have a visa prior to arriving in Kenya. Participants are requested to contact Kenya embassies or High Commissions for detailed information on entry regulations. In countries where there is no Kenya embassy or High Commission, the embassy of the United Kingdom of Great Britain and Northern Ireland will generally represent Kenya and be in a position to issue visas. For those who do not need a visa prior to departure, visas are readily obtained at the airport upon arrival.

---

<sup>1</sup> Angola, Benin, Bolivia, Brazil, Cameroon, Colombia, Congo, Cote d'Ivoire, Democratic Republic of the Congo, Ecuador, Eritrea, Ethiopia, Gambia, Ghana, Mali, Nigeria, Peru, Rwanda and Sudan.

Application requirements for a free-of-cost visa for COP 7 participants are as follows:

- Letter of invitation for participation in COP 7 from the UNCCD secretariat
- Valid passport (valid for three months from date of entry)
- Completed application form
- One passport size photo

It is possible to complete and print visa application form online on <http://www.kenya-airways.com>.

#### *Customs regulations*

For detailed information on customs procedure please visit Kenya Revenue Authority web site at <http://www.kra.go.ke>.

#### 15. Side and parallel events

Participants wishing to organize side events during COP 7 are kindly requested to send an application to:

Fax no.: (+ 49 228) 815 28 98/99

E-mail: [sideevents@unccd.int](mailto:sideevents@unccd.int)

The application form can be downloaded from the UNCCD website at <http://www.unccd.int>. Participants are advised that the secretariat will be responsible only for room allocation. Time slots and rooms will be accommodated according to availability, on a first-come-first-served basis. Contact data for additional services, provided on the commercial basis (interpretation, catering), will also be made public on the UNCCD website.

No side events may be organized during the Special Segment of the Conference (24-25 October).

A calendar of parallel events during COP 7 will be published in the Official Journal.

#### 16. Exhibition facilities

Space for exhibition facilities will be available to participants. There are 800 square metres of modern exhibition panels. Panel sizes are 2 m in height by 1 m in width and feature a Velcro receptive surface. Accessories include lighting for the panels along with stands and display racks for publications. Inquiries about panel displays can be sent to [unonprintshop@unon.org](mailto:unonprintshop@unon.org) or tel. (25420) 622518. Arrangements can also be made through the secretariat on a first-come-first-served basis:

Tel. no.: (+ 49 228) 815 28 08/09

Fax no.: (+ 49 228) 815 28 98/99

E-mail: [apires@unccd.int](mailto:apires@unccd.int)

17. General information about the session venue

*Information about UNON*

A guide for visitors to UNON and Nairobi is available on the UNON website at <http://www.unon.org/visitors.php>.

*Airports and tourism*

Jomo Kenyatta International Airport is located 18 km from the city centre (an approximately 20-minute drive during non-peak hours). It provides Kenya with an international air junction served by over 25 airlines with flights to most regions of the world. For more information, please visit the Kenya Airports Authority website on <http://www.kenyairports.co.ke>.

General information about Kenya can be obtained from the Internet website at <http://www.kenya.go.ke>. The website <http://www.meteo.go.ke> contains information about Kenya's climate and weather, while the website <http://www.magicakenya.com> provides tourism information about Kenya. The Kenya's national airline website is <http://www.kenya-airways.com>.

An airport departure tax of US\$ 20 (or equivalent in Kenyan shillings or other convertible currency) is charged upon leaving Kenya. Some airline companies include this tax in the airfare, in which case this is reflected in the ticket.

*Climate*

The second half of October falls into the short rainy season. Sunshine averages seven hours a day.

*Electricity*

240V, 50Hz  
3 pin power-sockets

*Local time*

GMT + 3

Annex

**LIST OF HOTELS IN NAIROBI<sup>1</sup>**

Name and address	Rating	Room type	Room price in US dollars	Telephone and fax numbers	Airport → hotel transfer charges	Hotel → UNON transfer charges	Location
Grand Regency P.O. Box 57549 Nairobi	5	Deluxe single Deluxe double Executive suite Royal suite Deluxe executive suite Penthouse Presidential suite Royal suite	95 115 200 1000 400 1200 1800 1000	Fax: (254 20) 217120 Tel: (254 20) 211199 E-mail: grandregency@ africaonline.co.ke or akaire@grandregency.co.ke	Complimentary	US\$ 15 (saloon) 3 persons 1 way US\$ 20 (9-seater) one way	City centre
Hotel Intercontinental P.O. Box 30353 00200 Nairobi	5	Standard single Standard double Deluxe single Deluxe double Superior suite Deluxe suite	94 B&B 114 B&B 135 B&B 155 B&B 265 + 26% taxes 365 + 26% taxes	Fax: (254 20) 32000030 Tel: (254 20) 32000000 E-mail: nairobi@ interconti.com	US\$ 12 per person one way	Complimentary to groups of more than 5 persons	City centre
Hilton Hotel P.O. Box 30624 Nairobi	5	Contract single Contract double Guest single Guest double Deluxe single room Double deluxe Deluxe plus single Deluxe plus double Executive single Deluxe suite Executive double	80 B&B 115 B&B 100 B&B 135 B&B 125 B&B 160 B&B 155 B&B 180 B&B 185 B&B 450 B&B 220 B&B	Fax: (254 20) 250099/226477 Tel: (254 20) 250000 E-mail: hilton@ africaonline.co.ke	US\$ 10 per person one way	US\$ 10 per person two ways	City centre

<sup>1</sup> Please note that this hotel list is an indication only. Room and transfer prices may have changed. Bookings should be made making reference to participation in COP 7.



The Stanley Hotel P.O. Box 30680 Kenyatta Avenue 00100 Nairobi	5	Single deluxe Twin deluxe Executive 1-bedroom suite 2-bedroom suite State suite Club room Presidential suite	80 B&B 105 B&B 180 B&B 250 B&B 300 B&B 350 B&B 160 B&B 400 B&B	Fax: (254 20) 229388, 2715566 Tel: (254 20) 332233/228830, 2716688 E-mail: reservations@the.stanley.sarova.co.ke	Complimentary	US\$ 10 per person two ways	City centre
Serena Hotel P. O. Box 48690 Nairobi	5	Single Double Business suite Executive suite	150 B&B 168 B&B 300 B&B 480 B&B	Kenya Avenue Milimani Tel: (254 20) 925111, 313800, 2718100 Fax: (254 20) 725184 E-mail: msenteu@serena.co.ke	US\$ 15 per person one way	Complimentary	500 m from city centre
Norfolk Hotel P.O. Box 40064 Harry Thuku Rd. Nairobi	5	Single/double Studio suite Duplex/executive suite Deluxe suite	110 B&B 215 B&B 315 B&B 365 B&B	Fax: (254 20) 250200,336742 Tel: (254 20) 250900 E-mail: norfolkgm@lonrhotels.co.ke ckikuvi@lonrhotels.co.ke	US\$ 10 per person one way	On arrangement	City centre
Windsor Golf Hotel and Country Club P. O. Box 45587 00100 Nairobi	5	Single deluxe Double deluxe Studio suite 2 bedroom cottage	100 B&B 120 B&B 150 B&B 220 B&B	Tel: (254 20) 862300 Fax: (254 20) 860160, 802322 Email: reservations@windsor.co.ke Website: www.windsorgolfresort.com	US\$ 35 saloon 3 persons one way US\$ 50 9-seater one way	US\$ 30 saloon 3 persons one way US\$ 80 (9-seater) one way	15 km from city centre
Nairobi Safari Club University Way Nairobi	5	Single Double Penthouse	94 B&B 110 B&B 550 B&B	Fax: (254 20) 224625 Tel: (254 20) 251333 E-mail: sales@nairobi-safari-club.com	Complimentary	Complimentary for over 10 persons	City centre
Safari Park Hotel P. O. Box 7543 Thika Road Nairobi	5	Single Double Deluxe single Deluxe double Business suite	107 B&B 122 B&B 115 B&B 130 B&B 196 B&B	Fax: (254 20) 3633919,8561584 Tel: (254 20) 363300,8562222 E-mail: sales@safaripark.co.ke	Complimentary for over 4 persons, US\$25 per person one way	Complimentary	12 km from city centre

Holiday Inn P.O. Box 66807 00800 Nairobi	4	Standard Double Executive Double executive Junior suite	119 B&B 119 B&B 170 B&B 185 B&B 190 B&B	Fax: (254 20) 3740920/1 Tel: (254 20) 3740906/40 E-mail: hi-sales@africaonline.co.ke	US\$6.50 per person One way	US\$ 5 per person two ways	3 km from city centre
Panafric Hotel P.O. Box 30486 Valley Road Nairobi	4	Single Double Superior single Superior double Suite (double)	68 B&B 110 B&B 85 B&B 135 B&B 160 B&B	Fax: (254 20) 3726356 Tel: (254 20) 3720822 E-mail: reservations@panafric.sarova.co.ke	Complimentary	US\$ 10 per person two ways	500 m from city centre
Fairview Hotel P.O. Box 40842 Bishop Road Nairobi	4	Single Business Economy plus Economy Double first class Business Economy	112 B&B 100 B&B 91 B&B 83 B&B 137 B&B 126 B&B 116 B&B	Fax: (254 20) 2721320 Tel: (254 20) 2711321/2720222 Website: www.fairviewkenya.com E-mail: reserve@fairviewkenya.com	US\$ 13 per person one way	US\$ 11 per person one way	1 km from city centre
Jacaranda Hotel Waiyaki Way Westlands Nairobi	4	Single	84 B&B	Fax: (254 20) 4448977 Tel: (254 20) 4448713/7 E-mail: jacarandahotel@africaonline.co.ke	US\$ 25 per person one way	On arrangement	3 km from city centre
Six Eighty Hotel P.O. Box 43436 Kenyata Avenue 00100 Nairobi	3	Single Double Triple	48 B&B 69 B&B 85 B&B	Fax: (254 20) 332908 Tel: (254 20) 332680 E-mail: info@680-hotel.co.ke	US\$ 12 per person one way	US\$20 per trip of 9-seater, US\$ 30 per trip of 25-seater	City centre
Silver Springs Hotel P.O. Box 61362 Argwings Kodhek Road Nairobi	3	Single Double	63 B&B 91 B&B	Fax: (254 20) 2720545 Tel: (254 20) 2722451-7 E-mail: silversprings@iconnect.co.ke	US\$ 13 per person one way	US\$16 per person two ways	1500 m from city centre

Marble Arch Hotel P.O. Box 12224 Lagos Road Nairobi	3	Single Double Suite	70 B&B 90 B&B 135 B&B	Fax: (254 20) 245724 Tel: (254 20) 240940/245656 E-mail: marblearchhotel@kenyaweb.com	On arrangement	On arrangement	City centre
Utalii Hotel Thika Road P. O. Box 31067 Nairobi	3	Single (resident) Double (resident) Single suite (resident) Double suite (resident) Single suite (non-resident) Double suite (non-resident)	43 49 54 57 87 92	Tel: (254 20) 802540/1 Fax: (254 20) 803094 E-mail: utaliihotel@insightkenya.com	On arrangement	On arrangement	10 km from city centre
Hotel Boulevard P.O. Box 42831 End of Harry Thuku Road 00100 Nairobi	2	Single Double Triple	60 B&B 80 B&B 106 B&B	Fax: (254 20) 317825,334071 Tel: (254 20) 227567/337221 E-mail: hotel@hotelboulevard.com, hotelboulevard@wananchi.com	US\$ 13 per person one way	US\$ 10 per person one way	1 km from city centre
Milimani Hotel P.O. Box 30715 Milimani Road Nairobi	1	Single Double	40 B&B 60 B&B	Fax: (254 20) 2724685 Tel: (254 20) 2722358/ 2725492 E-mail: hotelmilimani@wananchi.com	On arrangement	On arrangement	500 m from city centre
Kenya Comfort Inn P.O. Box 30425 Nairobi	Recom- mended	Standard single Standard double Superior single Superior double Executive single Executive double	29 B&B 32 B&B 32 B&B 35 B&B 36 B&B 50 B&B	Fax: (254 20) 317610 Tel: (254 20) 317606-9 E-mail: comfort@kenyaweb.com	On arrangement	On arrangement	City centre
Lenana Mount Hotel P.O. Box 40943 Nairobi	Recom- mended	Single Double	40 B&B 60 B&B	Fax: (254 20) 218809/2719394 Tel: (254 20) 2717044/48 E-mail: lenanamounthotel@iconnect.co.ke	US\$ 25 per person two ways	US\$ 20 per person two ways	500 m from city centre

Meridian Court Hotel P.O. Box 30278 Muranga Road Nairobi	Recommended	Single Double	48 B&B 63 B&B	Fax: (254 20) 230700/317045 Tel: (254 20) 220006/212785 E-mail: meridian@didii.com	US\$ 19 per person one way	US\$ 15 per person	City centre
Parkside Hotel P.O. Box 53104 Monrovia Street Nairobi	Recommended	Single Double Triple	22 B&B 32 B&B 41 B&B	Fax: (254 20) 340316 Tel: (254 20) 214154/214156/55 E-mail: parkside@insightkenya.com	On arrangement	On arrangement	City centre

-----