



United Nations

ICCD/CRIC(15)/INF.1



## Convention to Combat Desertification

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### Committee for the Review of the Implementation of the Convention

#### Fifteenth session

Nairobi, 18–20 October 2016

### Information for participants

The fifteenth session of the Committee for the Review of the Implementation of the Convention (CRIC 15) of the United Nations Convention to Combat Desertification (UNCCD), hereinafter referred to as “the conference”, will be held from 18 to 20 October 2016 in Nairobi, Kenya. The present document contains general information which may be helpful to participants. Additional information will be provided in due course on the UNCCD website: <[www.unccd.int](http://www.unccd.int)>.

#### 1. Secretariat

The secretariat of the UNCCD is headed by the Executive Secretary, Ms. Monique Barbut, and based in Bonn, Germany, at:

Secretariat of the United Nations Convention to Combat Desertification  
Langer Eugen  
Platz der Vereinten Nationen 1  
53113 Bonn, Germany  
Tel.: + 49 228 815 2800  
Fax: + 49 228 815 2898/99  
E-mail: [secretariat@unccd.int](mailto:secretariat@unccd.int)

#### 2. Host country authorities

The Government of Kenya has established a national preparatory committee in charge of preparations for CRIC 15. For additional information, participants may contact:

Mr. Richard Mwendandu  
Ministry of Environment and Natural Resources  
PO Box 30126-00100  
NHIF Building  
Ngong Road

GE.16-13437(E)



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Nairobi, Kenya  
Tel. no: +254-20273 0808  
Fax no: +254-20272 8701  
E-mail: rj\_mwendandu@yahoo.com

### **3. Venue of the conference**

The CRIC will convene its fifteenth session from 18 to 20 October 2016 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  
PO Box 67578  
Nairobi, Kenya  
Tel. no: (+ 254 20) 7621234

Meetings of affected country Parties of the Convention's Regional Implementation Annexes for Africa, Latin America and the Caribbean, the Northern Mediterranean, and Central and Eastern Europe in preparation of CRIC 15 will be convened from 16 to 17 October 2016 within UNON.

In addition to the Plenary Hall, meeting rooms will be made available within UNON, without interpretation services, for informal meetings. Arrangements for such meetings should be made with the secretariat.<sup>1</sup> Working hours will normally be from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

### **4. Admittance to the session**

The provisions governing the Conference of the Parties (COP) apply *mutatis mutandis* to the proceedings of its subsidiary bodies. Participation in the conference is therefore open to Party delegations, United Nations specialized agencies and observers in accordance with the provisions of the UNCCD and the rules of procedure of the COP.<sup>2</sup>

Party delegations do not need to present credentials since the CRIC and the Committee on Science and Technology (CST) are subsidiary bodies of the COP. However, an official list of delegation members should be forwarded to the UNCCD secretariat before the conference session for registration and security purposes. Observers already accredited to previous sessions of the COP should also comply with this requirement.

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<sup>1</sup> Please check the Official Journal of the session for relevant contacts.

<sup>2</sup> In accordance with article 36, paragraph 2, of the Convention, for each State or regional economic integration organization which ratifies, accepts, approves or accedes to the Convention after the deposit of the fiftieth instrument of ratification, acceptance, approval or accession, the Convention enters into force on the ninetieth day after the date of deposit by such State or regional economic integration organization of its instrument of ratification, acceptance, approval or accession. Consequently, the Parties as at the opening of the conference on 18 October 2016 will be the States and regional economic integration organizations that have deposited their instruments by 20 July 2016. States that deposited their instruments after 20 July 2016 but by 22 July 2016 will become Parties during the session. States that deposited their instruments after 22 July 2016 will not become Parties until after the session is closed, but may participate in the session as observers. Intergovernmental organizations, non-governmental and civil society organizations and observers that were accredited at the twelfth session of the COP are listed in document ICCD/COP(12)/15. Relevant information on the status of ratifications is available on the UNCCD website: <[www.unccd.int](http://www.unccd.int)>.

Any body or agency, whether national or international, governmental or non-governmental, which has not yet obtained observer status may be admitted to the conference on submission of an official request to the UNCCD secretariat, pending the decision on its accreditation as an observer by the COP at its next ordinary session. This request should state the competence or qualification of the body or agency in matters covered by the UNCCD.

## 5. Registration

Registration of participants to CRIC 15 will consist of the following steps:

### Submission of request for registration online

A registration page has been designed to accommodate the participants' registration requests to the CRIC 15. They are invited to pre-register **from 1 September 2016 to 7 October 2016** at the following link: <<https://registration.unon.org/unccd/>>.

In order to facilitate verification of requests for registration at the conference, all participants are required to upload an **accreditation, nomination or invitation letter**<sup>3</sup> confirming their capacity to attend the CRIC 15 session.

The participants are also required to upload a **standard passport photo** so as to accelerate on-site registration and badge collection.

### Confirmation and validation e-mail

Once the request for online registration has been cleared, the UNCCD secretariat will validate and send a confirmation of pre-registration to CRIC 15 to the participants by e-mail.<sup>4</sup>

### On-site registration

Once pre-registered, delegates will be able to finalize their registration on-site and collect their badges at the Visitors' Center Pavilion on the following days:

- Saturday, 15 October from 9 a.m. to 1 p.m. and from 2 to 6 p.m.
- Sunday, 16 October and Monday, 17 October from 8.30 a.m. to 12.30 p.m. and from 2 to 5 p.m.
- Tuesday, 18 October to Thursday, 20 October from 8 a.m. to 12.30 p.m. and from 2 to 5 p.m.

Participants are requested to wear issued identity badges at all times since they are required to gain access to UNON.

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<sup>3</sup> In case one accreditation, nomination or invitation letter covers several participants, the same letter can be uploaded for every person mentioned in the document.

<sup>4</sup> The participants are kindly requested to submit their personal email address for registration purposes.

## 6. Press centre/information for the media

### Media registration

Representatives from the media can register at the Visitors' Center Pavilion at UNON during registration hours upon presentation of a valid press card. Correspondents already possessing a valid United Nations grounds pass for Nairobi or New York will not need additional accreditation for the meeting. All others should make arrangements to receive United Nations accreditation.

Applicants for media accreditation need to complete an accreditation form online.<sup>5</sup> A passport photograph must be uploaded to submit the application. A valid press card and passport (a requirement for foreign journalists) or national identity card for locally based journalists are also required to fill out the application and gain access to the conference premises on arrival.

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.

Additional information regarding media participation in UNCCD events is available on the UNCCD website.<sup>6</sup>

### Press centre

The agenda and materials will be available online by 10 October 2016. 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 following address:

Ms. Wagaki Wischnewski  
Secretariat of the United Nations Convention to Combat Desertification  
Langer Eugen  
Platz der Vereinten Nationen 1  
53113 Bonn, Germany  
Tel.: + 49 228 815 2820  
Cell: + 49 173 268 7593 (roaming)  
Fax: + 49 228 815 2898/99  
E-mail: [wwischnewski@unccd.int](mailto:wwischnewski@unccd.int) and [copy\\_press@unccd.int](mailto:copy_press@unccd.int)

## 7. Transportation

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

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<sup>5</sup> The accreditation form is available at: [www.unicnairobi.org](http://www.unicnairobi.org) (under "Media accreditation").

<sup>6</sup> Please check:  
[www.unccd.int/Lists/SiteDocumentLibrary/Media/Official%20Meetings/FAQ\\_Media%20Participati](http://www.unccd.int/Lists/SiteDocumentLibrary/Media/Official%20Meetings/FAQ_Media%20Participati)  
[on\\_UNCCD.pdf](http://www.unccd.int/en/media-center/Pages/tools.aspx) and [www.unccd.int/en/media-center/Pages/tools.aspx](http://www.unccd.int/en/media-center/Pages/tools.aspx).

## 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 in Nairobi and Guest Houses near UNON Gigiri and the 2016 corresponding hotel rates can be found on the UNON website.<sup>7</sup>

## 9. Conference services and facilities at the venue

### Paperless conference

CRIC 15 will be paperless. Accordingly, official documents of the conference and its Official Journal will not be printed and distributed but made available electronically on the UNCCD website.

A print-on-demand documentation facility will be made available to the participants for the duration of the conference.

### Intervention at official meetings

By its resolution 70/9 on the pattern of conferences and the report of the Fifth Committee to the General Assembly (document A/70/450), the General Assembly reiterates its request to ensure the provision of high-quality conference services to Member States and other participants in official United Nations meetings.

In the interest of the smooth running of the meetings, participants need to maintain a normal speed when delivering speeches or making statements so that the provision of the required high-quality simultaneous interpretation services can be achieved to the satisfaction of all concerned.

### Side events and exhibition facilities

The CRIC15 will not organize side events nor provide exhibition facilities.

## 10. 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.

Location: Block F, room 117

Tel: +254 (0)20 762 2267

Emergency line: +254 (0)20 7625999

Open Monday – Thursday: 10 a.m. to 12:30 p.m. and 2 to 4 p.m.

Friday 8:30 a.m. to 1:30 p.m. and during meeting hours.

No medical services are available on weekends. For assistance over the weekends please dial the 24-hour UNON control room: +254 (0)20 762 6666.

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<sup>7</sup> Please check:

<<https://dcs.unon.org/sites/default/files/Hotel%20&%20Guest%20House%20Rates%202016.pdf>>.

### **Emergency numbers**

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

## **11. Postal, telephone, telefax and Internet services**

**The Post Office** is available in the UNON complex

- Open Monday to Friday, 8 a.m. to 5 p.m.

**DHL** courier mail service, lower concourse, next to the Post Office:

- Open Monday to Friday, 8 a.m. to 5 p.m.
- Tel: +254 (0) 20 762 2580, 762 2579.

## **12. Cafeteria and restaurants**

There are several caterers within the UNON compound contracted to provide food and beverages for breakfast and lunch as well as snacks during coffee breaks for staff and visiting delegates. In addition, there are several restaurants and bars within walking distance from the UNON complex (listed in the order of distance from the main UNON gate):

### **Emerald Garden – Thai food**

Directions: From the main gate of UNON, cross the road, turn right and walk about 200 m. You will find the restaurant to your left.

Website: <http://emeraldgarden.co.ke/> (Online reservation services available)

Tel: + 254 (0)710 88 6 688

### **Warwick Centre**

Directions: From the main gate of UNON, cross the road, turn left and walk about 100 m. The building will be on your right.

*Inside Warwick Center:*

### **Four Café Bistro** – Mediterranean food

Website: <https://eatout.co.ke/nairobi/four-cafe-bistro>

Tel: +254 (0)721 445 444

*Next to Warwick Center:*

### **Osteria** – Japanese and Italian food

Website: <http://bkenya.com/osteria-warwick-center/>

Tel: +254 (0)701 570 468

### **Mediterraneo** – Italian food

Website: [www.mediterraneorestaurant.co.ke/room/mediterraneo-gigiri/](http://www.mediterraneorestaurant.co.ke/room/mediterraneo-gigiri/)

Tel: +254 (0)20 712 3000

**Java Coffee House** – Sandwiches and salads

Directions: From the main gate of UNON, turn left and walk to the end of the road. Turn left on Limuru Road. It is next to the Petrol Station on your left.

Website: <http://javahouseafrica.com/>

Tel: +254 (0)721 425 403

**Big Square** – Burgers

Directions: From the main gate of UNON, turn left and walk to the end of the road. The restaurant is at the corner to your right.

Website: <http://big-square.co.ke/>

Tel: +254 (0)714 78 2 380

**Village Market** (food court): three-minute taxi ride.

Website: <http://villagemarket-kenya.com/>

**Lord Errol** (French): five-minute taxi ride.

Website: [www.lord-erroll.com/](http://www.lord-erroll.com/) (online registration services available)

Tel: + 254 (0) 721 920 820

### 13. Travel agencies

The following travel agents are available within the UNON Gigiri compound to provide assistance:

**BCD TRAVEL**

Tel: + 254 (0)20 7622492

E-mail: [ummi@bcdtravel.co.ke](mailto:ummi@bcdtravel.co.ke)

**EXPRESS TRAVEL**

Tel: + 254 (0)20 7624992

E-mail: [pushpak.pradhan@expresstravelgroup.co.ke](mailto:pushpak.pradhan@expresstravelgroup.co.ke)

### 14. Payment modes and banking services

**Currency and exchange rates**

The official currency of the Republic of Kenya is the Kenya Shilling (KES).

The exchange rates as of August 2016 are:

**1 US Dollar = approximately KES 101.4**

**1 EUR = approximately KES 113.8**

Foreign currency can be changed at Jomo Kenyatta International Airport, banks, foreign currency exchange bureaus or hotels. Banks in major centers are open from 9 a.m. to 4 p.m. Monday to Friday and from 9 a.m. to 12 noon on Saturdays. The following currency exchange places are available near or at UNON:

➤ **Kenya Commercial Bank (KCB)** can be found on the ground floor at UNON, next to the Delegates Lounge.

➤ **Standard Chartered Bank** is also available in the complex, located opposite KCB Bank.

- **Emerald Garden:** From the main gate of UNON, cross the road, turn right and walk about 200m. You will find the building to your left.
- **Warwick Center:** From the main gate of UNON, cross the road, turn left and walk about 100 m. The building will be to your right.

### **ATMs**

ATMs are available country-wide with 24-hour access. Within the UNON complex there are two ATMs on the lower concourse; one next to the Kenya Commercial Bank and the other near the United Nations Federal Credit Union. Major international cards are accepted. Credit card fraud occurs in Kenya as in most other parts of the world. The usual precautions should be taken.

### **Travelers' cheques**

Travelers' cheques are accepted at most banks, foreign currency exchange bureaus, hotels and stores in major malls.

**Tipping** is appreciated; however, most hotels and restaurants do include a service charge.

## **15. Immigration formalities and customs regulations**

### **Health regulations**

Travelers who come from or transit through countries with risk of yellow fever may be subjected to a yellow fever screening upon arrival in Kenya. It is advisable that travelers seek medical advice on the yellow fever vaccination if travelling or transiting from one of these countries.<sup>8</sup>

Malaria risk exists throughout the year in Kenya, though there is little risk in Nairobi and the highlands. It is advised that you take precautions while travelling out of these areas.

Kenya has temporarily lifted restrictions from previously Ebola-stricken countries. However, visitors entering Kenya may still be required to undergo screening upon arrival at Jomo Kenyatta International Airport.

### **Visa regulations**

A valid passport that does not expire for at least six months is required for entry into Kenya. Passports must have a clean and full visa page for endorsement. Citizens from a number of countries<sup>9</sup> must have a visa prior to arriving in Kenya. It may be obtained in advance from the Kenyan Embassy or High Commission in the country of residence. In countries where there is no Kenyan 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.

Application requirements for a free-of-cost visa for CRIC 15 participants are as follows:

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<sup>8</sup> Please check: <[www.who.int/ith/2016-ith-annex1.pdf?ua=1](http://www.who.int/ith/2016-ith-annex1.pdf?ua=1)>.

<sup>9</sup> Please check if you need visa here: <<http://evisa.go.ke/eligibility.html>>.



- Letter of invitation for participation in CRIC 15 from the UNCCD secretariat
- Valid passport (valid for six months from date of entry)
- Completed application form
- One passport photo.

The online visa application for Kenya can be filled out at: <[www.ecitizen.go.ke](http://www.ecitizen.go.ke)>.

#### **Customs regulations**

For detailed information on the customs procedure please visit the Kenya Revenue Authority website at <[www.kra.go.ke](http://www.kra.go.ke)>.

## **16. General information about the conference venue**

#### **Information about the United Nations Office at Nairobi**

A virtual guide for visitors to UNON is available on the UNON website at <[www.unon.org/content/virtual-tour-unon](http://www.unon.org/content/virtual-tour-unon)>.

#### **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 <[www.kaa.go.ke/](http://www.kaa.go.ke/)>.

General information about Kenya can be obtained from the Internet website at <[www.kenya-information-guide.com/](http://www.kenya-information-guide.com/)>. The website <[www.meteo.go.ke](http://www.meteo.go.ke)> contains information about Kenya's climate and weather, while the website <[www.magicalkenya.com](http://www.magicalkenya.com)> provides tourism information about Kenya. Kenya's national airline website is <[www.kenya-airways.com](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, which is reflected in the ticket.

#### **Climate**

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

#### **Electricity**

The electricity supply in Nairobi is 240V at 50Hz for mono phase. Plugs with three pin power-sockets are in use. An adaptor to connect appliances and/or a transformer may be needed.

#### **Local time**

The standard time is GMT + 3 hours.