

IP4  
RESUMED

## Fourth Meeting of the Intersessional Process considering the Strategic Approach and sound management of chemicals and waste beyond 2020

Nairobi, Kenya, 27 February to 3 March 2023

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27 February to 3 March 2023**

### **PRACTICAL INFORMATION**

#### **I. General**

1. The resumed fourth meeting of the intersessional process considering the Strategic Approach and sound management of chemicals and waste beyond 2020 (IP4) is scheduled to be held from 27 February to 3 March 2023 at the UN Environment Programme Headquarters in Nairobi, Kenya. This meeting will be preceded by technical briefings on Saturday, 25 February 2023 and regional, stakeholder and sectoral meetings on Sunday, 26 February 2023.
2. To make a positive contribution towards comprehensive climate neutrality, SAICM is committed to organizing and implementing sustainable, environmentally friendly, and carbon-neutral meetings, including this resumed fourth meeting.

#### **II. Venue and Schedule**

3. The event will be convened at the UNEP Headquarters (Figure 1). The address of the venue is:

*Venue: United Nations Office in Nairobi,  
Conference room 2 Address: United Nations  
Avenue, Gigiri, Nairobi, Kenya  
Phone number: +254 20 7622034  
Email: [saicm.chemicals@un.org](mailto:saicm.chemicals@un.org)*

Access: via the UN Avenue – off Limuru Road. The pedestrian access is through the Pavilion, north of the main vehicle access gates opposite the United States Embassy. Vehicles can drop off their passengers at a drive-in space in front of the gate.

4. Please make sure you bring a valid Government issued **picture identity card or passport** with you to enter the UN Complex.

United Nations Avenue, Gigiri, P.O. Box 30552, 00100  
Nairobi, Kenya

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11-13 Chemin des Anémones, 1219 Châtellaine, Geneva, Switzerland  
[saicm.chemicals@un.org](mailto:saicm.chemicals@un.org). [www.unep.org](http://www.unep.org)

5. The resumed meeting will take place in a face-to-face mode. The meeting will be live-streamed to support broad stakeholders' involvement. Registration will not be required to access the web live streaming and online observers will not be included in the IP4 list of participants. During the meeting, public screens at different locations in the UNON compound will indicate the conference room numbers for the event.



### III. Registration

6. Participants are invited to register for the meeting from 9:00 a.m. on Saturday 25 February 2023. Registration will be opened until the end of the meeting on Friday, 3 March 2023. In order to ensure easy access to the venue, we strongly recommend that all participants carry an ID card/passport and confirmation of registration in hand.

7. Participants should register online no later than **7 December 2022 for participants requesting funding and until 20 January 2023 for non-funded delegates** using the following link: <https://indico.un.org/event/1003225/> Registration will facilitate the issuance of badges at the meeting venue and the compilation of the list of participants. Participants are also highly encouraged to upload identification photos in the registration system in advance to speed up the registration process.

8. For identification and security reasons, all participants are requested to always wear their meeting badges at the Gigiri complex. The loss of a meeting badge should be communicated immediately to a member of the SAICM secretariat to be reissued.

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#### IV. Meeting documents and Language

9. Please note that the meeting will be a paper smart meeting and participants are kindly advised to bring their own laptop, as copies of meeting documents will not be printed or distributed. The meeting will be held in English and meeting documents will be in English. Documentation will be published as soon as available at: [Fourth Intersessional meeting \(saicm.org\)](https://saicm.org).

10. The agenda, provisional schedule, and meeting documentation for the resumed fourth meeting of the intersessional process considering the Strategic Approach and sound management of chemicals and waste beyond 2020 (IP4) and registration details are available on the meeting webpage

#### V. Formalities for Entry Kenya

11. It is the delegate's own responsibility to obtain a visa for Kenya, prior to departure. 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 required for most countries and may be obtained in advance from the Kenyan E-visa [website](https://immigration.go.ke/visa-section/). For more information, please visit: <http://immigration.go.ke/visa-section/>.

12. Please note that a general invitation letter was circulated to SAICM Stakeholders on 11 November 2022 which will be sufficient, as a supporting document, when you indicate in your Kenyan eVisa Application the reason for travel as “VISIT”, and not other options you will have i.e., Tourism, Medical, Business, Work.

13. Please note that by selecting “VISIT” within your Kenyan eVisa Application, the following two requests will NOT be applicable:

- Copy of the staff ID of the person who signed the letter of invitation,
- Copy of the Company Registration Certificate of the company in Kenya.

14. If the eVisa Application system asks for these two above-listed documents, please verify that you have selected “VISIT” as the purpose of your travel, and not any other option e.g. “Meeting”. When you reach the last step on your eVisa Application, you will need to add the following attachments:

- a recent passport size photo,
- passport covers,
- the invitation letter from the host (attached general invitation letter that was circulated to SAICM Stakeholders on 11 November 2022), and
- additional documents. We recommend, in addition to your personal files, to add a copy of your return travel ticket.

15. Please also find below contact details to:

- eVisa Helpdesk: +254 110 922 062 (whatsapp), +254 110 922 063 (whatsapp), +254 110 922 064 (whatsapp), Email: [evisa@immigration.go.ke](mailto:evisa@immigration.go.ke)

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- Payment queries: +254 207 903 260, Email: support@pesaflow.com
- Passport Customer Care: +254 202 222 022, +254 110 923 422, +254 110 923 423
- Emergency Hotline: +254 110 922 065, Email: passportsection@immigration.go.ke

## VI. Transport

16. Participants should make their own transportation arrangements from Jomo Kenyatta International Airport (approximately 35 minutes to 1-hour drive, 28km from the meeting venue). Detailed information about the airports may be found at <https://www.kaa.go.ke/airports/our-airports/jomo-kenyatta-international/>.

## VII. Accommodation in Nairobi

17. Participants are responsible for reserving their accommodations for their stay, and for covering their own food and other living expenses. A list of hotels with suggested rates in Nairobi can be found [here](#).

## VIII. Health Protocol

### Arrival at the airport

18. The traveler is required to (information as of 2 of November 2022), produce a negative PCR test result, or proof of full vaccination. Only vaccines approved by the World Health Organization are accepted, namely: Pfizer BioNTech, AstraZeneca-SK Bio, Serum Institute of India, AstraZeneca (UE), Janssen, Moderna, Sinopharm, Sinand ovac. The proof of vaccination must be uploaded to [Global Haven](#) for entry into Kenya. Up to date information can be found at <https://www.kcaa.or.ke/covid-19/covid-19-travel-requirements>.

19. The traveler is also required to adhere to Airport anti-Covid guidelines.

20. Any traveler arriving at any port of entry into Kenya with flu-like symptoms will be required to fill the passenger locator form on the “jitenge” platform: [https://ears.health.go.ke/airline\\_registration/](https://ears.health.go.ke/airline_registration/) and to undergo rapid antigen test at own cost of 30 USD regardless of age or vaccination status. If positive on antigen test, they will be required to undergo a COVID-19 PCR test at own cost of 50 USD.

### At the Conference Venue

21. Masks must be worn in shared indoor spaces.

22. Maintain a minimum of 1-meter physical distancing and regular use of hydro-alcoholic solution/gel. United Nations Office at Nairobi will take adequate measures to ensure that all areas of the premises are adequately cleaned, and that hand sanitizer is available in meeting rooms.

23. Medical services will be provided at the venue to assist all participants with any disease including Covid.

## IX. UNEP Covid-19 Protocol

24. UNEP will not be in a position to provide financial assistance to participants testing positive for COVID- 19 and hence have to isolate them. Medical costs incurred in Kenya will be directly borne by the participant. It is therefore strongly recommended that you arrange for your own travel health insurance prior to departure from your country and arrival in Kenya.

## X. Financial & administrative arrangements including Daily subsistence allowance (DSA) (only if applicable)

25. Participants whose travel is sponsored by UN Environment Programme, will be provided with a daily subsistence allowance (DSA) at prevailing United Nations rates. In order to facilitate the payment of the subsistence allowance, eligible participants are requested to submit copies of their passports and boarding pass(es) to the SAICM secretariat.

26. Any participant unable to stay for the entire duration of the meeting is requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance may be adjusted accordingly.

27. In cases where participation costs are borne by the UNEP, UNEP will provide only travel and DSA as expressed and will not assume responsibility for any other expenditures, including the following:

- i. All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations, and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country.
- ii. Salary and related allowances for the participants during the period of the meeting.
- iii. Costs incurred by participants in respect of travel insurance, accident insurance, medical bills, or hospitalization fees in connection with attending the meeting.
- iv. Compensation in the event of death or disability of participants in connection with attending the meeting.
- v. Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants.
- vi. Any other expenses of a personal nature, not directly related to the purpose of the meeting.

28. DSA for this meeting will be provided through cash cards. These cards are rechargeable multiple times within their validity written below the card number. Funded participants are, therefore, advised to keep the cash card in safe custody for future use. Should a funded participant already have a cash card issued in USD, please inform the SAICM Secretariat by giving the number of the cash card already in your possession and bring it with you to receive your DSA payment. The cash card number must correspond to a card issued in USD in order to be usable. These cash cards should be kept away from smartphones to avoid any damage

to the magnetic tape.

## **XI. Harassment-free Meeting**

29. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful, and safe environment. UN system events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UN system event.

- a. Prohibited conduct includes Harassment: any improper or unwelcome conduct that might be expected or be perceived to cause offense or humiliation to another person. Harassment in any form because of gender, gender identity and expression, sexual orientation, physical ability, physical appearance, ethnicity, race, national origin, political affiliation, age, religion, or any other reason is prohibited.
- b. Sexual harassment: any unwelcome conduct of a sexual nature that might be expected or be perceived to cause offense or humiliation. Sexual harassment may involve any conduct of a verbal, nonverbal or physical nature, including written and electronic communications, and may occur between persons of the same or different genders

30. Further information on the Code of Conduct to prevent harassment, including sexual harassment, at UN system events may be consulted at: <https://www.un.org/en/content/codeofconduct/>.

## **XII. Other Practical Information**

### **Insurance**

31. The participants are encouraged to arrange their travel insurance that covers both health and accident. The organizer will not be responsible for travel or health insurance coverage.

### **Currency and foreign exchange services**

32. The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rates are approximately:

1 US Dollar = KES 120.10 1 EUR = KES 120.41 (as of 13/09/22)

33. Foreign currency can be changed at JKIA, banks, foreign currency Exchange Bureaus or hotels. Banks in major centres are open from 9.00 a.m. to 4.00 p.m. on Monday to Friday and from 9.00 a.m. to 12.00 p.m. on Saturdays.

34. ATMs are available country-wide with 24-hour access. Within the UNON complex, there are four ATMs on the lower concourse: two next to the Kenya Commercial Bank, one near the UNFCU (United Nations Federal Credit Union) and the last one next to Standard Chartered Bank. There are also two ATMs (KCB and UNFCU) at the UN Commissary at the northern end of the UN Gigiri Complex. Major international cards are accepted.

### Telecommunication

35. Local SIM cards are available at the airport for around 10 USD for 7GB of data.

### Local transport

36. Many hotels provide courtesy shuttle services to/from the airport and in some cases from the hotel to the UNON complex. Visitors should advise their hotels in good time of their transportation needs. In the absence of a courtesy bus, visitors should use reputable taxi companies. Taxi companies include:

Jaycab Taxis: +254 (0)20 721 0510

Jatco: +254 (0)72 528 0000 or +254 (0)73 377 7425

Jimcab: +254 (0)71 433 3777 or +254 (0)73733 3222

37. Some taxi apps exist in the country. Available apps in the city are Uber, Bolt.

### Electricity

38. The power plugs and sockets are of type G (Round two-pin attachment plugs). The standard voltage is 240V and the standard frequency is 50 Hz.



### Time zone

39. East Africa Time (GMT +3)

### Useful contacts

UN Security Operation Centre (SOC)	0207622053/2116, 0707722503, 0707722505
UN Security Control Room	0207626666, 0720629999, 0733629999
Joint Medical Service	+254-724255378 (emergencies), +254 20 762 1267, +254 20 762 2267, +254 20 762 2268
Diplomatic Police (DPU)	0708589522, 0731170666
Kenya Police	999, 112, 020272 4154

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St. Johns Ambulance	+254 0721225285 (Ambulance), +254 0721611555
E-plus Ambulance	0700395395, 0738395395
AAR Ambulance	0725225225, 0202717375
Aga Khan University Hospital	0203740000, 0711092000, 0722204146

### Weather

40. The meeting will take place during the dry season, and the average temperatures are expected to be between 15 and 27 degrees Celsius.

### INFORMATION FOCAL POINTS AND ADDRESSES

41. Participants needing more information can contact the SAICM secretariat at the following email address: [saicm.chemicals@un.org](mailto:saicm.chemicals@un.org).