

**Convention on  
Biological Diversity**

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25 June 2019

ENGLISH ONLY

OPEN-ENDED WORKING GROUP ON THE  
POST-2020 GLOBAL BIODIVERSITY  
FRAMEWORK  
First meeting

**INFORMATION NOTE FOR PARTICIPANTS**

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## 1. OFFICIAL OPENING

The official opening of the First meeting of the Open-ended Working Group on the Post-2020 Global Biodiversity Framework (WG2020-1) will take place at 10:00 a.m. on Tuesday, 27 August 2019. The formal sessions of the meeting will be held daily from **10:00 a.m. to 1:00 p.m.** and from **3:00 to 6:00 p.m.** A reception for WG2020-1 will be held on 27 August 2019 at 6:15 p.m., details will be provided on-site. For more information on the programme of work, please refer to the provisional annotated agenda, which is available on the Secretariat's web site at: <https://www.cbd.int/meetings/WG2020-01>

The meeting will be preceded by two consultation workshops for the post-2020 and will run in parallel on 25 August 2019 at the same venue, room numbers will be provided on-site:

- Access and benefit-sharing and the Nagoya Protocol; and
- Biosafety and the Cartagena Protocol

## 2. VENUE

The meeting will be held at:

### **United Nations Environment Programme (UNEP)**

Conference Room 2b

United Nations Office at Nairobi (UNON)

United Nations Avenue, Gigiri

P. O. Box 67578

Nairobi, Kenya

Tel: +254-20-7621234

Fax: +254-20-7226886/ 7622624

Web site: <http://www.unon.org/>

Please note that traffic in Nairobi can be very congested, especially during rush hours, and that sufficient time should be allowed for transit to the meeting in the mornings. Please consult with your hotel reception desk on the appropriate travel time to allow.

## 3. PRE-REGISTRATION

### 3.1 CONTRACTING PARTIES

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination for each of the meetings. The letter should indicate the names, titles and contacts of delegates attending the WG2020-1 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 31 July 2019. Without an official notification from representatives of contracting Parties nominated to attend the meeting, indicating the names, titles and contacts of delegates and including the head of the delegation, registration will not be possible.

Pre-registration will facilitate the delivery of conference badges upon arrival on site, and the preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants for each meeting should inform the registration desk upon their arrival at the venue.

Ms. Cristiana Paşca Palmer  
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## **3.2 OBSERVERS**

### **3.2.1 STATES NOT PARTY TO THE CONVENTION**

The pre-registration of States not Party to the Convention is subject to the same procedure as outlined in paragraph 3.1 above.

### **3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES**

The pre-registration of representatives of the UN and its specialized agencies and the International Atomic Energy Agency is subject to the same procedure as outlined in paragraph 3.1 above.

### **3.2.3 GOVERNMENTAL AND NON-GOVERNMENTAL BODIES OR AGENCIES QUALIFIED IN THE FIELDS OF BIODIVERSITY CONSERVATION AND SUSTAINABLE USE**

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the meeting. These observers may, upon invitation of the President of the meeting, participate without the right to vote in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object (rule 7.2). Pursuant to the Annex of COP decision IX/29, the organization's statutes/rules or terms of reference, membership, as well as any other relevant information about the organization, must also be included with the request to be represented as an observer at the meeting.

Registration of these representatives is subject to the receipt by the Secretariat of **an official letter and relevant documentation**. The letter must be on the organization's letterhead and signed by the organization's Chief Executive or President and not by the nominee. The letter should indicate the names, titles and contacts of delegates attending the WG2020-1 meeting. The letter should be sent to the attention of the Executive Secretary at the address indicated in item 3.1 above. This information provided will facilitate the delivery of conference badges upon arrival on site, and preparation of the list of participants. Participants who do not wish to have their coordinates appear on the list of participants should inform the registration desk upon their arrival at the venue.

Please note that a Priority Pass will be issued by e-mail to all pre-registered participants. Please present the Priority Pass and passport/photo identification card at the registration counter at the venue; this will accelerate the obtention of your conference badge.

## **4. ACCESS TO THE MEETING VENUE AND NAME BADGES**

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges with photographs will be issued at the security entrance of the UNON compound, beginning on **Sunday, 25 August 2019 from 8:30 a.m. to 4:30 p.m.**

Badges will be issued at the registration counter upon presentation of a Priority Pass, a valid passport or an identification card with a photograph, along with a copy of the nomination letter(s) referred to under heading 3 above.

- **26-30 August from 8:30 a.m. to 4:30 p.m.**

For security reasons and to gain access to both meeting venue and meeting rooms, the display of conference badges is mandatory at all times. Any loss of a badge should be reported immediately to the registration counter.

## 5. MEETING ROOM ALLOCATIONS/RESERVATIONS

Information pertaining to room allocations for the plenary as well as for the regional and other groups will be clearly displayed on monitors within the meeting venue.

Meeting rooms are available for all groups starting on 26 August from 10:00 a.m. to 6:00 p.m. and continuing every day **from 8:00 a.m. to 9:45 a.m.** For any other use outside these time slots, the access to the meeting rooms needs to be confirmed, on a daily basis. Requests, prior to the start of the meeting, can be submitted to Lisa Pedicelli ([lisa.pedicelli@cbd.int](mailto:lisa.pedicelli@cbd.int)) or Paulo Tagliari at the venue.

## 6. Documents

### Pre-session

In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as they will not be printed on site. Copies on USB keys will be available upon request.

### In-session:

The Secretariat will continue using the print smart initiative where all in-session documents will be posted online on our web site and that documents in hard copies will only be available for printing on demand. An area near the meeting rooms will be set-up for this purpose.

Documents are available on the following web page:



<https://www.cbd.int/meetings/WG2020-01>

## 7. GENERAL INFORMATION ON ACCESS TO NAIROBI



Nairobi is serviced by the Jomo Kenyatta International Airport (17 kms from the Nairobi city centre). The meeting venue is located in Gigiri at the United Nations office at Nairobi (UNON) / UNEP Headquarters, outside the city centre of Nairobi, Kenya. The distance from the airport to UNON is about 27 kms and takes approximately 55 minutes.

Taxis are available at the airport; please use an official airport taxi. Agree on the price before departing and please be advised that the use of a taxi is the only way into the city from 10:00 p.m. to 6:00 a.m. The journey should take approximately 55 minutes depending on traffic.

Some hotels offer shuttle service to and from the airport at a cost, participants should enquire when making their reservations.

## 8. VISA INFORMATION



Participants from countries listed below do not require a visa; all other participants require an entry visa either an e-visa or a referred visa for Republic of Kenya. All are strongly advised to contact the nearest Kenyan diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Information on visa requirements can be found on the web site of the Department of Immigration Services of the Ministry of the Interior and Co-ordination of National Government the Republic of Kenya at the following link: <http://www.immigration.go.ke/>

Countries whose nationals do not require visas to enter Kenya – visa exempt  
(from the web site of the Department of Immigration Services of Kenya)

Bahamas	Kiribati	Seychelles
Barbados	Lesotho	Sierra Leone
Belize	Malaysia*	Singapore
Botswana	Malawi	Solomon Islands
Brunei Darussalam	Mauritius	South Africa*
Burundi	Namibia	Tanzania, United Republic of
Cyprus	Nauru	Tonga
Dominica	Papua New Guinea	Trinidad and Tobago
Eswatini	Rwanda	Tuvalu
Fiji	St-Kitts and Nevis	Uganda
Grenada	St. Lucia	Vanuatu
Ghana	St. Vincent and The Grenadines	Zambia
Jamaica	Samoa	Zimbabwe

\* Less than 30 days stay.

Information on the list of relevant Kenyan diplomatic/consular missions abroad, is available on the web site of the Ministry of Foreign Affairs of the Republic of Kenya at: <http://www.mfa.go.ke/>

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

## 9. SIDE-EVENTS

The Secretariat will not be offering side-events during the First meeting of the Open-ended Working Group on the Post-2020 Global Biodiversity Framework (WG2020-1), instead there will be some information sessions related to the Post-2020 Global Biodiversity Framework taking place during the lunch hours.

## 10. HOTEL INFORMATION

All participants are requested to make their own hotel arrangements. A list of Hotels and Guest in Nairobi and Gigiri are available on UNON's web site at the following link: [https://dcs.unon.org/sites/default/files/Hotel%20Rates%202018%20\(003\).pdf](https://dcs.unon.org/sites/default/files/Hotel%20Rates%202018%20(003).pdf).

Further information on hotels in Nairobi is available at the following web site:

[www.magicalkenya.com](http://www.magicalkenya.com) 

## 11. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCE (DSA)

The DSA will be disbursed to sponsored participants beginning on the first day of the workshop in the form of a prepaid credit card. For identification purposes, these participants are kindly requested to bring their passports and boarding passes. These will be photocopied and returned to participants during the workshop. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA.

## 12. OFFICIAL LANGUAGES

There are two official languages in Kenya which are Swahili and English.

### 13. WEATHER AND TIME ZONE INFORMATION



In August, temperatures in Nairobi usually range between a maximum of +22°C in the daytime and a minimum of +10°C at night. This is a rainy period of the year in Nairobi, please bring appropriate clothing. Current weather conditions in the area can be found at: <http://worldweather.wmo.int/en/city.html?cityId=251>.

The standard time zone will Eastern African time and is equivalent to GMT/UTC +3 hours.

### 14. ELECTRICITY

The electrical currents in Kenya are 240 Volts, 50 Hertz as shown in the illustration below.



### 15. CURRENCY



The currency in Kenya is the Kenyan Shilling (Ksh) (KES). The current exchange rate as at 12 June 2019 is US \$1 = 101.529 Ksh and €1 = 114.497 Ksh. Most hotels offer currency exchange facilities as well as banks in major centres are open from 9:00 a.m. to 3:00 p.m. and at Jomo Kenyatta International Airport which is open daily from 7:00 a.m. to midnight. ATM machines are also available country wide, including two ATM machines at UNON (venue). Major credit cards are accepted.

### 16. HEALTH REQUIREMENTS

The International travel, health and vaccination requirements for travel to Kenya can be obtained from the web site of the Centre for Disease Control and Prevention (CDC) at: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya>. There are several vaccinations that are recommended, and some are required.

A yellow fever vaccination certificate is required from travellers over one year of age coming from countries with risk of yellow fever transmission. The cities of Nairobi and Mombasa have lower risk of transmission than rural areas.

Risk of Malaria exists throughout the year in the whole country, including game parks, the city of Nairobi and in the highlands at altitudes above 2,500 m of Central, Eastern, Nyanza, Rift Valley and Western provinces.

Please note that tap water is not safe to drink in Kenya, however, bottled water is readily available.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel. Please ensure that you have travel insurance.

### 17. GENERAL SAFETY RULES FOR TRAVELLERS TO KENYA

General information for travel to Nairobi is provided by the United Nations Office for Nairobi (UNON) can be accessed at this link: <https://dcs.unon.org/node/75>

As in other countries, it is advisable to hand in your passport, traveller's cheques, excess money and any other valuables to be locked in the hotel's safe. Some precautions are as follows:

- Carry a copy of your passport, place another in your luggage and keep originals in the hotel safe;
- Don't walk on your own at night;
- Stay alert in locations frequented by tourists/foreigners;

- Exercise increased caution in Kenya due to crime, terrorism and kidnapping;
- Always use a licensed taxi and confirm fare in advance;
- Do not carry a lot of cash with you or wear expensive jewellery;
- Wear a money belt that fits under your clothes;
- Don't carry a lot of camera equipment.

Avoid travel in the areas within 100 kms of the following borders: Somalia, Ethiopian and South Sudan. Also, avoid travel to the areas of the Eastleigh and Kibera neighbourhoods of Nairobi.

For more specific security advice both before and during the open-ended working group meeting, please check your national Foreign Office travel advisory for Kenya.

## **18. Disclaimer**

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

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