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LOGISTICAL INFORMATION FOR PARTICIPANTS

Regional training for trainers capacity-building workshop on national adaptation plans for African least developed countries and small island developing States

18 to 21 August 2026

Nairobi, Kenya

1. ABOUT THE WORKSHOP

The regional capacity-building workshop on national adaptation plans (NAPs) for African least developed countries (LDCs) and small island developing States (SIDS), scheduled to take place in Nairobi from 18 to 21 August 2026, is hosted by the United Nations Environment Programme and organized by the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC).

Organized under the work programme of the Least Developed Countries Expert Group (LEG) for 2026–2027 and the NAP 3.0 initiative, the regional workshop is aimed at building the capacity of trainers from the LDCs and SIDS to acquire skills that will accelerate the formulation and implementation of NAPs. It will focus on building the capacity of trainees in the application of the NAPX tool, which is based on artificial intelligence (AI) and machine learning (ML). The NAPX tool is used to facilitate formulation of implementation-ready NAPs and the production of subsequent documents and materials for the implementation of NAPs. The NAPX tool was launched at the 2026 NAP Expo in Kigali in May 2026 and was showcased during the recent Subsidiary Body meeting in Bonn in June 2026. Parties expressed interest in further training on its use, and this workshop will train individuals that can then act as trainers in their country upon completion of the workshop.

More information about the workshop including the agenda is available at <https://unfccc.int/event/nap-workshop-africa-2026>.

2. VENUE

The workshop will be held at UNON Complex in Nairobi, Kenya.

The full contact details of the venue are below

United Nations Complex United Nations Office at Nairobi (UNON)
United Nations Avenue, Gigiri
P.O. Box 67578-00200, Nairobi, Kenya
Tel: +254 (0)20 762 0000

3. NOTE FROM THE SECRETARIAT

3.1 Access to UNON Complex

Participants are kindly requested to present their passport along with their acknowledgment letter upon entry to the UNON Complex.

3.2 Registration

Registration for all participants will take place from 7:30 to 8:45 am on Tuesday, 18 August 2026.

Travel for eligible funded participants to and from Nairobi will be arranged at the lowest cost and most direct economy fare. The UNFCCC secretariat will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example: upgrading, re-routing or stopovers.

Funded participants are kindly requested to bring their **passports and boarding passes** with them on the first day of the workshop in order **to facilitate DSA payment**.

3.3 Insurance

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure for the event until the time of their return to their home country. The United Nations and the UNFCCC secretariat disclaim all responsibility for medical accidents and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the workshop.

4. REQUIREMENTS FOR ENTRY INTO KENYA

4.1 Passport

Participants are required to have a signed passport, valid for at least six months from the date of arrival in Kenya.

4.2 Visa

Kenya Electronic Travel Authorization (eTA): All travelers must apply for an eTA via the official website <https://etakenya.go.ke/>.

Application Guidance: Step-by-step instructions and a list of required documents are available at <https://etakenya.go.ke/how-to-apply>.

Supporting Documents: Funded participants will receive their travel itinerary from the event organizers shortly. For your eTA application, please upload the acknowledgment letter you received upon registration confirmation as your supporting document.

Kindly ensure your application is complete to avoid delays or rejection by immigration authorities.

Should you receive the information that you are exempt from submitting the eTA, please be informed that your travel authorization be provided upon arrival.

5. LOCAL TRANSPORTATION

5.1 From the airport to the hotels

Some hotels provide courtesy shuttle services to and from Jomo Kenyatta International airport. You may wish to inform your hotel about any transportation needs prior to your arrival. You may also use Uber or reputable taxi companies. Please note that traffic can become very heavy depending on the time of day. City rush hours are 07:00–09:00 and 16:00–19:00.

Transportation costs will not be covered by the event organizer and are the sole responsibility of the participant.

6. ACCOMMODATION

Participants are responsible for making their own hotel reservations. A list of recommended hotels is provided in the Annex to this document.

7. FURTHER INFORMATION

7.1 Health requirements

Yellow Fever: A yellow fever vaccination certificate is required if you are arriving in the Republic of Kenya from a country with risk of yellow fever transmission. Advice on all vaccinations recommended for visitors can be obtained from the Kenyan Embassy/High Commission or on the visa website indicated above. Information is also available on the WHO website available under: <http://www.who.int/ith/en/>.

Participants arriving from countries listed below are required to possess a valid vaccination certificate for yellow fever: Angola, Argentina, Benin, Plurinational State of Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Columbia, Congo, Cote d'Ivoire, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Liberia, Mali, Mauritania, the Niger, Nigeria, Panama, Paraguay, Peru, Rwanda, Senegal, Sierra Leone, the Sudan, Suriname, United Republic of Tanzania, Togo, Trinidad and Tobago, Uganda, and Bolivarian Republic of Venezuela.

Malaria: Malaria is not generally found in Nairobi but is present in other areas including the coast. Clothing like long trousers and long sleeves that may protect the arms and legs from mosquito bites and use of repellents and bed nets is advised.

Food and waterborne diseases including diarrhea are present. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw food other than peeled fruits and vegetables and wash hands frequently with soap and water.

Hepatitis A: Recommended for most travelers, including those with "standard" itineraries and accommodations.

Hepatitis B: Recommended for most travelers; recommended for those who might be exposed to blood or other body fluids, have sexual contact with the local population, or be exposed through medical treatment (e.g., for an accident).

Typhoid: Recommended for most travelers, especially those who are staying with friends or relatives; visiting smaller cities, villages, or rural areas where exposure might occur through food or water; or prone to "adventurous eating".

7.2 Language

The official language is English, and the national language is Kiswahili. Please note that the workshop will be held in English. English-French simultaneous interpretation will be provided.

7.3 Geography

Kenya, officially known as the Republic of Kenya, is on the east coast of Africa, and lies on the equator bordered by Tanzania to the South, Uganda to the West, South Sudan to the North-West, Ethiopia to the North and Somalia to the North-East.

The capital, Nairobi, is a regional commercial hub with a population of about 4.5 million. Other major cities include Mombasa, which is the main seaport of the Indian Ocean, and Kisumu on Lake Victoria.



7.4 Climate

Kenya enjoys a tropical climate. March is the first month of the autumn for travelers to Nairobi with average temperature fluctuating between 26.8°C (80.2°F) and 15.3°C (59.5°F). The average rain falls in Nairobi is for 19.3 days (56mm) in March.

7.5 Electricity voltage

The standard voltage is 240 V and the standard frequency is 50 Hz.

The power plugs and sockets are of type G as on the picture below.



7.6 Banking

The official currency of the Republic of Kenya is the Kenyan Shilling (KES). The exchange rates, as of 4 August 2026 (subject to change), are approximately:

1 US Dollar (USD) = KES 129.48

1 Euro (EUR) = KES 149.10

For more information on exchange rates, visit this link: <https://www.centralbank.go.ke/rates/forex-exchange-rates/>. Foreign currency can be changed at the Jomo Kenyatta Airport (JKIA), banks and foreign currency exchange bureaus.

Banks are open Monday-Friday from 09.00 to 16.00 with some opening from 09.00 to 12.00 on Saturdays. ATMs are available at the airport, in shopping malls and stores at petrol stations.

Some ATM machines can be used to retrieve money with foreign cards.

American Express, Mastercard and Visa are accepted in the Banks and at the major Hotels.

7.7 Time Zone

Kenya is GMT +3.

7.8 Telephone services

The international dialing code of Kenya is +254

7.9 Emergency Phone Numbers

County Fire Emergency Numbers: 0202344599/0202222181

24hrs Ambulance Services - St John Ambulance Kenya: 0202210000/2241000, 0721225285

Police: 999, 112

7.10 Dress code

Participants may dress casually during the workshop.

WORKSHOP CONTACTS

For further questions regarding the meetings, please contact the following persons:

From the UNFCCC secretariat:

i) Mr. Paul Desanker

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From UNEP:

i) Almasi Musa

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We wish you a successful workshop and a pleasant stay in Nairobi.

Annex: List of hotels close to the UNON Complex in Nairobi, Kenya

Hotel	Address
Adies Garden Suites	1302, Lobelia Drive
The Bedelle	No. 551 Runda Crescent, Runda
Casa Bella Suites	Mumwe Drive, Runda
Dolfran Guest House	72 United Nations Crescent, Gigiri
Dream Place	75 United Nations Crescent, Gigiri
Hob House	Kinanda Rd Kitisuru
Glee Hotel	Northern Bye Pass
Kijiji Home Stay	120 Village Rd, Gigiri
Tara Suites	United Nations Crescent, Gigiri
Villa Leone Hotels	Daisy Drive Runda
Orchid Homes	United Nations Crescent, Gigiri
Alpha Queens Home	United Nations Crescent, Gigiri
China Gardens	UN Avenue, Gigiri
Comfort Gardens	34 United Nations Crescent, Gigiri
La Mada Hotel	Thika Rd
Magna Hotel Suites	United Nations Crescent, Gigiri
Safari Park Hotel	Thika Rd
Smothers Boutique Hotel	UN Crescent, No. 122
Trademark hotel	United Nations Crescent, Gigiri
Enaki Trademark Hotel	Enaki Town
Tribe Hotel	Market Rd, Village Market Gigiri
Windsor Golf Hotel and Country Club	Kigwa Lane, Ridge Ways, Off Kiambu Rd
Elysian Hotel	Thindigua off Runda
Gigiri Lion Villa	Gigiri near American Embassy
Gigiri Lion Villa	UN Crescent Near IOM office
Comfort Gardens	34 United Nations Crescent, Gigiri