



## **Regional scoping workshop on loss and damage under the Santiago network – Africa region, 10 – 12 May 2023, Nairobi, Kenya**

### **INFORMATION NOTE**

#### **Introduction**

The regional workshop is jointly organized by UNEP and the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), in Nairobi, Kenya.

The Regional scoping workshop on loss and damage under the Santiago network – Africa region is being held pursuant to decision 12/CMA.4, para 15, whereby the UNFCCC secretariat is requested to continue providing support for developing countries that are particularly vulnerable to the adverse effects of climate change that may seek or wish to benefit from the technical assistance available from under the Santiago network, until a new the Santiago network secretariat is identified and becomes operational next year.<sup>1</sup>

The workshop aims to engage countries in identifying and synthesizing information and insights on their experience in addressing major impacts of climate change, in particular major losses and damages resulting from hydro-meteorological hazards and extremes, as well as specific needs for technical assistance at different stages of responding and addressing the losses and damages. The workshop will take place on 10 – 12 May 2023. The workshop will start from 09:00 hrs on Wednesday, 10 May, and end on 12 May 2023.

#### **Meeting Venue**

United Nations Office at Nairobi (UNON) Conference Room 1

Address: United Nations Avenue, Gigiri, P. O. Box 67578 - 00200, Nairobi, Kenya

Website: <http://www.unon.org/>

The United Nations Office at Nairobi is located 25 km away from Jomo Kenyatta International Airport.

#### **Registration and identification badges**

Registration of participants will take place at the registration desk, UN Complex on Wednesday, 10 May 2023 from 08.00 am to 09.00 am and an identification badge provided.

#### **Accommodation**

Participants are kindly requested to make their own hotel reservations for their stay in Nairobi. A list of hotels and guest houses that have UN-negotiated rates and have been cleared by the UN Department of Safety and Security in Nairobi is attached.

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<sup>1</sup> [https://unfccc.int/sites/default/files/resource/cma2022\\_10a03\\_adv.pdf](https://unfccc.int/sites/default/files/resource/cma2022_10a03_adv.pdf)

## **Visas for Kenya**

It is the participant's own responsibility to obtain a visa for Kenya. The information provided here acts only as guidance. A valid passport, not expiring for at least six months from date of arrival is required for entry into Kenya.

A valid entry visa is also required for most countries and may be obtained in advance from the Kenyan Embassy/High Commission/Consulate in your country of residence.

In the absence of either, the British Embassy will generally represent Kenya in the issuance of visas. Please visit: <http://immigration.go.ke/?s=visas> for more information on immigration, including the different categories of visas/types and fees thereof. The fee is USD 50 for a one-time (single) entry visa. Please note that issuance of Visas on arrival depends on the classification of your country of origin and the nationality of the passport you are holding. Participants who require visas are encouraged to apply online on this link: <http://evisa.go.ke>

## **Transfer to and from the Airport**

Many hotels provide courtesy shuttle services to/from 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 may use reputable taxi companies. Similarly, Uber is an alternative to taxis. Recommended taxi companies are listed below:

- Hilltop +254 (0)20 272 3270
- Jaycab Taxis +254 (0)20 721 0520 or +254 (0)733 750455/ (0)723 239750
- Jatco +254 (0)20 444 8162 or +254 (0)733 701494/ (0)722 648383
- Jimcab +254 (0)20 712 2565 or +254 (0)737 333222/ (0)722 711001
- Kenatco +254 (0)20 250 6790 or +254 (0)705 780011/ (0)705 78001

## **Travel Arrangement**

UNEP will purchase the most economical round-trip economy class ticket based on United Nations travel rules for all sponsored participants. We kindly request that special routings or changes due to personal reasons be clearly indicated in the request for travel support link. Please note you will be requested to pay for these personal deviations. Once the ticket is issued, participants will be responsible for arranging any unofficial changes with the travel agent.

## **Contact persons**

| UNEP   | UNFCCC   | Travel Agent   |
|--|--|--|
| Gladys R. Ogombo and<br>Frankline Kidisa<br>Ecosystems Division<br>Tel: +254 0723889185/<br>+254 0756501775<br>E-mail:<br>gladys.ogombo@un.org;<br>frankline.kidisa@un.org | Anne Kariuki<br>Email: akariuki@unfccc.int<br>Tel: +49 228 815-14 07 | Milkah Mwangi Hemingways<br>Tel: +254 20 7621433<br>Email:<br>milkah.mwangi@hemingways.co;<br>travel.un@hemingways.co<br>W: <a href="https://www.hemingways-travel.com">https://www.hemingways-travel.com</a><br>Emergency contacts: Tel: +254<br>702 633783<br>Email:<br>emergency.un@hemingways.co |

## **Daily Subsistence Allowance (DSA)**

Daily Subsistence Allowance (DSA), at the prevailing United Nations daily subsistence rate for Nairobi, will be paid by Swiss Cash cards in **US Dollars (USD)** based on the actual official itinerary.

Participants are reminded to carry the value cash cards received in previous UNEP meetings, since the DSA will be loaded on to these cards. Only new participants will be provided with new cards (those with expired cards should inform the Secretariat by email: [gladys.ogombo@un.org](mailto:gladys.ogombo@un.org), and [frankline.kidisa@un.org](mailto:frankline.kidisa@un.org)).

Participants must make available the following travel documents to receive their DSA. If possible, please come with ready-to-collect documents to make this process quicker and easier.

- a) **Original boarding passes for all in-coming flights.**
- b) **Air ticket (e-ticket or a copy of original ticket).**
- c) **Valid passport for the traveler.**

Also, be advised that UNEP will not be responsible for any additional terminal costs or personal expenses (e.g., rooms, other meals, telephone, mini bars, laundry, etc.) incurred at the hotel or elsewhere during your trip.

## **Health**

A yellow fever vaccination certificate is required if you are arriving in Kenya from a country with risk of yellow fever transmission. Please seek further advice from your travel agent or doctor in your home country, who should have information on vaccination requirements for visitors into Kenya. For advice on other vaccinations recommended for visitors to Kenya, please contact the United Nations Office at Nairobi (UNON) Joint Medical Service <http://medical.unon.org/>. Useful information can also be obtained from the WHO website <http://www.who.int/ith/en/>

## **Covid-19**

Participants are required to verify that they are fully vaccinated against COVID-19. A risk-based approach, based on the latest guidance from World Health Organization regarding in-person meetings in the context of COVID-19, which takes into account the potential risks associated with face-to-face interactions, is recommended. While COVID-19 transmission is now sustained globally as well as in the host country, the risk of transmission increases in certain situations such as crowded settings/large gatherings and is associated with specific characteristics of the event including duration, location, and compliance with precautionary measures. Although masking is optional, WHO recommends wearing a mask in these situations.

With the evolution and unpredictability of the virus, and the simultaneous circulation of other respiratory viruses such as influenza, mitigating measures including:

- use of masks,
- hand hygiene with soap and water or alcohol-based sanitizer,
- Practicing respiratory hygiene by covering the nose and mouth with the bent elbow or use paper tissue when coughing or sneezing, properly dispose the used tissue into an enclosed bin,
- Physical distancing (at least 1 meter),

have been shown to effectively reduce the spread of COVID-19.

Malaria is common throughout the year in many parts of Kenya. Nairobi, the capital city, is generally malaria-free but this does not exclude the need to stay safe from infection by mosquitoes. It is recommended to consult your doctor about malaria prophylaxis if travelling into Kenya and beyond Nairobi. Adequate safeguards against mosquito bites are advised (insect repellent, bed nets, clothing with long trousers and covering the arms).

Food and waterborne diseases including diarrhea are common – depending on the hygiene standards of the places you visit. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than fruits and vegetables that you have peeled off yourself. Wash hands frequently with soap and water or sanitizers at designated spots in eateries and restaurants.

The UNON Joint Medical Service will be available in cases of emergency during the meetings. The clinic is located on ground floor behind the UN SACCO Offices Tel. +254 (0)20 762 2267. The emergency contact line is: +254 (0)20 762 5999 or +254 724255378.

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.

### **WIFI**

Free Wi-Fi facility will be available in the UNON complex and all meeting rooms. Select the wireless network connection named ‘VISITORS’ or ‘DELEGATES’ to enjoy Internet access for information and documentation prepared for the meeting. However, you are requested to limit the number of personal gadgets you connect to the Internet all at the same time. If every participant limits the number of gadgets connected, the Internet will be very efficient and enjoyed by all.

### **Special Expenses**

All participants are advised to arrange (at their own expense or that of your organization) insurance against sickness, accident, permanent or temporary disability, death and third-party risk for the period of the meeting, including the journey to and from Kenya.

UNEP does not assume responsibility for any other expenditure, including the following:

- a) 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;
- b) Salary and related allowances for the participants during the period of the meeting;
- c) Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- d) Compensation in the event of death or disability of participants in connecting with attending the meeting;
- e) Any loss 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.



### **General information**

- a) **Local Language:** The official language is English, and the national language is Swahili.
- b) **Time:** Kenya is GMT + 0300 hours.
- c) **Electricity:** The electrical currents in Kenya are 220 - 240 Volts, 50 Hertz. Kindly, note that Kenya uses the 13A 3 [square] wall switch socket outlet.
- d) **Currency/Foreign Exchange:** The monetary unit of currency is the Kenya shilling. Foreign currency should only be exchanged through banks or authorized foreign exchange dealers.
- e) **Weather:** In May, the average temperature is between 14.7°C (68.5°F) and 23.1°C (73.6°F).