

**2nd AD HOC INTERGOVERNMENTAL AND MULTISTAKEHOLDER
MEETING ON AN INTERGOVERNMENTAL SCIENCE-POLICY PLATFORM
ON BIODIVERSITY AND ECOSYSTEM SERVICES (IPBES)
5-9 October 2009
UNEP Headquarters, Nairobi, Kenya**

General Information for Participants

DATE AND VENUE

Date & Time: 5-9 October 2009 (10:00 AM – 18:00 PM)

Night sessions might be held upon necessity.

Venue: UNEP Head quarters, Nairobi, Kenya

Address:

United Nations Environment Programme
United Nations Avenue, Gigiri
PO Box 30552, 00100
Nairobi, Kenya

Tel: (254-20) 7621234

Fax: (254-20) 7624489/90

REGISTRATION

Registration will take place during following time at accreditation desk at the lower concourse of the United Nations Environment Programme Headquarters. A valid identity document with photo such as passport and an invitation letter from Secretariat must be presented to registration desk in order to collect the name badge.

- On 3 October- From 10.00 am to 17.00pm
- On 4 October - From 10:00am to 17:00pm
- On 5 -9 October - From 7:00am to 18:00pm

MEETING DOCUMENTS

Meeting documents are on internet at www.ipbes.net. Participants are kindly requested to make copies on their own and bring them to the meeting. A limited number of copies will be made available by the Secretariat at the meeting venue.

Participants who wish to make available documents other than the official documents should contact the Secretariat (makiko.yashiro@unep.org) regarding necessary procedures.

LANGUAGES USED

Plenary meetings will be conducted in Arabic, Chinese, English, French, Russian and Spanish. The meeting documents, except for information documents, are also available in Arabic, Chinese, English, French, Russian and Spanish.

DURATION OF MEETINGS

The morning meetings are scheduled from 10:00 to 13:00 and the afternoon meetings from 15:00 to 18:00. Participants are requested to be present at the meetings on time.

WELCOME RECEPTION

Welcome reception will be hosted by UNEP in the evening of 6th October 2009. Details will be announced at the meeting.

IMMIGRATION REQUIREMENTS

Every person entering Kenya must possess a valid national Passport. Visas are required by certain countries. For information regarding an entry visa, please visit <http://www.mfa.go.ke>

Kindly note it is traveler's responsibility to obtain a visa. Travelers requiring assistance in obtaining an entry visa are advised to inform the Secretariat (soraiya.ladak@unep.org) with information of passport name, passport number and date of issue & expiry to expedite the process of processing visa by the Government of Kenya.

Participants of countries that do not have an Embassy or a Consulate of Kenya, please notify the Secretariat as soon as possible. Official letters will be prepared and sent to such individuals by the Government of Kenya, which indicate that they will be granted a visa upon arrival. These official letters and the letter of invitation sent from UNEP will need to be presented by participants to airlines at the check-in counter. We request that you kindly check the necessity of VISA for transit.

HOTELS

Hotels have been identified at a special negotiated UN rate the list of these hotels is under the link called Hotels.

When making the room reservation, please make sure to mention that you are the participants for IPBES meeting to get the special rate. Availability of the rooms will subject to first come first serve basis.

FIGHT ARRANGEMENTS

For developing countries and countries with economics in transition, one representative from each country may be provided with financial support to cover travel expenses, with most economical and direct flights, upon request.

For the participants whose tickets are arranged by the Secretariat

Please submit New User Form (**ANNEX I**) two weeks in prior to your travel. (If your travel was funded by UNEP in the past, submission of this form is not necessary.)

For participants who wish to purchase their own ticket

Please note that the airfare must first be compared and approved by the Secretariat before purchase. Kindly note the Secretariat cannot reimburse any airfare without prior approval. The reimbursement can only be made by bank transfer after your travel.

For reimbursement of flight expenses, participants whose travel is funded by the Secretariat is required to submit the following documents:

Two weeks in prior to travel

- a) New User Form (**ANNEX II**)

Upon arrival at the meeting venue

- b) Original proof of payment (receipt)
- c) Copy of air ticket (or e-ticket)
- d) Original boarding passes
- e) Copy of passport (1) page with picture and (2) with stamp for entry into Kenya

- f) Funds Transfer Request form (bank name, branch name, bank address, account holder's name, account number, recipient's address etc. to be included.) (**ANNEX III**)
- g) Travel claim form (F10 form, **downloaded separately from website under "Officially Supported Participants"**) with your original signature

If there is any change to the itinerary, please contact Mrs. Soraiya Ladak (soraiya.ladak@unep.org) of the flight number, date and time of arrival and departure in Kenya.

DAILY SUBSISTANCE ALLOWANCE (DSA)

The Secretariat will provide the participants sponsored by the Secretariat with a Daily Subsistence Allowance (DSA) in the amount of USD256 (as of October 2009) per person per night for the period of their participation in the meeting in Nairobi. The DSA is based on the following dates of the meeting 4th-9th October 2009, the 10th of October DSA it is given as an extra day to cover any unforeseen costs.

The DSA is to be used for accommodation, meals, transportation, internet charges, visa fee (US\$ 25), yellow fever vaccination fee (if required) and other cost, which would incur during official stay in Kenya. DSA will be provided at the meeting venue.

To receive DSA, you are kindly requested to submit the following documents.

- 1) Passport copy of a page with (a) picture and (b) entry stamp into Malaysia
- 2) Your air ticket copy (copy of e-ticket)
- 3) Original Boarding passes

TRANSPORTATION FROM AND TO Jomo Kenyatta International Airport (JKIA)

All flights will arrive in Jomo Kenyatta International Airport (JKIA) Please take note that transportation to and from Jomo Kenyatta International Airport (JKIA) will not be arranged by the Secretariat. Taxis are readily available outside the arrivals entrance. Jatco and Jimcab are recommended (Prices are normally fixed)

INSURANCE

Participants are encouraged to make their own arrangements to secure personal health insurance cover and insurance against accidents. Please note that the cost for insurance will not be borne by the Secretariat.

YELLOW FEVER VACCINATION REQUIREMENT

A yellow fever vaccination certificate is required **ONLY** if you are arriving in Kenya from an infected area. For advice on vaccinations recommended for visitors to Kenya, please contact your doctor, or the UNON Medical Clinic. Telephone: (254-20) 762 2267. Emergency Line: (254-20) 762 5999.

TIME

GMT +3 all year-round. Kenya maintains an almost constant 12 hours of daylight. Sunrise is typically 06.30 and sunset at 18.45.

CURRENCY EXCHANGE

As a general guide to exchange rates, the following rates applied as of March 2009

- 1 US\$ 90 Kenya shillings
- 1 Euro 109 Kenya shillings
- 1 Pound Sterling 116 Kenya shillings

CLIMATE

The coast is hot with an average daytime temperature of 27-31 degrees centigrade whilst the average daytime temperature in Nairobi is 21- 26 degrees centigrade. Nairobi can become cold enough for coats and fleece; July and August mark the Kenyan winter. Temperatures elsewhere depend on altitude. Typically, January-February is dry, March-May is wet, June-September is dry, and October-December is wet.

SECRETARIAT CONTACT

General inquiries about the meeting:

Ms. Makiko Yashiro

United Nations Environment Programme (UNEP)

Division of Environmental Policy Implementation (DEPI)

E-mail: makiko.yashiro@unep.org

Inquiries about travel and logistical arrangements:

Mrs. Soraiya Ladak

UNEP/DEPI

E-mail: soraiya.ladak@unep.org

ANNEX I :

ANNEX II: United Nations Nations Unies

Form for Addition of a New Person in IMIS

User Registration Group

Division of Administrative Services/IMIS

Part A. To be completed by the requesting User.

Items 2-7 are Required. PLEASE PRINT OR TYPE.

1. Index Number:
(if known)

2. First Name:

3. Middle Name:

4. Last Name:

5. Date of Birth:
(dd/mm/yyyy)

6. Nationality:

7. Gender: Male
Female

8. Street Address:

9. City:

10. State:

11. Postal Code:

12. Country:

13. Type of Person: Subcontractor Consultant Meeting Participant Volunteer
Staff Member Trainee Intern Other _____

4. Requested By (Head of Unit/Section):

1 *Signature:* _____ *Date:* _____
Print
Name:

Room:

Ext.:

Part B. For Use Of HR IMIS HELPDESK Only

Name: _____ Signature: _____ Date: _____