



**Convention on
Biological Diversity**

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ENGLISH ONLY

OPEN-ENDED WORKING GROUP ON THE
POST-2020 GLOBAL BIODIVERSITY
FRAMEWORK
Fourth meeting
Nairobi, Kenya, 21 – 26 June 2022

INFORMATION NOTE FOR PARTICIPANTS

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Important: COVID-19 measures

- All delegates on arrival will be required to present their Priority Pass as well as their COVID vaccine Certificate at the main entrance of the UNON compound.
- All delegates are required to wear a face covering in the venue at all times while in public spaces, and in the meeting room except when directly addressing the meeting. Face coverings are to cover the mouth and nose. (see section 4 for more details)
- No food or drinks (except bottled water) allowed in all meeting rooms.

1. OFFICIAL OPENING

The official opening of the Fourth meeting of the Open-ended Working Group on the Post-2020 Global Biodiversity Framework (WG2020-4) will take place at 10:00 a.m. on Tuesday, 21 June 2022. 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.** 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/conferences/post2020/wg2020-04/documents>

The meeting will be preceded by a workshop on options to enhance the planning, monitoring, reporting and review mechanism (related to SBI-3 agenda item 9) and will start at 10:00 a.m. on 17 June to 18 June 2022 at the same venue, the room number will be provided on-site.

2. VENUE

The meeting will be held at:

United Nations Environment Programme (UNEP)

Conference Room 2

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 note that the time zone of the meeting will be Eastern Africa Time (EAT) which is GMT/UTC+3 hours.

Early registration is encouraged. The meeting in Nairobi will be conducted in person. However, taking into account the ongoing pandemic measures, Parties and observers are encouraged to limit the number of their representatives present physically in Nairobi. To facilitate this, provision will be made to allow delegations from Parties and observers to follow the sessions of the meeting, both plenary and contact groups, virtually. Please note, however, that online participation will be limited to 'Viewer' mode only.

In addition, special arrangements will be made for any Party that is not able to participate physically in Nairobi due to travel restrictions. To allow sufficient technical planning for the meeting, Parties should inform the Secretariat immediately (secretariat@cbd.int) if they foresee that it will not be possible, due to travel restrictions, for any member of their delegation to travel to Nairobi for the meeting.

Access to the venue will be restricted to comply with COVID-19 safety and social distancing measures, please see section 4 below for details.

As per the standard UN procedures, no food or drinks are permitted in the meeting rooms.

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 the meeting. The letter should be sent to the attention of the Executive Secretary at the address below, as soon as possible, preferably by 31 May 2022 and must indicate the names, titles and contacts of delegates attending the WG2020-4 meeting. Without an official nomination letter to attend the meeting, registration will not be possible.

Ms. Elizabeth Maruma Mrema
Executive Secretary
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

Pre-registration will facilitate the issuance 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 the meeting should inform the registration desk upon their arrival at the venue.

3.2 OBSERVERS

3.2.1 STATES NOT PARTY TO THE CONVENTION

Rule 6.1 of the rules of procedure applies to States not Party to the Convention that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received immediately to ensure registration in a timely manner, and must indicate the names, titles and contact details of the delegates to the WG2020-4 meeting.

The letter should be addressed to the Executive Secretary at the address indicated in item 3.1, above.

3.2.2 THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

Rule 6.1 of the rules of procedure also applies to the United Nations, its specialized agencies and the International Atomic Energy Agency, that wish to be represented as observers in the meeting.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received immediately to ensure registration in a timely manner, and must indicate the names, titles, and contact details of the delegates to the WG2020-4 meeting.

The letter should be sent to the attention of the Executive Secretary at the address indicated in item 3.1, above.

Please note that pursuant to rule 6.2 of the rules of procedure, these observers may participate in the meeting, without the right to vote, unless at least one third of the Parties present at the meeting object.

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.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received immediately to ensure registration in a timely manner.

The letter, to be sent to the attention of the Executive Secretary at the address indicated in item 3.1 above, must take the form of an official letter from the Chief Executive or Head of the organization, and must indicate the names, titles and contact details of the delegates to the meeting.

Please note that pursuant to rule 7.2 of the rules of procedure, these observers may participate, without the right to vote, in the proceedings of the 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.

3.3 PRIORITY PASS

After validation of registration by the Secretariat, 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 CONFERENCE BADGES

- Upon arrival at the Gigiri Security gate of the UNON compound, each delegate will be required to present their priority Pass and will then be directed to the registration counter.
- At the registration counter, you will be asked to present the following two documents:
 - Your Priority pass, and Photo ID (Passport preferably)
 - Any of the following Covid Certificates:
 - Kenyan COVID vaccination certificate through <https://globalhaven.org/>;
 - All WHO approved vaccines; Sputnik, and Abdalla Vaccines
 - A certificate of proof of recovery from COVID in the last 90 days.

Each delegate will then receive an adequate number of self-test kits and masks, and will be asked to administer the first test in a nearby assigned area, before passing the badge scanning gate.

Negative test result will need to be shown to security personnel at badge scanning checkpoint to gain access to the premises.

Daily access to the meeting venue is subject to the presentation of a valid conference badge and negative COVID test. Each delegate will be required to daily self-administer the test prior to arrival

Conference badges must be worn at all times and will be closely monitored for the security and safety of all participants. Any loss of a badge should be reported immediately to the registration counter.

If your test is positive, you will be asked to isolate and inform the Secretariat at covid@cbd.int.

COVID requirements can be found at the following link: https://kcaa.or.ke/sites/default/files/covid-19/documents/COVID19_TRAVEL_REQUIREMENTS_18.3.2022.pdf

You must upload your COVID vaccination certificate in order to enter Kenya and the information can be found at the following link: <https://globalhaven.org/>

Meeting room access badges

Access to all meeting rooms will be limited to registered CBD conference badge holders who have administered the self-covid test daily.

There is no limit on number of representatives per delegation to access the venue. However, due to meeting room space limitations and to ensure compliance with COVID measures and social distancing guidelines, there will be a need to limit number of participants to access the meeting room (used for plenary and contact group) at any one time.

As such, “meeting room access badges” will be distributed per delegation, the limit is currently **two per Party**, and **one per UN and IGOs**. For all other observers, information will be determined at a later time, after the Secretariat has the final number of registered organizations.

It should be noted that there will be an overflow room in the venue, where Plenary will be broadcasted in the six UN languages, which will be open to all registered delegates.

The “meeting room access badges” will be given to the first registered delegate from each Party or Organization. They are labelled with Parties or Organization names, must be managed and shared/interchanged within each delegation (but cannot be transferred between delegations). Forgotten or misplaced access badges will not be reissued.

Registration hours

The registration counter will be operational as per the following schedule:

- **16 to 25 June 2022 from 8:00 a.m. to 4:30 p.m.**
- **26 June 2022 from 8:30 a.m. to 1:00 p.m.**

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 groups starting on 20 June 2022 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).

6. DOCUMENTS AND STATEMENTS

6.1 DOCUMENTS

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 there will be no hard copies of documents available for distribution.

Documents are available on the following web page:



<https://www.cbd.int/conferences/post2020/wg2020-04/documents>

6.2 STATEMENTS

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the meeting are strongly urged to upload their statement **at least 1 hour in advance of delivery.**

The statement should include the following information in its header and filename:

- 1- Party/organization name;
- 2- Identify session of intervention: Plenary;
- 3- Date and time of intervention;
- 4- Agenda item number.

Statement uploading

Please go to the WG2020-4 home page: <https://www.cbd.int/conferences/post2020/wg2020-04/documents>

Click on the “upload statements” tab

You may upload your statement in several languages and if necessary, revised statements. Please upload each file separately.

When Parties are submitting a Regional Statement, please check the box ‘Regional Group’ statement, then select your region in the drop-down menu.

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 the 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 30 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 Coordination of National Government the Republic of Kenya at the following link: <http://www.immigration.go.ke/>

Visa application for many countries is available online at the following link: <https://evisa.go.ke/evisa.html>

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

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

* 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. 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.

10. HOTEL INFORMATION

All participants are requested to make their own hotel arrangements. A list of hotels and guest houses in Nairobi and Gigiri are available on UNON's web site at the following link: <https://dcs.unon.org/sites/default/files/2020-08/Nairobi%20Hotels%20and%20Guesthouses%202020.pdf>.

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

www.magicalkenya.com



11. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCE (DSA)

The DSA will be disbursed to sponsored participants on the first day of the meeting 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 June, temperatures in Nairobi usually range between a maximum of +22°C in the daytime and a minimum of +10°C at night. Please bring appropriate clothing for cool weather. 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 (EAT) 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 2 May 2022 is US \$1 = 115.79 Ksh and €1 = 122.08 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. GENERAL SAFETY RULES FOR TRAVELLERS TO KENYA

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

Exercise increased caution in Kenya due to crime, terrorism and kidnapping.

- Stay alert in locations frequented by tourists/foreigners.
- Always carry a copy of your passport and visa (if applicable). Keep original documents in a secure location.
- Do not physically resist any robbery attempt.
- Monitor local media for breaking events and be prepared to adjust your plans.
- Make contingency plans to leave the country in the event of an emergency.
- Review the Crime and Safety Report for Kenya.

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

For more specific security advice both before and during the workshop, please check your national Foreign Office travel advisory for Kenya.

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:

- Make a copy of your passport and keep it in your luggage;
- Don't walk on your own at night in the major cities or on empty beaches;

- 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 especially in the major cities.

17. 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.
