



Convention on Biological Diversity

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ENGLISH ONLY

AD HOC OPEN-ENDED WORKING GROUP ON REVIEW OF IMPLEMENTATION OF THE CONVENTION

Third meeting
Nairobi, Kenya, 24-28 May 2010

INFORMATION NOTE FOR PARTICIPANTS

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1. OFFICIAL OPENING

The official opening for the Third meeting of the Ad Hoc Open-ended Working Group on Review of Implementation of the Convention (WGRI-3) will take place at 10:00 a.m. on Monday, 24 May 2010. 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: <http://www.cbd.int/doc/?meeting=WGRI-03>.

2. VENUE

The meeting will be held at:

United Nations Environment Programme (UNEP)

United Nations Office at Nairobi (UNON)

United Nations Avenue, Gigiri

Nairobi, Kenya

Tel: +254-20-7621234

Fax: +254-20-7226886/ 7622624

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

3. PRE-REGISTRATION

3.1 CONTRACTING PARTIES

The letter should indicate the names, titles and contacts of delegates attending the WGRI-3 meeting and should be sent to the attention of the Executive Secretary at the address below, as soon as possible, but **no later than 30 March 2010**. 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.

This 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 should inform the registration desk upon their arrival at the venue.

Mr. Ahmed Djoghlaif
Executive Secretary
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

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 COP decision IX/29 (Annex) if a body or agency was not represented at the Ninth Meeting of the Conference of the Parties (Bonn, 2008) 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.

The pre-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 WGRI-3 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.

4. ONSITE REGISTRATION: 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 registration counter located at the centre entrance as follows:

- **20 and 21 May from 8:00 a.m. to 4:30 p.m.**
- **23 May 2010 from 10:00 a.m. to 6:00 p.m.**
- **24 May onwards from 8:00 a.m. to 4:30 p.m.**

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

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 within the meeting venue.

Meeting rooms are available for all groups every day **from 8 a.m. to 9:45 a.m.** For any other use outside this slot, the access to the meeting rooms needs to be confirmed, on a daily basis, with Mr. Nader Ibrahim, Conferences Services. Requests, prior to the start of the meeting, can be submitted to CBD Secretariat (secretariat@cbd.int), and through the “meeting room request” binder located at the document distribution counter.

6. DOCUMENTS



In order to minimize the environmental footprint of the meeting, only one set of pre-session documents will be provided per country delegation. Pre-session documents in languages and information documents can be retrieved from the Secretariat’s web site: <http://www.cbd.int/doc/?meeting=WGRI-03>. Delegates are kindly requested to bring their own copies to the meeting.

CD-ROMs containing the pre-session documents, in all six United Nations official languages, as well as the information documents, will also be made available upon request to delegates and participating organizations who wish to reproduce, at their own expense, additional copies of the documents. The CD-ROMs will be available at the documentation distribution counter.

7. VISAS AND HEALTH REQUIREMENTS

7.1 VISA REQUIREMENTS



Participants from countries listed below require an entry visa prior to arrival in Kenya and 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. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

A visa is required prior to entry into Kenya. A single entry Visa (valid for three months from date of issue) will cost approximately US \$50. A transit visa may also be obtained. Citizens of the following countries must have a visa prior to arrival in Kenya: Afghanistan, Armenia, Azerbaijan, Cameroon, Democratic People's Republic of Korea, Iraq, Ivory Coast, Jordan, Lebanon, Mali, Nigeria, Senegal, Somalia, Syrian Arab Republic, Tajikistan, and Stateless Persons.

Information on visa requirements can be found on the web site of the Department of Immigration of Kenya at the following link: <http://www.immigration.go.ke/>

Countries whose Nations do not require visas to enter Kenya
(from the web site of the Department of Immigration of Kenya)

| | | |
|-------------------|--------------------------------|------------------------------|
| Bahamas | Lesotho | Seychelles |
| Barbados | Malawi | Singapore |
| Botswana | Mauritius | Sierra Leone |
| Brunei Darussalam | Maldives | Swaziland |
| Cyprus | Namibia | Tanzania, United Republic of |
| Dominica | Nauru | Tonga |
| Fiji | Papua New Guinea | Trinidad and Tobago |
| Gambia | St. Lucia | Tuvalu |
| Grenada | St. Vincent and The Grenadines | Uganda |
| Ghana | Samoa | Vanuatu |
| Jamaica | | Zimbabwe |

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/mfacms/index.php?option=com_content&task=view&id=17&Itemid=29.

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

7.2 HEALTH REQUIREMENTS

The International travel, health and vaccination requirements for travel to Kenya can be obtained from the World Health Organization (WHO) web site: <http://apps.who.int/tools/geoserver/www/ith/index.html>. There are several vaccinations that are recommended.

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. Normally, there is little risk in the city of Nairobi and in the highlands (above 2,500 m) of Central, Eastern, Nyanza, Rift Valley and Western provinces.

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

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

8. HOTEL INFORMATION

Participants are kindly reminded that **they have to make their own hotel reservations as soon as possible**. To benefit from the special room rates some hotels are offering, please indicate that you will be attending a UNEP-SCBD meeting.

Below is an indicative list of hotels (**Annex A**) located in the vicinity of the United Nations Office at Nairobi (UNON). Further information on hotels near the meeting venue is available at the following web site:

<http://www.magicalkenya.com>



9. GENERAL INFORMATION ON ACCESS TO NAIROBI



Nairobi is serviced by the Jomo Kenyatta International Airport (14 km from the city centre). The meeting venue is located in Gigiri near the city centre of Nairobi, Kenya.

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 about 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.

General Safety Rules for Travellers to 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. Alternatively, where available, arrange to hire a safety deposit box. It is a sensible precaution not to walk alone in isolated towns or beach areas. Ask advice from your hotel manager or tour representative. 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.
- Don't carry too much cash with you.
- Wear a money belt that fits under your clothes.
- Don't carry a lot of camera equipment especially in the major cities.

10. SERVICES FOR PARTICIPANTS

Internet access and Business Centre

Participants will have access to internet at the Internet café located in the upper concourse in front of the travel agency. Wifi will be available in and around the conference area, lounges and meeting rooms.

The Business Centre located behind the delegates lounge next to the Internet café at the lower concourse will provide services on a commercial basis. Services available include: photocopying, word-processing, telephone, fax, mobile phones, rental of office and meeting room equipment, including projectors, PC's, copiers, fax machines, etc.

Telephone

Participants will have access to public telephones for local, national and international calls which are located at the business centre and near the post office. The telephone prefix for Nairobi, Kenya is 25420 (Country 254, City 20).

Cafeteria

There is a cafeteria located at the meeting venue, including several coffee shops offering light snacks throughout the buildings.

Banking

There are branches of the United Nations Federal Credit Union, Kenya Commercial Bank and Citi Bank that are open on weekdays from 9:00 a.m. to 4:00 p.m.

Medical facilities at the meeting venue

Medical services for emergencies will be available on throughout the duration of meetings.

11. PROMOTIONAL MATERIAL

11.1 DISPLAY TABLES

Display tables will be made available, free of charge, at the meeting venue for the display of promotional material and publications. Tables, clearly identified, are on a first come, first served basis.

11.2 SHIPPING OF PROMOTIONAL MATERIAL

Participants wishing to enquire about space availability regarding storage of promotional material at the meeting venue (UNON) should address their requests to the CBD Secretariat (secretariat@cbd.int), with a copy, for information purposes to Mr. Henry Hunt (henry.hunt@unon.org). For any query on customs clearance, please **contact your courier service directly**.

All shipments of promotional materials must be:

- Addressed to:
United Nations Environment Programme (UNEP)
Attn: Mr. Henry Hunt
United Nations Complex
Gigiri, Nairobi
Kenya
E-mail: henry.hunt@unon.org
Mobile: +254 722 203353
- Arriving in Nairobi no earlier than one week prior to the start of the meeting;
- Arranged on a door-to-door basis, as UNON does not deal with customs clearance and handling of the shipments, nor pay any shipment costs;
- Boxes should be Identified with the title of the meeting (WGRI-3).

N.B. Boxes must be numbered in “1 of X format”. Whenever possible, a copy of the publication should be affixed to each box.

12. SIDE-EVENTS

Requests for side-events should be made using the **online** system available on the Secretariat’s web site at: <http://www.cbd.int/register/home.shtml>. The deadline for the receipt of requests is **15 April 2010**. Requests will be processed on a first come, first served basis. Requests received after the deadline will not be considered.

Processed side-event requests can be viewed on the Secretariat’s web site at: <http://www.cbd.int/register/side-events/manage.aspx?mtg=WGRI-03>, prior to and during the meeting.

Subject to availability of rooms and provided that side-event requests are received before the set deadline of **15 April 2010**, meeting rooms, equipped with LCD projectors and computers/laptops, for PowerPoint presentations, are provided at no cost to the side-events organizers. However, there may be a cost to the organizers when an event is scheduled in a room that does not already contain the required equipment. Should this be the case, organizers will be notified accordingly. It should be noted that side-events **may be rescheduled** depending on official sessions of the meeting. Should such a situation occur, it is the responsibility of side-events organizers to advise the caterer accordingly.

A binder for the scheduling of technical tests for side-events will be made available at the document distribution counter.

Organizers of side-events wishing to enquire about costs for catering or technical equipment should contact the following focal persons directly with a copy, for information purposes, to Mr. Nader Ibrahim (nader.ibrahim@cbd.int).

(a) Technical equipment

Mr. Francisco Vasquez

E-mail: Francisco.Vasquez@unon.org

(b) Catering

1. Savanna

Contacts:

Mr. Manoji

Tel: +254 736660909

E-mail: manojihm@gmail.com

Mr. Justus Mutua

Tel: +254 722597638

2. Cafe Royale

Contact: Ms. Amina Litondo

Tel: +254 735564547

E-mail: cafe.royale@unon.org

3. Caz Creole

Contact: Ms. Gini or Ms. Suzie

Tel: +254 724539330

E-mail: cazcreole@gmail.com or caz.creole@unon.org

Side-event organizers without internet access or experiencing difficulties using the online system mentioned above, could address the duly completed form (**annex B**) to the CBD Secretariat (secretariat@cbd.int) or by fax + 1-514-288-6588.

13. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The DSA will be paid to the sponsored participants on the first day of the meeting.

14. OFFICIAL LANGUAGES IN KENYA

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

15. WEATHER AND TIME ZONE INFORMATION



In May, temperatures in Nairobi usually range between a maximum of +23°C in the daytime and a minimum of +13°C at night. During the months of April and May it is the rainy season in Kenya, please bring appropriate clothing. Current weather conditions in the area can be found at: <http://www.worldweather.org/071/c00251.htm>.

The standard time zone will be GMT/UTC +3 hours.

16. ELECTRICITY

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



17. CURRENCY



The currency in Kenya is the Kenyan Shilling (Ksh). The current exchange rate as at 16 February 2010 is US\$ 1 = 77.35 Ksh and €1 = 106.48 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. Major credit cards are accepted.

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 insurance for the period of participation prior to departure.

Rate of exchange: US \$1 = 77.35 Ksh
and €1 = 106.48 Ksh

Annex A – Hotel listing

LIST OF HOTELS WITH INDICATIVE ROOM RATES IN US DOLLARS OR IN KENYAN SHILLINGS (Ksh)

RATES ARE INDICATIVE AND SUBJECT TO CHANGE

| HOTEL | ROOM RATES | REMARKS / LOCATION |
|--|---|--|
| FAIRMONT (THE NORFOLK) Contact: Charles Kikui E-mail: charles.kikui@fairmont.com Kenya.reservations@fairmont.com Web site: www.fairmont.com | Single room US \$150 Double US \$199 | |
| FAIRVIEW HOTEL E-mail: book@fairviewkenya.com Web site: www.fairviewkenya.com | Single room Ksh. 8,600 Economy Ksh. 9,400 Economy plus Ksh 11,400 Double Ksh 11,600 Business first Ksh 13,600 | Located in central Nairobi |
| JACARANDA HOTEL Contact: Tonny Muiruri E-mail: sales-jhgroup@africaonline.co.ke Web site: www.jacarandahotels.com | Single room US \$188 Double room US \$234 | Located in Westlands suburbs, central Nairobi |
| LA MADA Contact: Martin /Pauline E-mail: lamada@madahotels.com | Single room US \$140 Double room US \$160 Suite US \$250 | |
| LAICO REGENCY Contact: Jassi Sian or Lydia E-mail: asian@laicoregencyhotel.co.ke Web site: www.laicohotels.com | Single US \$185 Double US \$210 Executive Suite US \$375 Executive double US \$375 | Located in central Nairobi |
| NAIROBI SAFARI CLUB Contact: Ms. Florence Marangu E-mail: sales@nairobisafariclub.com Web site: www.nairobisafariclub.com | Single room US \$160 Double room US \$180 | Located in central Nairobi |
| NAIROBI SERENA HOTEL Contact: Harrison Tuva E-mail: Nairobi@serena.co.ke Web site: www.serenahotels.com | Single room US \$220 Double deluxe US \$220 Superior rooms US \$395 Executive Suite US \$510 Garden Suite US \$555 Business Suite US \$605 | Located near central park , Nairobi |
| PANAFRIC Contact: Nelson Mburu E-mail: nelson.mburu@sarovahotels.com ; panafric@sarovahotels.com Web site: www.sarovahotels.com | Single room US \$110 Double room US \$150 Club room single US \$145 Superior double US \$190 Club rm. Single US \$185 Club rm. Double US \$240 | Located in the suburb of Nairobi |
| RED COURT Contact: Ms. Ann Oyugi E-mail: info@redcourt.co.ke | Single room US \$120 | |
| SAFARI PARK Contact: Ms. Ruth Chege and Ms. Scola Muthama E-mail: reservations@safariparkhotel.co.ke , sales@safaripark-hotel.com Web site: www.safaripark-hotel.com | Single room US \$180 Double room US \$220 | Located 15 minutes from city centre |
| SILVER SPRINGS Contact: Michael Ochieng E-mail: silversprings@iconnect.co.ke Web site: www.silversprings-hotel.com | Single room Kshs. 7,900 Double Kshs. 11,000 Superior single Kshs.10,500 Suites double Kshs. 12,500 | Located in central Nairobi |

| HOTEL | ROOM RATES | REMARKS / LOCATION |
|--|---|---|
| SIXEIGHTY Contact: Elizabeth Mwangi E-mail: info@680-hotel.co.ke | Single room Kshs. 4,105 Double Kshs. 5,775 | |
| TRIBE Contact: Cecilia Odhola E-mail: reservations@tribehotel-kenya.com Web site: www.africanpridehotels.com/tribe | Single room US \$200 Double US \$265 | Located on Limuru Road, Village Market, Nairobi |
| UTALII Contact: Suleiman Mwanyere E-mail: utaliihotel@utalii.co.ke Web site: www.utaliihotel.co.ke | Single room US \$100 Double US \$140 | Located outside city centre |
| WINDSOR GOLF HOTEL Contact: Rosemary Nyakarura E-mail: nnyakarura@windsor.co.ke ; admin@windsor.co.ke Web site: www.windsorgolfresort.com | Single US \$183 Double US \$245 Studio US \$368 | Located in Kiambu, Nairobi |

Annex B – Side-Event Request Form

CBD



Convention on Biological Diversity

Deadline: 15 April 2010

SIDE-EVENTS REQUEST FORM

THIRD MEETING OF THE AD HOC OPEN-ENDED WORKING GROUP ON REVIEW OF IMPLEMENTATION OF THE CONVENTION NAIROBI, KENYA, 24-28 MAY 2010

Please ensure that all the information below is completed

For online requests, please click here: http://www.cbd.int/register/home.shtml

1. Event Title: _____

2. Full name and acronym of organizer(s): _____

3. Expected number of Participants: _____

4. Preferred date and time:

| | | | | | | | |
|-----|----------------|------------|-------|---------------|--------------------------|---------------|--------------------------|
| (a) | First Choice: | ___/5/2010 | time: | 13:15 – 14:45 | <input type="checkbox"/> | 18:15 – 19:45 | <input type="checkbox"/> |
| (b) | Second choice: | ___/5/2010 | time: | 13:15 – 14:45 | <input type="checkbox"/> | 18:15 – 19:45 | <input type="checkbox"/> |
| (c) | Third choice: | ___/5/2010 | time: | 13:15 – 14:45 | <input type="checkbox"/> | 18:15 – 19:45 | <input type="checkbox"/> |

5. Requirements* (Please check the boxes as appropriate)

- (a) LCD Projector with PC (for PowerPoint presentations)
- (b) Other* (please specify and refer to note below):

6. Date of submission: (___ / ___ / ___) dd/mm/yy

7. Short event description: _____

* For any catering arrangements, please refer to page 8 under heading 12. Any event requiring special equipment is at the expense of the organizer; for any query & assistance, please contact: secretariat@cbd.int.
