



**United Nations
Environment
Programme**



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**Open-ended Working Group of the Parties to
the Montreal Protocol on Substances that
Deplete the Ozone Layer**

Twenty-seventh meeting

Nairobi, 4-7 June 2007

INFORMATION NOTE FOR PARTICIPANTS

I. Venue

The Twenty-seventh Open-ended Working Group of the Parties to the Montreal Protocol will be held in Nairobi from 4 to 7 June 2007, at the following venue:

United Nations Environment Programme

United Nations Avenue, Gigiri

P.O. BOX 30552 - 00100

Nairobi

Kenya

Tel: (254-20) 7623848 / 7623885

Fax: (254-20) 7624691 / 7624692 / 7624693

II. Registration and identification name badges

The registration for the meeting will open at 8:30 a.m. Friday, 1 June, and will continue until 12:00 noon on Thursday, 7 June 2007.

Delegates are encouraged to pre-register on-line through the Secretariat's website (http://ozone.unep.org/Meeting_Documents/oewg/27oewg/index.shtml). Based on the received and duly completed pre-registration forms, name badges will be issued at the Visitors Pavilion upon the presentation of a valid passport or an identification card with a photograph.

For security reasons, the display of name badges is mandatory for admission to the United Nations Office at Nairobi as well as to its meeting rooms. In addition, delegates are requested to have their valid passports and identification cards for entry into the United Nations Conference Venue.

III. Financial assistance to developing countries

Limited funds are available to assist the participation of representatives from developing countries and countries with economies in transition Parties to the Protocol. Should your Government require such assistance, please submit your request to the Secretariat. In order to facilitate timely action on requests for funding, please make such requests before 1 May 2007, and include in the request the details of the participant to be assisted. Please note that only one participant's travel using the most appropriate economical fares and United Nations daily subsistence allowance may be covered for each country selected for assistance. For further enquiries regarding the financial assistance to be provided to one representative of your Government, please contact Ms. Ruth Batten (e-mail: ruth.batten@unep.org and fax Nos. 254 20 7624691, 7624692, 7624693)

IV. Opening of the meeting

The official opening of the Twenty-seventh Open-ended Working Group of the Parties to the Montreal Protocol will take place at 10 a.m. on Monday, 4 June 2007. The formal sessions of the meeting will be held daily from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

V. Pre-session meeting documents

All official pre-session documents will be mailed to the Parties and others in the official address list of the Ozone Secretariat. The documents may also be downloaded from the Ozone Secretariat website (http://ozone.unep.org/Meeting_Documents/oewg/27oewg/index.shtml). Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting.

VI. Visas for Kenya

All travellers arriving in Kenya should have a valid passport.

Kenya entry visas for nationals from Afghanistan, Armenia, Azerbaijan, Cameroon, Iraq, Jordan, Lebanon, Mali, Nigeria (residing outside Nigeria), North Korea, Senegal, Somalia, Syria Arab Republic, and Tajikistan require special advance clearance by the Kenyan authorities. Participants from this category of countries are advised that it is imperative that they submit their completed visa application form to UNEP two months prior to their departure for transmission to Kenya Immigration Office in Nairobi. A copy of the visa application form (V.1) is attached (Annex I) for your use. With your application, please also attach first pages of the passport reflecting Passport Number, country of nationality, your personal photograph and issue and expiry dates. Your applications and attachments should be sent to the Ozone Secretariat by fax (254 20 7624691 / 7624692 and 7624693) or by e-mail (ozoneinfo@unep.org)

For nationals of countries others than those noted in the paragraph above, please apply for your entry visas from the Kenyan High Commission, Embassy or Consulate nearest to you. Information on visa procedures, including a list of relevant Kenyan missions abroad, is available on the website of the Department of Immigration, Kenya (<http://www.immigration.go.ke/visa.php>). The Ozone Secretariat's letter of invitation should be attached in your application for entry visa.

VII. Hotel information

Attached (Annex II) is a list of hotels frequently used by visitors to Nairobi with their UN rates as of 15 March 2007. Delegates are kindly reminded that it is their full responsibility to make their own hotel reservations.

VIII. Services to delegates

Delegates have free access to the internet at the Internet Café, located behind the Delegates Lounge at the lower concourse. The Business Center located also behind the Delegates Lounge will provide services at cost to delegates. Services available include: photocopying, word-processing, telephone and fax, rental of mobile phones, office and meeting room equipment, such as, projectors, PC's, copiers, fax machines, etc.

For more information on the services available to you at the United Nations Offices at Nairobi –UNON-, please visit the following address in the website: <http://www.unon.org/visitors.php>

IX. Health

A yellow fever vaccination certificate is mandatory for travellers over one year of age coming from countries where yellow fever may occur. Angola, Benin, Bolivia, Brazil, Cameroon, Colombia, Ecuador, Democratic Republic of Congo, Gabon, Gambia, Guinea, Guinea Bissau, Liberia, Peru Sierra Leone and Sudan have been indicated as countries where yellow fever may occur, but no guarantees can be given that no certificates are required from other countries. Malaria risk exists throughout the year in Kenya, though there is little risk in Nairobi and the highlands.

X. Weather and local time information

Although Kenya lies astride the Equator, many of its climatic zones are typical of the tropics, with the country's geographical features exerting considerable influence on weather patterns. Kenya's climate is best described as monsoonal, being affected as it is by both the northeast and southeast monsoons.

At the time scheduled for the 27th OEWG, the weather in Nairobi (altitude of 1700 m or 5,500 ft) is likely to be at the end of the "long rainy season" during which the rainfall amounts are high but it is frequently warm and sunny for part of the day. The "cool dry season" is expected to start by mid June with temperatures raging from 21° C to 10°C.

Kenya standard time zone is 3 hours ahead of Greenwich Mean Time (GMT+3). Kenya does not operate Daylight – Saving Time.

XI. Local Currency and Foreign Exchange Rates

The basic unit of currency is the Kenyan shilling, which is divided into 100 cents. There are copper coins of 5 cents and 10 cents, and nickel coins of 50 cents and 1, 5, 10 and 20 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

The commercial banks in the city centre provide exchange facilities. Most banks are open between 9 a.m. and 2 p.m. from Monday to Friday, and between 9 a.m. and 11 a.m. on the first and last Saturday of the month. Hotels also offer exchange facilities but at a slightly disadvantageous rate. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta International Airport open daily from 7 a.m. to midnight, will change foreign currency into Kenyan shillings.

Kenya shilling exchange rates are approximately:

1 United States dollar:	Ksh. 69.00
1 Euro:	Ksh. 83.86
1 Pound sterling:	Ksh.120.00
1 00 Yen:	Ksh. 61.48

For an update on the exchange rate, you could access the following website: <http://www.x-rates.com> or <http://www.xe.com/ucc>

The banks in the premises (United Nations Federal Credit Union, and Kenya Commercial Bank) are open between 9 a.m. and 4 p.m. from Monday to Friday.

Travellers cheques and major credit cards are accepted in most hotels and restaurants in the city.

XII. Departure Tax

Upon leaving Nairobi, delegates have to pay the airport departure tax in foreign currency (US\$ 20 or the equivalent in shillings or other negotiable currency) although airlines tend to now include the tax in the air fare. If your departure tax has been included in your ticket price, it will be reflected in your ticket.

XIII. Security in Kenya

Kenya is currently at Phase 1 (precautionary phase) of the UN Security Plan with the exception of the following areas in Northern Kenya which are at Phase 3 - Turkana and Marsabit Districts and the whole of North Eastern Province. If you are intending to stay in a hotel, you are strongly advised to choose those in the recommended list.

It is advisable to deposit your valuables at the hotel reception for safe keeping. When checking out of a hotel ensure that you keep briefcases, handbags and small luggage with you as these items are extremely attractive and have been stolen from inside hotel lobbies whilst guests are busy checking out.

XIV. Post and Telecommunications Services

At the United Nations office, the post office, which is open from 9 a.m. to 5 p.m., Monday to Friday, can help you with speed post (EMS), fax, telex services, local and international calls during office hours. Public phones are available inside the Post Office, for which cash payments may be made at the counter. Pay phones, for use with phone-cards are also available. The cards may be purchased at the Post Office. For information contact the Postmaster on ext 2452.

Delegates are kindly requested to refrain from using telephones at the registration desk, as they are for internal use by Secretariat staff only.

Telegrams and faxes can be sent from the hotels. International calls can be made by direct dialling or through the operator on 0196. However, calls made at your hotel will cost about 100% more than the regular rates.

XV. Courier Services

The DHL Courier Mail Service Office is open from 8.00 a.m. to 5.00 p.m., Monday to Friday. It is located on the lower concourse, next to the Post Office, adjacent to the Kenya Commercial Bank. Their telephone extensions are 2579 and 2580.

UPS and Global Freight are also located within the UN complex and can be reached on Ext. 4756 or 4757.

XVI. Electricity

240 volts
