I. Venue

1. The Thirty-Fifth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (MOP35) will be held in Nairobi, Kenya, from Monday, 23 October 2023 to Friday, 27 October 2023. It will be preceded by the workshop on energy efficiency on Sunday, 22 October 2023.

2. The two associated meetings, whose participation is strictly limited to members of the relevant bodies and those who are invited to the meetings, will be held as follows:
   
   (a) The meeting of the Bureau of the Thirty-Fourth Meeting of the Parties to the Montreal Protocol, to be held on Saturday, 21 October 2023; and
   
   (b) The seventy-first meeting of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol (ImpCom71), to be held on Friday, 20 October 2023.

3. The meetings and the workshop will be held at the following venue:1
   
   United Nations Office at Nairobi (UNON)
   United Nations Avenue,
   Gigiri
   Nairobi, Kenya
   Website: http://www.unon.org/

4. In line with the Environmental Management System (EMS) adopted in 2022, the Secretariat is committed to upholding and improving the sustainability of its meetings. For more information on the policy click here.

5. All greenhouse gas emissions associated with the meetings will be measured, reported, and offset through the purchase of carbon emission reduction credits from certified emission reduction projects.

II. Timing of the meetings

6. ImpCom71 will commence at 10 a.m. on Friday, 20 October 2023 and conclude on the same day. Participation in the meeting is limited to invited participants who are members of the Implementation Committee, invited representatives of the secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol and representatives of the implementing agencies of the Multilateral Fund and other invited observers.

7. The Bureau meeting will be opened at 4 p.m. on Saturday, 21 October 2023 and is expected to conclude on the same day.

---

1 The traffic in Nairobi during rush hour (7.30 a.m. to 9.30 a.m.) can be very congested. The ongoing construction works on United Nations Avenue and the rainy season may result in additional traffic on the roads. Sufficient time should be allowed for commute to the venue in the mornings.
8. The workshop will be opened at 9 a.m. on Sunday, 22 October 2023 and will conclude at 7 p.m. on the same day.

9. MOP35 will be opened at 10 a.m. on Monday, 23 October 2023 and will conclude at 6 p.m. on Friday, 27 October 2023. The morning sessions of the meeting will be held from 10 a.m. to 1 p.m. and the afternoon sessions from 3 to 6 p.m., unless otherwise specified during the meeting.

10. Live streaming of the plenary proceedings for the workshop and the high-level segment of MOP35 will be provided for viewing only.

III. Visa information

11. Information on visa requirements can be found at http://www.immigration.go.ke/. Participants are encouraged to consult their nearest Kenyan diplomatic or consular mission or consular with jurisdiction over their country regarding the latest applicable immigration requirements. They should obtain the appropriate visa before entering Kenya except if they are nationals of countries exempted from the visa requirement (refer to list of countries entitled for visa exemption).

12. Nationals from countries required to obtain an entry visa before entering Kenya should initiate the application process well in advance of their proposed travel date and contact the Secretariat (Jacqueline.Nyanjui@un.org with a copy to Jacqueline.Gitau@un.org) if any supporting documentation issued by the Secretariat is required.

13. Holders of a United Nations laissez-passer traveling on official business are not required to obtain a visa before entering Kenya.

IV. Hotel accommodation

14. Participants are responsible for making their own accommodation arrangements and are advised to do so well in advance. Participants may wish to take into account emissions from local travel and exposure to traffic delays in the selection of hotels. Click here for the list of hotels that have been cleared by the UN Department of Safety and Security (UNDSS) in Nairobi. The list is meant purely for reference and for ease of participants. The rates provided are the UN discounted rates as on 10 January 2023. The rates are, however, subject to change without notice. Please quote the rate at the time of making your reservation, indicating the purpose for reservation as ‘UNEP meeting’ and confirm the room rates with the hotel directly.

V. Health requirements and medical facilities

A. General Information

15. Health and safety of participants during the meetings is a key priority of the United Nations.

16. Medical costs incurred in Kenya will be borne directly by the participant. All participants should ensure that they have appropriate medical insurance to cover the cost of any external medical assistance or hospitalisation that may be required during their stay in Kenya.

B. Vaccinations

17. The most recent information on international travel, health and vaccination requirements for travel to Kenya can be obtained from the Centers for Disease Control and Prevention (CDC) website.

(a) Participants who have travelled from or through countries that have been declared “yellow fever infected areas” by the CDC are required to provide a valid yellow fever certificate.

(b) Malaria is common throughout the year in many parts of the country. Participants are encouraged to consult their doctors about malaria prophylaxis when travelling to Kenya.

(c) Several African countries have recently reported cholera outbreaks. Kenya has noted an increase in reported cholera cases since October 2022. Cholera cases have been reported in several regions including Nairobi. You can protect yourself from cholera by practicing

---

2 Information on visa issuance and the locations of Kenyan diplomatic missions worldwide are available at the following link: Kenya's diplomatic missions.
essential hygiene measures like handwashing, drinking from safe water sources, thoroughly washing fruits and vegetables, and taking up the cholera vaccine.

C. COVID-19 measures in Kenya

18. The COVID-19 pandemic has recently abated in most regions of the world. The positive trend has also been noted in Kenya with low reported infection rates. Notwithstanding this, the World Health Organization still recommends that caution is applied where risk for COVID-19 infection is high, e.g., in crowded, poorly ventilated spaces or when one’s personal risk of adverse outcomes from COVID-19 is high. Some of the key preventive measures advised include keeping up to date with COVID-19 vaccination, practicing hand hygiene, and using masks when risk of infection is deemed to be high.

19. All participants arriving into the country are no longer required to show proof of either COVID-19 vaccination or a pre-departure COVID-19 test. However, participants arriving with flu-like symptoms will be required to fill a passenger locator form and to take a COVID-19 antigen test at their own cost. Those who test positive will be required to take a further COVID-19 PCR test at their own cost. Those with severe symptoms shall thereafter be required to isolate as per the prevailing isolation requirements.

D. Smoking policy

20. Smoking of cigarettes, pipes, e-cigarettes and vape devices is strictly prohibited in the following areas within UNON complex, during and outside of working hours:

- Offices
- Outdoor workpods
- Toilets
- Indoor coffee stations and dining areas
- Conference and meeting rooms
- Internal corridors
- Outside areas within 5 meters of windows to offices, building doors or outdoor workpods
- Walkway bridges between buildings in close proximity to windows or building doors.

21. Smoking is permitted at:

- Signposted outdoor/open air areas outside specific dining locations
- Signposted designated areas outside of office buildings, no less than 5 meters from the nearest window, door or outdoor workpods.

E. Medical facilities

22. If you feel unwell during the meetings, do not ignore your symptoms. Contact the UNON Joint Medical Service (JMS) located within the UNON complex. The medical service will be available in cases of emergency during the meeting. Participants can receive necessary care at the JMS clinic on a walk-in basis. Emergency services are available 24 hours while other clinic services are available during the meetings, including over the weekends.

Location: Block F, ground floor, room 117
Contacts: +254 (0) 20 762 2629, +254 (0) 20 762 1267
Emergencies: +254 724255378 (WhatsApp)
Email: unon-jms-medical@un.org; unon-jms-medical@un.org
Opening hours: Monday – Thursday: 10 a.m. to 12:30 p.m. and 2 p.m. to 4 p.m., Friday 10:30 a.m. to 1:30 p.m. and during meeting hours.

Other medical facilities and care providers include the following:

- St. Johns: +254 721225285 (ambulance) +254 721611555
- E-plus Ambulance: +254 700395395; +254 738395395
- AAR Ambulance: +254 725225225; +254 (0) 20 2717375
- Aga Khan University Hospital: +254 (0) 20 3740000; +254 711092000; +254 722204146
- Nairobi Hospital: +254 (0) 20 2845000; +254 703082000; +254 722204116

\*The UNON complex has put in place a plan for the long-term management of COVID-19.\*
VI. Pre-registration, on-site registration, and identification badges

23. Participants are required to register using the link indicated in the cover email for the invitation to the meetings. The registration system contains participant information from previous Montreal Protocol meetings, which can be updated and used to register for the current meetings.

24. The Secretariat is committed to and supports broad regional and gender balanced participation.

25. Organizations that wish to send observers to the meetings but have not received an invitation are requested to send an email to mea-ozoneinfo@un.org as soon as possible.

26. Participants are encouraged to pre-register online using the link in the invitation letter or to register on site and collect their meeting badges at the main entrance of the meeting venue any time between 8 a.m. to 6 p.m. from Friday, 20 October 2023 to Friday, 27 October 2023.

27. Participants are requested to present valid passports or identification cards when collecting their badges. Badges must be worn at all times in the meeting venue. Please note that for security reasons, badges must be displayed to gain admission both to the UNON complex and to the meeting rooms. The loss of a badge must be communicated to the staff at the registration desk immediately so that a replacement can be issued.

28. For any questions regarding registration for the meetings, please contact the Secretariat (Betty.Kamanga@un.org or Jacqueline.Gitau@un.org).

VII. Financial assistance to parties operating under paragraph 1 of Article 5 and countries with economies in transition

A. Financial assistance

29. Limited funds are available to facilitate the participation of representatives of parties operating under paragraph 1 of Article 5 and countries with economies in transition in the meetings. Should your government require such assistance, then please submit an official request that includes details of the representative to be assisted, to the Secretariat (mea-ozoneinfo@un.org) by Friday, 15 September 2023. The request for funding must be signed by an officer in your Government at a higher level than the nominee. The selection will take into consideration regional and sub regional balance, gender balance (with a view to increasing the participation of female delegates), the timeliness of the submission of the funding request, as well as membership in the various Montreal Protocol bodies.

30. The financial assistance includes a return air ticket using the most appropriate and economical fare as approved by the United Nations, to be issued by the official United Nations travel agency in Nairobi, and Daily Subsistence Allowance (DSA) for Nairobi. As of 1 July 2023, the DSA rate for Nairobi is $260; that rate is, however, subject to change. For further enquiries regarding the financial assistance that may be provided to representatives of eligible countries, please contact the Secretariat (Ann.Gachingiri@un.org).

31. If a participant is required to travel to another country to apply for and collect a visa, the Secretariat will provide the air ticket for a route through that country by using the most appropriate and economical fare as approved by the United Nations but will not provide DSA for any transit stay in that country.

B. Payment of daily subsistence allowance (DSA)

32. The DSA will be paid in United States dollars to eligible participants at the meeting venue. ImpCom71 members will be paid on Friday, 20 October 2023; Bureau members on Saturday, 21 October 2023 and the Workshop and MOP35 participants will be paid during the lunch break from Monday, 23 October 2023 onwards.

VIII. Meeting documents and presentations

33. Consistent with established practice, the Secretariat will use a web-based system to provide access to meeting documents; process conference room papers and to provide other general information during the meetings. The system can be accessed using a laptop or handheld device that can connect to the Wi-Fi network at the conference venue and requires a browser (such as Internet Explorer, Firefox, or Chrome). No additional software is required. The Secretariat, in cooperation with UNON, will provide a stable and fast internet connection at the meeting venue.
34. The daily schedule, live streaming, conference room location and other important updates will be notified, in a timely manner, via the mobile app, “MOP35”. Participants are requested to download app in advance of the meetings, available on App Store (iOS) and Google Play Store (Android). The app can be downloaded via the stores’ URLs: App Store: https://rb.gy/dzvzy and Google Play Store: https://rb.gy/3qr9n

35. Representatives participating in closed contact groups, if any, will be assigned passwords to enable them to access the private shared workspaces of those groups. Secretariat support staff will be on hand throughout the meetings to assist as necessary.

A. Meeting portals

36. Pre-session documents will be available on the meeting portal at the following links:

   (a) MOP35: https://ozone.unep.org/meetings/thirty-fifth-meeting-parties

   (b) ImpCom71: https://ozone.unep.org/meetings/71st-meeting-implementation-committee-under-non-compliance-procedure-montreal-protocol (the password required to access the portal will be included in the invitation letter sent to participants)

   (c) Bureau meeting: https://ozone.unep.org/meetings/bureau-34th-meeting-parties

   (d) Workshop: https://ozone.unep.org/meetings/workshop-energy-efficiency-2023

B. Conference room papers

37. Conference room papers and draft meeting reports will be accessible via the meeting portal. Parties wishing to submit conference room papers should email them to Ms. Liazzat Rabbiosi (rabbiosi@un.org).

C. Statements

38. Delegates who wish to deliver statements during the high-level segment of the MOP35 are requested to submit their statements in advance to the Secretariat, preferably by email to Jacqueline.Nyanjui@un.org by close of business on Wednesday, 25 October 2023. The order in which statements are delivered will be determined by the date and time of their submission. Ministers will have priority in the delivery of statements.

D. Meeting rooms

39. To reserve rooms for regional and bilateral meetings before the start of the meetings, kindly send an email to the Secretariat (Esther.Nginyo@un.org with a copy to Sandeep.Bhambra@un.org) indicating the date, time, duration and number of participants. Owing to the limited availability of rooms at UNON complex, the Secretariat may not be able to fulfil all requests.

40. Requests to reserve rooms, once the meetings have started, should be made to the Conference Officer (unon-dcs-mcu@un.org).

IX. List of participants

41. A provisional list of participants will be made available on the meeting portal before the closure of the meeting for individual verification of participants’ contact details. Delegates are requested to verify the accuracy of the information on the list, including names, designations, contact information and the order in which the names of delegation members are presented. Corrections should be sent to Betty.Kamanga@un.org and Jacqueline.Gitau@un.org. The final list of participants will be made available on the meeting portal within two weeks of the closure of the meeting.

X. Side events, exhibitions, and promotional material

42. Owing to the limited number of rooms available at UNON, the number of side events will be limited to two to three during the lunch break (between 1 and 3 p.m.) and two in the evening (between 6 and 7 p.m.) for the duration of the meetings.

43. Requests for side events and exhibitions should be made by completing the online request form available at http://ozone.unep.org/en/side-events-and-exhibitions-request-form. The deadline for submission of applications is Monday, 18 September 2023. The Secretariat will make the bookings
on a first come, first served basis. Late applications will not be considered. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

44. The Secretariat reserves the right to alter bookings, in consultation with organizers, to accommodate contact groups and regional groups. For information regarding side events and exhibitions, please contact the Secretariat (Stephanie.Haysmith@un.org with a copy to Jacqueline.Gitau@un.org).

45. Delegations with approved requests for an exhibition should ship promotional material and publications, clearly marking them “No commercial value. For conference distribution only” to the following address:

United Nations Office at Nairobi (UNON)
United Nations Avenue, Gigiri
P. O. Box 67578
Nairobi, Kenya
Attention: Ms. Stephanie HaySmith
Communications Officer
Email: Stephanie.Haysmith@un.org
For UNEP/MOP35

46. Catering for side events can be arranged by contacting Ms. Jacqueline Gitau (Jacqueline.Gitau@un.org). Information on catering is available at https://dcs.unon.org/cafes-restaurants-0.

XI. Local transportation

47. Participants should make their own transportation arrangements from the airport to their respective hotels. The Jomo Kenyatta International Airport is approximately 17 kms from the city centre and about 27 kms from the meeting venue. Upon request, many hotels provide shuttle services to and from the airport. Participants should advise their hotels in good time of their transportation needs. In the absence of a shuttle, participants may use reputable taxi companies. Recommended taxi companies are listed below:

- Pewin Cabs: +254 727776761
- Jatco taxis: +254 725280000
- Jimcab services: +254 735555559
- Apollo Tours Ltd: +254 723794249
- Amicabre Travels Ltd: +254 710760055
- Little cab: +254 709302302 (online)

48. Participants should make their own transport arrangements to and from the UNON complex. Some hotels close to UNON may provide complementary transport to and from the venue according to fixed schedules.

XII. Safety and security

49. The general security advice for Nairobi provided by UNON Department of Safety and Security includes the following measures:

- Stay alert and conscious of your surroundings.
- Always carry a copy of your passport and visa, if applicable, ensuring original documents are in a secure location.
- Avoid walking alone at night and always use licensed taxis (please refer to para. 47 above).
- Wherever you go, make a quick contingency plan and familiarize yourself with the area.
- Close car windows as thieves may snatch objects in the car such as cell phones, jewellery, and laptops.
- Kenya has been under terrorist threats targeting civilians in public places, particularly in places where members of the international community frequent.

Avoid crowded public places during peak hours including hotels, bars, restaurants.
50. The Secretariat will not be responsible for loss of or damage to personal property and for any loss that may be incurred during travel or during the meeting. It recommends securing the relevant international insurance for the period covering the travel and the meetings.

51. Contact information for the UNDSS and local police in Nairobi is provided below:
   - UN Security Control Room: +254 (20) 7626666, +254 720629999, +254 733629999
   - Diplomatic Police (DPU): +254 708589522, +254 731170666
   - Kenya Police: 999, 112, +254 (0) 20 2724154

XIII. Local currency

52. The currency used is Kenya Shillings (KES). The current exchange rate as on 1 July 2023 is US$1 = KES140. The international airport, most hotels and various facilities in the vicinity of the venue offer currency exchange facilities.

53. Participants may bring foreign currency which may be exchanged for Kenyan currency at the prevailing exchange rates. However, participants may be required to declare the value of the currency in their possession on arrival at the airport.

54. Three banks in the UNON complex located on the lower concourse, near the conference rooms, are open on weekdays from 9 a.m. to 4 p.m. For cash withdrawals, you will find four ATMs on the lower concourse that dispense local currency or United States Dollars. There are two other ATMs at the UN Commissary at the northern end of the UNON complex.

55. ATMs are available throughout Nairobi, and credit cards such as American Express, MasterCard and Visa are accepted in major hotels and shopping malls.

XIV. Local weather and time

56. The temperature in Nairobi in October averages 14ºC to 26ºC (78ºF to 92ºF). Light clothing will be appropriate, although the evenings can be cooler. Current weather conditions in the area can be found here.

57. The standard time zone in Kenya is GMT + 3 hours.

XV. Language

58. The official language of the Republic of Kenya is English, and the national language is Swahili.

XVI. Other practical information

A. Accessibility: support for persons with additional needs

59. To enhance accessibility to conference rooms, certain provisions can be put in place for persons with limited physical mobility. For more information visit https://dcs.unon.org/accessibility. Delegates requiring assistance are requested to contact the Ozone Secretariat as soon as possible.

B. Phone access codes

60. The country code for Kenya is 254 and the area code for Nairobi is 20.

C. Electrical power supply

61. The voltage in Kenya is 240V running at 50Hz, and the plug type used is G, shown below. Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances, as the Secretariat will not be able to provide adapters. Adapters can be purchased from hardware outlets and shopping malls.
D. SIM cards for cellular phones
62. Local SIM cards that can be used with unlocked phones are available from the UN kiosk located at the main lobby entrance, and any Safaricom or Airtel service providers found in most shopping malls. Electronic SIMs are also available. A valid passport is required for purchase and registration of a SIM.

E. Prayer and meditation rooms
63. The prayer and meditation rooms are located near conference room 1.

F. Post office
64. The post office located on the lower concourse offers all the standard postal services as well as an international courier service and local mobile money transactions. Opening hours are from 9 a.m. to 5 p.m. on Monday to Friday.

G. Souvenir shop
65. The souvenir shop is located next to the UN Commissary at the northern end of the UNON complex. It is open from 9 a.m. to 6 p.m. from Monday to Friday and can be contacted at telephone extension 22465.

H. Restaurants and cafés
66. The following catering services (refer to the link provided in paragraph 46 above) are available at the venue:

- Amaica restaurant, located between the Main Cafeteria and the UN Commissary is open from Monday to Friday, from 7 a.m. to 5 p.m.
- The Main Cafeteria is located on the upper concourse next to the roundabout near the main lobby is open from Monday to Friday, from 7 a.m. to 10 a.m. and from 11.30 a.m. to 3 p.m. The coffee shop at the main cafeteria is open from 7 a.m. to 6 p.m.
- The Delegates Dining Room is located on the lower concourse near Conference Room 1 is open from Monday to Friday, 7 a.m. to 6 p.m. Its outlet on the upper level of the UN Recreation Centre, near the main gate of the UNON complex is open from Monday to Friday, from 7 a.m. to 6 p.m. and over the weekend from 9 a.m. to 7 p.m.
- Three coffee stations located in the New Office Facility (NOF) serve a variety of hot and cold drinks, salads, soup, wraps, sandwiches, pastries and snacks. These stations are open from Monday to Friday from 7 a.m. to 4 p.m.

67. To combat pollution and support the Clean Seas campaign, the restaurants within the UNON complex use glass water bottles and do not serve food or beverages in single-use plastic containers. Participants are encouraged to bring their own reusable water bottles, to be filled at water dispensers available in the conference rooms.

68. A variety of restaurants and food outlets can be found near UNON, offering a wide variety of international culinary choices. Refer to annex A for further details.

XVII. Tourism
69. Hemingways travel office is located on the lower concourse next to KCB and is open from 8 a.m. to 5 p.m. on weekdays. Participants wishing to travel out of town to experience the natural beauty of Kenya can contact Hemingways for information and to book tours, excursions, safaris, etc. Airport transfer services are also offered.

70. Hotels will have tourist information packages and should be able to advise participants about tourist attractions.

71. Any further information on tourism will be provided on the meeting portal.

Looking forward to welcoming you in Nairobi, the home of the Ozone Secretariat!

-----------------------------
Annex A: Restaurants located near the United Nations

There are several restaurants and bars within walking distance from the UNON complex, listed here below in the order of proximity from the main UN gate:

- **Warwick Centre** - 100m walk from the main gate of the UNON, turn left and cross the road. The building will be on your right. Tel: +254 712291124. It hosts restaurants offering different cuisines namely Italian, Lebanese, Asian and French.
- **China Garden** - 50m walk from the main gate of the United Nations, turn right and cross the road, next to Morocco Embassy.
- **Cedars Restaurant** - Located further on past the Warwick Centre on the right, serves Lebanese food. Tel: +254 789269841, +254 705269841.
- **Java Coffee House** - Turn left from the main UN gate, walk to the end of United Nations Avenue and turn left on Limuru Road. It is next to Kenol petrol station on your left. Website: http://javahouseafrica.com/. Serving Sandwiches, salads, main meals and beverages. Tel: +254 721425403.
- **River Café** – Located inside the Karura Forest, is a scenic setting ideal for special treats especially early morning breakfasts and late evenings. Tel: +254 725969891.
- **Domino’s Pizza** – Turn left from the main gate and walk to the end of the road. The restaurant is across the street on your right at Rubis petrol station. Website: https://www.dominos.co.ke/. Tel: +254 730165111.
- **Cold Stone** - Turn left from the main gate and walk to the end of the road. The restaurant is across the street on your right at Rubis petrol station, past Java Coffee House. Tel: +254 730165011.
- **Village Market** - Food courts and a variety of restaurants, it is a 3-minute taxi drive. Website: http://villagemarket-kenya.com/. Tel: +254 712248890.
- **Rosslyn Riviera Mall** - 8-minute taxi drive. Website: http://www.rosslynrivieramall.co.ke/. Tel: +254 700362654.
- **Two Rivers Mall** - 5kms from the main UN gate to your right through Runda estate along Limuru Road. It is about 10-minute taxi drive. It features food courts, a variety of restaurants and a shopping mall. Tel: +254 (0) 20 2286000. Website: http://tworivers.co.ke/. Tel: +254 709190 508.