

Arrangements for admission to the United Nations Office at Nairobi (UNON) complex during the United Nations Environment Assembly (UNEA).

1. The present circular describes the arrangements that will be in effect at the United Nations Office at Nairobi (UNON) during the sixth session of the United Nations Environment Assembly (UNEA-6) from 26 February to 1 March 2024.
2. Please visit the [Practical Information webpage](#) in the UNEA-6 website, in particular the [Participants note](#) for more information.

Admission to the UNON complex

3. Delegates, staff members, affiliates and accredited media representatives will be admitted to the UNON complex only upon the presentation of a valid United Nations grounds pass or United Nations laissez-passer. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of grounds passes will be strictly enforced. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located in the Visitors Pavilion behind the pedestrian entrance to the complex opposite the United States Embassy on United Nations Avenue, following the set process. UNEA badges will be issued at the Pass and Identification Office. Registered delegates are advised to visit the Pass and Identification Office well in advance before the official start of UNEA and to obtain badges in person. Delegates are advised to wear the badge always during their visit to the complex.

Access at the vehicular entrance

4. Vehicular access will be allowed only for vehicles with a valid United Nations decal issued by the UNON Security and Safety Service. Existing valid UNON-issued vehicle decals and grounds passes will be honoured.
5. Access will be granted to pre-cleared vehicles ferrying VVIPs (current and former heads of states and governments), VIPs (ministers and senior government officials) to UNEA. For pre-clearance procedure write to bakhoya@un.org and okal@un.org. The main vehicular entrance, located opposite the United States Embassy on United Nations Avenue, will remain the main entrance to the UNON complex 24/7 for existing UNON grounds pass holders. The delivery gate, located next to the commissary, will be opened for staff from 07:15 to 10:00 for entry only, and 16:00 to 19:00 hours for exit only.

Access at the pedestrian entrance

6. Pedestrian access to the UNON complex will be through the main pedestrian entrance located off United Nations Avenue next to the main vehicular entrance. All pedestrians must be in possession of a valid UNON grounds pass, United Nations laissez-passer, or UNEA-issued pass for delegates. Delegates are to disembark at the main pedestrian entrance for screening.

Access to the commissary

7. Commissary hours of operation may be altered for operational reasons during UNEA. Access to the commissary for delegates will be via the gate next to J-Block.

Access to the petrol station and recreation centre

8. Access to the UNON petrol station is limited to users of the petrol station. The hours of operation of the petrol station may be altered for operational reasons during UNEA. Staff and delegates should ensure their vehicles are fuelled beforehand.

Access to the conference area

9. The conference area is designated as a restricted area and will be accessible only to delegates and staff and affiliates servicing the meetings. UNEA specific badge is required for access to Conference Rooms 1 and 2 for official meetings.
10. During the High-level segment on 29th February and 1st March, access to the VIP lounge will be limited to Heads of State and Heads of Government.
11. Embassy (UN Blue) grounds passes can be used to access the UNON complex but not the conference rooms. All armed non-UN security officials are not allowed beyond the lobby and must remain outside the conference rooms. For clearance of armed and non-armed non-UN security officials write to peter.marshall@un.org cc azmij@un.org and james4@un.org

High level segment

12. The opening plenary of the High-level Segment of UNEA-6 will be held on 29th February 2024 from 10 a.m. to 1 p.m. in Conference Room 2. All delegates are requested to be seated by 9.30 a.m. when the doors of the Conference Room will close for the cultural opening.
13. It is recommended to arrive at the UNON complex before 8.30 a.m. to avoid delays due to traffic jam and road closures related to the arrival of high-level dignitaries.

Vehicular Parking

14. The delegates and bank parking areas will be closed for delegations use from 26 February to 1 March 2024. All other parking areas within the UNON complex will be available for use. The bank parking area, next to Conference Room 1 will be closed to all other vehicles except emergency service vehicles. Staff members are encouraged to carpool and to use other modes of travel where possible as parking space will be limited.

Deliveries

15. All deliveries to the UNON complex should be carried out within its hours of operation, which is 10:00 to 15:00. Deliveries should be announced beforehand with registration number and name of driver provided to the Security and Safety Service (unon-deliveries@un.org) or through UNON Visitors Management Booking System.

Lost and found

16. The Security and Safety Service will be manning a lost-and-found desk at the main lobby. All lost-and-found items will be secured at that location. Delegates must, however, ensure that they secure their valuables and they do not leave items unattended.

Medical

17. The UNON Joint Medical Services will be available in the vicinity of Conference Room 1 for the duration of the meetings to provide emergency care if required. The clinic will also remain open during UNEA to attend to any urgent cases. There will be an additional ambulance designated for UNEA.

Flexible working arrangements

18. Anticipating heavy congestion at the UN avenue, UNON access points and parking areas, and pursuant to Secretary-General's bulletin ST/SGB/2019/3 of 18 April 2019, managers should encourage and exercise the utmost flexibility in introducing flexible work arrangements for staff. Staff members are advised to avoid rush hour during UNEA by exploring and using flexible working arrangements or alternative modes of transport.

General advisory

19. All bags and packages brought into the UNON complex will be subject to security inspection and must not be left unattended at any given time. Staff members and delegates are discouraged from bringing packages to the premises.
20. Security operations within the UNON complex and outside the premises will be heightened. The Host Government security agencies will be increasing their presence in the vicinity of UNON, at hotels where delegates will be staying, and within the greater Nairobi area. Staff and delegates are advised to carry their UNON-issued grounds pass at all times.
21. Staff are advised to read through the following security tips:
 - Avoid crowded areas.
 - Check with hotels for recommended taxi companies.
 - When walking, keep to the main roads and avoid shortcuts down back alleys and the like. However, where possible, take a taxi rather than walking.
 - Never walk at night in the city centre, even for a short distance – always take a taxi.
 - Be wary of people loitering outside hotels.
 - Stay informed: read/listen to local media.
 - Cooperate with security apparatus when they conduct security operations. Always carry identification.
 - Tell someone where you are going and when to expect you back.
 - Have emergency numbers registered on your phone.
 - Ensure your mobile phone is fully charged, especially when you leave to go to public places, and that you have sufficient credit to make calls.
 - Ignore people coming up to you in the streets with hard-luck tales. They may be pickpockets or part of an organized scam. The best thing to do is just to walk on and ignore them.
 - Make use of the safes in the hotels. **DO NOT** carry large sums of money. Avoid carrying credit cards, wearing expensive jewellery, watches and similarly attractive items when walking in the street.
 - Do not accept food or drink from strangers; visitors have been known to be drugged and then robbed and assaulted.

Emergency contact numbers (Also on the back of your meeting badge) UN Security	020-7626666, 0720629999, 0733629999
Kenya Police	999, 112
Diplomatic Police	0708589522, 0731170666, 0725542965, 0738701229, 0772092626
UN Joint Medical Services	020-7625999, 0724255378
St. Johns Ambulance	020-2210000/2241000, 0721225285