UN environment programme

Informal in-person meeting of Heads of Delegation

30 June– 02 July 2025, at the United Nations Office at Nairobi, Kenya

Information to participants

This note provides practical information to participants attending the informal in-person meeting of Heads of Delegation to the Intergovernmental Negotiating Committee (INC) to develop an international legally binding instrument on plastic pollution, including in the marine environment from 30 June to 2 July 2025. This meeting will be preceded by regional consultation on 29 June.

1. VENUE: The informal in-person meeting of Heads of Delegation to the INC will take place at the United Nations Office at Nairobi (UNON), located on United Nations Avenue in Gigiri. For more information, please consult the UNON web page. Access to the venue will be via the UNON Visitors Pavilion including on Sunday 29 June 2025.

2. REGISTRATION: Registration is for United Nations Member States, members of United Nations specialized agencies, and regional economic integration organizations only. Delegates will be registered prior to the meeting. **No on-site registration will be available, and all delegates must be pre-registered.** Queries related to registration should be addressed to unep-incplastic.registration@un.org.

3. FORMAT OF THE MEETING: The meeting format is of **Head of Delegation + two**, i.e. the designated Head of Delegation to the INC, or the designated alternate representative of the Head of Delegation, plus two additional delegates. Members of the INC are therefore invited to register a **maximum of three** delegates for this meeting. Representatives from permanent missions in Nairobi are kindly reminded that they must be among the three national delegates designated to attend the meeting.

4. BADGE ISSUANCE: Individual meeting badges for pre-registered delegates will be issued at the venue upon presentation of the UN Event Pass and its QR code. The badging centre at the entrance of UNON will be open on:

- 29 June, 09:00 - 17:00
- 30 June, 8:00 - 17:00
- 1-2 July, 8:00 - 13:00

Delegates must present an official meeting badge to access the meeting rooms.

5. TRAVEL SUPPORT: The **final deadline for travel support was 30 May 2025**. Funding for delegates covers an economy-class round-trip air ticket that will be processed and issued directly by the INC Secretariat, as well as Daily Subsistence Allowance (DSA) and terminal expenses in accordance with the United Nations rules and regulations. The DSA comprises the

total contribution of the INC Secretariat towards such charges as lodging, meals and other such payments made for services rendered during official travel. Funded delegates are thus responsible for making their own hotel arrangements. Disbursement of the DSA will be made on-site at the meeting venue. The schedule for the disbursement of the DSA will be as follows:

- 29 June, 10:00 - 17:00
- 30 June, 8:00 - 17:00
- 1-2 July, 8:00 - 17:00

Delegates funded to INC-5.1 in Busan will have received a UN DSA card which should be brought to Nairobi. If you have lost your card or in case you still encounter challenges using the UN DSA card, please write to unepincplastic.adminfinance@un.org as soon as possible, specifying your card token number. The card token number is located on the back of your card, in the top middle with the series *"4xxxxxxxx"*.

Funded delegates are required to present their passports, boarding passes and any original receipts to the designated staff at the venue.

6. ENTRY VISAS: It is the delegate's responsibility to obtain an entry visa/electronic Travel Authorization (eTA) for Kenya, prior to departure. Therefore, delegates are strongly advised to get acquainted with the entry requirements and processes to obtain an entry visa to Kenya through the Kenyan Directorate Immigration Services webpage. Delegates who require an eTA to Kenya are **strongly encouraged to apply as soon as possible** and, at the latest, one week before the intended travel. For more information on the eTA please click here. To look at your eligibility criteria please consult Kenya Visa Eligibility, and select your country of nationality.

7. SEATING ARRANGEMENTS: The delegations of each United Nations Member State, members of United Nations specialized agencies and regional economic integration organizations will be seated in English alphabetical order.

8. DOCUMENTATION: Any meeting document for this meeting will be circulated via email notifications.

9. REGIONAL MEETINGS: Meeting rooms will be made available should regional groups wish to convene on the margins of this meeting. The rooms will be available as follows:

- 29 June, 10:00 - 17:00
- 30 June, 8:00 – 10:00
- 1-2 July, 8:00 – 10:00

The regional meetings are to be organized and convened by the groups themselves. The regional groups are requested to inform the INC Secretariat on the planned timings for their meetings. Allocation of meeting rooms will be announced upon arrival at the venue.

10. INTERPRETATION: This is an informal meeting and will be conducted in English only. No simultaneous interpretation will be provided.

11. BILATERAL MEETING ROOMS: A limited number of small meeting rooms may be offered to delegations for bilateral meetings, upon request in writing to the INC Secretariat. The booking of such rooms will take place on a first come first serve basis. Please note that these rooms accommodate a maximum of 10 people.

Delegations are invited to **submit bilateral meeting requests by email** to ailis.rego@un.org**,** indicating dates, number of delegates and other relevant information. When sending an email, the wording "**Bilateral room request**" should be included in the subject line. To avoid double bookings, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for a 25-minute duration starting on the hour and half hour. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request.

There will be no delegation rooms available.

12. SECURITY: Access to the venue premises and the surrounding area will be strictly limited to persons registered for the informal in-person Heads of Delegation meeting. The meeting badges must be always worn and visible in the venue. Registered delegates will be screened before entering the venue. General security advice for Nairobi provided by the UNON can be accessed at this link: https://dcs.unon.org/node/75.

13. CODE OF CONDUCT: Participation in INC sessions and meetings is governed by the relevant guidelines and policies, including the Code of Conduct. The Code of Conduct contains detailed information on prohibited conduct, complaint and investigation processes, as well as possible consequences in case of misbehaviour. All participants are expected to get acquainted with the Code of Conduct and to behave with integrity and respect towards all participants attending or involved with any INC meeting.

14. PLASTIC FREE MEETING: This meeting is plastic-free. Delegates are encouraged to bring their own water bottles to the meeting. Water dispensers for refilling will be provided. Delegates are also encouraged to bring their own lanyards for the meeting badges to foster multiple use.

15. INTERNET SERVICES: Free Wi-Fi will be available in the UNON complex and all meeting rooms. Select the wireless network connection named 'VISITORS' or 'DELEGATES' to access internet, including to access meeting information and documentation prepared for the meeting. Delegates are **strongly recommended to limit the number of personal gadgets** that require constant connecting to the internet, to allow for efficient and accessible internet for all.

16. CATERING SERVICES: The following caterers are available to delegates:

- Safari Park Hotel – Main cafeteria located near the lobby of the UN Complex
- River Café - Delegates lounge located on the lower level of the UNON Conference Room area
- Amaica – Located near Block A
- The Good Food Company – located between Block 1 and 2 of the New Office Facility

17. ACCOMODATION IN NAIROBI: Delegates are kindly requested to make own hotel reservations for their stay in Nairobi. **Please find a list of hotels in Annex A**.

18. LOCAL TRANSPORTATION:

Delegates 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. Delegates should advise their hotels in good time of their transportation needs. In the absence of a shuttle, delegates 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)

Delegates should also 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.

18. MEDICAL AND TRAVEL INSURANCE: Travel Insurance is not provided by the United Nations and **all delegates are encouraged to arrange for their own travel health insurance, that covers both health and accident**, prior to departure from the country of residence. The organizer will not be responsible for travel or health insurance coverage. **Medical costs incurred in Kenya will be directly borne by the delegate.** It is the delegate's own responsibility to ensure they meet all health-related requirements to enter to Kenya. **A yellow fever vaccination certificate** may be required if you are arriving in Kenya from a country with risk of yellow fever transmission. Useful information on other vaccinations recommended be consulted in the WHO website: https://www.who.int/travel-advice.

19. MEDICAL SERVICES: The UNON Joint Medical Service will be available in cases of emergency during the informal in-person meeting. The UNON Medical Clinic provides emergency and first aid assistance, including on-call (24-hours) ambulance services.

Location: Block F, Room 117
Contacts: +254 (0)20 762 2267, +254 20 762 2268
Emergency lines: +254 (0)20 7625999, +254 724 255 378
Email: unon-jms-medical@un.org, unon-jms-medicalevacuation@un.org

Annex A

	Hotel Name	Address	Contacts	Distance from the UN
1	ARGYLE GRAND HOTEL	Website: www.argylehotelkenya.ke Mombasa Road, Nairobi; Near Jomo Kenyatta International Airport)	P.O. Box 27800-00100 Nairobi, Kenya Tel: +254 797 555 888/ +25420 2822000 Email: reservations@argylehotelkenya.ke	24.1 Km
2	BEST WESTERN NAIROBI	Website: www.bestwestern.com Upper Hill, (Outside the City Center) (Near the Airport)	P.O. Box 25574 – 00100, G.P.O Nairobi Tel: 254 719 096000 / 254 20 2746000 Email: reservations@bestwesternnairobi.com	15 Km
3	EKA HOTEL	Website: www.ekahotel.com Outside City Center, (Near the Airport)	P.O. Box 27695 – 00506, Nairobi, Kenya Cell: 254 719 045000 Email: reservations@ekahotel.com	15 Km
4	FAIRVIEW HOTEL	Website: www.fairviewkenya.com Bishop Road, Upper Hill Nairobi	P.O. Box 40482 – 00100 Nairobi, Kenya Tel: 254 (0)20 288 1000 book@fairviewkenya.com	10.5 Km
5	FOUR POINTS BY SHERATON	Website: www.fourpointsnairobiairport.com Jomo Kenyatta International Airport	P.O. Box 1158-00606 Nairobi, Kenya Tel: 254 20 6424000/254 709 760000 reservations@fourpointsnairobiairport.co.ke	25 Km
6	GEM FOREST HOTEL NAIROBI	Website: www.mgallery-nairobi-gem-forest.com Limuru Road, Nairobi	P.O. Box 1250-00621 Nairobi, Kenya Tel: +254 (0)111 003 900 Email: gemforest.reservations@accor.com	
7	GLEE HOTEL	Website: www.gleenairobi.com Northern Bypass, Runda.	P.O. Box 27384 – 00100, Nairobi, Kenya. Tel: 254 709 785 100 Email: reservations@gleenairobi.com	3.2 Km
8	HEMINGWAYS NAIROBI	Website: www.hemingways-collection.com Outside City Center.	P.O. Box 146 – 00502, Nairobi, Kenya Tel: 254 711 032000/ 254 20 2295011 Email: sales@hemingways.co	14.8 Km
9	HILTON GARDEN INN	Website: www.nairobiairport.hgi.com Jomo Kenyatta International Airport.	P.O. Box 25407- 00603, Nairobi, Kenya Tel: 254 20 4075000 Email: nboaprm@hilton.com	25 Km

10	HOLIDAY INN NAIROBI TWO RIVERS	Website: www.holidayinn.com Off Limuru Road Nairobi, Kenya,	P.O. Box 2256-00621, Nairobi, Kenya Tel: +254-709-26400 Email: reservations@holidayinnnairobi.com	
11	IBIS STYLES HOTEL	Website: www.ibisstylesnairobi.com Raphta Road (Outside City Center)	P.O. Box 14746 - 00800 Nairobi, Kenya Tel: 254 20 5147500 /713 120 539 Email: hb065-re@accor.com	10 Km
12	JACARANDA HOTEL	Website: www.jacarandahotels.com Woodvale Close, Westlands	P.O. Box 14287 – 00800, Nairobi, Kenya Tel: 254 711089000 Email: cro@jacarandahotels.com	10 Km
13	KWETU CURIO COLLECTION BY HILTON	Website: www.hilton.com Peponi Road.	P.O. Box 45746 – 00100, Nairobi, Kenya. Tel: 254 709 588000 Email: nbokn_res@hilton.com	6.4 Km
14	MAGNA HOTEL & SUITES	Website: www.magna-hotel.com GIGIRI AREA.	P.O. Box 75200 – 00200, Nairobi, Kenya Tel: 254 20 5138000 Email: booking@magna-hotel.com	2.5 Km
15	MERCURE NAIROBI	Website: www.all.accor.com Upper Hill, (Outside the City Center) (Near the Airport)	P.O. Box 25574 – 00100, G.P.O Nairobi Tel: 254 719 096000 Email: mercure.nairobi@accor.com	15 Km
16	MÖVENPICK HOTEL	Website: www.movenpick.com Westlands, Parklands Road.	P.O. Box 49719 -00100 Nairobi, Kenya Tel: 254 721 265 086 / 254 709 548 000 Email: hotel.nairobi@movenpick.com	10 Km
17	NAIROBI SAFARI CLUB	Website: www.nairobisafariclub.com City Center,	P.O. Box 43564 – 00100, Nairobi, Kenya Tel: 254 20 2821000/ 0722 209842 Email: reservations@safariclub.com	10 Km
18	NAIROBI SERENA HOTEL	Website: www.serenahotels.com City Center.	P.O. Box 48690– 00100, Nairobi, Kenya Tel: 254 20 2822000/ 0732 124000 Email: nshreservations@serena.co.ke	10 Km
19	NOVOTEL NAIROBI WESTLANDS	Website: www.aa.accor.com Westlands (Outside City Center)	P.O. Box 32705-00600-Ngara Road, Nairobi, Kenya Tel: +254 709 027 100 Email:novotelnairobi.reservations@accor.com	2.7 Km
20	OLE-SERENI HOTEL	Website: https://emara.ole-sereni.com Mombasa Road (Near Airport).	P.O. Box 18187 – 00500, Nairobi, Kenya Tel: 254 732191000/020 3901000 Email: reservations@oleserenihotel.com	18 Km

21	PAN PACIFIC SERVICED SUITES	Website: www.panpacific.com GTC, Westlands Road.	P.O. Box 14287 – 00800, Nairobi, Kenya Tel: 254 111 054 540 Email:enquiry.ppsnrb@panpacific.com	8.2 Km
22	PANARI HOTEL	Website: www.panahihotel.com Mombasa Road (Near Airport)	P.O. Box 4372 – 00506 Nairobi, Kenya Tel: +254 (0)20 694600 Email: reservations@panarihotels.com	18 Km
23	PARK INN BY RADISON WESTALNDS	Website: www.radissonblu.com/hotel-nairobi Upper Hill (Outside City Center)	P.O. Box 21695 – 00200, Nairobi Kenya Tel: 254 (0) 0709 810000 Email: reservations.nairobi@radissonblu.com	9.2 Km
24	PRIDEINN AZURE HOTEL	Website: www.prideinn.co.ke Westlands Raphta Road (Outside City Center)	P.O. Box 66969 - 00200 Nairobi, Kenya Tel: 254 709 532 000 Email: raphta@prideinn.co.ke	10 Km
25	PULLMAN HOTEL	Website: www.cpnairobi.com Upper Hill, (Outside the City Center) (Near the Airport).	P.O. Box 25574 – 00100, G.P.O Nairobi Tel: 254 719 096000 / 254 20 2746000 Email: reservations@cpnairobi.com	11.5 Km
26	RADISSON BLU	Website: www.radissonblu.com/hotel-nairobi Upper Hill (Outside City Center)	P.O. Box 21695 – 00200, Nairobi Kenya Tel: 254 (0) 0709 810000 Email: reservations.nairobi@radissonblu.com	15 Km
27	SAFARI PARK HOTEL	Website: www.safaripark-hotel.com Thika Highway (Outside city center)	P.O. Box 45038 – 00100, Nairobi, Kenya Tel: +254 (0)20 363 3000 Email: reservations@safariparkhotel.co.ke	15 Km
28	SANKARA NAIROBI	Website: www.sankaranairobiautograph.com Woodvale Groove, Westlands	P.O. Box 1638 – 00606, Nairobi, Kenya Tel: 254 20 420000 / 254 703 028000 Email: stay@nairobi.sankara.com	6 Km
29	SAROVA – PANAFRIC HOTEL	Website: www.sarovahotels.com Upper Hill (outside city center)	P.O. Box 72493 – 00200, Nairobi, Kenya Tel: 254 20 2767000 / 254 722 319005 Email: panafric@sarovahotels.com	12 Km
30	SAROVA – STANLEY	Website: www.sarovahotels.com City Center,	P.O. Box 30680, Nairobi, Kenya Tel: 254 20 2757000 / 254 722 319005 Email:	11 Km

			sarovastanley@sarovahotels.com	
31	SILVER SPRINGS HOTEL	Website: www.muthuhotelsmgm.com City Center	Nairobi, Kenya Tel: 254 703048000/254 730 818040 Email: reservations@africamuthuhotelsmgm.com	11 Km
32	TAMARIND TREE HOTEL	Website: www.tamarindtree-hotels.com Langata Road, Carnivore Link Rd, Nairobi, Kenya	Nairobi, Kenya Tel: +254 709-240000 Email:central.reservations@tamarindtree-hotels.com	
33	THE BOMA NAIROBI	Website: www.theboma.co.ke Off Mombasa Road (near the airport)	P.O. Box 26601-00100 G.P.O Red Cross Road, Nairobi, Kenya Tel: 254 720 689024 / 719 050000 Email: reservations@theboma.co.ke	15.3 Km
34	THE BOMA INN NAIROBI	Website: www.theboma.co.ke Outside City Center, (Near the Airport)	P.O. Box 26601 – 00100, G.P.O Red Cross Road, Nairobi Tel: 254 719 050 000 / 254 719 050643 Email: reservations@theboma.co.ke	15.3 Km
35	THE CONCORD HOTEL & SUITES	Website: www.theconcordhotels.com Parklands	P.O. Box 49434-00100 Nairobi, Kenya Tel: 254 711 111333/738 466336 Email: reservations@theconcordhotels.com	6.3 Km
36	THE SOCIAL HOUSE HOTEL	Website: www.thesocialhouse.ke 154 James Gichuru Road, Lavington	P.O. Box 14409 – 00800 Nairobi, Kenya Tel: +254 709 216000 Email:reservations@thesocialhouse.com	13.6 Km
37	TRADEMARK HOTEL BY TRIBE	Limuru Road The Village Market, Gigiri	P.O. Box 1333 – 00621 Nairobi, Kenya +254 730 886 000 Tel: +254 730 886 000 Email:reservations@trademark-hotel.com	3 Km
38	TRADEMARK SUITES ENAKI TOWN	Website: www.ts-enakitown.com Kathini Avenue, Off Red Hill Road Nyari Nairobi, Kenya -00621.	Tel: +254 111 054 150 Email: stay@ts-enakitown.com	
39	TRIBE HOTEL	Website: www.trademark-hotel.com Limuru Road The Village Market, Gigiri	P.O. Box 1333 – 00621 Nairobi, Kenya Tel: +254 20 7200000/ 732 186000 Email: reservations@tribehotel-kenya.com	3 Km

40	VILLA ROSA KEMPINSKI	Website: www.kempinski.com/nairobi Westlands (Outside City Center)	P.O. Box 14164 – 00800 Nairobi, Kenya Tel: 254 20 2308819 / 703 049000 Email: reservations.nairobi@kempinski.com	8 Km
41	WINDSOR GOLF HOTEL & COUNTRY CLUB	Website: www.windsorgolfresort.com Kiambu Road (Outside City Center),	P.O. Box 45587 - 00100 Nairobi, Kenya Tel: 254 20 8562300 / 711 203361/ 711 203362 Email: reservations@windsor.co.ke	15 Km