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**African Ministerial Conference on the Environment
Twentieth session**

Nairobi, Kenya 14 –18 July 2025

Information note for participants

A. Introduction

1. The African Ministerial Conference on the Environment (AMCEN) was established in 1985 to promote regional cooperation between African Governments in addressing environmental challenges confronting the region.
2. Over the years, AMCEN has demonstrated strong leadership in advancing Africa's interests in environmental and sustainable development matters. It has provided guidance on key regional policies and initiatives related to the environment and sustainable development.
3. In accordance with its Constitution and Rules of Procedure, AMCEN holds its ordinary sessions once every two years.
4. The twentieth ordinary session of AMCEN (AMCEN 20) will be held from 14th to 18th July 2025 in Nairobi, Kenya. The session will consist of a technical segment on the 14th and 15th of July, a ministerial segment on the 16th and 17th of July, and a high-level special session to celebrate 40 years of AMCEN on the 18th of July 2025.
5. The theme of the session is "Four Decades of Environmental Action in Africa: Reflecting on the Past and Imagining the Future."
6. The session will be preceded by associated and partner events on the 12th and 13th of July 2025 including: - regional consultative meetings to prepare for upcoming global environmental meetings and conferences; a Subnational/local government forum on temperature overshoot and its impact on African cities; the Africa Regional Major Groups and Stakeholders Consultative Meeting and; other events in line with the theme of the session. Details of the associated and partner events will be provided on the AMCEN-20 website.

B. Venue and seating arrangements

7. The venue of AMCEN 20 is the United Nations Office at Nairobi (UNON). The main UNON entrance is located on United Nations Avenue in Gigiri. Pedestrians may enter the complex through the pavilion, north of the main vehicular entrance, opposite the Embassy of the United States of America. Private vehicles without official access decals may not enter the complex but can drop off or pick up passengers in front of the pavilion entrance.

8. The Gigiri complex accommodates approximately 3,500 staff members, inclusive of the service coordinators. However, during major conferences, the population at the Gigiri complex can exceed 5,000 people.
9. The AMCEN 20 meetings will be held in various conference rooms at the UNON complex. At the plenary meetings, the delegation of each Member State will be assigned four seats: two at the table and two behind. Seating will also be available for accredited intergovernmental organizations, multilateral environmental agreements, United Nations entities (including specialized agencies, funds, and programmes), and major groups and other stakeholders, who will each be assigned two seats: one seat at the table and one advisory seat behind the chair.

C. Registration of Participants and issuance of badges

10. All participants will be required to pre-register before the conference and on arrival at the United Nations complex from Saturday, 12th July to 18th July 2025, from 8 a.m. to 4.30 p.m.
11. Pre-registration will be done through the online INDICO platform using the following link <https://indico.un.org/event/1017388/>
12. Participants whose pre-registration is approved will receive confirmation, which will be used to finalize the registration process upon arrival at UNON in person and for the collection of badges on designated days in advance of and during the session. Participants will also need to present their passports or government-issued photo identification for the collection of badges.
13. Only approved in-person participants will be issued a meeting badge for access to the venue. For identification, security reasons, and to access the meeting rooms, participants are reminded that they should always wear their badges.
14. Meeting badges for approved in-person participants may also be collected by representatives of the permanent missions, embassies or consulates-general of the delegations in Nairobi or in the region. For this purpose, a confirmation of pre-registration and a note verbale (bearing an official stamp) from the permanent mission or the embassy or consulate-general in Nairobi, indicating the name (in English) and contact mobile number of the representative authorized to collect the meeting badges for the delegation, must be presented at the badging center. Please note that copies of the passports of the delegation must also be presented together with the note verbale to collect the badges.
15. Heads of State and Government, Vice-Presidents and Crown Princes or Princesses and their spouses as well as delegates at the level of Deputy Prime Minister, Cabinet Minister and Vice-Minister and their spouses may be issued a VIP pass without a photograph.

D. Visas and Electronic Travel Authorization

16. A valid passport, valid for at least six months from the date of arrival, is required for entry into Kenya.
17. Please note that the Government of Kenya has amended the visa regulations by introducing the Electronic Travel Authorization (eTA) and removed the visa requirements for all foreign nationals traveling to Kenya with effect from January 2024. All participants must have an approved eTA before the start of their journey.
18. eTA applications for Kenya should be submitted at least 3 days prior to travel to ensure adequate time for authorization. Travelers can submit their applications up to 3 months prior to travel. It is highly recommended that travelers apply as soon as they have booked their accommodation and transport tickets.

E. Meeting Documents

19. Documents for the meeting will be available at the AMCEN 20 website at the following link: <https://www.unep.org/events/unep-event/twentieth-ordinary-session-african-ministerial-conference-environment-amcen-20>.

F. Green Meeting

20. Participants are encouraged to bring laptops or other electronic devices, as all meeting documents will be available on the meeting website. No hard copies will be provided.
21. This meeting is plastic-free. Delegates are encouraged to bring their own water bottles to the meeting. Water dispensers for refilling will be provided.

G. Accommodation

22. Participants are kindly requested to make their own hotel bookings as soon as possible. A list of recommended hotels and contact details will be made available on the AMCEN meeting website: <https://www.unep.org/events/unep-event/twentieth-ordinary-session-african-ministerial-conference-environment-amcen-20>
23. Participants are also requested to send information on flights, dates of arrival and departure and the name of the hotel where they intend to stay to Ms. Julie Kaibe (Tel: +254 20 762 1354; e-mail: julie.kaibe@un.org; with copies to unep-amcen@un.org

H. Internet Services

24. Wi-Fi will be available throughout the UNON complex, including in all meeting rooms. Delegates are strongly advised to limit the number of personal gadgets that require constant connection to the internet, to allow for efficient and accessible Wi-fi for all participants.

I. Catering Services and Restaurants

25. Catering services and restaurants serving food and beverages are available within the complex. Breakfasts, lunches, and snacks throughout the day are available to staff and visiting delegates. There are four on-site restaurants and eight coffee stations with various opening hours between 7 a.m. and 6 p.m. on weekdays and, in some cases, at weekends and on holidays.

J. Health

26. A yellow fever vaccination certificate is required only if you are arriving in Kenya from a country with risk of fever transmission. For advice on other vaccinations recommended for visitors to Kenya please contact your doctor or the UNON Joint Medical Service. Useful information can be obtained from WHO website <http://www.who.int/ith/en/>
27. Malaria is common throughout the year in many parts of Kenya. Nairobi, the capital city, is generally free of malaria. It is recommended to consult your doctor about malaria prophylaxis if travelling beyond Nairobi. Adequate safeguards against mosquito bites are advised (insect repellent, bed nets, clothing with long trousers and covering the arms).
28. Medical costs incurred in Kenya will be responsibility of the meeting participant directly; it is therefore strongly recommended that you arrange own travel health insurance prior to arrival.
29. The UNON Joint Medical Service will be available in case of emergency during the Assembly 2025 and its associated meetings. The clinic is on the Block F ground floor, Tel.+254 (0)20 762 2267. The emergency contact number is: +254 (0)20 762 5999 or +254 724255378.

K. Arrival at and departure from Jomo Kenyatta International Airport

30. Jomo Kenyatta International Airport is the main airport in Kenya and serves as a regional hub for many global airlines. It is 15 kilometers from the central business district of Nairobi and 25 kilometers from the United Nations Office at Nairobi.

L. Transportation from the airport to Nairobi

31. Transport from Jomo Kenyatta International Airport to Nairobi can be arranged prior to arrival through travel agents or as part of guest packages in hotel reservations, where applicable. Delegates who prefer to arrange their own transport from the airport into Nairobi are advised to make cash payments for car hire and taxi services, in Kenyan shillings.

32. The airport is approximately 20 minutes' drive from the United Nations Office at Nairobi using the newly built Nairobi Expressway (which has tolls).
33. Further information about taking a taxi from the airport can be found on the website of the Kenya Airports Authority.
34. Many hotels in Nairobi provide courtesy shuttle services to and from the airport to their facilities. Some hotels also offer daily transfer services to the United Nations Office at Nairobi. Delegates in need of special transfer arrangements are advised to consult their hotels well in advance.

M. General information on the Republic of Kenya

35. The Republic of Kenya is situated on the eastern coast of Africa.
36. Kenya's capital city is Nairobi with an estimated population of 5.7 million.
37. In July, Nairobi experiences its driest and coolest weather, with average temperatures ranging from 10°C to 21°C, and minimal rainfall. The overall daily temperature is exceptionally low at 22°C (80°F).
38. The electrical currents in Kenya are 220–240 Volts, 50 Hertz. Kenya uses 13A three-pin switched wall socket outlets. The plug has three rectangular pins in a triangular pattern. Universal travel adapters can be purchased at local supermarkets and local electrical supply stores and may be available at hotels for guests upon request.
39. The official currency is the Kenyan shilling. Currently, the value of the Kenyan shilling is equivalent to approximately US\$ 1.00 = KSH 129.5656. Delegates and participants are advised to check exchange rates at the time of their arrival in Kenya.
40. Mastercard, Visa, and Bank cards can be used, and banks are open and available in and near the meeting venue.

N. Time zone

41. The time zone for Kenya is GMT/UTC + 3 hour.

O. Contacts and further information

42. For further information on the resumed twentieth session of AMCEN, please do not hesitate to contact the AMCEN secretariat e-mail: unep-amcen@un.org, with a copy to allan.meso@un.org, julie.kaibe@un.org, and elizabeth.awinja@un.org