

**REGIONAL WORKSHOP ON INTEGRATED  
DISASTER RISK REDUCTION AND CLIMATE  
CHANGE ADAPTATION PLANNING (HYBRID)**

14 – 16 DECEMBER 2022, NAIROBI, KENYA

TOWARDS MORE RESILIENT AND INTEGRATED PLANNING IN DRR AND CC  
IN AFRICA AND THE ARAB REGION

**Information for Participants**

28 November 2022

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## 1. About the Meeting

The Regional Workshop on Integrated Disaster Risk Reduction and Climate Change Adaptation Planning will be held from 14 to 16 December, 2022 in Nairobi, Kenya towards more Resilient and Integrated planning in DRR and CC in Africa and the Arab region. The event is being organized by the United Nations Office for Disaster Risk Reduction in Bonn (UNDRR-Bonn) in collaboration with UNDRR regional offices for Africa (UNDRR-ROA) and the Arab Region (UNDRR-ROAS).

The regional workshop aims to enhance national capacities to develop and implement integrated plans, and protect productive sectors from climate impacts, including through increased hazard frequency and intensity. The workshop will:

- Convene key government representatives from ministries responsible for disaster risk management, climate change adaptation, and planning and finance, together with UN and international organizations to share good practices and challenges in integrated planning.
- Streamline and advance the process of integrated disaster risk reduction and climate change adaptation planning and promote the application of climate information for planning.
- Invite participants to engage and contribute to developing/updating risk-informed and inclusive national DRR plans and/or National Adaptation Plans that encourage integrated climate change adaptation and disaster risk reduction actions across all sectors at all levels.
- Share information and updates on existing coordination mechanisms, on-going projects, risk data, and national climate and disaster finance tracking.

### 1.1 Expected Outcomes

This regional workshop will result in a shared vision for implementation of existing plans or the development of new plans (DRR strategies, NAPs, or integrated plans). The workshop will enable countries to develop and implement climate-risk informed, data-driven national plans or integrated strategies, enabling them to draw on the skills and capacities of relevant line ministries, and building on the concepts and good global practices on development and implementation of National Adaptation Plans and DRR strategies.

## 2. Meeting Schedule and Venue

The Regional workshop will take place on the 14-16 December 2022 in a hybrid format at the United Nations Office at Nairobi (UNON), the UN headquarters in Africa, located at the *United Nations Avenue, Gigiri, P.O. Box 67578-00200, Nairobi, Kenya, Tel: +254 (0)20 762 0000*.

### 2.1 Getting there



#### Public transport

Take matatu (minibus) n° 106 or 108; Get down at the UNEP stop, off Limuru Road. Walk about 200m along UN Avenue to the main entrance of the UNON complex, across the road from the US Embassy.



#### Taxi & ride hailing

There are an abundance of taxis in Nairobi and several ride hailing applications. UNON also offers a digital request for taxi services for UN authorized personnel.



## By car

On Limuru Road, turn onto UN Avenue and drive about 200m to the visitors' car park at the main entrance of the UNON complex, across the road from the US Embassy. Please note parking space is limited and the visitors' car park can reach full capacity early in the day. Parking is on a first come, first served basis.

## 2.2 SECURITY CLEARANCE

All visitors above 18 years must present a national-issue ID to UN Security for clearance. UNDRR will send a list of names and identification details to UN Security at least 24 hours before your visit to enable you to access the complex. Please arrive at least 30 minutes before the start of the workshop, so that you have enough time for security clearance.

## 3. Participation

### 3.1 Registration

The invited participants are requested to send a scanned copy of their passport to [emmah.odero@un.org](mailto:emmah.odero@un.org) | The passport copy will be kept confidential and used for visa facilitation.

A registration desk will be set up at venue. Workshop visitors are kindly requested to register on the first day before the beginning of the workshop from 08:00 – 09:00

### 3.2 Working Language of the Meeting

The official working language of the meeting is English with simultaneous interpretation in English, French. All of the workshop materials and documents will also be in English and French.

## 4. Distribution of Workshop Documents

The regional workshop will be a paper-smart event Only limited number of workshop documents will be printed. Participants are encouraged to download electronic versions of the documents and announcements from the following links

- <https://bit.ly/3NqZBEb> (English)
- <https://bit.ly/3FzABZh> (French).

## 5. Travel Arrangements:

### 5.1 Air Travel

Kenya is accessible via direct flights from:

- Nairobi (Kenya Airways)- Daily
- Johannesburg (South African Airlines)-Daily
- Addis Ababa (Ethiopian Airlines)-Daily
- Dubai (Emirates) – Daily
- Paris (Air France) – Daily
- London (British Airways) – Daily
- And many others

### 5.2 Entry Visa

Visas are issued with a US\$50 to all African countries. Diplomatic passports, UNLP holders, AUC and SADC *Laissez Passer* holders are visa *gratis*.

Further information is available at Kenya Passport and Immigration office (<http://evisa.co.ke>).

### **5.3 Inoculation**

The list of countries from which a yellow fever vaccination certificate is required at entry into Kenya has been annexed (Annex 1). Participants transiting through airports in countries that require specific inoculation (e.g. yellow fever vaccine, polio, etc.) are required to make appropriate arrangements.

### **5.4 Travel Insurance**

All participants are strongly recommended to obtain Travel Insurance prior to travel. Emergency and hospital claims are NOT covered by UNDRR in case of accident or illness.

## **6. Emergency Medical Facility**

The Kenya Ministry of Health will provide a stand-by emergency medical facility at the conference venue. M.P. Shah Hospital is also located next to the meeting venue and is accessible in case of an emergency.

## **7. Sponsorships**

Sponsorships are available for selected panellists and government participants by UNDRR with a role in the regional workshop

### **7.1 Sponsorship Inclusions**

The sponsored participants will receive (unless otherwise specified):

- Air tickets (economy class only)
- Daily Subsistence Allowance /per diem (See Section 7.2 below)
- Terminals expenses @ USD 188.00 per participant on provision of boarding passes from the point of departure.

The UNDRR-sponsored participants are not authorized to purchase their own tickets. **The request for reimbursement of air ticket purchased by sponsored participants is not permissible under UN rules.**

### **7.2 Daily Subsistence Allowance**

A full daily subsistence allowance (DSA) -where applicable- will be paid by the UNDRR Regional Office for Africa on site at the venue in accordance with UN Rules and Regulations to the **sponsored participants**.

The participants are responsible for booking their own accommodations and covering all other related personal costs; such as food in the room, telephone costs, transportation to event venue etc.

Kindly note that the cost of daily miscellaneous expenses is all included in the DSA, therefore, the participants should not request additional reimbursement, including any hospitality cost incurred. However, any visa fees and or airport tax will be reimbursed upon presentation of an official receipt.

Participants who wish to arrive before or remain beyond the official meeting period will meet any expenses on their personal accounts.

## **8. Accommodation**

### **8.1 Airport Transfers in Kenya**

The airport is approximately 20 kms or an hour drive to the conference venue. You can ask your hotel to arrange for local transportation from the airport to the hotel and conference venue.

### **8.2 Travel to and from Meeting Venue**

All participants are recommended to book accommodation and abide by the prevailing Covid-19 protocols. Following is a list of suggested and recommended hotels:

1. **Trademark Hotel**, The Village Market Limuru Road, Nairobi
2. **Tribe Hotel**, Village Market, Market Road, Nairobi, Kenya
3. **Windsor Golf Hotel & Country Club**, Kigwa Lane, Off Kiambu Rd, Nairobi, Kenya
4. **Comfort Gardens Hotel**, Township, United Nations Cres, Nairobi, Kenya

## 9. Food and Catering

During the workshop days (14- 16 December , 2022), conference organisers will provide lunch and tea/coffee with snacks to all conference participants.

## 10. About Kenya

Kenya, officially the Republic of Kenya is a multilingual country. The Bantu Swahili language and English are the two official working languages. The Local currency is KES (Kenyan Shilling) with the Exchange Rate estimated at: USD 1.00 equivalent to 122 KES.

Kenya had a population of approximately 48 million people in January 2017. Kenya's capital, Nairobi, the largest city of Kenya, has more than 3 375 000 people. Kenya is also known as the country with 60 national parks and game reserves. Other attractions in Kenya include the wildebeest migration at the Maasai Mara which is considered the 7th wonder of the world, historical mosques and colonial-era forts at Mombasa, Malindi, and Lamu.

### 10.1 Language

**The Bantu Swahili language and English are the two official working languages in Kenya.**

### 10.2 Time Zone

UTC +3:00 (EAT)

### 10.3 Currency and Credit Cards

The Local currency is KES (Kenyan Shilling) with the Exchange Rate estimated at: USD 1.00 equivalent to 122 KES.

### 10.4 Security

Per United Nations security classification, Kenya has been categorised as Security Level 1 (Minimal). The security situation in Kenya is good and the Police are present, ready to provide support or help. Registered taxis are available at airport and other places. Usual precautions at public places and hotels are advised.

### 10.5 Electricity

The residential voltage in Kenya is 240V at a frequency of 50 Hz. Useable plugs are type C and G.

### 10.6 Mobile connection

The following are the mobile telephone providers in Kenya. These providers have shops in most malls and in the Central Business District where individuals can buy SIM cards on provision of their passports.

<b>Telecom Operator</b>	<b>Website</b>
1. Safaricom Ltd	<a href="https://www.safaricom.co.ke/">https://www.safaricom.co.ke/</a>
2. Airtel Kenya Ltd	<a href="https://www.airtelkenya.com/">https://www.airtelkenya.com/</a>
3. Telkom Kenya	<a href="https://www.telkom.co.ke/">https://www.telkom.co.ke/</a>

### 10.7 Weather

December is a good time to visit Kenya since the weather is pleasant and reasonably dry, but crowds are still manageable, especially at the start of the month. Rains are expected in December, but it is not usually continual. Another advantage of the shoulder season is that prices are cheaper, allowing you to get amazing bargains on hotels and travel.

## 11. Contacts

Participants may write to [UNDRR-africa@un.org](mailto:UNDRR-africa@un.org) for any further information.

**List of countries from which a yellow fever vaccination certificate is required at airport/seaport in Kenya**

1	Angola	22	Guinea
2	Argentina	23	Guinea-Bissau
3	Benin	24	Guyana
4	Bolivia (Plurinational State of)	25	Kenya
5	Brazil	26	Liberia
6	Burkina Faso	27	Mali
7	Burundi	28	Mauritania
8	Cameroon	29	Niger
9	Central African Republic	30	Nigeria
10	Chad	31	Panama
11	Colombia	32	Paraguay
12	Congo	33	Peru
13	Cote d'Ivoire	34	Rwanda
14	Democratic Republic of the Congo	35	Senegal
15	Ecuador	36	Sierra Leone
16	Equatorial Guinea	37	South Sudan
17	Ethiopia	38	Sudan
18	French Guinea	39	Suriname
19	Gabon	40	Togo
20	Gambia	41	Trinidad
21	Ghana	42	Uganda
		43	Venezuela(Bolivarian Republic of)

**12. Covid Situation in Kenya**

**Covid Protocols and Related Costs**

UNDRR sponsored participants will be reimbursed costs of Covid-19 tests but NOT Covid hospitalization, or related medical bills including quarantine/isolation. Participants are required to take medical insurances covering Covid-19 hospitalizations, and or any other related expenses. This could be covered by the DSA provided.

The following is the Government of Kenya (GOK) general notice effective from 07 September 2022. This Notice is subject to change as per the regular GOK) pronouncements on the prevailing Covid-19 applicable protocols in the country and will be updated when necessary and accordingly.





**THIS NOTICE IS ISSUED WITH EFFECT FROM 09<sup>th</sup> Sept 2022.**

**GENERAL TRAVEL REQUIREMENT**

1. All travelers above the age of 12 years arriving into the country through any point of entry will be required to show proof of either COVID-19 vaccination or a negative COVID-19 PCR test conducted not more than 72 hours before departure.  
*NB: Vaccination means having received the prescribed doses of specific vaccine latest shot at least fourteen (14) days before arrival (not including the day of vaccination).*
2. Travelers below the age of twelve (12) years shall be exempt from the requirements of a vaccination certificate or Pre departure PCR test.
3. Any traveler above the age of twelve (12) arriving at any point of entry with no proof of vaccination or a PCR test or those with flu-like symptoms shall be subjected to a rapid antigen test at their own cost of 30 USD. Any person who tests positive on antigen RDT will be subjected to entry PCR test at their own further cost of 50 USD and self-isolate as per MOH guidance on isolation.
4. Any traveler arriving at any port of entry into Kenya with flu-like symptoms will be required to fill the passenger locator form on the 'jitenge' platform: [https://ears.health.go.ke/airline\\_registration/](https://ears.health.go.ke/airline_registration/) and to undergo rapid antigen test at own cost regardless of age or vaccination status. If positive on antigen test they will be required to undergo a COVID-19 PCR test own cost.
5. Passengers traveling out of the country, will be required to abide by the particular travel, health and COVID-19 related requirements of the transit and destination country
6. Pre-departure RDT or PCR testing may be considered at the discretion of any of the airlines departing from or terminating in Kenya.