

## CITES INTERNATIONAL EXPERT WORKSHOP

Practical information for participants

### 1. Date, location, venue:

**4-8 December 2023**

United Nations Environment Programme (UNEP)

Conference Room 3 (plenary sessions)

**United Nations Office at Nairobi (UNON)**

**United Nations Avenue, Gigiri**

P. O. Box 67578

Nairobi, Kenya

Web site: <http://www.unon.org/>

*Please note that traffic in Nairobi can be very congested, especially during rush hours, and that sufficient time should be allowed for transit to the meeting in the mornings.*

### 2. Visa information:

Participants from countries listed below do not require a visa; all other participants require an entry visa either an e-visa or a referred visa for Republic of Kenya. All are strongly advised to contact the nearest Kenyan diplomatic or consular mission as soon as possible in order to secure the required entry visa in a timely manner, prior to departure.

Information on visa requirements can be found on the web site of the Directorate of Immigration Services of the Ministry of the Interior and Coordination of National Government of the Republic of Kenya at the following link: <http://www.immigration.go.ke/>

Visa application for many countries is available online at the following link: <https://evisa.go.ke/evisa.html>

Countries whose nationals do not require visas to enter Kenya (from the web site of the Government of Kenya): Bahamas, Barbados, Belize, Botswana, Brunei Darussalam, Burundi, Cyprus, Dominica, Ethiopia, Fiji, Gambia, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Malaysia (for less than 30 days stay), Maldives, Mauritius, Mozambique, Namibia, Nauru, Papua New Guinea, Rwanda, Samoa, San Marino, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Sudan, St-Kitts and Nevis, St. Lucia, St. Vincent and The Grenadines, Tanzania (United Republic of), Tonga, Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia, Zimbabwe.

Information on the list of relevant Kenyan diplomatic/consular missions abroad, is available on the web site of the Ministry of Foreign Affairs of the Republic of Kenya at: <http://www.mfa.go.ke/>

### 3. Health requirements:

Participants arriving in Kenya are not required to show proof of COVID-19 vaccination or a take pre-departure COVID-19 test. It is suggested that you always carry proof of vaccination while travelling. Caution is required where risk for COVID-19 infection is high, such as in crowded, poorly

ventilated spaces or personal risk from COVID-19 is high. Preventive measures such as keeping up to date with COVID-19 vaccinations, practicing hand hygiene, and using face masks are advised.

The International travel, health and vaccination requirements and recommendations for travel to Kenya can be obtained from the web site of the Centre for Disease Control and Prevention (CDC) at: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/kenya>

A yellow fever vaccination certificate is required for travellers over one year of age coming from countries with risk of yellow fever transmission. The cities of Nairobi and Mombasa have lower risk of transmission than rural areas.

Risk of Malaria exists throughout the year in the whole country, including game parks, the city of Nairobi and in the highlands at altitudes above 2,500 m of Central, Eastern, Nyanza, Rift Valley and Western provinces.

Please note that tap water is not safe to drink in Kenya, however, bottled water is readily available.

For more information, please consult a medical professional regarding vaccination requirements for your travel. Please ensure that you have travel insurance.

**4. Hotel arrangements:**

All participants are requested to make their own hotel arrangements. Please confirm the room rates with the hotel directly. An updated list of UN-approved hotels and guesthouses in the Gigiri district of Nairobi is attached as Annex 3 to [Notification to the Parties 2023/095](#).

**5. Weather and time zone information:**

Temperatures in Nairobi usually range between a maximum of +25°C in the daytime and a minimum of +12°C at night. Please bring appropriate clothing for weather, including cool evenings. Current weather conditions in the area can be found at:

<http://worldweather.wmo.int/en/city.html?cityId=251>

The standard time zone will be Eastern Africa time (EAT) which is equivalent to GMT/UTC +3 hours.

**6. Electricity:**

The electrical currents in Kenya are 240 Volts, 50 Hertz as shown in the illustration below.



**7. Currency:**

The currency in Kenya is the Kenyan Shilling (Ksh) (KES). The current exchange rate as at 3 November 2023 is US \$1 = 149.98 Ksh and €1 = 159.22 Ksh. Most hotels offer currency exchange facilities as well as banks in major centres are open from 9:00 a.m. to 3:00 p.m. and at Jomo Kenyatta International Airport which is open daily from 7:00 a.m. to midnight. ATM machines are

also available country wide, including two ATM machines at UNON (venue). Major credit cards are accepted.

## **8. General safety:**

General security advice for Nairobi is shown below. In Nairobi, one must be vigilant, always remain alert and conscious of your surroundings when going about your activities. Caution should be exercised.

Some precautions are as follows:

- Stay alert in locations frequented by tourists/foreigners;
- Keep your passport, traveller's cheques, excess money and any other valuables to be locked in the hotel's safe;
- Always carry a copy of your passport and visa (if applicable);
- Do not walk on your own at night;
- Do not carry a lot of cash with you or wear expensive jewellery;
- Do not physically resist any robbery attempt;
- Monitor local media for breaking events and be prepared to adjust your plans;
- Make contingency plans to leave the country in the event of an emergency.

Avoid travel in the areas within 100 kms of the following borders: Somalia, Ethiopia and South Sudan. Also, avoid travel to the areas of Eastleigh and Kibera neighbourhoods of Nairobi. For more specific security advice both before and during the meeting, please check your national Foreign Office travel advisory for Kenya.

## **9. Access to the venue:**

Nairobi is serviced by the Jomo Kenyatta International Airport (17 kms from the Nairobi city centre). The meeting venue is located in Gigiri at the United Nations office at Nairobi (UNON) / UNEP Headquarters, outside the city centre of Nairobi, Kenya. The distance from the airport to the UNON is about 27 kms and takes approximately 55 minutes.

Taxis are available at the airport; please use an official airport taxi. Agree on the price before departing and please be advised that the use of a taxi is the only way into the city from 10:00 p.m. to 6:00 a.m. The journey should take approximately 30 minutes depending on traffic. Below please find a listing of recommended taxi companies:

- Pewin Cabs: +254 727 776761
- Jatco taxis: +254 725 280000
- Jimcab services: +254 735 555559
- Apollo Tours Ltd: +254 723 794249
- Amicabre Travels Ltd: +254 710 760055
- Little cab: +254 709 302302 (online)

Some hotels offer shuttle service to and from the airport at a cost, participants should enquire when making their reservations.

**10. Workshop registration and badges:**

Workshop registration starts on **Monday, 4 December at 8.00am**. You will receive your workshop badges at the main entrance to the campus in UN Avenue. Please bring your passport and priority pass for workshop registration. The registration team might need to take a photo for the badge, unless one is already available in the UNON registration system. Therefore, please send an official passport picture and your full name as spelled in your passport in advance of the workshop to [martin.hitziger@cites.org](mailto:martin.hitziger@cites.org).

**11. Sponsored participants (payment of daily subsistence allowance):**

The DSA will be disbursed to sponsored participants on Monday, 4 December 2023 and Tuesday, 5 December 2023 between 8.00 am and 9.00 am and 12:15 and 13:15 at the workshop venue in the form of a prepaid credit card. For identification purposes, these participants are kindly requested to bring their passports and boarding passes which will be copied and immediately returned to participants. It is advisable that participants have some cash at hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA. If you have been issued with a prepaid card for a previous meeting and it has not expired, please bring it with as it can be re-used.

**12. Workshop start and end timings:**

The workshop starts on Monday, 4 December at 9.00am (please note that registration will be at 08.00). From Tuesday, 5 December to Friday, 8 December, the workshop will commence at 9am. The workshop closes on Friday, 8 December, at 6pm.

**13. WIFI access:**

Wifi is accessible throughout the venue.

**14. Poster exhibition:**

If you intend to contribute a poster for exhibition during the workshop, please submit it by 17 November 2023 to [martin.hitziger@cites.org](mailto:martin.hitziger@cites.org). Only non-commercial posters related to NDFs, NDF guidance, or experiences with using these will be accepted for publication. Provided your poster will be accepted, it is necessary to bring a physical copy for exhibition.

**15. Provisional workshop agenda:**

Opening remarks of the Co-Chairs of the Technical Advisory Group

Opening remarks of the Secretary-General

1. Adoption of workshop programme
2. Rules of Procedure: Apply those of scientific advisory bodies
3. Establishment of a Steering Committee: Mandate
4. NDF project – overview / background
5. Presentation and discussion: Draft generic guidance and modules
6. Establishment of working groups: mandates
7. Working group sessions

8. Working groups – focus on case studies
9. Working groups: Finalize guidance & case studies & prepare presentation for plenary
10. Presentation and discussion: Guidance materials elaborated by working groups
11. Presentation and discussion: Strategy and feedback mechanism (review and update of guidance)
12. Next steps: AC33/PC27
13. Closing remarks

**16. Provisional working programme:**

see Annex 1 to the present document.

**17. Provisional breakout room allocation for working groups:**

See Annex 2 to the present document.

**18. Catering:**

Tea, coffee, snacks and refreshments are provided 2x daily throughout the workshop. Freshwater is available at dispenser stations – please bring your own bottle with you! A reception is hosted on Tuesday evening.

Additional catering (on the participants own cost) is available at the UNON venue as follows (<https://dcs.unon.org/cafes-restaurants-0>):

- Safari Park Hotel (Main Cafeteria)
- River Café (Delegates Dining Room)
- Amaica (restaurant)

**19. Relevant contacts:**

CITES Secretariat: [martin.hitziger@cites.org](mailto:martin.hitziger@cites.org), [thea.carroll@cites.org](mailto:thea.carroll@cites.org)

**20. Disclaimer:**

The CITES Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

## Provisional working programme

## Provisional Working Programme

	4 December 2023	5 December 2023	6 December 2023	7 December 2023	8 December 2023
9.00 – 12.00	Opening remarks 1. Adoption of the workshop programme 2. Rules of Procedure / conduct of the workshop 3. Establishment of a Steering Committee: Mandate 4. NDF project – overview / background 5. Presentation and discussion: Draft generic guidance and modules	5. Continue – Presentation and discussion: Draft generic guidance and modules 6. Establishment of Working Groups: Mandates	7. Working Group sessions	8. Working Groups – focus on case studies	10. Presentation and discussion: Guidance materials elaborated by working groups
12.15- 13.15	<b>Side event (Germany): The 9-Steps approach to making NDFs</b>	<b>Side event: UNEP-WCMC tool on NDFs (if available)</b>	<b>Poster session</b>	<b>Side event (IUCN): How to format NDF guidance modules?</b>	<b>Steering Committee</b>
13.30 - 16.30	5. Continue – Presentation and discussion: Draft generic guidance and modules	7. Working Group sessions	7. Working Group sessions Plenary: Progress reports (14:30 – 16:30)	9. Working groups: Finalize guidance & case studies & prepare presentation for plenary	11. Presentation and discussion: Strategy and feedback mechanism (review and update of guidance) 12. Next steps 13. Closing remarks
16.30- 17.30	TAG Chairs consolidate any amendments to WG mandates	<b>Reception</b>	<b>Steering Committee</b> <b>Poster session</b>	Secretariat: Consolidate inputs on strategy / feedback mechanism	Optional extension (English only)
18.00 – 21.00				Optional late session (English only)	

Plenary	Working groups	Lunch breaks / other events	Steering Committee	Reception
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Tea, coffee and refreshment stations provided during morning and afternoon sessions

## Provisional allocation of breakout rooms for working groups

Room / capacity	Monday 4 Dec		Tuesday 5 Dec		Wednesday 6 Dec		Thursday 7 Dec		Friday 8 Dec	
	AM	PM	AM	PM	AM	PM	AM	PM (Night)	AM	PM
3 / 146 interpretation	Plenary	Plenary	Plenary	Modules 1 & 2 – Generic guidance	Modules 1 & 2 – Generic guidance	Plenary	Modules 1 & 2 – Generic guidance	Modules 1 & 2 – Generic guidance	Plenary	Plenary
4 / 146				Module 5 – Marine and aquatic spp.	Module 5 – Marine and aquatic spp.		Module 5 – Marine and aquatic spp.	Module 5 – Marine and aquatic spp.		
6 / 28				Module 9 - Reptiles	Module 9 - Reptiles		Module 9 - Reptiles	Module 9 - Reptiles		
7 / 24				Module 8 - Birds	Module 8 - Birds		Module 8 - Birds	Module 8 - Birds		
8 / 24				Module 6 Migratory and transboundary spp.	Module 6 Migratory and transboundary spp.		Module 6 Migratory and transboundary spp.	Module 6 Migratory and transboundary spp.		
9 / 54+				Module 4 - App. <a href="#">Imports</a>			Module 7 - Terrestrial invertebrates	Module 7 - Terrestrial invertebrates		
10 / 54+				Module 10 – Timber-producing trees	Module 10 – Timber-producing trees		Module 10 – Timber-producing trees	Module 10 – Timber-producing trees		
11 / 46+				Module 11 – Plant species	Module 11 – Plant species		Module 11 – Plant species	Module 11 – Plant species		
13 / 46+							Module 12 - Certification	Module 12 - Certification		
14 / 46+				Module 3 – Local and traditional knowledge	Module 3 – Local and traditional knowledge		Module 3 – Local and traditional knowledge	Module 3 – Local and traditional knowledge		

Plenary session	WG session	Room reserved	Room not available / not reserved
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