



# Information note for participants

**Seventh session of the United Nations Environment Assembly of the United Nations Environment Programme  
Nairobi, 8 – 12 December 2025**

**Seventh session of the Open-ended Committee of Permanent Representatives  
Nairobi, 1 – 5 December 2025**

*This Information Note is a “living document” which will be updated regularly. Updated text will be highlighted in **blue** and revisions will be dated.*

*Last updated on 7 December 2025*

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## I. Dates, venue, theme and seating arrangement

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In accordance with the United Nations Environment Assembly [decision 6/7 of 1 March 2024](#), the seventh session of the Environment Assembly (UNEA-7) of the United Nations Environment Programme (UNEP) will be held at its headquarters in Nairobi from Monday, 8 to Friday, 12 December 2025 under the theme “*Advancing sustainable solutions for a resilient planet*”.

The Environment Assembly will be preceded by the seventh session of the Open-ended Committee of Permanent Representatives (OECPR) to be held from Monday, 1 December to Friday, 5 December 2025, which will serve as the main preparatory meeting for the Assembly (Section II, “Preparation of the session”).

The venue of the Environment Assembly and the seventh session of the OECPR is the United Nations Office at Nairobi (UNON). The main entrance is located on United Nations Avenue in Gigiri. Pedestrians may enter the complex through the Visitors 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 only at the designated point along the Slip Road, accessible from the Commissary side, near the Pavilion entrance.***[Updated 22 October 2025]*

The meetings of the Environment Assembly will be held in Conference Rooms 1 and 2. The seating arrangement in the meeting rooms will follow that of the 80th session of the General Assembly. Therefore, Niger will occupy the first desk on the meeting room floor from which the alphabetical seating order will begin. At the opening of UNEA-7 and at subsequent plenary meetings held in Conference Room 2, 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 system 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. **For the meetings of the Environment Assembly held in Conference Room 1, Member States and observers will be seated in designated areas. Member States and other participants are requested to collect their paper nameplates from the conference officers, who will guide them to their designated seating area. Participants will have 2 seats: one at the table and one advisory seat behind.**

**The seventh session of the OECPR will be held in Conference Room 1. The seating arrangement in the meeting room will follow that of the 80th session of the General Assembly. Therefore, Niger will occupy the first desk on the meeting room floor from which the alphabetical seating order will begin. At the opening of the OECPR and at subsequent plenary meetings held in Conference Room 2, the delegation of each Member State will be assigned two seats: one at the table and one behind. Seating will also be available for accredited intergovernmental organizations, multilateral environmental agreements, United Nations system 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.***[Updated 11 November 2025]*

Additional information on the session is available on the [UNEA-7 website](https://www.unep.org/environmentassembly/unea7) (<https://www.unep.org/environmentassembly/unea7>).

The programme of official meetings of UNEA and OECPR will be made available daily in the [Journal of the United Nations for Nairobi](#) and will include such details as times and locations

of meetings. A full programme of all events, including side events and associate events, will be available on the UNEA-7 website and the UNEA-7 Mobile App.

## II. Preparation for the session

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Pursuant to Governing Council [decision 27/2 of 22 February 2013](#) and the Environment Assembly [decision 6/7 of 1 March 2024](#), the Committee of Permanent Representatives (CPR) is engaged in the preparatory work for UNEA-7, including through the twelfth annual sub-committee meeting of the CPR, which will be held from 1 to 5 September 2025, and the seventh session of the OECPR, taking place from 1 to 5 December 2025.

Preparations for the seventh session of the OECPR will be undertaken by the Bureau of the CPR, in consultation with the Bureau of the Environment Assembly, including through regular joint meetings of the two bureaux. The annotated provisional agenda and the structure of the OECPR and more information will be made available at the following [link](#).

At the first plenary meeting of the Environment Assembly on Monday, 8 December, the Chair of the CPR will report to the Assembly on the work of the Committee, including on the outcomes of the seventh session of the OECPR. All documentation pertaining to the meetings of the CPR is available on the CPR website at the following [link \(https://www.unep.org/cpr\)](https://www.unep.org/cpr). Draft resolutions and draft decisions submitted by Member States will be made available via the “e-Proposals” module on the e-deleGATE platform.

## III. Registration of participants

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The Environment Assembly and the OECPR is open to the participation of the following:

- (a) States Members of the United Nations;
- (b) Members of specialized agencies which are not members of UNEA;<sup>1</sup>
- (c) Regional economic integration organization;<sup>2</sup>
- (d) Specialized agencies and related organizations;
- (e) United Nations bodies, including multilateral environmental agreements administered by the UN and UNEP;
- (f) Accredited intergovernmental organizations;
- (g) Accredited non-governmental organizations and Major Groups and other Stakeholders.

### [Registration link](#)

Registration of all official delegations of States Members of the UN, members of specialized agencies and the European Union is through the online INDICO platform using the link provided in the communication from the Secretariat on registration dated 9 June 2025.

**Nairobi-based delegates** participating in the Environment Assembly and the OECPR must be included in the delegation list and **are required to register online** through INDICO.

Participants from all other categories, can register by accessing the links provided directly on the [registration page](#), under each specific category of participation.

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<sup>1</sup> Cook Islands, Holy See, Niue and State of Palestine.

<sup>2</sup> European Union.

## **Opening of registration and onsite registration**

Except for Member States, registration closed on 14 November 2025 and participants will not be able to register onsite. *[Updated 15 November 2025]*

## **Delegation list and nomination letter**

**Each participant is required to register individually.**

States Members of the UN, members of specialized agencies and the European Union are kindly reminded that, as part of the registration process, a copy of a Note Verbale or an official letter from the relevant Ministry, Embassy or Permanent Mission dated and addressed to the Secretariat of Governing Bodies of UNEP containing the name of the head of delegation and names of any alternate representatives and advisers, as per Rule 16 of UNEA rules of procedure; functional titles of the nominated members of the delegation; and the two delegates designated to receive travel support, in order of priority, where applicable, must be added to the registration in INDICO.

Other categories of participants are reminded to upload a copy of the nomination letter in the organization's letterhead with the delegation list and functional titles.

### **Uploading of a photograph**

Please note that a passport-size colour photograph (with a white, grey or neutral colour background) and the passport biographical page are a mandatory requirement and must be uploaded to the registration form on the INDICO platform. All photographs must be recent and have been taken not more than six months prior to the meeting. Please note that the review and verification process for the online registrations may take a few days depending on the volume of registrations received.

## **Approval of registration**

Approved participants will receive an e-mail notification with a confirmation QR code from the INDICO portal, which will be used to finalize the registration process when arriving at UNON in person and for collection of badges on designated days in advance of and during the session. Participants will also need to present their passports or government-issued IDs for the collection of the badges. Only approved in-person participants will be issued a meeting badge for access to the venue.

## **Security personnel accompanying the VIPs**

Members of the national security details accompanying the VIP groups participating in the session must be registered and have appropriate meeting badges issued by the UN Department of Safety and Security. No weapons are allowed inside UNON complex at any time. For additional information, please send an email to [unep-registration@un.org](mailto:unep-registration@un.org).

Security personnel with firearms who are accompanying VIPs (ministers and senior government officials) will stay outside the main gate. *[Updated 19 August 2025]*

## **VVIP Security Protocols**

The UN Security ensures an increased level of security for VVIPs. Once VVIPs are located within UNON's premises, the UN Security takes full responsibility for their safety until they exit the premises. Security personnel accompanying them must remain with the motorcade while maintaining coordination with UN Security.

To request for firearms authorization an email must be sent to Peter Marshall ([peter.marshall@un.org](mailto:peter.marshall@un.org)) with copy to Jaki Azmi ([azmij@un.org](mailto:azmij@un.org)) and Maxim Reznikov ([maxim.reznikov1@un.org](mailto:maxim.reznikov1@un.org)) at least 48 hours before the event. UNON Security and Safety Service will coordinate security detail arrangements with the respective Presidential escorts of Member States prior to the VVIP visits.

If a Personal Protection Officer is required to proceed beyond the drop off point, the individual will be required to leave their firearm with colleagues in the vehicle. The individual will be required to walk through the metal detector to ensure that he/she is compliant with the UN weapons free policy.

Authorized armed security personnel are not allowed access to the UNON compound and the conference rooms.

**Drivers and armed Close Protection Officers MUST register through the Indico registration portal.**

Drivers must register on this [link](#) and choose under "Representation type": Support Staff and then under "Organization name": Drivers.

Security personnel must register on this [link](#) and choose under "Representation type": Security.

Authorized armed personnel will not be allowed to enter the UNON buildings, they must remain in their vehicles. For any questions related to armed personnel, please contact Security Helpdesk at [unon-security-helpdesk@un.org](mailto:unon-security-helpdesk@un.org).

Member States' Presidential security details are requested to liaise directly with the UNON Security and Safety Service to coordinate arrangements in advance of VVIP visits. Delegations are strongly encouraged to limit the number of security personnel within the UNON compound to ensure a safe, organized, and non-congested environment. *[Updated 19 August]*

For more details on registration and accreditation please visit the [UNEA-7 website](#).

#### **IV. Participants badge and vehicle access**

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An official Environment Assembly badge is needed to access the premises of UNEA and the OECPR as well as other meetings.

Although **delegates based in Nairobi** who already have a pass issued by UNON can use this pass to access the Gigiri compound, they must register for the Environment Assembly and the OECPR and obtain a meeting badge to be allowed access to the meeting rooms. **This provision applies to all Permanent Representatives/Deputy Permanent Representatives and other representatives based in Nairobi.**

For security reasons, all participants are requested to always wear their badges visibly.

#### **Screening of participants**

Participants will be screened and are advised not to bring weapons, ammunition, inflammable items or sharp objects. Participants should refrain from bringing baggage or luggage as the screening of these items leads to delays for other participants.

## Collection of badges

Collection of meeting badges for registered participants will begin from Friday, 28 November 2025, from 8:00 AM to 4:00PM EAT and continue until 1:00 p.m. EAT on Friday, 12 December 2025, at the badging centre at the Visitors Pavilion of UNON.

The Youth Environment Assembly (29 and 30 November 2025) participants should collect their badges on Friday, 28 November and Saturday, 29 November, preferably in the morning.

The days and hours of operations of the badging centre at the Visitors Pavilion will be as follows:

|   |                 |
|---|-----------------|
| Friday, 28 November                     | 8 a.m. – 4 p.m. |
| Saturday and Sunday, 29 and 30 November | 8 a.m. – 6 p.m. |
| Monday and Tuesday, 1 and 2 December    | 7 a.m. – 6 p.m. |
| Wednesday to Friday, 3 to 5 December    | 8 a.m. – 6 p.m. |
| Saturday to Tuesday, 6 to 9 December    | 7 a.m. – 7 p.m. |
| Wednesday, 10 December                  | 7 a.m. – 8 p.m. |
| Thursday, 11 December                   | 8 a.m. – 6 p.m. |
| Friday, 12 December                     | 8 a.m. – 1 p.m. |

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 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 at the Visitors Pavilion, along with UNEA-7 Registration Event Pass (approval QR code). Please note that copies of the passports of the delegation must also be presented together with the note verbale in order to collect the badges.

NGOs and other relevant stakeholders may nominate a designated representative to collect the badges for their delegation, provided the following conditions are met:

- A signed letter from the Head of Office on the Organization's letterhead must be submitted at the registration desk, listing the names of all approved and registered members of the delegation.
- The letter must clearly indicate the name and passport or identification number of the designated badge collector.
- The Event Pass QR codes for each registered delegate must be attached to the letter.

Please ensure that the letter is duly signed and submitted in accordance with these requirements to facilitate the badge collection process.

Following past practice, 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 will be issued a VIP pass with a photograph. For questions, please contact [unep-registration@un.org](mailto:unep-registration@un.org).

### **Early collection of badges**

Early collection of badges by designated representatives of Member State missions and observers based in Nairobi will start on Monday, 24 November 2025, from 12:00 p.m. to 4:00 p.m. EAT. It will continue from Tuesday, 25 November 2025 to Thursday, 27 November 2025, daily from 10 a.m. to 3 p.m. EAT. Badges will be issued from the badging center at the Visitors Pavilion.

To enter the UNON complex, the designated individual collecting the badges must present the UNEA-7 event passes (printed or digital) of the individuals whose badges are being collected, together with their own national identification (Passport/ID). They should inform security at the UNON complex gate that they are accessing the premises to collect UNEA-7 badges.

To collect the badge on behalf of other delegates, the designated individual must present one of the following:

1. An official letter on the mission or organization's letterhead authorizing the bearer to collect badges for the listed individuals; or
2. Printed event tickets of the participants whose badges are being collected.

The designated individual collecting the badges must also:

3. Provide the full names of the individuals whose badges are being picked;
4. Provide a WhatsApp number that they can be reached at; and
3. Sign for the badges *[Updated 24 November 2025]*

## V. List of participants

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To facilitate the compilation of the List of Participants, delegations of States Members of the UN, members of specialized agencies, regional economic integration organization and observer organizations are requested to submit a comprehensive list of the members of their respective delegations to the Secretariat, with the functional titles and designations of the delegates, through the INDICO portal as part of the registration process.

As per general practice, the provisional List of Participants will be circulated to delegations during the session. The final List of Participants will be made available on the session webpage after the closing of the session and will reflect those who attended the seventh session of the Environment Assembly.

## VI. Funding support for delegates from participating States

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To facilitate the participation of representatives from States Members of the UN and members of UN specialized agencies to the Environment Assembly and the seventh session of the OECPR, funding sponsorship will be available from the voluntary contributions made by donors to support the travel of **at least one (1) delegate and, subject to the availability of extrabudgetary funding, a maximum of two (2) delegates from developing countries.**

The funding sponsorship for travel support will cover economy-class round-trip air tickets, as well as daily subsistence allowances and terminal expenses in accordance with the United Nations rules and regulations.

Participating States are kindly requested to indicate in a Note Verbale, in order of priority, the two (2) delegates nominated to receive travel support. The delegates designated to receive financial support are requested to register for funding through the INDICO portal link provided in Annex A to the communication from the Secretariat on registration sent in June 2025.

Please be informed that the registration for the Environment Assembly and the OECPR and the application for travel support are two separate processes.

The application for travel support requires submission of the following documents through the online form:

1. UN Event Ticket (Approved Registration for Attendance at the OECPR and/or UNEA-7).
2. Note Verbale with the indication of the two nominated delegates to receive travel support, in the order of priority for funding.
3. Copy of the passport bio-page.

**The application for travel support closed on 7 November 2025, which was the extended deadline.***[Updated 11 November 2025]* For the necessary travel arrangements to comply with the United Nations rules and regulations, nominations for travel support after the deadline cannot be guaranteed.

Approved travel itineraries will be arranged, in accordance with UN rules and regulations, through the most economical routing and class of service, with arrival in the event city one day before the planned meetings and departure from the event city one day after the planned meetings. In case any personal deviations are required (including but not limited to deviations relating to origin city, return city, flight dates, flight times, air company, and class of service, among others), such requests shall be specified in advance in the comment box on the travel support form and the participant shall stand ready to immediately cover from personal means any potential difference in costs arising from such personal deviations.

After the travel ticket has been issued, any costs associated to changes to the ticket itinerary shall be arranged and paid for directly by the participant. The Secretariat will not be in a position to accommodate such re-arrangements after the issuance of the ticket.

**Disbursement of the daily subsistence allowance (DSA) will be made on-site** from 9:00 a.m. to 6:00 p.m. via physical prepaid cards in US dollars. The venue for DSA disbursement will be announced upon arrival at UNON.

To ensure a smooth disbursement process, funded participants are required to bring the following documents:

- Boarding passes for all the flights to Nairobi;
- Passport showing the entry stamp into Kenya; and
- Swiss Bankers card indicated on the registration form (for those who indicated one).

## VII. Electronic Travel Authorization (eTA)

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A passport, valid for at least six months from date of arrival, is required for entry into the country. All participants must have an approved [Electronic Travel Authorization \(eTA\)](#) before the start of their journey.

eTA application for Kenya is valid for 90 days. Travelers are encouraged to apply 3 months before their travel and no later than 3 days prior to travel to ensure adequate time for the processing of the application.

[A step-by-step guide](#) is provided to enable the issuance of courtesy (gratis) eTA. [Updated 24 October 2025]

For information on health-related requirements for entering Kenya, please consult [WHO-International Travel & Health](#) and [Kenyan Ministry of Health – Arriving Travellers](#).

Please note that eTA for entering Kenya and registration for attending UNEA and OECPR are two separate procedures. Kindly note that successful registration to UNEA-7 and OECPR does not guarantee issuance of the eTA.

## VIII. Proposed organizational arrangements

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The proposed organizational arrangements for the seventh session of the Environment Assembly will be provided in the scenario note (UNEP/EA.7/INF/1).

### Documentation

The official documentation of the Environment Assembly will be issued in Arabic, Chinese, English, French, Russian and Spanish.

### Distribution of official documents

All [meeting documents](#) will be available on the [UNEA-7 website](#) as well as on a Mobile Event App that will run on both the iOS and Android platforms.

The provisional agenda and the annotated provisional agenda for the seventh session ([UNEP/EA.7/1](#) and [UNEP/EA.7/1/Add.1](#)) have been made available on the [UNEA-7 website](#).

The pre-session documents for the session, including the informational notes, will be issued at least 6 weeks in advance of the session and will be made available on the [UNEA-7 website](#).

## **IX. Submission of draft resolutions and draft decisions**

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The Bureau of the Environment Assembly and the Bureau of the Committee of the Permanent Representatives at their joint meeting held on 3 July 2025 have endorsed a [guidance note detailing the timeline and procedure for submission of draft resolutions and draft decisions to UNEA-7](#). **The deadline for submission of draft resolutions and decisions is 29 September 2025.**

Draft resolutions and draft decisions will be available at the e-Proposals module of the e-deleGATE portal. More information on the e-Proposals module will be made available in due course on the UNEA-7 website.

## **X. Further information**

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### **Bilateral meetings**

For bilateral meetings among Member States at the Head of State or Government or ministerial level, six rooms in Block 7 and Block 8 will be available from 8 to 12 December 2025.

Delegations can submit online request to book a bi-lateral meeting room for a 20-min slot via [MS Bookings App](#). All rooms have similar set-up with a boardroom table and chairs, including five bigger rooms with the capacity of up to 10 to 12 people, and one smaller room with the capacity of up to 5 people.

To reserve the room the requesting delegation should select the room, date and time, provide contact details of the requesting delegation, and contacts of the invited delegation. Once confirmed, the requesting delegation and invited delegation will receive automated confirmation with booking details, including room location. To prevent double bookings, only the delegation initiating the bilateral meeting should submit the request.

Please note maximum 3 reservations are accepted per delegation per day. Only requesting delegation can reschedule or cancel the booking (directly in automated booking confirmation).

Delegates are encouraged to submit the requests as early as possible. Late requests will be accommodated subject to the availability of space. Delegations requiring further information should send their questions to [viktoriasmirnova1@un.org](mailto:viktoriasmirnova1@un.org) with a copy to [unep-sqb@un.org](mailto:unep-sqb@un.org). When sending an email, the wording "UNEA-7 bilateral" should be included in the subject line.

When on site and requiring assistance with locating reserved bi-lateral rooms or with any other questions regarding the bi-laterals, delegations can proceed to the Delegates Service Desk at Lower Concourse, by the Press Room. *[Updated 4 November 2025]*

### **Regional and political group meetings**

Meeting rooms are allocated to regional and political groups to facilitate their consultations during the week of the OECPR as well as during the week of UNEA-7 outside the official hours of the plenary (10 a.m. to 1 p.m. and 3 to 6 p.m.). Meeting rooms are also available for use by regional and political groups over the weekend, on 6 and 7 December 2025. Requests to use rooms for regional and political group meetings during OECPR and UNEA-7 should be

channeled through the Secretariat of Governing Bodies ([unep-sgb@un.org](mailto:unep-sgb@un.org)) with a copy to Nadya Omar ([nadya.omar@un.org](mailto:nadya.omar@un.org)), and Mathilde Courroye ([mathilde.courroye@un.org](mailto:mathilde.courroye@un.org)).

## **Interpretation**

The official languages of the UN are Arabic, Chinese, English, French, Russian and Spanish. The plenary meetings, the high-level dialogues on the item on cooperation with multilateral environmental agreements, the leadership dialogues and the multi-stakeholder dialogue will be interpreted into the six official languages. The plenary meetings of the Committee of the Whole, if established, will be interpreted into the six official languages. Similarly, the plenary meetings of the OECPR will be interpreted into the six official languages.

Statements made in any of the six official languages of UNEA are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. Delegations are kindly requested to speak, within their time limit, at a normal speed and in an articulate manner, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English).

Delegations may also make a statement in a language other than one of the six UN official languages. In such cases, the delegation in question must provide an interpreter from the non-official language into an official UN language. The interpretation, by UN interpreters into the other official languages, will be based on the interpretation into a UN language provided by the non-official language interpreter. Delegations wishing to intervene in a language other than the official languages with their own interpreter, are requested to inform the Division of Conference Services on or before 30 November 2025 by email to [nadya.omar@un.org](mailto:nadya.omar@un.org) and [tirus.kariuki@un.org](mailto:tirus.kariuki@un.org), with a copy to the Chief Interpreter at [pedro.espinosa@un.org](mailto:pedro.espinosa@un.org) who will provide further instructions.

## **Live coverage**

The Department of Global Communications of the UN Secretariat will provide live-streaming coverage of the official meetings of the Environment Assembly and the OECPR through the United Nations Web TV website at [United Nations Environment Assembly \(UNEA\) | UN Web TV](#) in all six official languages.

Press releases, official documents, statements and other information materials will be made available on the UNEA website. The Environment Assembly will also be covered on X (formerly Twitter) using the hashtag #UNEA7. Participants are encouraged to share content on their own social media platforms using this hashtag.

## **Branding and visibility**

The UNEA logo, brand identity and a guide for their application have been produced. These resources, alongside other assets and key messages are available on a [dedicated Trello board \[Updated 15 November 2025\]](#) for use by participants and event organizers for their own outreach to create awareness about the Environment Assembly.

## **Media accreditation and arrangements**

Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization. Questions on media accreditation should be referred to the UNEP News and Media Unit: [unep-newsdesk@un.org](mailto:unep-newsdesk@un.org).

Members of press can register by accessing the links provided directly on the [registration page](#), under the specific category of participation.

### **Press briefings**

Press briefings by UNEP will be held in the press briefing room, located opposite Conference Room 6, dates and times to be announced. The room will also be available for press briefings organized by delegations and UN organizations as space and time allows. For ease of planning, requests for press briefings from non-UNEP entities should be sent by email to [unep-newsdesk@un.org](mailto:unep-newsdesk@un.org) not less than 48 hours before with the wording “Press briefing” in the subject line. Delegations wishing to organize a joint press briefing with UNEP may also contact [unep-newsdesk@un.org](mailto:unep-newsdesk@un.org). Such requests must be made in writing by a senior official of the delegation wishing to hold the press briefing and should include the names of the speakers, their titles, the subjects to be discussed and relevant time preferences or constraints.

Press briefings are limited to 30 minutes and open to accredited journalists. Exceptions will be made only for the press attaché and a limited number of other officials of the same delegation directly concerned with the press briefing, as well as UN officials covering the press briefing. Press briefings will be hybrid, involving both in-person and virtual media attendance.

A daily schedule of press briefings will be posted in the media centre, located behind the press briefing room, on the UNEA-7 website and the UNEA-7 Mobile App. A schedule will also be sent to registered media organizations by email.

### **Media facilities**

A media centre for use by all journalists accredited to cover UNEA will be available at the venue. The official meetings and other activities will be broadcast live at the media centre, and audiovisual feeds of the official meetings, press briefings and other events will be provided to broadcasters live upon request. Journalists are advised to bring their own laptops and headphones.

A press kit containing background information relevant to UNEA-7 will be made available in the media centre and posted on the UNEA-7 website. Assigned spokespeople for UNEA will be available to provide information to journalists on background and on the record.

Journalists and media representatives will have a specific space in which to conduct interviews and other reporting activities. Journalists will be granted access to the open meetings, the high-level segment, the high-level and leadership dialogues, the multi-stakeholder dialogue and side events.

To facilitate media contact, delegations are invited to provide the News and Media Unit with the name and telephone number in Nairobi of the person in the delegation whom journalists may contact to request interviews or other information. That information may be sent by email to the Communications Division, at [unep-newsdesk@un.org](mailto:unep-newsdesk@un.org)

## **XI. Official side events, associated events and exhibitions**

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### **Official side events**

A diverse programme of side events on issues related to the theme of UNEA-7 will be held in-person during the week of UNEA, organized by Member States, intergovernmental organizations, specialized agencies and UN system entities, including the secretariats of the multilateral environmental agreements (MEAs), and major groups and stakeholders accredited to UNEP and its governing bodies.

A [full list of official side events](#) will be made available on the UNEA-7 website.

MEAs-related events will be held from 8 to 12 December 2025 in a dedicated pavilion. A full list of MEA related events will be made available on the [UNEA-7 website](#).

### **Associated events**

In the margins of UNEA-7, a number of associated events will be held and complement the efforts to advance the UNEA mandate and theme. A list of associated events, including the programme, location and other details, will be available on the [UNEA-7 website](#).

### **Exhibitions**

Exhibitions will also be organized during the full week of UNEA-7 by UNEP as well as MEAs, to showcase cooperation between UNEP, MEAs, the UN entities on cross-cutting topics of interest which are relevant to the theme of UNEA-7. A full list of exhibitions will be made available on the [UNEA-7 website](#).

### **Global Major Groups and Stakeholder Forum**

The Global Major Groups and Stakeholder Forum (21-GMGSF) will be held on 6 and 7 December 2025 in Conference Room 1. The Forum is open for participation by both accredited and non-accredited stakeholders. More information, including the programme and registration, will be made available on the [UNEA-7 website](#).

### **Youth Environment Assembly (YEA)**

The Global Youth Environment Assembly (YEA) will be held from 29 and 30 November 2025 as full days of capacity building and dialogues and will be open to children and youth worldwide. It will end with a high-level segment on 7 December in the afternoon to which Member States will be invited

The YEA will serve as a space for youth to formulate the Global Youth Declaration on Environment, ensuring that young people's perspectives, solutions, and priorities are integrated into UNEA-7.

More information, including the programme and registration, will be made available on the [YEA website](#).

### **Code of Conduct**

Participation in UNEA-7 and the OECPR is governed by the relevant guidelines and policies, including the [Code of Conduct to Prevent Harassment, including Sexual Harassment at UN System Events](#). 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 UNEA and OECPR.

### **Sustainability at UNEA-7**

This meeting is plastic-free. Delegates are encouraged to bring their own water bottles to the meeting. Water dispensers for refilling will be provided.

Participants are also encouraged to bring their own lanyards for the meeting badges to foster multiple use.

Participants are encouraged to bring laptops or tablets or smartphones as all pre-session documents will be available on the [website](#) and in-session documents will be made available on e-Proposals module of the e-deleGATE. No hard copies will be provided.

### Internet services

Wi-Fi will be available throughout the UNON complex, including in all meeting rooms. Information on wireless network connection and password will be provided in the meeting badge. Delegates are strongly recommended 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.

There will also be a delegate's lounge with working spaces.

### Loss of badge or personal items

The loss of badge or any personal item in the meeting venue must be reported to the badging centre at the Visitors Pavilion and/or the UNON Division for Safety and Security available at the main lobby. There is also a lost and found kiosk by the security desk in the main lobby.

## **XII. Common services at the United Nations Office at Nairobi complex**

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Information on the common services available at the United Nations Office at Nairobi is available in the [UNEA Handbook for Delegates](#).

### Banking

There are three banks with automated teller machines (ATMs) to help cater for participants' banking and currency needs. The banks are located on the lower concourse, next to the delegates' lounge and are open on weekdays from 8.30 or 9.00 a.m. to 4 p.m.

The banks within the complex include:

- [KCB Bank](#)
- [Standard Chartered Bank](#)
- [United Nations Federal Credit Union](#) (UNFCU)

### Catering services and restaurants

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 also several restaurants and bars within walking distance of the complex.

Please check the [map](#) for the location of all catering facilities.

#### **3 Main Restaurants**

##### **Main Cafeteria (Upper Concourse) – Safari Park Hotel**

- **Breakfast:** 7:00 a.m. – 10:00 a.m.
- **Lunch:** 11:30 a.m. – 3:00 p.m.
- **Dinner:** 6:00 p.m. – 9:00 p.m.

##### **Delegate Dining Room Restaurant (Lower Concourse) – Sevens Restaurant Ltd.**

- **Breakfast:** 7:00 a.m. – 11:00 a.m.

- **Lunch: 11:00 a.m. – 10:00 p.m. (a la carte menu)**

### **Restaurant (Logistic Block 01) – River Café Ltd**

- **Breakfast: 7:00 a.m. – 10:00 a.m.**
- **Lunch: 11:30 a.m. – 3:30 p.m.**
- **Dinner: 4:00 p.m. – 7:00 p.m. (a la carte menu)**

### **9 Coffee Shops**

- **Central Coffee Shop (Upper Concourse) – Safari Park Hotel: 7:00 a.m. – 10.30 p.m.**
- **Coffee Blocks M, P, T & X – Safari Park Hotel: 7:00 a.m. – 5:00 p.m.**
- **Coffee Shops in NOF 1 & Logistic 4 – Sevens Restaurant Ltd: 7:00 a.m. – 7:00 p.m.**
- **Logistic 3 – Sevens Restaurant Ltd: 7:00 a.m. – 7:00 p.m.**
- **Logistic 2 – River Café Ltd: 7:00 a.m. – 5:00 p.m.[Updated 1 December 2025]**

### **Post office and courier services**

The post office, which is located on the lower concourse, next to the KCB Bank, offers standard postal and international courier services, as well as local mobile money transfers. It is open from Monday to Friday from 9 a.m. to 5 p.m.

### **Commissary**

The United Nations Commissary is stocked with a variety of international products for purchase by the diplomatic community. Participants in the Environment Assembly may access the commissary facilities.

Commissary Hours of Operation are as below:

Monday to Friday: 09:00am – 6:00pm  
Saturday & Sunday: 09:00am – 5:00pm  
Closed on UN official Holidays.

The United Nations Office at Nairobi generates commissary codes allocated to each delegate. The delegates are required to present their UNEA delegates badge issued by UN Department of Security at the UN commissary customer service desk located at the Gift Shop for verification and authorization of access to the duty-free shop. Entry into the Gift Shop, however, does not require any access authorization.

Kindly note that each participant badge has an expenditure limit and is not transferable.

### **Medical services**

The Joint Medical Service at the United Nations Office at Nairobi provides emergency and first-aid assistance to all delegates, as needed. On-site medical assistance is available during meetings, conferences and events held on the premises of the complex, and there is access to a 24-hour, on call ambulance service during designated meetings.

The clinic of the Joint Medical Service is located on the lower concourse, behind the offices of UN SACCO.

### **Emergency contacts**

|                           |  |
|---------------------------|--|
| UN Security               | 020-7626666, 0720629999, 0733629999  |
| Kenya Police              | 999, 112   |
| Diplomatic Police         | 0708589522, 0731170666, 0725542965, 0738701229, 0772092626   |
| UN Joint Medical Services | 24hr Emergency lines: +254 724255378, +254-20-7625999<br>24hr Email: <a href="mailto:unon-jms-medicalevacuation@un.org">unon-jms-medicalevacuation@un.org</a><br>St. John's Ambulance: +254-20-2210000/3343999, +254 721225285 |
| Ambulance Services        | E-Plus Ambulance: +254 700 395395, +254 738 395395<br>AAR Ambulance: +254 725 225225,  |

It is important to note that the general United Nations medical insurance does not cover participants in meetings at the United Nations Office at Nairobi for any illness or injury that is not related to their attendance. All participants, whether self-funded or sponsored by other United Nations entities, are therefore strongly advised to arrange their own travel and/or health insurance prior to their arrival in Kenya.

### **Nursing room**

A nursing room, accessible through the lobby of Conference Room 1, is available to meeting participants.

## Multifaith prayer room

A multifaith prayer room, accessible through the lobby of Conference Room 1, is available to meeting participants.

## Accessibility: arrangements for persons with disabilities

Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities. For individual requests, please indicate using the INDICO registration form.

## Department of Safety and Security

The Department of Safety and Security of the United Nations Office at Nairobi operates within the complex 24 hours a day, seven days a week, and is in charge of every aspect of day-to-day security, including the personal security of everyone working at or visiting the complex. Personnel from the Department are located in room G-229.

They can be reached by telephone on the following numbers:

+254 (0) 207622999  
+254 (0) 733629999  
+254 (0) 759502349  
+254 (0) 759503136  
+254 (0) 207626666  
+254 (0) 207622344  
+254 (0) 207622901  
+254 (0) 207622903

Participants are advised to cooperate and comply with directions issued by UN Security Officers on all matters regarding safety, security, access, use of facilities, and their conduct within the event venue.

Unauthorized demonstrations are prohibited on UN premises. Authorization must be sought in advance from the UNDSS, providing details, venue, theme, number of participants, time, duration, etc.

For your own safety, kindly read and follow the below listed tips:

- Avoid crowded areas such as malls.
- 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 center 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.
- Carry identification at all times
- 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 street children and people coming up to you in the streets with hard-luck tales. They may be pickpockets or part of an elaborate 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 or the like when walking in the street.
- Do not accept food and drinks from strangers; visitors have been known to be drugged and then robbed.
- Exercise caution when walking outside the UNON complex due to uneven terrain or tripping hazards [Updated 4 November 2025]

### Wellness Centre Operations

Kindly note that the Wellness Centre operations and services will be closely monitored and managed during UNEA-7.

Depending on the level of activity and confirmed bookings at the Events Centre, certain services including the swimming pool and scheduled wellness classes may be temporarily suspended.

The swimming pool is expected to remain open only during early morning hours. Participants will be informed in advance of any changes to the availability of wellness facilities. Every effort will be made to ensure minimal disruption to UNEA-7 events and activities.[Updated 4 November 2025]

### Hotels and accommodation

A list of hotels and accommodation recommended by the UN Department of Safety and Security can be found in the [practical information webpage](#) on the UNEA-7 website.

### UNEA Handbook for Delegates

General information about Kenya such as currency, weather, electricity and general security precautions can be found in the [UNEA Handbook for Delegates](#) (from page 42)

## Annex 1 - PROTOCOL SERVICES BY THE GOVERNMENT KENYA

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### General Information

- Heads of State and Government and Ministers of Foreign Affairs will receive full protocol courtesies. Ministers of Environment who do not have diplomatic representation in Nairobi will receive transport protocol courtesies.
- There will be a dedicated desk set up at the airport to facilitate entry and exit.
- There will be Protocol/Liaison officers to assist the delegations throughout the duration of the assembly.
- There will be a security briefing by the Protocol Directorate and National Police Service for all advance teams at a date to be communicated in due course.

### Arrivals and Departures

#### Heads of State and Government

- Heads of State and Government will be received at the Presidential Pavilion at Jomo Kenyatta International Airport (JKIA) by Senior Government Officials of the Republic of Kenya, and a maximum of eight (8) Diplomatic Staff and advance teams from respective countries.

#### Deputy/Vice Presidents/Non-Executive Prime Ministers

- Deputy Presidents/Vice Presidents/Non-Executive Prime Ministers shall be received by Senior Government Officers from the State Department for Foreign Affairs at VIP III lounge.

#### Ministers of Foreign Affairs

- Ministers of Foreign Affairs shall be received by protocol officers from the State Department for Foreign Affairs at VIP III Lounge.

#### Other Heads of Delegations, Ministers of Environment, Under-Secretary and Assistant-Secretary Generals

- Other Heads of Delegations including Ministers of Environment, Under-Secretary and Assistant-Secretary Generals shall be received by officials of the State Department for Foreign Affairs at Terminal's VIP II Lounges.

#### Other Delegates

- Other Delegates will be processed via normal arrival terminals. There will be designated desks at the arrival terminals to facilitate delegates requiring assistance.

#### Provision of details of arrival and departure

- To enable the Airport Team to facilitate participants conveniently, Delegations are kindly requested to provide the arrival and departure details of their respective delegations at least 48 hours ahead of arrival and departure, respectively.

#### Note:

Military Arrival and Departure ceremonies shall be conducted only on official working days between 0600 hours and 1800 hours.

Security at the Airport shall be conducted according to the International Civil Aviation Organization (ICAO) rules and regulations of international airports as well as relevant domestic laws.

Time slots shall be allocated for private aircrafts during arrival and departure.

#### Special/private Aircraft

To facilitate the arrival and departure of delegations planning to travel to Nairobi by special/private aircraft, delegations are advised to submit a flight clearance request to the Ministry of Foreign and Diaspora Affairs of the Republic of Kenya, capturing the following details:

- Nationality of courier
- Operator/owner
- Type of aircraft
- Aircraft registration
- Aircraft call sign
- Entry and exit points in Kenya
- Purpose of flight
- Names of passengers and nationality
- Name of pilot in command and number of crew
- Route of flight
- Point of departure and destination
- Dates and times of arrival and departure

The above information should be communicated to the Protocol Directorate, Ministry of Foreign and Diaspora Affairs, by email: [dcop@mfa.go.ke](mailto:dcop@mfa.go.ke) or [protocol@mfa.go.ke](mailto:protocol@mfa.go.ke) or delivered by hand to the Protocol Directorate at the Ministry of Foreign and Diaspora Affairs Headquarters on Harambee Avenue, Old Treasury building at least 72 hours before arrival.

#### Accommodation

The following courtesies shall apply with regard to accommodation:

Delegations led by Heads of State and Government/Prime Minister (1+1)

One (1) Junior Suite

One (1) Standard Room for the delegation

Courtesies will be extended from 8th to 12th November, 2025.

Delegations led by Vice President/Non-Executive Prime Minister (1+0)

One (1) Executive Suite

Courtesies will be extended from 8th to 12th November, 2025.

Delegations led by Ministers of Foreign Affairs (1+0)

One (1) Executive Suite

Courtesies will be extended from 8th to 12th November, 2025.

Accommodation for other delegates

All other delegates are responsible for reserving and booking their own accommodation.

Transport Arrangements

☒ The following courtesies shall apply with regard to transport:

Delegations led by Heads of State and Government/Prime Minister level

- Lead Car
- One (1) VVIP Vehicle
- Two (2) Security vehicle (Kenyan/visiting security personnel)
- One (1) Car for Protocol/Liaison

Delegations led by a Vice-President/Prime Minister level

- One (1) VIP Car
- One (1) Security car (Kenyan/visiting security personnel)
- One (1) Car for Protocol/Liaison

Minister of Foreign Affairs level

- One (1) VIP car
- One (1) Car for Protocol/Liaison

Minister of Environment level (This courtesy will be extended ONLY to Ministers of Environment from countries that do not have resident diplomatic presence in Nairobi).

- One (1) VIP car [Updated 7 December 2025]



**Ms. Radhika Ochalik**

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<https://www.unep.org/environmentassembly/unea7>

