



UN HABITAT HSP

UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
PROGRAMME DES NATIONS UNIES POUR LES ÉTABLISSEMENTS HUMAINS

Information & Services

Twenty-fourth session of the Governing Council
Nairobi, 15 - 19 April 2013

INFORMATION FOR DELEGATES

Participants are encouraged to kindly keep this copy throughout the week. To keep costs down, and in the interests of safeguarding our environment, it will not be re-printed. All the details contained in this document can be found on the UN-Habitat Governing Council website at: www.unhabitat.org/gc24.

VENUE

The meetings of the Governing Council will be held at the United Nations Office at Nairobi (UNON), United Nations Avenue, Gigiri, Nairobi Tel. + 254 20 762 23216.

HOTEL RESERVATIONS

Participants should make their own hotel reservations. A list of recommended hotels in Nairobi, their rates and indication of complementary services (such as transfers to and from the airport, if any) is available on the UN-Habitat website: www.unhabitat.org/gc24.

AIRPORT RECEPTION

Delegates will be met at the airport by UN-Habitat staff that will assist in processing entry into Kenya and also help to organise transport with private companies. Participants are responsible at their own cost for transport from the airport to the hotels and from the hotels to the venue of the Governing Council. Mentioned below is the United Nations contracted vendor for transport services:

CAR HIRE / TAXI SERVICES

Jim Cab, car hire is defined as a full disposal service and the company has offered a fixed rate per day, contacts: +254 (0) 723-561535 or +254 (0)735-555559. Jim Cab office at Jomo Kenyatta International Airport, contact: +254 (0)720 275 720. Delegates will be required to pay their fares.

email elizabeth@jimcab.co.ke.

Pewin Cabs, taxi services are defined as pick up and drop off services only, the cost is mileage based.

Contacts: Booking - 0727776761, email operations@pewin.co.ke.

REGISTRATION

Delegates are kindly requested to register online at www.unhabitat.org/gc24. Online registration will be closed on Wednesday, 10 April 2013 at 5 p.m. (Nairobi time, GMT +3). Onsite registration at the registration desk in the Visitors' Pavilion located at the entrance of the United Nations complex will be open from Friday, 12 April 2013 onwards and will operate as follows:

Friday, 12 April 2013	- 8 a.m. to 4 p.m.
Saturday, 13 April 2013	- 8 a.m. to 4 p.m.
Sunday, 14 April 2013	- 8 a.m. to 6 p.m.
Monday, 15 April 2013	- 7 a.m. to 6 p.m.
Tuesday, 16 April 2013	- 8 a.m. to 5 p.m.
Wednesday, 17 April 2013	- 8 a.m. to 5 p.m.
Thursday, 18 April 2013	- 8 a.m. to 5 p.m.
Friday, 19 April 2013	- 8 a.m. to 2 p.m.

NON-GOVERNMENTAL ORGANIZATIONS REGISTRATION AND FACILITIES

Non-Governmental Organizations (NGOs) are requested to register online at www.unhabitat.org/gc24 and kindly register at the NGO desk at the Visitors' Pavilion at the times indicated above. All NGO queries should be directed to the civil society registration desk or to the NGO Liaison Officer, Ms. Lucia Kiwala (Tel. +254 20 762 23025, email: Lucia.Kiwala@unhabitat.org). Only accredited NGOs may attend the Governing Council.

MEDIA REGISTRATION AND FACILITIES

Correspondents who already have a valid United Nations grounds pass for Nairobi or New York will not require additional accreditation for the meeting. All others will require United Nations accreditation. For this accreditation, media representatives will be required to present a letter of assignment, one form of valid identification (e.g. press card, work ID, driver's license or passport) and proof of media affiliation. These items should be presented when registering for the Governing Council at the Visitors' Pavilion. Media is kindly requested to register online at www.unhabitat.org/gc24. A media registration desk will be available at the Visitors' Pavilion at the entrance of the United Nations complex.

BADGES

GC24 badges will be issued to delegates upon registration. For security reasons, delegates are requested to wear their badges at all times while in the complex.

PARKING AND SECURITY

All delegates are to disembark at the pavilion entrance and screened before entering the complex.

Access to the Gigiri compound for the period of the twenty-fourth session of the UN-Habitat Governing Council will remain open to all official embassy vehicles that have been registered with UNDSS and drivers with valid UNON issued IDs. Delegates arriving in vehicles used by embassies without diplomatic number plates are requested to send, in advance, details of the drivers' license information, make/model/year/color of the vehicle and the full name and title of each delegate being carried in the vehicle. Only heads of delegations or ministers are to send details of the vehicles in advance for a temporary meeting decal. Embassies are encouraged to use Official vehicles with United Nations parking decals.

Parking of these vehicles is restricted to the delegates' parking area. Because of the limited parking facilities within the complex, it is preferred that embassy vehicles without diplomatic number plates limit their business within the complex to dropping off and collecting their passengers. Such vehicles should depart the complex immediately upon completion of such tasks.

Delegates who are accompanied by armed close protection officers into the United Nations compound are requested to send the following information to UNON Security by Thursday 11 April 2013, prior to their arrival: Full name of each close protection officer, full name and title of each delegate being provided with protection, identification or credentials of each protection officer (passport, national ID card, etc.), copy of Government of Kenya firearms permit or temporary import/export firearms permit, and the weapon make, model, serial number, calibre, and number of rounds of ammunition.

The information should be sent to the United Nations Security contacts listed below:

Email:

Joram.Mkunde@unon.org

Janet.Okal@unon.org

Jae.Park@unon.org

UNDSS.Kenya@unon.org

UNON.Visitors@unon.org

Telephone:

+254 20 762 6666

+254 (0)720 629 999

+254 (0)733 629 999

MEETING TIMES

The normal meeting times of the sessions of the Governing Council will be 9.30 a.m. to 12.30 p.m. and 3 p.m. to 6 p.m. with the exception of the opening day, Monday, 15 April 2013, when the meeting time will be 10 a.m. to 1 p.m. and 3 p.m. to 6 p.m., and on Friday, 19 April 2013, when it will be from 10 a.m. to 1 p.m. The daily programme will be posted on the electronic notice boards at the UNON Compound and in the on-line daily journal.

ASSIGNMENT OF CONFERENCE ROOMS *(see Map at Information desk and website)*

Opening Plenary, High Level Segment and Closing plenary	Conference Room 2
Committee of the Whole	Conference Room 1
Drafting Committee	Conference Room 4

SIDE AND PARALLEL EVENTS *(see Monday Journal and website)*

RESERVATION OF MEETING ROOMS

Availability of rooms during lunch hours and after the regular sessions of the Governing Council (10 a.m. to 1 p.m. and 3 p.m. to 6 p.m.) must be confirmed on a daily basis with the Secretariat or directly to Conference Services DCS-MCU@unon.org

REGIONAL, POLITICAL AND COMMON INTERESTED GROUP MEETINGS

Unless otherwise pre-arranged and advertised through the electronic displays, meetings of Regional, political and common Interest Groups have been assigned the following meeting rooms for their consultations:

GROUP NAME	LOCATION	TIME
African Group	Conference room 1	to be confirmed
Arab States Group	Conference room 5	tbc
Asia-Pacific Group	Conference room 4	tbc
Eastern European Group	Conference room 7	tbc
Latin America and Caribbean States	Conference room 10 on Sunday, Conference room 3 the rest of the GC	tbc
European Union	Conference Room 14	tbc
Western European and Others States	Conference room 13	tbc
Group of 77 and China	Conference room 1	tbc
Women's Caucus	Conference room 10	8:00 – 9:30 am
Youth Caucus	Conference room 9	8:00 – 9:30 am

These rooms will be available at times different from the meeting times of the sessions of the Governing Council.

Chairs of the Groups identified in the preceding paragraph are kindly requested to confirm and book their meetings on a daily basis through the Secretariat or directly to Conference Services DCS-MCU@unon.org

INTERPRETATION

Simultaneous interpretation is available for the official plenary meetings of the Governing Council, the high-level segment and the meetings of the Committee of the Whole in the following languages: Arabic, Chinese, English, French, Russian and Spanish. Interpretation is not available for regional or other group meetings.

BILATERAL MEETINGS WITH THE EXECUTIVE DIRECTOR

Delegations seeking bilateral meetings with the Executive Director should contact Ms. Diana Lopez (Tel. +254 20 762 5099, email: diana.lopez@unhabitat.org or Ms. Rhoda Kalaule (Tel. + 254 20 762 25003, email rhoda.kalaule@unhabitat.org , Fax: +254 20 762 3939)

PRESS CONFERENCES

The Media Centre located at the lower UNON library will be open during meeting hours. For more information on press materials and on how to organize press conferences and interviews with delegates to the Governing Council, please contact by e-mail habitat.press@unhabitat.org , UN-Habitat Spokesperson, Ms. Ana Moreno (Tel. +254 (0)702 116 120, email: Ana.Moreno@unhabitat.org) or Mr. Tom Osanjo (Tel. +254 20 762 23147 e-mail: Tom.Osanjo@unhabitat.org)

EXHIBITION

Exhibitions on sustainable urban development – in the form of posters, banners, audio-visual materials, and built structures – are on display in the upper and lower concourse areas throughout the session. Enquiries regarding the Exhibition should be directed to Mr. Victor Mgendi, (Tel. +254 20 762 23397, email: victor.mgendi@unhabitat.org

The parking lot near the post office at the lower concourse will be made available for delivery of exhibition material on 11 and 12 April 2013 only, and on 20 April 2013 for removals. Exhibitors who need to arrange deliveries and removals must use the “service” entrance to the United Nations Compound and will need to give notification in advance of the names of the people who will deliver the items as well as the number plates of vehicles that come into the compound.

LIST OF SPEAKERS

Delegates wishing to speak in the general debate of the high-level segment on 15 - 16 April 2013 are requested to contact the Governing Council Secretariat through Ms. Antonina Madara (Tel. +254 (0)727 158 205, email: Antonina.Madara@unhabitat.org). Each delegation will be limited to one intervention of a maximum of five minutes. This limit will be adhered to strictly. In establishing the list of speakers for the high-level segment, precedence will be given to Heads of States and Government, Ministers and Deputy Ministers or Heads of Delegation, followed by other heads of Government Delegations, local authorities and Habitat Agenda partners.

Delegates wishing to place their names on the list of speakers with respect to the Committee of the Whole for the debate on specific items in that Committee contact the Secretary to the Governing Council, Mr. Chris Mensah (Tel. +254 (0)732 689 199, email: Chris.Mensah@unhabitat.org).

DISTRIBUTION OF STATEMENTS AND OTHER DOCUMENTS BY DELEGATIONS

It is essential that texts of prepared speeches be made available to the Secretariat before delivery. Seventeen copies of the text should be handed to the Conference Officer in the meeting room for the use of the interpreters, translators and report writers. Delegations wishing to have the texts of their representative’s statements distributed are requested to supply soft copies so that they can be posted on the Governing Council website www.unhabitat.org/gc24. Please send these copies to Mr. Chris Mensah (Tel. +254 732689199, email: Chris.Mensah@unhabitat.org).

Similarly, delegations wishing to distribute other documents (monographs, national reports, etc.) should provide a soft copy of the document which will be uploaded on the Governing Council website at www.unhabitat.org/gc24. Please send these copies to Mr. Chris Mensah (Tel. +254 (0)732 689 199, email: Chris.Mensah@unhabitat.org).

DRAFT RESOLUTIONS

Members of the Governing Council wishing to introduce draft resolutions may do so by submitting the drafts to the Secretary of the Governing Council, Mr. Chris Mensah (Tel. +254 (0)732 689 199, email: Chris.Mensah@unhabitat.org) by Tuesday 16 April, 12 noon. It is desirable for these drafts to be in soft copy.

LIST OF PARTICIPANTS

A provisional list of delegations will be available online from Wednesday, 17 April 2013. Delegates are requested to carefully check the information pertaining to them on the list and notify the information desk, located between Conference Rooms 1 and 2, of any required corrections.

PAPER SMART MEETING AND DOCUMENTATION

In line with the concept of Paper smart meetings and documentation, the Secretariat will operate paper-smart conferencing system for the session. The conferencing system is web-based and requires a laptop with WIFI capability to connect to the network at the conference venue and a web browser (e.g., Internet Explorer, Firefox, Chrome or Safari). It is only accessible at the United Nations Gigiri Compound. The paper smart website will provide the following:

- Access to drafting committee documents and information documents;
- Access to all in-session documents, including L documents, conference room papers, statements, publications and the daily journal;
- Information on venues of contact group meetings, side and parallel events and administrative announcements.

All official Governing Council documents will be also available on the Governing Council website www.unhabitat.org/gc24. To minimise cost and paper, each Government Delegation will receive a maximum of three USB flash drives, each containing all pre-session documents and some background documents. The Information Desk will also copy these documents for delegates who have their own flash drives.

The pre-session documents are available on the Governing Council website: www.unhabitat.org/gc24. In an effort to make the meeting as climate-neutral and environmentally friendly as possible, only one hard copy of all in-session documents will be distributed per delegation. Additional copies, if required, may be downloaded from the Governing Council website. Delegates are reminded to bring their own documents. To access the Governing Council website during the session, participants are strongly encouraged to bring their personal laptops and ensure that their antivirus software is up-to-date. For delegates without computers, laptops may be borrowed from the information desk for the duration of the session. Technical support will be available through a team of information technology technicians located inside and outside the meeting rooms. In addition, support may be obtained by sending an e-mail to servicedesk@unon.org or by calling within the Gigiri complex the helpdesk on extension 26065.

INFORMATION DESK

The information desk will start operations on Saturday, 13 April 2013 from 2:00 p.m. to 6:00 p.m. Thereafter, the information desk will remain open every day of the session from 8:00 a.m. to 6.30 p.m. until Thursday, 18 April 2013. On Friday, 19 April 2013, the Information Desk will be open until the session is closed.

ON-LINE DAILY JOURNAL

A daily Journal will be published online during the twenty-fourth session of the Governing Council. The daily journal will only have the programme for the day. Delegates are reminded to keep their copy of the week's programme, and the 'information and services for delegates' guide issued in the delegates' bag at registration as this information will not be reproduced in the daily Journal.

Any delegation wishing to place an announcement in the Journal should contact Ms. Ana Moreno, (Tel. +254 (0)702 116 120, email: Ana.Moreno@unhabitat.org) or Ms. Silvia Ragoss (Tel. +254 (0)722 485 614, email: Silvia.Ragoss@unhabitat.org)

PREVIOUS GOVERNING COUNCIL DOCUMENTS

Delegates who require documents of previous Governing Council sessions or other United Nations documentation may ask the Library or check the Governing Council website www.unhabitat.org/gc.24.

SERVICES FOR DELEGATES

Medical Centre: Emergency first aid throughout the duration of the session. The services of a doctor will be obtainable if required. A nurse will be on duty during meeting hours, and may be contacted in Room F-109, Tel. +254 20 762 22267/8. An ambulance is available 24 hours a day at a cost. Any medical costs incurred during their stay in Kenya shall be borne by the meeting participants; it is therefore strongly recommended that the participants arrange for their own health insurance.

Commissary: Access to the United Nations commissary will be available to all registered heads and deputy heads of government delegations and of United Nations and intergovernmental organizations. Commissary passes will be provided at the Registration Desk. The UN commissary is situated at New Commissary Building and will be open from 9 am to 6 pm on weekdays and from 10 am to 4 pm on Saturdays and Sundays. For large quantities of supplies, particularly of alcoholic drinks, a letter to Mr. Simon Beamish, Room G-217, Tel. +254 20 762 1969, Head of Commercial Operations, UNON, is required. For more information please contact United Nations commissary customer Care on Tel. +254 20 762 2 2622 and +254 20 762 22465.

Telephone calls: Delegates should refrain from using the telephones at the registration desk, which are for internal use within Gigiri complex only. Calls to Nairobi city or elsewhere can be made with own mobile devices. Several mobile network providers are available in Kenya and some of their sim cards and airtime can be obtained at the Kiosk near the main restaurant in the upper concourse, central area, or the Orange shop next to the Post Office. Delegates can buy mobile devices at the Orange Shop.

Post Office: The post office, located on the lower concourse, adjacent to the Kenya Commercial Bank, United Nations Gigiri Branch, is open from 9:00 a.m. to 5:00 p.m. every day except Saturday and Sundays.

Courier Services: The DHL Office is open from 9:00 a.m. to 5:00 p.m. from Monday to Thursday and from 9:00 a.m. to 4:00 p.m. on Friday. DHL is located on the lower concourse, inside the Post Office adjacent to the Kenya Commercial Bank, United Nations Gigiri Branch. They may be contacted on +254 20 762 2579, +254 20 762 2580 or +254 (0)773 539803.

Banking services: The Kenya Commercial Bank (KCB) United Nations Gigiri Branch on the lower concourse is open on weekdays from 8:30 a.m. to 4:00 p.m. A KCB ATM (Automated Teller Machine) is available beside the concourse of the Kenya Commercial Bank for local currency. At the United Nations Federal Credit Union (UNFCU), lower concourse, is an ATM for United States Dollar (USD) currency.

Video-conferencing facility

Video-conferencing facilities are available at cost from the special dedicated room at the VC-Center, central area location behind Main Cafeteria. For bookings contact VC-UNON team vc-unon@unon.org or Tel. +254-20-76-24917/22298/21169/21194.

Internet Café: Free internet access is available from the internet café located at the upper concourse in front of the travel agency. Free wireless internet access will be available in the lower and upper concourse areas, in and around the conference areas, lounges and in meeting rooms.

Television monitors: The proceedings of public meetings in selected conference rooms and press conferences may be viewed on the television monitors situated in the upper and lower concourse areas.

UN-Habitat shop: The UN-Habitat shop, located on the upper concourse near the main lobby, will be open from 9:00 a.m. to 5:00 p.m. on weekdays. It will stock UN-Habitat publications, USB flash drives and other gift items.

Travel agencies: The travel agents for all local and international travel including excursions and safaris are located on the upper concourse (Express Travel) and on the lower concourse next to the Kenya Commercial Bank (BCD Travel Agency).

Express Travel operates from 8:30 a.m. to 5:30 p.m. Monday to Friday and 9:00 a.m. to 12:00 noon on Saturday. Express Travel 24h emergency number: +254 (0)722 823 45.

BCD Travel Agency operates from 8:00 a.m. to 5:30 p.m. Monday to Friday and 9:00 a.m. to 12:30 p.m. on Saturday. BCD Travel Agency 24h emergency number: +254 (0)737 408 911.

Catering services: There are three caterers in the United Nations complex, contracted to provide food and beverages for breakfast and lunch, and snacks during coffee breaks for staff and visiting delegates participating in conferences. These caterers can also organize food and drinks for private functions, dinners and receptions. The following are the details of the caterers:

Café Royal

Location: Central Area, main restaurant:

Offers: Buffet breakfast. The restaurant has three menus: At Jiko La Mama: Local dishes, chicken, beef, fish, and barbecues. At La Cucina Mediterranea: Pizzas, pasta, French, German and British classic cuisine. At Flash in the Pan: Indian, vegetarian, Chinese, Mongolian, Far Eastern cuisine. Also available are soups, salad bar, fresh juices, fresh fruits, yogurt and beverages.

Contact: Amina Tel. +254 20 76 22463 E-mail: Cafe.Royale@unon.org

Cell phone number: +254 (0) 735564547

The River Café Lounge & Bar

Location: Delegates Lounge: Next to conference Room 1 and Kenya Commercial Bank (KCB)
Offers international cuisine – daily GC breakfast and lunch buffet, tea, coffee, pastries, assorted snacks and full bar service. Happy hours from 5 pm to late on Thursday, April 18 with Live Jazz Band.

For more information and bookings call Jeremiah on 0774-806-292 or Joy on 0725-969-891 Flavie on 0724-110-695 or Extension 22647

or email: sophie@therosslyncentre.com or manager@rivercafegigiri.com

Savanna – The Coffee Lounge

Location: United Nations Recreation Centre

Time: 7 a.m. to 8 p.m. every day

Offers: Breakfast, snacks, quick bites, vegetarian and non-vegetarian salads, sandwiches, burgers, soups, a variety of main courses and desserts, coffee, fresh juices, smoothies and milk shakes.

Contact person: Mohammed

Tel. +254 20 7622 1503

Mobile: + 254 736 179 595

EMERGENCY CONTACTS

SECRETARIAT OF THE GOVERNING COUNCIL

Title	Name	Mobile Number
Secretary to the Governing Council	Mr. Chris Mensah	+254 723 786 977
Airport Reception	Mr. Chris Mensah	+254 723 786 977
Conference Assistant (Documents Control)	Ms. Sukhjinder Bassan	+254 722 789 078
Conference Assistant (Speaker's List for Plenary)	Ms. Antonina Madara	+254 727 158 205
Conference Assistant (COW)	Mr. Chris Mensah	+254 723 786 977
Conference Assistant (Plenary)	Mr. Chris Mensah	+254 723 786 977
Conference Assistant (Credentials & Dialogue)	Ms. Mary Oyiolo	+254 753 079 694
Assistant to the Secretary	Ms. Antonina Madara	+254 727 158 205
Documents Distribution Assistant	Ms. Sukhjinder Bassan	+254 722 789 078

REGISTRATION HOTLINES

Title	Name	Mobile Number
Governments	Mr. Chris Mensah	+254 723 786 977
Non-Governmental Organizations (NGOs), other Habitat Agenda Partners	Ms. Lucia Kiwala	+254 738 623 368
Press and Media	Ms. Ana Moreno	+254 702 116 120
United Nations	Ms. Mariam Yunusa	+254 713 601 237
Local Governments/Municipalities	Mr. Thomas Melin	+254 715 452 512
Parliamentarians	Mr. Markandey Rai	+254 702 116 183
Private Sector	Ms. Christine Auclair	+254 722 5294 99
Academia/Research	Mr. Claudio Acioly	+254 723 215 727
Foundations	Ms. Mariam Yunusa	+254 713 601 237