

17 October 2025

Original: English

**Intergovernmental Negotiating Committee on the United Nations
Framework Convention on International Tax Cooperation
Third session**

Logistical information on the third session (Multi-stakeholders)

General information

1. The third session will be held in conference room 2 at the United Nations Office at Nairobi (UNON) from 10 to 21 November 2025, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. local time. No meetings will take place on 20 and 21 November.
2. All visitors including infants and children who intend to travel to the Republic of Kenya must have an approved Electronic Travel Authorisation (eTA) before the start of their journey. Visitors who require visas are strongly advised to apply online through the following link: <http://evisa.go.ke>. To enter Kenya, a valid passport with a minimum validity of six months from the date of arrival is required. It is the sole responsibility of the visitor to acquire a visa for Kenya. The information provided herein serves solely as guidance. The website <https://evisa.go.ke/eligibility> provides a comprehensive list of visa categories and countries exempt from visa requirements to enter Kenya. Please be advised that visitors in need of a visa should prioritize the visa application process without delay. A compilation of frequently asked questions regarding visas can be found [here](#). Please visit relevant websites mentioned above for the most recent information.
3. All individuals must have a valid government issued photo ID and passport to obtain a meeting badge. The main entrance is located on United Nations Avenue in Gigiri. Pedestrians may enter the UNON 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 in front of the pavilion entrance. For a map of the UNON complex, see: https://dcs.unon.org/sites/default/files/2025-09/UNON_MAP.pdf
4. Registration is available on the Indico platform (<https://indico.un.org/event/1020407/>) from Friday, 17 October 2025 to Friday, 31 October 2025 and must be completed and approved by the Secretariat to obtain a badge. The list of entities eligible to register are listed on the [Indico](#) registration page and all organizations are encouraged to register as soon as possible to allow sufficient time to process registration. **Participants from non-governmental organizations and other accredited organizations must register by Friday, 31 October 2025 at 11:59 P.M. (EDT), as on-site registration will not be available in Nairobi due to the liquidity constraints.**
5. Registration for all entities will require a Note Verbale or a Letter of

representation signed by the head of the entity to confirm the individual is authorized to represent the entity. Please refer to the respective registration form on [Indico](#) to submit the correct document.

6. Registration also requires each authorized individual to submit a separate registration; one registration for multiple representatives is not available and doing so will prevent the issuance of a badge to enter the UNON complex. The creation of an Indico account is not required for registration.

7. Upon submission of registration, an email confirming receipt of registration will be sent to the email address provided. Once the Secretariat reviews the registration, the individual will be notified of any pending items or approval of the registration. Organizations are again encouraged to register as soon as possible to allow sufficient time to address pending items of the registration. Approved participants will receive an approval letter with a QR code and instructions on how to pick up the badge.

8. Participants must present their passport, government issued photo ID and the QR code to security and when picking up a badge at the Pass and ID Office in the Visitors Pavilion. For assistance with registration, the Secretariat may be contacted via email to inc-tax@un.org.

9. Entities listed in [A/AC.298/CRP.19](#) will be considered by the Committee in its first meeting of the third session on 10 November 2025. Upon final approval by the Committee, such entities which have registered on [Indico](#) will receive their approval letter with a QR code. Such entities interested in participating during the afternoon meeting of 10 November 2025 may report to the Pass and ID Office in the Visitors Pavilion between 12:00 p.m. and 4:00 p.m. with their passport, government issued photo ID and QR code to receive their badge.

10. In order to facilitate participation in meetings, participants are requested to inform the Secretariat of the accessibility requirements through the [Indico](#) registration which will close on Friday, 31 October 2025. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in accordance with paragraphs 33 and 34 of General Assembly resolution 73/341.

11. All official documents of the INC will be issued on the Official Document System of the United Nations under the symbol series A/AC.298. Other documents, such as conference room papers, will be shared on the Committee website (<https://financing.desa.un.org/inc>).

Interpretation and statements

12. Interpretation will be provided during the meetings in all official languages. The meetings will also be webcast. According to the decision of the Bureau during the Second Session, there will be no general statements segment during this session. Stakeholders are invited to make interventions on each agenda item after Member States have made their interventions as according to established practices.

13. Interventions made in any of the six official languages of the General Assembly are interpreted into the other official languages. Speakers are requested to deliver the interventions at a speed that is interpretable. Delegations are kindly requested to do so at a normal speed, to enable the interpreters to provide an accurate and complete rendition of their interventions. When interventions 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 interventions delivered in English) to ensure that the intervention is delivered at a normal pace.

Medical services at UNON

14. The UNON Medical Clinic emergency and first aid assistance, including on-call (24-hour) ambulance services are available. The UNON Joint Medical Service Clinic is located within the UN Complex in Gigiri, Nairobi. The medical service will be available in cases of emergency.

15. The UNON clinic is located in the ground floor of Block F behind the UNSACCO Office. Meeting delegates can receive necessary care at the UNON Clinic on walk-in basis. The clinic can also be reached using the following telephone numbers:

- 24-hour help line / emergency line: +254 (0)72 425 5378, +254 (0)20 762 5999
- Office hours: +254 (0)20 762 2629, +254 (0)20 762 1267
- Email: unon-jms-medical@un.org

16. Emergency services are available on a 24-hour basis while other clinic services can be accessed by participants during the designated periods for conference meetings within the UN complex.

Banking facilities

17. Three banks in the UNON complex cater for all banking and forex needs. All are located on the lower concourse, next to the Delegates Lounge, and are open on weekdays from 8:30 A.M. or 9:00 A.M. to 4:00 P.M.

18. For cash withdrawals, participants will find four ATMs on the lower concourse. All are open 24 hours and dispense local currency, United States dollars, or both currencies. There are two additional ATMs at the UN Commissary at the northern end of the complex.

Currency and rate of exchange

19. The official currency of the Republic of Kenya is the Kenya Shilling (KES). Foreign currency should only be exchanged through banks or authorized foreign exchange dealers.

20. The Central Bank of Kenya compiles indicative foreign exchange rates daily for use by the general public. For more information, please visit: <https://www.centralbank.go.ke/forex/>

Electric plug and socket

21. The electrical currents in Kenya are 220 – 240 Volts, 50 Hertz. Kindly note that Kenya uses the 13A 3 [square] wall switch socket outlet and an example is available [here](#). Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these.

Internet services

22. Free Wi-Fi will be available in the UNON complex and all meeting rooms. To access the internet, please select the open wireless network connection named “VISITORS” or “DELEGATES”. “DELEGATES” should be used in the meeting rooms and around the UNON conference facilities.

Catering services

23. The United Nations Office at Nairobi has the following three in-house caterers within the compound contracted to provide food and beverages for breakfast, lunches and snacks during coffee breaks for staff and visiting delegates as listed below. Furthermore, participants have the possibility to explore other restaurants located within walking distance from the UN complex.

- UNON main cafeteria operated by Safari Park Hotel, located next to the compound main roundabout.
- River Café, located at the New Office Blocks 1 to 6.
- Good Food Company / Sevens Restaurant, located next to conference room 1, at the UNEP and UN-Habitat New Office Building (NOFs). NOF Block #1 and Block #4 of the UNEP and UN-Habitat.

Safety and security

24. The UNON Department of Security and Safety (UNDSS) operates 24/7 within the UNON premises. UNDSS is in charge of every aspect of the day-to-day security on the compound as well as the personal security of everyone working at or visiting the complex. They can be reached by telephone: +254 (0)20 762 2999.

25. The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly. Please refer to the [United Nations Code of Conduct](#) and report any incident to the Security and Safety section either in-person or by phone.

26. All personal belongings should not be left unattended in the meeting room during the lunch break. The loss of a badge or any personal item in the meeting venue must be reported to the badging centre 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.

27. No weapons are allowed inside the UNON complex at any time. Authorized armed security personnel are not allowed access to the conference rooms.

28. *Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the Organization, and of events in which they partake. Any actions that disrupt the normal functioning of the Organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards, or other written or visual means, as well as vocal/audio performances, sounds, gatherings, or demonstrations of any kind, including passive, are not allowed. Refusal to comply with these and any other applicable regulations may result in temporary detention or removal from or denial of access to the premises.*

Information about the city, useful words

29. For more information about the city of Nairobi and its tourist attractions, please visit <https://nairobi.go.ke/explore-nairobi/>.

30. English is the official language and the medium of instruction in all schools, so most Kenyans speak excellent to passable English.

Local transportation

31. Many hotels provide courtesy shuttle services to / from the airport and in some cases from the hotel to the UNON complex. Visitors should advise their hotels in good time of their transportation needs. In the absence of a courtesy bus, visitors may use reputable taxi companies. Recommended taxi companies are listed below:

- Hilltop, +254 (0)20 272 3270
- Jaycab Taxis, +254 (0)20 721 0520 or (0)73 375 0455 or (0)72 323 9750
- Jatco, +254 (0)20 444 8162 or (0)73 370 1494 or (0)72 264 8383
- Jimcab, +254 (0)20 712 2565 or (0)73 733 3222 or (0)72 271 1001
- Kenatco, +254 (0)20 250 6790 or +254 (0)70 578 0011 or (0)7 057 8001
- Ride-hailing services including Uber, Bolt and Little Cab are available and may be used at your discretion.