

EXPLANATORY NOTE

Summary of UNON's guidance on the use of conference facilities under phase three of Back -to-Office plan

1. Introduction

1. In its Note Verbale dated 7 September 2021, the Ministry of Foreign Affairs of the Republic Kenya informed UNON that it has no objection to the opening of the UNON complex, subject to the observance of all the Ministry of Health protocols and vaccination requirements.
2. The United Nations Office in Nairobi (UNON) on 9 September 2021 announced the activation of phase three of the Back-to-Office plan (BTO), which is anticipated to take effect from Monday, 4 October 2021.
3. Phase three allows up to 60% of staff and other categories of personnel to work from the UNON Complex on any day of the week, subject to vaccination requirements and other safety precautions.
4. Vaccination requirements and other safety precautions are also applicable to external visitors and meeting participants, who are required to comply with all COVID-19 preventive measures as communicated to mitigate the risk of exposure during a meeting.
5. This Note is intended to provide to the Bureau of the Executive Board a summary of the requirements for the return to in-person meetings on the UNON complex, including health measures, physical safety, and access controls, based on the guidelines shared by UNON.
6. This Note may support the Bureau of the Executive Board at its next meeting scheduled for 19 October 2021 in discussing and recommending the format of the second session of the Executive Board for the year 2021, which is to be held on 15 and 16 November 2021.

2. Requirements for admission of meeting participants at UNON complex:

- a. To access the UNON complex, participants should be in possession of a valid UNON Ground Pass.
- b. Participants should provide proof of full COVID-19 vaccination. This will be determined on the basis of WHO emergency use authorization of the vaccine type, or recognition of the vaccine type by stringent regulatory authorities, or vaccine type duly authorized by the issuing Member State.
- c. In lieu of being completely vaccinated either proof of a negative PCR test not older than 72 hours, or a certificate of recovery from COVID-19 illness not older than 180 days, or proof of positive COVID-19 antibody test not older than 90 days can be provided. Additional criteria may be requested based on the meeting risk assessment by UNON Joint Medical Services (JMS).
- d. The Office of the Director-General of UNON has officially requested all Permanent Missions in Nairobi to send Note Verbales to UNON confirming the names of all Diplomats, staff and other associated personnel of Permanent Missions who are fully vaccinated and can therefore be granted access to the UNON compound. On 04 October

2021, all grounds pass providing access to the UNON Complex will be deactivated and subsequently reactivated based on relevant communication of vaccination status received by UNON.

- e. Any participants whose names and full vaccination status is not listed in the Note Verbale sent out by their Permanent Mission to UNON, should provide proof of vaccination when they register for the meeting. Meeting organizers will verify proof of vaccination upon registration. This should at the minimum bear the names of the participants, type of vaccine, date of full vaccination, batch number, and authority administering the vaccine.
- f. Admission to the meeting place will be contingent on the completion of contact tracking details, of which UN-Habitat will keep a daily attendance record for all in-person participants. The contact tracing form will offer participant information such as full names, organizations, phone and email contacts, and physical residence information.

3. Required safety precautions for meeting participants:

i. Before the meeting:

- a. Participants are required not to hold a meeting at UNON if they are feeling unwell, showing symptoms of COVID-19, awaiting COVID-19 results (except for frequent travel) or when there is a history of contact with an individual having confirmed COVID-19 diagnosis in the last 14 days.
- b. Prior to the start of any meeting, Organizers, in this case UN-Habitat, will provide all participants with the JMS COVID-19 information guidelines.
- c. Meeting Organizers/ UN-Habitat will appoint a COVID-19 meeting coordinator to oversee enforcement of COVID-19 guidelines during the meeting.

ii. During the meeting:

- a. Participants should wear face masks to cover both mouth and nose when in public areas, and in the conference rooms at all times.
- b. Participants should avoid close interactions and gatherings within and outside of the conference area.
- c. Physical distancing should be always at least 1.5 meters with other meeting participants.
- d. Participants should use the designated (marked) entry and always exit points in the conference rooms.
- e. Refreshments (including tea and coffee) will only be allowed in designated cafeterias.
- f. Participants will be expected to practice hand hygiene through frequent handwashing and use of sanitizers.
- g. Participants will be required to be seated at their designated seats and to avoid changing seats, as per the seating plan which will include an arrangement of at least 1.5 meters between participants and which will indicate names of representative member states/organizations to facilitate contact tracing.

- h. There will be no physical distribution of meeting documents inside the conference rooms. Participants will be invited to submit statements and other documents through digital mediums (email or online platforms). Participants will equally access meeting documents from organizers/UN-Habitat through the digital mediums.
- iii. After the meeting:
 - a. Participants will be required to contact the COVID-19 meeting coordinator from the organizer/UN-Habitat if they fall ill within 72 hours of the meeting conclusion.
 - b. Should a participant be tested positive during a meeting and the other participants must undergo another PCR test, this can be administered at UNON at the cost of the organizer.

4. Maximum Occupancy in UNON Conference Rooms:

- a. Under Phase three of the Back-to-Office plan, meetings will only be allowed in UNON conference rooms with two doors, *i.e* Conference Rooms 1, 2, 5, 6, 7, 8, 9, 10, 11, 13 & 14.
- b. A Maximum Occupancy per Conference Room has been determined by UNON. These are set out in **Annex 1** below.

Annex 1 - Maximum Occupancy per Conference Room

<i>Conference Room 1</i>	<i>Original Capacity</i>	<i>Revised Capacity¹ (1 metre)</i>	<i>Revised Capacity (2 metres)</i>
<i>Podium table seating</i>	9	5	3
<i>Podium table back seating</i>	9	5	3
<i>Seating at tables with microphone</i>	218	109	72
<i>Back seating (no mic)</i>	218	0	0
<i>Report Writer table seating</i>	8	4	2
<i>Secretariat table seating</i>	8	4	2
<i>Upstairs gallery</i>	100	0	0
<i>Total Capacity</i>	570	127	82

<i>Conference Room 2</i>	<i>Original Capacity</i>	<i>Revised Capacity (1 metre)</i>	<i>Revised Capacity (2 metres)</i>
<i>Podium table seating</i>	9	5	3
<i>Podium table back seating</i>	9	5	3
<i>Seating at tables with microphone</i>	304	150	95
<i>Back seating (no mic)</i>	304	0	0
<i>Report Writer table seating</i>	8	4	2
<i>Secretariat table seating</i>	8	4	2
<i>Upstairs gallery</i>	100	0	0
<i>Total Capacity</i>	742	168	105

¹ A minimum of 1 metre is required in all conference rooms

Conference Room 2/3/4	Original Capacity	Revised Capacity (1 metre)	Revised Capacity (2 metres)
<i>Podium table seating</i>	9	5	3
<i>Podium table back seating</i>	9	5	3
<i>Seating at tables with microphone</i>	512	256	124
<i>Back seating (no mic)</i>	512	0	0
<i>Report Writer table seating</i>	8	4	2
<i>Secretariat table seating</i>	8	4	2
<i>Upstairs gallery</i>	100	0	0
Total Capacity	1158	274	134

Conference Room 5	Original Capacity	Revised Capacity (1 metre)
<i>Seating at tables</i>	20	10
<i>Back seating (no mic)</i>	12	0
Total Capacity	32	10

Conference Room 6	Original Capacity	Revised Capacity (1 metre)
<i>Seating at tables</i>	28	10
<i>Back seating (no mic)</i>	20	0
Total Capacity	48	10

Conference Room 7	Original Capacity	Revised Capacity (1 metre)
<i>Seating at tables</i>	28	10
<i>Back seating (no mic)</i>	20	0
Total Capacity	48	10

Conference Room 8	Original Capacity	Revised Capacity (1 metre)
<i>Seating at tables</i>	24	10
<i>Back seating (no mic)</i>	16	0
Total Capacity	40	10

Conference Room 9	Original Capacity	Revised Capacity (1 metre)	Revised Capacity (1.5 metres)
<i>Podium table seating</i>	6	3	2
<i>Seating at tables with microphone</i>	48	27	18
<i>Back seating (no mic)</i>	26	16	10
Total Capacity	80	46	30

Conference Room 10	Original Capacity	Revised Capacity (1 metre)	Revised Capacity (1.5 metres)
<i>Podium table seating</i>	6	3	2
<i>Seating at tables with microphone</i>	48	27	18
<i>Back seating (no mic)</i>	26	16	10
Total Capacity	80	46	30

Conference Room 11	Original Capacity	Revised Capacity (1 metre)	Revised Capacity (1.5 metres)
<i>Podium table seating</i>	6	2	2
<i>Seating at tables with microphone</i>	50	18	14
<i>Back seating (no mic)</i>	12	5	5
Total Capacity	68	25	21

Conference Room 13	Original Capacity	Revised Capacity (1 metre)	Revised Capacity (1.5 metres)
<i>Podium table seating</i>	6	3	2
<i>Seating at tables with microphone</i>	44	18	14
<i>Back seating (no mic)</i>	24	16	8
Total Capacity	74	37	24

Conference Room 14	Original Capacity	Revised Capacity (1 metre)	Revised Capacity (1.5 metres)
<i>Podium table seating</i>	6	3	2
<i>Seating at tables with microphone</i>	44	18	14
<i>Back seating (no mic)</i>	24	16	8
Total Capacity	74	37	24