

Information Note

UNEP

Cartagena Convention COPs 2025

Kingston, Jamaica

13-16 October 2025

- Seventh Conference of Parties to the Protocol Concerning Pollution from Land-Based Sources and Activities (LBS COP7) of the Wider Caribbean Region, 13 & 16 October.
- Thirteenth Conference of Parties to the Protocol Concerning Specially Protected Areas and Wildlife (SPA W COP13) of the Wider Caribbean Region, 14 & 16 October.
- Eighteenth Conference of Parties to the Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region (COP18), 13-16 October.

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Introduction

This document provides essential logistical information for participants attending the Cartagena Convention Secretariat’s 2025 intergovernmental meetings in Kingston, Jamaica. Participants are strongly encouraged to review these guidelines prior to travel. Any updates or additional details will be communicated as they become available to ensure smooth participation.

The UNEP Cartagena Convention Secretariat is pleased to welcome participants to the **Eighteenth Conference of Parties to the Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region (COP18)**, which will take place 13–16 October 2025 in Kingston, Jamaica.

In conjunction with COP18, the Secretariat will also convene the Seventh Conference of Parties to the Protocol Concerning Pollution from Land-Based Sources and Activities (LBS COP7) on 13 and 16 October, and the Thirteenth Conference of Parties to the Protocol Concerning Specially Protected Areas and Wildlife (SPAW COP13) on 14 and 16 October.

These meetings provide an important platform for regional cooperation on marine and coastal management in the Wider Caribbean Region. They will bring together governments, experts, and stakeholders to review progress, address emerging challenges, and agree on priorities for the protection and sustainable use of the Caribbean Sea and its resources.

Meeting Dates & Venue

Meeting Dates: October 13 – 16, 2025

Venue: *Jamaica Pegasus Hotel*

Address: 81 Knutsford Boulevard, Kingston 5, Jamaica

Meeting Format & Documents

The meeting will be held in hybrid format via Zoom, allowing both in-person and virtual participation. The meeting link will be provided closer to the date of the meeting. Documents, including the provisional agenda in English, French, and Spanish, are available on the [Cartagena Convention Secretariat webpage](#), for download.

Language & Interpretation

Simultaneous interpretation will be available in **English, French, and Spanish** for both in-person and virtual participants.

To facilitate remote interpretation, all attendees are kindly requested to bring their own equipment—specifically laptops and headphones or headsets.



While interpreters recommend wired headsets with a microphone arm (example to the left), participants may use any available equipment.

Accommodation

Accommodation will be available at the meeting venue, Jamaica Pegasus Hotel, 81 Knutsford Boulevard, Kingston 5, Jamaica. While accommodation at the Pegasus is optional, it is strongly recommended for ease of access to the meeting. UNEP-sponsored participants will receive a Daily Subsistence Allowance (DSA) to cover accommodation and meal expenses during their stay (see section on DSA). Participants choosing to stay at the Jamaica Pegasus Hotel may check in from 3:00 p.m. on their day of arrival.

Group Block Code: 7595864		
Room Category	Single	Double
Deluxe	\$ 177.00	\$ 197.00
Royal Deluxe	\$ 222.00	\$ 242.00
Deluxe One Bedroom Suite	\$ 294.00	\$ 314.00
Royal One Bedroom Suite	\$ 336.00	\$ 356.00

For booking requests at the Jamaica Pegasus, send email to reservations@jamaicapegusus.com, sales3@courtleigh.com, salesmgr@courtleigh.com or sales7@courtleigh.com.

Below is a list of UNDSS¹-approved hotels, including their distance from the meeting venue and contact information:

Recommended Hotels (Early booking is recommended due to limited availability.)

Hotel	Distance		Contact
Courtleigh Hotel & Suites Address: 85 Knutsford Boulevard, Kingston 5, Jamaica	Walk: 2 mins	Drive: 5 mins	(876) 936-3570
Altamont Court Hotel Address: 1-5 Altamont Terrace, New Kingston, Kingston 5, Jamaica	Walk: 12 mins	Drive: 3 mins	(876) 929-4497
Courtyard by Marriott Kingston, Jamaica Address: 1 Park Close, Kingston	Walk: 4 mins	Drive: 2 mins	(876) 618-9900
S Hotel Kingston Address: 1 St Lucia Ave, Kingston	Walk: 14 mins	Drive: 4 mins	(876) 926-0000
AC Hotel Kingston, Jamaica Address: 38-42 Lady Musgrave Rd, Kingston	Walk: 25 mins	Drive: 6 mins	(876) 750-3000

Self-funded participants are responsible for their own arrangements.

Daily Subsistence Allowance (DSA)

UNEP-sponsored participants will be provided with DSA and terminals for their travel.

Self-funded participants are expected to fund the full cost of their participation in the meetings.

The daily subsistence allowance shall comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities, and other such payments made for services rendered during official travel. Funded participants will be paid an allowance for Kingston, Jamaica in accordance with a schedule of standard rates established periodically by the [International Civil Service Commission \(ICSC\)](#).

¹ United Nations Department of Safety and Security (UNDSS)

The standard rate for Kingston, Jamaica is US\$510 per day. UNEP-sponsored participants will receive 75% of their DSA via electronic bank transfer (EBT) prior to the meeting. Delegates must ensure that accurate banking details are provided to the Secretariat to ensure timely processing.

Terminal expenses of US\$252 will also be paid in full via EBT upon the return and submission of the boarding passes. A terminal expense includes all expenditures for transportation between the airport or other points of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges.

Please submit all inbound boarding passes to the UNEP Cartagena Convention Secretariat Representative on the first day of the meeting. Boarding passes for the return leg of the trip should be sent by e-mail to the Cartagena Convention Secretariat at unep-cartagenaconvention@un.org within three (3) business days after completion of travel, to facilitate the submission of expense reports and the 25% balance of DSA and terminals.

Any other related receipts in conjunction with forced overnight stays will also be paid following the processing of each participant’s expense report.

Transportation

Arrival & Transfers

Airport: Norman Manley International Airport (NMIA)

Distance to New Kingston: Approx. 21 km (33–38 minutes by car)

Distance to the Meeting Venue: Approx. 19.8 km (34–40 minutes by car)

Local Transport Options

Transport Mode	Estimated Cost	Estimated Travel Time	Note
Uber	US \$30-45	20-30 mins	Reliable & widely available
Taxi	US \$40-80	20 mins	No fixed fares
Private Shuttle	US \$43-80	24-35 mins	Pre-booking required

Airport: Sangster International Airport (MBJ)

Distance to New Kingston: Approx. 171.4 km via A1 and Hwy 2000/T3 (2 hr 38 min by bus)

Local Travel Option: We recommend that a shuttle bus be booked from the Montego Bay Airport to Kingston via the [Knutsford Express](#). The estimated cost of the round trip is US\$70. Upon arrival at the bus depot in New Kingston, the participant will be required to take a taxi (refer to the table above) to their hotel of choice.

Please note that once your flight is confirmed via Sangster International Airport (MBJ), you are advised to book your shuttle promptly through the designated website. Early booking is recommended to secure your seat. Kindly consider any potential delays when booking.

Visa Requirements

It is the responsibility of each delegate to obtain any required transit visas and a visa for entry into Jamaica before travelling. The information below is provided as guidance only.

- A valid passport is required for entry into Jamaica. Nationals of some countries also need a visa. To check if this applies to you, please visit:
<https://www.pica.gov.jm/immigration/entry-visa-requirements>
- All visitors (including children) staying in Jamaica for more than 24 hours are required to complete the Online Passenger Declaration Form (C5) before arrival. There is no cost to complete the form. Please ensure that you complete the form using the official website of the [Passport, Immigration and Citizenship Agency \(PICA\)](#).

Health-related Information and Disclaimer

COVID-19 & General Health

- There are currently no COVID-19-related entry restrictions for travel to Jamaica.
- Participants are responsible for any medical expenses incurred during their stay in Kingston. It is therefore strongly recommended that participants secure appropriate travel health insurance prior to departure.

Yellow Fever Vaccination

- A valid Yellow Fever Vaccination Certificate is required for travellers arriving from endemic regions. For more information, visit the webpage of the [Ministry of Health and Wellness](#).

All visitors must comply with the arrival health procedures mandated by the Airports Authority of Jamaica and the Government of Jamaica. This includes, but is not limited to, any public health instructions issued during the meeting period.

Emergency Contacts and Recommended Medical Facilities

Service	Contact	Address	Comment
Emergency (Police, Fire, Ambulance)	119	N/A	
Andrews Memorial Hospital	(876) 926-7401	27 Hope Rd, Kingston	Closest Private Hospital. Approximately 9 minutes by car from the meeting venue
Medical Associates Hospital	876 926 1400	16-18 Tangerine Place Kingston 10	Private Hospital. Approximately 10 minutes by car from the meeting venue
University Hospital of the West Indies	876 927-1620-9	Mona, Kingston 7	Closest Public Hospital. Approximately 20 minutes by car from the meeting venue

Local Information

Weather & Time Zone

- **Time Zone:** UTC –5
- **Climate (October):** Temperatures typically range from **24°C to 31°C (75°F to 88°F)**. October is generally warm and humid, with frequent rainfall as it falls within the Atlantic hurricane season. While tropical storms are possible, they are less common toward the latter part of the month.

Currency & Payment

- **Currency:** The official currency of Jamaica is the **Jamaican Dollar (JMD)**. However, **US Dollars (USD)** and **Euros** are widely accepted at many establishments.
- **Exchange Rate:** As of the latest update, **1 USD ≈ 160.29 JMD**. For current rates, please refer to the Bank of Jamaica’s official exchange rate page. [Click here for current rates](#).
- **Payments:** Credit cards are widely accepted across hotels, restaurants, and retail outlets.
- **Currency exchange services:** Available at airports, banks, official Cambios, and hotels.

Electricity & Internet

- **Power Outlets:** Jamaica uses Type A and Type B plugs (110V, 50Hz). Participants are advised to bring appropriate adapters if needed.
- **Wi-Fi:** Wireless internet is available at the meeting venue and most hotels. The two main telecommunications providers in Jamaica are DIGICEL and FLOW.



Contact Information

For logistical or travel-related inquiries, please contact:

UNEP Cartagena Convention Secretariat

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Contact Name: Tamoy Singh Clarke

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Contact Name: Jhenelle Barrett Cohen

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We look forward to welcoming you to Kingston, Jamaica!

Should you have queries concerning the information provided in this document, please contact the Cartagena Convention Secretariat at unep-cartagenaconvention@un.org.