



**United Nations
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Programme**

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**Nineteenth Meeting of the Parties to
the Montreal Protocol on Substances
that Deplete the Ozone Layer
Montreal, 17-21 September 2007**

INFORMATION NOTE FOR PARTICIPANTS

I. Venue

The Nineteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, its associated meetings and events will be held in Montreal, Canada, from 12 to 21 September 2007, at the following venue:

Palais des congrès de Montréal, 5th Floor
159, rue Saint-Antoine Ouest
Montréal (Québec) Canada
H2Z 1H2

II. Meetings and Activities

12-14 September	Meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol (by invitation only)
15 September	Meeting of the Bureau of the 18 th Meeting of the Parties to the Montreal Protocol (by invitation only)
16 September	20 th Anniversary Celebration Seminar on the Montreal Protocol (open)
17-21 September	Nineteenth Meeting of the Parties to the Montreal Protocol (open)

III. Registration and identification name badges

The registration for the meeting will take place at the Billetterie area of the Palais des congrès de Montréal and will start on Tuesday, 11 September 2007, from noon until 5.30 p.m. and from 8.30 a.m. to 5.30 p.m. everyday from Wednesday, 12 through Thursday, 20 September 2007.

Delegates are encouraged to pre-register on-line in the following link that has been provided in the Secretariat's website: http://ozone.unep.org/Meeting_Documents/mop/19mop/19mop-reg-form.shtml

Based on the duly completed pre-registration forms received by the Secretariat, name badges will be issued on site upon the presentation of a valid passport or an identification card with a photograph.

For security reasons, the display of name badges is mandatory for admission to the Meeting venue, as well as to its meeting rooms. In addition, *delegates are strongly recommended* to have their valid passports and identification cards for entry into the Palais des congrès de Montréal.

IV. Financial assistance to developing countries

Limited funds are available to assist the participation of representatives from developing countries and countries with economies in transition Parties to the Protocol. Should your Government require such assistance, please submit your request to the Secretariat. In order to facilitate timely action on requests for funding, please make such requests by 10 August 2007, and include in the request the details of the participant to be assisted. Please note that only one participant's travel using the most appropriate economical fares and United Nations daily subsistence allowance may be covered for each country selected for assistance. However, for ministers attending the high-level segment, funding would be considered on receipt of a written request. For further enquiries regarding the financial assistance to be provided to a representative of your Government, please contact Ms. Ruth Batten (e-mail: ruth.batten@unep.org and fax numbers 254 20 7624691, 7624692, 7624693).

V. Opening of the meeting

The opening of the Nineteenth Meeting of the Parties will take place at 10 a.m. on Monday, 17 September 2007 at the main plenary hall. The formal sessions of the meeting will be held daily from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

VI. Pre-session meeting documents

All official pre-session documents will be mailed to the Parties and others in the official address list of the Ozone Secretariat. The documents may also be downloaded from the Ozone Secretariat website (http://ozone.unep.org/Meeting_Documents/mop/19mop/). Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting.

VII. Immigration

Visitors entering Canada must present a valid passport and, in some instances a visa.

Please apply for your entry visas **at least four (4) weeks before your departure time** from the Canadian Embassy or Consulate nearest to you. Information on visa procedures, including a list of relevant Canadian Embassies, High Commissions and Consulates abroad, is available on the website of the Citizenship and Immigration Canada (<http://www.cic.gc.ca/english/information/offices/index.asp>). Our letter of invitation

should be included in your request for entry visa. **Please note that it is not possible** for the Canadian authorities to grant visas upon arrival.

The following are recommended official documents that delegates and accompanying members should have in their possession when applying for a Canadian visa:

- Valid passport or travel document and a proof of country citizenship;
- Government letter of confirmation signed by the Head of Delegation or the Minister of Foreign Affairs of the country of citizenship or by an accredited NGO;
- Letter of accreditation by the UNEP confirming participation at MOP19;
- Proof of employment;
- Proof of funds; and
- Letter of support by the UNEP or Environment Canada (when applicable).

All delegates who require a visa must duly complete the application for a temporary resident visa which could be downloaded at <http://www.cic.gc.ca/english/information/applications/visa.asp>. To ensure efficient processing of your application, please write “MOP19” at the top of the visa application form and ensure to include all required documentation.

Check with the Canadian visa office (<http://www.cic.gc.ca/english/information/offices/missions.asp>) in your country to see if there are any **additional forms** you need to fill out.

The website of Citizenship and Immigration Canada (<http://www.cic.gc.ca/english/visit/visas.asp>) also indicates that many people do not require a visa to visit Canada. These include:

- Citizens of Andorra, Antigua and Barbuda, Australia, Austria, Bahamas, Barbados, Belgium, Botswana, Brunei, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Iceland, Ireland, Israel (National Passport holders only), Italy, Japan, Liechtenstein, Luxembourg, Malta, Mexico, Monaco, Namibia, Netherlands, New Zealand, Norway, Papua New Guinea, Portugal, Republic of Korea, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, San Marino, Singapore, Solomon Islands, Spain, Swaziland, Sweden, Slovenia, Switzerland, United States of America, and Western Samoa;
- Persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence.
- British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
- Citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
- Persons holding a British National (Overseas) Passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong;
- Persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People’s Republic of China;
- Persons who are holding a passport or travel document that is issued by the Holy See.

VIII. Hotel information

In *Annex A* you will find a list of hotels. The rates for these hotels are preferential ICAO rates. The hotel rates are in Canadian dollars and do not include the Quebec provincial sales tax (7.5%), the federal goods and services tax (6%) and the special accommodation tax (3%) per room and per night. Delegates are kindly reminded that they have to make their own hotel reservations. During *the month of September*, there is a *high* demand for hotels and therefore it is advisable to proceed with your bookings as soon as possible.

IX. Transportation from airport to downtown Montreal

Montreal Pierre-Elliott-Trudeau International Airport (former Dorval Airport) is located about 30 minutes from downtown Montreal. Taxis are available at the airport and there is a shuttle-bus service every 30 minutes.

The fares (in Canadian dollars) are as follows:

Shuttle-bus: \$14 (one way) and \$24 (round trip)

Taxi: \$35 (fixed rate for one way trip).

For more information on the schedule of the shuttle-bus, you could access the timetable by clicking this link: http://www.autobus.qc.ca/anglais/pops-up_an/mtl_dorval_an.html

In the downtown Montréal area, to remain true to our environmental commitment, we encourage participants to take advantage of services provided by the Public Transit System (Société de transport de Montréal). Public transportation rate is \$2.75/adult or booklets of six tickets for \$11.75.

X. Services to delegates

Computers/Internet

Delegates will have access to computers and internet for their e-mails in the Delegates Lounge located on the 5th floor of the Meeting venue.

Postal Services

Canada Post covers postal services in Canada. A Post Office is available within the Conference venue. Some postal counters are also available in certain pharmacies, businesses or convenience stores. For other type of courier services, many international companies such as FEDEX, DHL, UPS or Purolator counters are also available around the city.

Telephone Services

Bell Canada provides basic telephone services in Canada. Public telephones are available in various locations on city streets. The cost of a local unlimited call is 25 cents. To make long distance calls, you may purchase calling cards from, pharmacies, local convenience stores called “Depanneur” and newsstands in Montréal or at the smoke shop at the Conference site. From any public phone in Canada, you can dial toll free 0 (the operator for collect calls), 411 (directory assistance), 911 (for emergency services such as police, ambulance, firefighters).

XI. Medical and Emergencies

Canada has a publicly funded health care system but foreign visitors to Canada are required to pay for health services. Participants traveling to Canada are strongly advised to obtain medical insurance before leaving their home country. The insurance should cover medical, hospital treatment, repatriation expenses and life insurance. The Ozone Secretariat/UNEP will not assume responsibility for these services.

Canada does not require that travellers present certificates of vaccination upon arrival. Visitors arriving with medication prescribed by a doctor must have a copy of the doctor's prescription and the container must be adequately and accordingly labelled.

On the premises of the Meeting venue, first aid will be available. Outside the Conference venue, if you require health advice or service or wish to know what resources are available in your area, you may contact Info-Santé by dialling (514) 934-0354 at all times. In the event of an emergency, you can call (911) at any time.

XII. Side events and promotional material

Requests for side events should be made by completing the attached form (*Annex B*) and sent to the Secretariat by e-mail (ozoneinfo@unep.org) or by fax (254 20 7624691, 7624692, 7624693). Be aware that costs incurred for rental of equipment will be borne by the requesting Organization.

Delegations requiring display of promotional material and publications are encouraged to contact their Embassies, High Commissions or Consulates for assistance with customs clearance and for providing storage space for the consignments.

XIII. Weather and local time information

The average temperature in Montreal during the month of September is between 9°C to 19°C (48°F to 67°F) with 76.2 mm (3.40 in) average precipitation. For an update on the weather forecast for the month of September you could visit <http://www.weather.com>.

Canada is spread over six time zones from its Atlantic coast to its Pacific coast. Montreal is currently on Daylight Saving Time, resulting in 4 hours before Greenwich Mean Time (GMT-4).

XIV. Electricity

The North American power supply standard is set at 110 Volts and the frequency is 60Hz. Canada uses North American type plugs. We recommend that you use the appropriate adaptors.

XV. Exchange Rates and Banking

The Canadian Dollar is the national currency in Canada, composed of the one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards and traveller's cheques are accepted at most hotels, restaurants and business. Major banks and ATM machines are available on the premises.

1 Euro = approximately Can \$1.44443
1 USA \$ = approximately Can \$1.0476

For an update on the exchange rate, you could access the following website: <http://www.x-rates.com>

XVI. Customs

The Canada Border Services Agency (CBSA) administers Canadian laws that govern international trade and travel. Travellers, both business and tourists, look for courteous and helpful service and efficient processes at the border. As the first line of defence against undesirable people and goods crossing the border, the CBSA has the important responsibility of protecting Canadians' health, safety, economic prosperity and sovereignty. For information about visiting Canada please visit this convenient link to CBSA's visitor website at <http://www.cbsa-asfc.gc.ca/travel/visitors-e.html>

The Canadian Food Inspection Agency regulates the entry of animals, plants and plant products, food and wood. Some products may require entry permits. For information, please visit <http://www.inspection.gc.ca>

The Department of Health controls all drugs and medication including non-prescription drugs. Prohibited products may be confiscated. For information, please visit <http://www.hc-sc.gc.ca>

No firearms are allowed to enter Canada. For information, please visit <http://www.cfc-cafc.gc.ca>

XVII. Security

Security measures will be taken to ensure the smooth unfolding of events running in parallel with the Conference.

We highly recommend that delegates or participants keep their accreditation badges visible with them at all times as they may facilitate access to other sites or events organized by the Government of Canada. Guests are kindly requested to bring their numbered invitations to all official events and ceremonies to ensure being granted access.

In addition, delegates are strongly recommended to have their valid passports in their possession at all times.

XVIII. Press and Media enquiries

For press and media enquiries before and during the 19th Meeting of the Parties, please contact Nick Nuttall, Spokesperson of the United Nations Environment Programme (telephone: +25420 7623084; mobile in Kenya: +254 (0) 733 632755, mobile when travelling: +41 79 596 57 37, e-mail nick.nuttall@unep.org)]
