



**United Nations
Environment
Programme**

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**Open-ended Working Group of the Parties to
the Montreal Protocol on Substances that
Deplete the Ozone Layer**
Twenty-ninth meeting
Geneva, 15–18 July 2009

**Workshop on the management and destruction of
ozone-depleting substance banks and their
implications for climate change & open-ended
dialogue on high-global warming potential
alternatives for ozone-depleting substances**
Geneva, 13–14 July 2009

Information note for participants

I. Venue

1. The twenty-ninth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held from 15 to 18 July 2009 in Geneva at the following venue:

Centre International de Conférences Genève (CICG)
[Geneva International Conference Centre]
Rue de Varembé 17
1211 Geneva 20
Switzerland
Tel: 41 22 791 9111
Fax: 41 22 733 8106
E-mail: info@cicg.ch
Web: <http://www.cicg.ch>

2. The meeting will be preceded by a workshop on the management and destruction of ozone-depleting substance banks and their implications for climate change and an open-ended dialogue on high-global warming potential alternatives for ozone-depleting substances on 13 and 14 July 2009, respectively, at the same venue.

II. Registration and identification badges

3. To facilitate the issuance of identification badges at the meeting venue, delegates are encouraged to pre-register online through the Secretariat's website (<http://ozone.unep.org>) from 1 April 2009. Registration on site will begin at 8 a.m. on Monday, 13 July 2009 and continue until Friday, 17 July 2009, at the registration counter in the conference centre.

4. Delegates are requested to present their passports when entering the conference centre and collecting their identification badges. For security reasons, badges must be displayed to gain entrance to the conference centre and its meeting rooms.

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For reasons of economy, this document is printed in a limited number. Delegates are kindly requested to bring their copies to meetings and not to request additional copies.

5. Delegates should expect daily security checks upon entry to the conference centre, especially from 13 to 15 July when a separate conference is taking place at the same venue.

III. Financial assistance to developing countries

6. Limited funds are available to assist the participation of representatives of Parties that are developing countries and countries with economies in transition. Should your Government require such assistance, please submit a written request to the Secretariat. To facilitate timely action on requests for funding, please submit such requests before 15 May 2009, and include in the request the details of the participant to be assisted.

7. Please note that only one participant's travel using the most appropriate economical fares and United Nations daily subsistence allowance rate may be covered for each country selected for assistance. For further enquiries regarding the financial assistance to be provided to one representative of your Government, please contact Ms. Ruth Batten (e-mail: ruth.batten@unep.org or fax: 254 20 762 4691/2/3).

IV. Opening of the meetings

8. The workshop on the management and destruction of ozone-depleting substance banks and their implications for climate change and the open-ended dialogue on high-global warming potential alternatives for ozone-depleting substances will open at 10 a.m. on 13 and 14 July 2009, respectively.

9. The official opening of the twenty-ninth meeting of the Open-ended Working Group will take place at 10 a.m. on Wednesday, 15 July 2009.

10. The morning sessions of all the meetings will be held from 10 a.m. to 1 p.m. and afternoon sessions from 3 p.m. to 6 p.m., unless otherwise specified by the officers of the meetings onsite.

V. Meeting documents and paperless system

11. All pre-session documents will be distributed to the Parties in the official address list of the Ozone Secretariat by post or e-mail as specified by each Party. All documents will also be available for downloading from the Ozone Secretariat website (<http://ozone.unep.org>) as they become available.

12. If your Government has not yet informed the Secretariat of its decision regarding the use of the internet and e-mail communication for correspondence and the transmission of meeting documents, it would be greatly appreciated if this issue could be addressed, so that the Secretariat can further minimize the use of paper in the distribution of pre-session documents.

13. Following the success of the paperless meetings in Doha in November 2008, the Secretariat will again be using the paperless system to process conference-room papers and provide access to meeting, information and background documents during the meetings. Participants with access to a laptop are encouraged to bring it to the meeting. The paperless system will be installed on these laptops by support staff during the registration process.

VI. Visas

14. The Secretariat would like to remind Parties and organizations that their representatives may require visas. Pre-registered participants who require a letter from the Secretariat to assist them in obtaining an entry visa for Switzerland, now part of the Schengen area, should submit their requests well in advance.

15. For information about Swiss representations abroad, please visit the website of the Federal Department of Foreign Affairs at <http://www.eda.admin.ch/eda/en/home/rep.html> (please note that the information on this website is available in English, French, German and Italian only).

VII. Airport transfers

16. Geneva International Airport offers arriving passengers a free ticket into Geneva, valid throughout the “Tout Genève” zone of the Geneva public transport system. You can obtain the ticket from the automatic ticket machine, located in the baggage claim area, before passing through Customs. It is valid for 80 minutes and is available to arriving passengers only.

VIII. Hotel accommodation

17. Hotel reservations should be made directly with the hotels. July is high season in Geneva. Please book your hotel accommodation as soon as possible to take advantage of your preferred accommodation close to the conference centre.

18. If viewing this document electronically, please visit the link http://ozone.unep.org/Meeting_Documents/oewg/29oewg/29oewg_list_of_hotels.pdf for the list of hotels in Geneva that rent rooms at United Nations preferential rates (in English only). Those Parties that have received the present note via post will find this list of hotels enclosed.

IX. Public transport in Geneva

19. Participants staying in Geneva will receive a Geneva transport card that provides free travel on the Geneva public transport system throughout their stay when they check into their hotel. They can also use the card to travel to Geneva International Airport on the day of their departure.

X. Location of the conference centre

20. The conference centre can easily be reached by public transport from the following main locations:

From the airport:

Geneva International Airport is 5 kilometres from the conference centre. Bus No. 5 from the airport goes to the conference centre and participants should alight at the stop “Vermont”.

From the train station:

Geneva’s main railway station, Cornavin, is 2 kilometres from the conference centre. Bus Nos. 5 and 8 from the train station go to the conference centre and participants should alight at the stops “Vermont” or “UIT”, respectively. Participants can also take trams Nos. 13 or 15 and alight at the stop “Nations”.

21. If you plan to arrive by car, the conference centre has some parking spaces available for participants at a cost of CHF 8 per day, subject to availability. Please contact the Secretariat’s registration desk for the more details.

22. A map showing the location of the conference centre can be found below.



Figure – Map of Geneva highlighting the conference centre, United Nations Office at Geneva and main train station.

XI. Local currency and foreign exchange rates

23. Participants may bring with them into Switzerland unrestricted sums of foreign currency in the form of traveller's cheques, drafts, letter of credit or other banking instruments that may be exchanged for the Swiss Franc at the prevailing exchange rates.

XII. Weather and local time information

24. The weather in Geneva is warm and dry in July, and average temperatures for that month vary between 19 and 35° C (67–95° F). The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 22° C (71–72° F). Light clothing will be appropriate.
25. The local time is UTC/GMT +1 hour.

XIII. Tourism

26. For tourist information on Geneva, please visit the official website:
<http://www.geneve-tourisme.ch>.
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