



United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署

PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE

ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

Our reference: MP/2100-98-03-1322

Date: 16 September 2003

Sir/Madam,

In accordance with rules 5 and 6 of the rules of procedure for meetings of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, I have the honour to notify you that, pursuant to decision XIV/43 of the fourteenth Meeting of the Parties to the Montreal Protocol, the fifteenth Meeting of the Parties to the Montreal Protocol will be held at the seat of the Secretariat in Nairobi, Kenya, from 10-14 November 2003 at the following venue:

United Nations Office at Nairobi
United Nations Avenue, Gigiri
P.O. BOX 30552
Nairobi
Kenya
Tel: (254-20) 623851/623885
Fax: (254-20) 623601/623913/623532

The first three days of the Meeting, 10 to 12 November 2003, will be devoted to the preparatory segment of the fifteenth Meeting of the Parties to the Montreal Protocol, while the following two days, 13 and 14 November 2003, will be devoted to the high-level segment. The registration of delegates to the Meeting will start at 9.00 a.m. on 10 November 2003 and the Meeting will begin at 10.00 a.m. each day.

I have the honour to invite your Government to nominate representatives to participate in the above-mentioned Meeting. It is my sincere hope that your delegation will be led by a representative at the ministerial or the highest possible political level. Ministerial participation would be especially important during the high-level segment of the Meeting. I would request your Government to kindly inform the Secretariat at the address given below, at least four weeks prior to the Meeting, of the name(s), title(s) and address(es) (including telephone, e-mail, telex and telefax contacts, if available) of the representative(s) nominated by your Government. Your representative(s) may fill in the enclosed pre-registration form and return it to the Secretariat by 6 October 2003 or register through our web site at the address given below.

The rules of procedure governing the Meeting of the Parties provide that the credentials of representatives and the names of alternate representatives and advisers should be submitted to the Executive Secretary of the Meeting, if possible, not later than 24 hours after the opening of the Meeting. Any later change in the composition of the delegation should also be submitted to the Executive Secretary. The credentials should be issued either by the Head of State or Government or by the Minister for Foreign Affairs, or, in the case of a regional economic integration organization, by the competent authority of that organization.

Limited funds are available to assist the participation of representatives from developing countries. Should your Government require such assistance, please inform the Secretariat before 6 October 2003 with the details of the participant to be assisted. Only one participant's travel, using the most appropriate economical fares and United Nations per diem costs will be covered for each country selected for assistance.

The provisional agenda and pre-registration forms for the Meeting are enclosed. The Meeting documents, when ready, will be communicated, and will also be placed on the Ozone Secretariat's web site for downloading.

All communications relating to the Meeting should be addressed to

Mr. Marco González
Executive Secretary
Secretariat for the Vienna Convention and the
the Montreal Protocol
United Nations Environment Programme
P.O. Box 30552
Nairobi, Kenya

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Please accept, Sir/Madam, the assurances of my highest consideration.

Klaus Töpfer
Executive Director