



**United Nations
Environment
Programme**

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**Seminar on environmentally sound
management of banks of
ozone-depleting substances**
Geneva, 14 June 2010

**Open-ended Working Group of the Parties
to the Montreal Protocol on Substances
that Deplete the Ozone Layer**
Thirtieth meeting
Geneva, 15–18 June 2010

Information note for participants

I. Venue

1. The thirtieth 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 June 2010 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 seminar on environmentally sound management of banks of ozone-depleting substances on 14 June 2010 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/Meeting_Documents/oewg/30oewg/index.shtml and http://www.unep.ch/ozone/Meeting_Documents/oewg/30oewg/index.shtml). Registration on site will begin at 8 a.m. on Monday, 14 June 2010 and continue until Friday, 18 June 2010, 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.

5. Delegates should expect daily security checks upon entry to the conference centre.

III. Financial assistance to developing countries

6. Limited funds are available to assist the participation of representatives of developing countries and countries with economies in transition. Countries that have already submitted their requests for financial assistance for their representatives do not need to resend their requests. Travel to Geneva will be arranged for participants selected to receive support.
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, 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 seminar on environmentally sound management of banks of ozone-depleting substances will open at 10 a.m. on Monday, 14 June 2010.
9. The official opening of the thirtieth meeting of the Open-ended Working Group will take place at 10 a.m. on Tuesday, 15 June 2010.
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.

V. Meeting documents and paperless system

11. All pre-session documents are being distributed to the Parties in the official address list of the Ozone Secretariat by post or e-mail as specified by each Party. These meeting documents will also be available for downloading from the Ozone Secretariat website (<http://ozone.unep.org> and <http://www.unep.ch/ozone>) 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 urgently, so that the Secretariat can further minimize the use of paper in the distribution of pre-session documents.
13. 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 urged to bring it due to the limited availability of laptops for loan onsite. Access to the paperless system will be facilitated by support staff during the registration process.

VI. Side events and promotional materials

14. Requests for side events and exhibitions should be made by completing a form which needs to be sent to the Secretariat by e-mail (ozoneinfo@unep.org) or by fax (254 20 7624691/2/3) by 14 May 2010. If viewing this document electronically, you can download the above-mentioned form at either of the following links: [http://ozone.unep.org/Meeting_Documents/oewg/30oewg/30th_OEWG_Side-events and Exhibitions_application form.doc](http://ozone.unep.org/Meeting_Documents/oewg/30oewg/30th_OEWG_Side-events_and_Exhibitions_application_form.doc) or [http://www.unep.ch/ozone/Meeting_Documents/oewg/30oewg/30th_OEWG_Side-events and Exhibitions_application form.doc](http://www.unep.ch/ozone/Meeting_Documents/oewg/30oewg/30th_OEWG_Side-events_and_Exhibitions_application_form.doc). Those receiving this note by post will find the form enclosed.

15. Promotional or exhibition materials and publications should be sent to the address below:

c/o Mr. Laurent Tremblet
Centre International de Conférences Genève (CICG)
Rue de Varembe 17
1211 Geneva 20
Switzerland
Tel: 41 22 791 9111 or 41 22 7919155

For the attention of :

Ms. Ruth Batten (for the 30th OEWG, Montreal Protocol)
Senior Administrative Officer, Ozone Secretariat/UNEP

VII. Visas

16. 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.

17. 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).

VIII. Airport transfers

18. 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.

IX. Hotel accommodation

19. Hotel reservations should be made directly with the hotels. June 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.

20. If viewing this document electronically, please visit either of the following links http://ozone.unep.org/Meeting_Documents/oewg/30oewg/30oewg_list_of_hotels.pdf or http://www.unep.ch/ozone/Meeting_Documents/oewg/30oewg/30oewg_list_of_hotels.pdf for the list of hotels in Geneva offering United Nations preferential rates. Those Parties that have received the present note via post will find this list of hotels enclosed.

X. Public transport in Geneva

21. 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.

XI. Location of the conference centre

22. 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”.

23. If you plan to arrive by car, the conference centre has some parking spaces available for participants at a cost of CHF 10 per day, subject to availability. Please contact CICG or the Secretariat for more details.

24. A map showing the location of the conference centre can be found overleaf.



Figure 1 – Map of Geneva highlighting the conference centre, United Nations Office at Geneva and main train station.

XII. Local currency and foreign exchange rates

25. 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.
26. Note that the Euro currency is also accepted in most commercial outlets in Geneva.

XIII. Weather and local time information

27. The weather in Geneva is warm and dry in June, and average temperatures for that month vary between 13 and 23° C (55–73° 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).
28. The local time is UTC/GMT +1 hour.

XIV. Tourism

29. For tourist information on Geneva, please visit the official website:

<http://www.geneve-tourisme.ch>.

30. Please note that Switzerland has its own standard plug, commonly referred to as plug type J (see figure 2 below). This plug is similar to the type C Europlug (see figure 3 below), except that it has an offset earth pin and the pin shanks are not insulated. Swiss sockets accept Swiss plugs or Europlugs. Because of these specially designed sockets, delegates are urged to ensure that their laptops are equipped with the correct plug type.

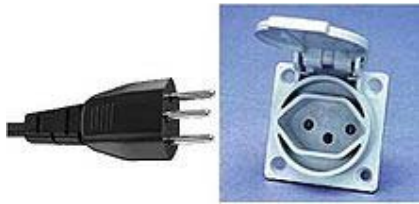


Figure 2 - Type J plug and socket



Figure 3 - Type C (Europlug) plug and socket