

Reference: OzL/MP-MOP35/Workshop12

17 July 2023

Invitation to (i) the Thirty-Fifth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (23 to 27 October 2023) and (ii) the workshop on energy efficiency (22 October 2023) to be held in Nairobi, Kenya

Sir/Madam,

In accordance with rules 5 and 6 of the rules of procedure for Meetings of the Parties to the Montreal Protocol, I wish to notify you that, pursuant to decision XXXIV/23 of the Thirty-Fourth Meeting of the Parties to the Montreal Protocol (MOP34), the Thirty-Fifth Meeting of the Parties (MOP35) will be held from 23 to 27 October 2023 in Nairobi. In addition, as requested in subparagraph 4 (a) of decision XXXIV/3, the Secretariat is organising the workshop on energy efficiency on 22 October 2023, back to back with MOP35.

The meeting and the workshop will be held in person at the following venue:

United Nations Office at Nairobi (UNON)
United Nations Avenue,
Gigiri
Nairobi, Kenya
Web site: <http://www.unon.org/>

Live streaming of the plenary proceedings will be provided for viewing.

I have the honour to invite your Government to nominate representatives to participate in MOP35 as well as the workshop. The workshop will begin at 9 a.m. on Sunday, 22 October 2023 and MOP35 will be opened at 10 a.m. on Monday, 23 October 2023. The first three days of the meeting will constitute the preparatory segment of the meeting, while the following two days will constitute the high-level segment. I sincerely hope that your delegation will, during the high-level segment of the meeting, be led by a representative at the ministerial or highest possible political level.

An [information note](#) for participants and the list of [recommended hotels](#) are available on the meeting portal. The provisional agenda and other meeting documents, including all language versions of the provisional agenda for the meeting and the concept note and provisional programme for the workshop will be made available on the meeting portals ([MOP35](#) and [WORKSHOP12](#)) in due course. Information on the Secretariat's Environmental Management System and on provisions to enhance accessibility to the United Nations Office at Nairobi of persons with limited physical mobility as well as for persons with visual, hearing and speech impairments are included in the information note.

Pre-registration for the meeting is now open. In accordance with the registration procedures, your Government is requested to nominate its representatives using the exclusive link provided in the cover email.

Parties are encouraged to hold consultations in regional groups and appropriate constituencies to agree on the nominations for the membership of Montreal Protocol bodies for 2023 and for officers (Bureau members) of MOP35 to be elected at the high-level segment. The Secretariat will be happy to assist any regional groups or other constituencies wishing to organize online consultations before the meetings. If you require assistance in this regard, please contact Ms. Stephanie Hay Smith (stephanie.haysmith@un.org).

Rule 18 of the rules of procedure provides 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 no later than 24 hours after the opening of the meeting. Any later change in the composition of a delegation should also be submitted to the Executive Secretary. Accordingly, credentials are required for participation in the meeting and should be issued either by a Head of State or Government or by a 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 parties operating under paragraph 1 of Article 5 of the Protocol (Article 5 parties). Should your Government require such assistance, please submit an official request that includes the details of the representative to be assisted, to the Secretariat (mea-ozoneinfo@un.org) by **15 September 2023**. The request for funding must be signed by an officer at a higher level than the nominee in your Government. The travel of only one participant, using the most appropriate and economical fare, including a daily subsistence allowance in accordance with United Nations travel policies and procedures, will be covered for each country selected for assistance. Additional funding may be considered, on request, for ministers attending the high-level segment of the meeting. The selection will take into consideration regional and subregional balance, gender balance (with a view to increasing the participation of female delegates), the timeliness of the submission of the funding request as well as membership in the various Montreal Protocol bodies. Decisions on the provision of financial support will be communicated to participants by **25 September 2023**.

On behalf of the Secretariat, I look forward to welcoming you at the seat of the Secretariat in Nairobi and working with you to achieve a successful outcome of our meetings.

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



Megumi Seki Nakamura
Executive Secretary