

Reference: OzL/COP13/MOP36/Workshop13

23 July 2024

Invitation to (i) the combined thirteenth meeting of the Conference of Parties to the Vienna Convention for the Protection of the Ozone Layer and the Thirty-Sixth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (28 October to 1 November 2024), and (ii) the workshop on life-cycle refrigerant management (27 October 2024) to be held in Bangkok

Sir/Madam,

In accordance with rules 5 and 6 of the rules of procedure for meetings of the Conference of the Parties to the Vienna Convention and the Meetings of the Parties to the Montreal Protocol, I wish to notify you that, pursuant to decision XII(II)/3 of the Conference of Parties at its twelfth meeting (part II) and decision XXXV/26 of the Thirty-Fifth Meeting of the Parties, the combined thirteenth meeting of the Conference of Parties and Thirty-Sixth Meeting of the Parties (COP13/MOP36) will be held from 28 October to 1 November 2024 in Bangkok. In addition, as requested in subparagraph 4 of decision XXXV/11 the Secretariat is organising the workshop on life-cycle refrigerant management (Workshop13) on 27 October 2024, back-to-back with COP13/MOP36.

I have the honour to invite your Government to nominate representatives to participate in COP13/MOP36 as well as in Workshop13. The workshop will begin at 9 a.m. on Sunday, 27 October 2024 and COP13/MOP36 will be opened at 10 a.m. on Monday, 28 October 2024. 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.

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

United Nations Conference Centre (UNCC)
United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)
Rajadamnern Nok Avenue,
Bangkok, Thailand
<https://www.unescap.org/uncc>

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

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 ([COP13/MOP36](#) and [Workshop13](#)) in due course. An [information note](#) for participants and the list of [recommended hotels](#) are available on the meeting portal. Information on the Secretariat's Environmental Management System and on provisions to enhance accessibility to the UNCC of persons with limited physical mobility as well as for persons with visual, hearing and speech impairments are included in the [information note](#).

Registration for the meeting is now open. Your Government is encouraged to register its representatives using the exclusive link provided in the cover email well in advance of the start of the meeting.

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 2025 and for officers (Bureau members) of COP13 and MOP36 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 the Secretariat (stephanie.haysmith@un.org).

Rule 18 of the rules of procedure for meetings of the Conference of the Parties to the Vienna Convention and the Meetings of the Parties to the Montreal Protocol 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) and countries with economies in transition. 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 **13 September 2024**. 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, among other factors, 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 **30 September 2024**.

On behalf of the Secretariat, I look forward to welcoming you in Bangkok 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