

Thirty-seventh Meeting of the Open-ended Working Group of the Parties to the Montreal Protocol

Geneva, Switzerland: 4 to 8 April 2016

Information note for participants

I. Venue

1. The thirty-seventh meeting of the Open-ended Working Group of the Parties to the Montreal Protocol will be held from 4 to 8 April 2016 at the following venue:

Centre International de Conférences Genève (CICG)
17 rue de Varembé
CH-1211 Geneva 20
Switzerland
Tel.: + 41 (0) 22 791 9111
Fax: + 41 (0) 22 791 9064
Website: www.cicg.ch

II. Opening of the meeting

2. The thirty-seventh meeting of the Open-ended Working Group will be opened at 10 a.m. on Monday, 4 April 2016, and will conclude at 6 p.m. on Friday, 8 April 2016.

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

III. Pre-registration, on-site registration and identification badges

4. To facilitate the issuance of identification badges and prevent unnecessary delays at the meeting venue, participants are strongly encouraged to pre-register online through the following link: <http://registration.unon.org/ozone> from Monday, 1 February 2016. Participants may also register on site from 8 a.m. on Sunday, 3 April 2016, and thereafter from 8 a.m. every day for the duration of the meeting. A code required for online registration is included in the invitation letter for the meeting. Pre-registered participants are encouraged to collect their identification badges at the CICG starting on Sunday 3 April 2016, at 8 a.m. Participants are requested to present valid passports or identification cards when collecting their badges that must be worn at all times for the duration of the meeting. Please note that for security reasons, badges must be displayed to gain admission to the conference venue, as well as to meeting rooms.

IV. Financial assistance to developing countries

5. Limited funds are available to facilitate the participation of representatives of developing countries and countries with economies in transition in the thirty-seventh meeting of the Open-ended Working Group. Should your Government require such assistance, please submit an official request via e-mail (ozoneinfo@unep.org) no later than Monday, 1 February 2016, providing the name and details of the participant to be assisted.

6. The financial assistance to be provided includes the provision of travel for one participant from each eligible country to attend the thirty-seventh meeting of the Open-ended Working Group, using the most appropriate and economical fares as approved by the United Nations for air tickets to be issued by the official travel agency in Nairobi, and the United Nations daily subsistence allowance for Geneva. As of December 2015, the daily subsistence allowance rate for Geneva was \$401 per day; this rate, however, is subject to change.

7. If a participant is required to travel to another country to apply for and collect a visa, the Secretariat will provide airfare for a route through that country by using the most appropriate and economical fares as approved by the United Nations, but will not provide daily subsistence allowance for any transit stay in that country.

8. For further enquiries regarding the financial assistance to be provided to representatives of eligible countries, please contact Mr. Yassin Ahmed (e-mail: yassin.ahmed@unep.org; tel: + 254 20 762 4032).

V. Paper-smart system, meeting documents and presentations

9. Consistent with established practice, the Secretariat will be using the paper-smart system to provide access to meeting documents, process conference room papers and provide other general information during the meeting. Participants are kindly reminded to bring their own laptops or hand-held devices to enable access and reference to documents online. Very few laptops will be available for distribution at the venue for use during the meeting. Any laptop distributed must be returned prior to the close of the meeting.

10. Please note that the paper-smart system is web-based; the only requirement is a laptop or hand-held device that has a wireless capability to connect to the Wi-Fi network at the conference venue and a browser (e.g., Internet Explorer, Firefox or Chrome) to access the paper-smart system. No additional software is required.

11. The Secretariat, in cooperation with the management of the CICG, will provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.

12. Representatives participating in closed contact groups will be assigned passwords to enable them to access the private shared workspaces of their groups. Secretariat support staff will be on hand throughout the meeting to provide assistance as necessary.

13. All pre-session documents will be available for download from the following meeting portal <http://conf.montreal-protocol.org/meeting/oewg/oewg-37>

14. It is anticipated that conference room papers (CRPs) and the draft meeting report will be accessible via the meeting portal. Parties wishing to submit CRPs should send them to Ms. Martha Leyva by e-mail at marthaleyva82@gmail.com.

15. Presentations to be projected during the meetings should be sent to Ms. Martha Mulumba by e-mail at martha.mulumba@unep.org well in advance of the start of the meeting to allow time for their upload and distribution to the interpreters and report writers.

VI. Meeting rooms

16. To reserve rooms for regional and bilateral meetings prior to the commencement of the meetings, kindly send an e-mail to Mr. Yassin Ahmed (yassin.ahmed@unep.org) indicating the date, time, duration and number of participants. After the start of the meetings, requests for meeting rooms should be made to the Conference Officer, Mr. Kefentse Ndonga, e-mail: kefentse.ndonga@unon.org. Kindly note that limited meeting rooms are available at the CICG.

VII. List of participants

17. A preliminary list of participants will be distributed in the conference room on Thursday, 7 April, for verification. Delegates are requested to verify the accuracy of the information in the list, including names, designations, contact information and the order in which names are presented, to sign the list and to return it to the meeting room attendants or to the Helpdesk.

VIII. Side events, exhibitions and promotional material

18. Due to limited availability of meeting rooms, only one lunch hour side event per day (from 1 to 3 p.m.) can be accommodated during the thirty-seventh Open-ended Working Group Meeting. The topic of the side events must strictly be related to the management of HFCs and Montreal Protocol amendment proposals. The room capacity of each side event will be limited to 50 people.

19. Requests for side events should be made by completing the relevant form (see annex I). The completed form should be sent to the Secretariat by e-mail (dan.tengo@unep.org, with a copy to jacqueline.gitau@unep.org). Kindly note that the form can also be downloaded from the following link: <http://conf.montreal-protocol.org/meeting/oewg/oewg-37/>. The deadline for submission of applications for side events is Monday, 1 February 2016. The Secretariat will book events on a first come, first served basis. No late applications will be considered. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

20. Due to limited exhibition space at the venue, only five exhibitions, each having one desk and three panels, can be accommodated. The deadline for submission of applications for exhibitions is Monday, 1 February 2016. The Secretariat will book exhibitions on a first come, first served basis. No late applications will be considered. Delegations planning to set up an exhibition should ship the promotional material and publications to the following address:

CICG
Ref UNEP 15'624
Rue de Varembe 17
CP 13
CH-1211 Genève 20
Switzerland

21. Packages should be marked as follows: "No commercial value. For conference distribution only."

IX. Visa information

22. Visa requirements for entering Switzerland vary greatly between different nationalities and it is always advisable to check regulations before travelling.

23. It is the responsibility of each participant to obtain the required entry visa for Switzerland. Please note that a Schengen visa is required even for transiting through Schengen zone European countries. Visas must be obtained **prior** to arrival. Please use the following link for more information: <https://www.eda.admin.ch/eda/en/fdfa/entry-switzerland-residence.html>

X. Health requirements and medical facilities

24. No immunisations are required to enter Switzerland, although it is advisable to make sure your tetanus, diphtheria and polio vaccinations are up to date before travelling.

25. First-aid and emergency services will be available at the venue throughout the meeting. Geneva main hospital HUG is five minutes away by ambulance and is also reachable by bus number. 5 from the venue.

XI. Local transportation and safety

26. Once in Geneva, reaching the conference centre is simple. CICG is 5 km away from Geneva International Airport (approximately 10 minutes by taxi) and 2 km from the main railway station, Gare Cornavin, which are linked by public transport (tramway and bus) and by taxi.

Public Transport

Geneva has a very effective public transport system which is fast, frequent, safe and reliable (<http://www.tpg.ch>).

From the airport- Geneva International Airport, Cointrin to CICG:

The Unireso ticket, offered by the Geneva Airport Authority, allows free use of public transport in the city for 80 minutes. Unireso tickets can be obtained from the machine in the baggage collection area at the arrivals level of the airport.

Bus number 5, direction Thônex-Vallard, stop at either Vermont or Varembe (two minutes' walk)

Bus number 28, direction Nations, stop Nations

Alternatively, all trains from the SBB station at the airport connect it to the main railway station, Gare Cornavin, from where other connections can be accessed.

From the main railway station, Gare Cornavin to CICG:

Bus number 5, direction Aéroport, stop at either Vermont or Varembe (two minutes' walk)

Bus number 8, direction OMS, stop at UIT (five minutes' walk)

Tram number 15, direction Nations, stop at Sismondi (five minutes' walk)

Useful links:

Geneva International Airport: <http://www.gva.ch/en>

Travel free on public transport in Geneva: <http://www.gva.ch/en/desktopdefault.aspx/tabid-67>

Map of Geneva with search function: <http://www.ville-geneve.ch/plan-ville>

Taxis

Taxis are easily available and safe, but comparatively expensive. Taxi numbers: 022 320 22 02 or 022 331 41 33.

Safety

Although Geneva is a comparatively safe place and violent crime is rare, the incidence of pickpocketing and theft has increased considerably over the last few years. Participants are advised to pay particular attention at the airport, around the Cornavin railway station and in the Paquis district of the city, and to not leave their luggage unattended at any time.

XII. Local currency

27. The currency of Switzerland is the Swiss franc (CHF). Many prices are also indicated in Euros (EUR) so that visitors may compare prices. Merchants may accept Euros but are not obliged to do so and the change to be given back to the client will most likely be in Swiss francs. There is a UBS bank on the street parallel to the conference centre (8.30 a.m. to 5 p.m.). Cash dispensers are available to handle credit card withdrawals and are located inside and outside the bank. Currency exchange facilities and ATMs are available in and around the main railway station, Gare Cornavin, and at the airport.

XIII. Weather and local time information

28. The average temperature in Geneva in April ranges from 13 to 15 °C. For more information regarding weather see: <http://www.meteocentrale.ch/en/europe/switzerland/weather-geneva/details/N-3514239/>

29. The standard time zone in Geneva is GMT +1 hour.

XIV. Official language

30. Switzerland has three official languages: French, German and Italian. French is the predominant language spoken in Geneva, but most citizens speak at least one other language. English is widely spoken.

XV. Other practical information

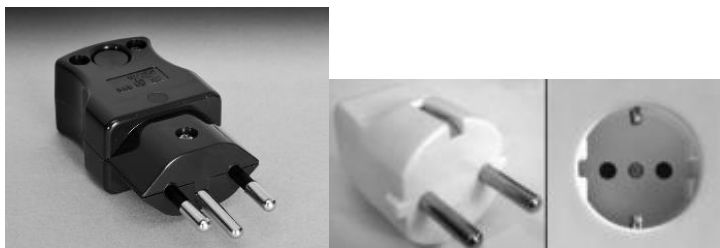
Phone access codes

31. The country code for Switzerland is 41 and the area code for Geneva is 22.

Electrical power supply

32. Electric power in Switzerland is 230 volts, frequency running at 50 Hz, and the plug/socket types are J (SEV 1011 – 3 pin) and C (CEE 7/16- 2 pin) See figures below. **Delegates are strongly encouraged to carry their own electrical adapters for use with laptop computers and other electrical appliances, as the Secretariat will not be able to provide them.** Adapters can be purchased from shops selling electronic or electrical items in Geneva.

Illustration of the plug



SIM cards for cellular phones

33. Local SIM cards that can be used with unlocked phones are available from any post office or newsstand. A valid passport is required for purchase.

Postal service

34. There is a post office in the CICG.

Business hours

35. The standard working week for government and businesses is Monday to Friday 9 a.m. to 6 p.m. Banks are open from 8.30 a.m. to 4.30 p.m. Monday to Friday. Most banks and other outlets offer 24-hour access to automated teller machines (ATMs). Most retail stores are open throughout the day, however many service shops close for lunch between noon and 2 p.m. during the week. Most stores, including grocery stores, do not stay open past 7 p.m. on weekdays, past 6 p.m. on Saturdays and are closed on Sundays.

Restaurants and cafes

36. The CICG bar and restaurant are located on the ground and first-floor levels. Other cafes, restaurants and shops are within walking distance of the CICG.

Emergency telephone numbers in Switzerland

37. The following are the telephone numbers to call in case of an emergency:

Medical: 144

Police: 117

XVI. Hotel accommodation

38. Participants are expected to make their own hotel arrangements and are advised to do so as soon as possible. A list of recommended hotels located near the meeting venue is set out in annex II to the present note. Prices may vary according to the time of booking and additional taxes may apply. Useful hotel booking sites include www.hotels.com, www.agoda.com and www.lastminute.com.

39. For tourist information on Geneva, please visit <http://www.geneve-tourisme.ch/en/home/>. Every hotel will have tourist information packages and should be able to advise participants regarding tourism options.

Annex I

Application form for side events and exhibitions

Thirty-seventh meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer

4 – 8 April 2016

Venue: Centre International de Conférences Genève (CICG)
17 rue de Varembeé
CH-1211 Geneva 20
Switzerland
Tel.: + 41 (0) 22 791 9111
Fax: + 41 (0) 22 791 9064
Website: www.cicg.ch

Please complete this form and send it by e-mail it to Mr. Dan Teng'o (dan.tengo@unep.org), with a copy to Ms. Jacqueline Gitau (jacqueline.gitau@unep.org), by **Monday, 1 February 2016**.

1. **Name of organization:**
2. **Address:**
3. **Contact person:**
 - Phone number:**
 - E-mail:**
4. **Type of event (please select with a tick) *:**
Briefing (); Workshop (); Panel discussion (); Exhibition ()
5. **Number of participants expected:**
6. **Title of the side event or exhibition:**
7. **Brief description of the side event or exhibition:**
8. **Technical services/equipment/materials required** (please select with a tick):**
PC (); LCD projector (); Screen (); Microphones (); VCR (); TV (); DVD player ();
Poster panels (); Exhibition booth (); Other – please specify: ()
9. **Date preference (April 4, 5, 6, 7, 8)*:**
10. **Will catering be provided? *****

***Side events:** Due to space limitations at the venue, the Secretariat is only able to accommodate five side-events, one per lunch hour during the week of the meeting. The topic of the side events must strictly be related to the management of HFCs and Montreal Protocol amendment proposals. The capacity of each side event will be limited to 50 people.

Exhibitions: Due to limited exhibition space at the venue, only five exhibitions each having one desk and three panels, can be accommodated.

The deadline for submission of applications for side events and exhibitions is Monday, 1 February 2016. Due to limited space at the venue, the Secretariat will book side events and exhibitions on a first come, first served basis. No late applications will be considered. The understanding and cooperation of those seeking to hold exhibitions or side events will be greatly appreciated.

**Please note that delegations or organizations holding exhibitions or convening side events will bear all costs related to the rental of equipment and materials, as well as technical services fees.

*** Exhibition and side event organizers must organize and pay for catering directly with Ms. Fabienne Pizzera Attachée Commerciale & Coordinatrice d'événements, M'IP restaurants at CICG, Landline : +41 79 947 59 66
Direct: +41 22 791 94 65

Annex II



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде





برنامج الأمم المتحدة للبيئة

联合国环境规划署













Hotels in Geneva













Hotels near the CICG

★	Address:	Contacts :	Access to CICG :	
5*****	Hôtel Intercontinental Chemin du Petit-Saconnex, 7-9 1209 Genève	Tél.: +41 22 919 39 39 Fax: +41 22 919 38 38 www.intercontinental.com/geneva a intergeneva@intercontinental-geneva.ch		7 mins
				Bus n°5 stop "Vermont"
4****	Hôtel les Nations Rue du Grand-Pré 62 1202 Genève	Tél.: +41 22 748 08 08 Fax: +41 22 734 38 84 www.hotel-les-nations.com info@hotel-les-nations.com		10 mins
				Bus n°8 /stop "UIT"
4****	Hôtel Ibis Rue du Grand Pré 33 1202 Genève	Tél.: +41 22 919 20 30 Fax: +41 22 919 20 40 h8069@accor.ch		10 mins
				Bus n°8 stop "UIT"









Hotels 4 -5 Tram stops away from CICG

★	Address:	Contacts:	Access to CICG:	
4****	Hôtel N°vY Rue Richemond 18 1201 Genève	Tél.: +41 22 544 66 66 Fax: +41 22 544 66 99 nyv@manotel.com		15' – 20'
				Tram n°15/stop "Nations"
4****	Hôtel Royal Rue de Lausanne 41-43 1201 Genève	Tél.: +41 22 906 14 14 Fax: +41 22 906 14 99 royal@manotel.com		15' – 20'
				Tram n°15/stop "Nations"
4****	Hôtel Auteuil Rue de Lausanne 33 1201 Genève	Tél.: +41 22 544 22 22 Fax: 141 22 544 22 99 auteuil@mantel.com		15' – 20'
				Tram n°15/stop "Nations"
3***	Hôtel Jade Rue Rotschild 55 1201 Genève	Tél.: +41 22 544 38 38 Fax: +41 22 544 38 99 jade@manotel.com		~15'
				Tram n°15/stop "Nations"
3***	Hôtel Kipling Rue de la Navigation 27 1201 Genève	Tél.: +41 22 544 40 40 Fax: +41 22 544 40 99 kipling@manotel.com		15' – 25'
				Tram n°15/stop "Nations"

Hotels near Cornavin Station

4****	Novotel Rue de Zurich 19 1201 Genève	Tél.: +41 22 909 90 00 Fax: +41 22 909 90 01 H3133@accor.ch		20 – 25 mins
				Tram n°15/stop "Nations" Bus n°5 stop "Vermont"
4****	Eastwest Rue des Pâquis 6 1201 Genève	Tél.: +41 22 708 17 17 Fax: +41 22 708 17 18 info@eastwest.ch www.eastwesthotel.ch		20 – 25 mins
				Tram n°15/stop "Nations" Bus n°5 stop "Vermont"
3****	Hôtel Bernina Place de Cornavin 22 1201 Genève	Tél.: +41 22 908 49 50 Fax: +41 22 908 49 51 info@bernina-geneve.ch www.bernina-geneve.ch		20 – 25 mins
				Tram n°15/stop "Nations" Bus n°5 stop "Vermont"
3****	Hôtel Astoria Place Cornavin 6 1201 Genève	Tél.: +41 22 544 52 52 Fax: +41 22 544 52 54 hotel@astoria-geneve.ch www.astoria-geneve.ch		20 – 25 mins
				Tram n°15/stop "Nations" Bus n°5 stop "Vermont"
3****	Hôtel Savoy Place de Cornavin 8 1201 Genève	Tél.: +41 22 906 47 00 Fax: +41 22 906 47 90 info@hotel-savoy.net www.hotel-savoy.net		20 – 25 mins
				Tram n°15/stop "Nations" Bus n°5 stop "Vermont"
2**	Hôtel Ibis Rue Voltaire 10 1201 Genève	Tél.: +41 22 338 20 20 Fax: +41 22 338 20 30 H2154@accor.com www.ibishotel.com		~ 25 mins
				Tram n°15/stop "Nations"

Hotels near the Airport

★	Address:	Contacts:	Access au CICG:	
5*****	Hôtel Mövenpick Route Pré-Bois 20 1215 Genève	Tél.: +41 22 717 11 11 hotel.geneva.airport@movenpick.com	 ∅	
			 Bus n°5 stop "Vermont"	
4*****	Hôtel NH Genève Aéroport Av. de Mategnin 21 1217 Meyrin	Tél.: +41 22 989 90 00 nhgenevaairport@nh-hotels.ch	 ∅	
			 Bus n°5 /stop "Vermont"	
4*****	Starling Hôtel Rte François-Peyrot 34 1218 Le Gd-Saconnex	Tél.: +41 22 7470202 contact@shgeneva.ch www.shgeneva.com	 ∅	
			 Bus n°5 stop "Vermont"	
3****	Holiday INN Express Route Pré-Bois 16 1215 Genève	Tél.: +41 22 939 39 39 Fax: +41 22 939 39 30 info@hiexgeneva.com	 ∅	
			 Bus n°5 stop "Vermont "	

Reservation / booking:
reservation@geneve-tourisme.ch
www.geneve-tourisme.ch

Hotels provide free bus cards for their customers