



## 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



### **Meetings under the Montreal Protocol on Substances that Deplete the Ozone Layer to be held in July 2016**

Vienna International Centre, Vienna, Austria

15 - 24 July 2016

#### **Information note for participants**

##### **I. Venue**

1. The resumed thirty-seventh meeting of the Open-ended Working Group of the Parties to the Montreal Protocol (resumed OEWG37), the thirty-eighth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol (OEWG38) and the Third Extraordinary Meeting of the Parties to the Montreal Protocol (ExMOP3) will be held from 15 to 23 July 2016. The fifty-sixth meeting of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol (ImpCom56) will be held on 24 July 2016. All the above meetings will take place at the following venue:

The Vienna International Centre (VIC)  
United Nations Office at Vienna (UNOV)  
Vienna International Centre  
Wagramer Strasse 5  
1400 Vienna  
Austria

##### **II. Opening of the meetings**

2. The opening times of the meetings are as follows:

- Resumed OEWG37:                      10 a.m. on Friday, 15 July 2016
- OEWG38;                                      10 a.m. on Monday, 18 July 2016
- ExMOP3:                                      10 a.m. on Friday, 22 July 2016
- ImpCom56:                                      10 a.m. on Sunday, 24 July 2016

3. The morning sessions of the meetings 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, 23 May 2016. Codes required for online registration are included in the invitation letter for the meetings. Participants may also register on site as per the following schedule:

- Wednesday, 13 July to Friday, 15 July:                      8 a.m. to 4 p.m.

- Saturday, 16 July: 9 a.m. to 4 p.m.
- Sunday, 17 July: 10 a.m. to 4 p.m.
- Monday, 18 July to Friday, 22 July: 8 a.m. to 4 p.m.

5. Pre-registered participants are encouraged to collect their identification badges at the VIC starting on Thursday, 14 July 2016. Participants are requested to present valid passports or identification cards when collecting their badges that must be worn at all times at the VIC for the duration of the meetings. 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**

6. Limited funds are available to facilitate the participation of representatives of Article 5 countries in the resumed OEWG<sub>37</sub>, OEWG<sub>38</sub> and ExMOP<sub>3</sub>. Should your Government require such assistance, please submit an official request via e-mail ([ozone.info@unep.org](mailto:ozone.info@unep.org)) no later than Monday, 23 May 2016, providing the name and details of the participant to be assisted. The selection will be based on geographical balance, rotation of funding within a region and timeliness of submission of the request. Additional funding would be considered, on request, for ministers attending ExMOP<sub>3</sub>.

7. The financial assistance includes a return air ticket using the most appropriate and economical fare as approved by the United Nations, to be issued by the official travel agency in Nairobi, and the United Nations daily subsistence allowance for Vienna. As of April 2016, the daily subsistence allowance rate for Vienna was US\$262 per day; this rate, however, is subject to change.

8. 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.

9. 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](mailto:yassin.ahmed@unep.org); tel: + 254 20 762 4032) or Mrs. Ann Gachingiri (e-mail: [ann.gachingiri@unep.org](mailto:ann.gachingiri@unep.org); tel: + 254 20 762 3660).

#### **V. Paper-smart system, meeting documents and presentations**

10. 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. The documents and information will also be accessible via the mobile application for the meetings (application could be downloaded at the following link: <https://events.crowdcompass.com/unep>). Participants are kindly reminded to bring their own laptops or hand-held devices to enable access and reference to documents online.

11. 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.

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

13. 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.

14. All pre-session documents for the three meetings will be available for download from the Secretariat's respective meeting portals:

- <http://conf.montreal-protocol.org/meeting/oewg/oewg-37-resumed>
- <http://conf.montreal-protocol.org/meeting/oewg/oewg-38>
- <http://conf.montreal-protocol.org/meeting/mop/exmop-3>

15. Conference room papers (CRPs) and the draft meeting reports 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.

16. 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 meetings to allow time for their upload and distribution to the interpreters and report writers.

## **VI. Meeting rooms**

17. To reserve rooms for regional and bilateral meetings prior to the commencement of the meetings, kindly send an e-mail to Mr. Yassin Ahmed at yassin.ahmed@unep.org indicating the date, time, duration and number of participants.

18. To reserve rooms once the meetings start, requests should be made to the Conference Officer, Mr. Nikola Jeremic, by e-mail at nikola.jeremic@unvienna.org with copy to conference@unvienna.org

## **VII. List of participants**

19. A single consolidated list of participants will be issued for the resumed OEWG37, OEWG38 and ExMOP3. A preliminary list will be distributed in the conference room before the close of ExMOP3 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 within the delegation, to sign the list and to return it to the meeting room attendants or to the Helpdesk. The final list will be distributed after the meetings.

## **VIII. Credentials**

20. For the ExMOP3, credentials of representatives, the names of alternate representatives and advisers should be submitted to the Executive Secretary, if possible on the same day of the opening of the meeting. Information regarding any change in the composition of a delegation should also be submitted to the Executive Secretary. Credentials should be issued either by a Head of State or Government or by a Minister of Foreign Affairs or, in the case of a regional economic integration organisation, by the competent authority of that organisation.

## **IX. Side events, exhibitions and promotional material**

21. It is preferable to limit the number of side events to two during lunch break (between 1 p.m. and 3 p.m.) and two in the evening (between 6 p.m. and 7 p.m.) throughout the duration of the meetings. It is encouraged that the side events during the resumed OEWG37 are relevant to HFCs.

22. Requests for side events and exhibitions should be made by completing the relevant online request form available at: <http://ozone.unep.org/en/side-events-and-exhibitions-request-form>. The deadline for submission of applications is Tuesday, 31 May 2016. The Secretariat will make the bookings 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.

23. With regard to side events, the Secretariat reserves the right to alter bookings, in consultation with organizers, to accommodate contact groups and regional groups.
24. Delegations planning to set up an exhibition should ship the promotional material and publications, clearly marking them, “No commercial value. For conference distribution only”, to the following address:

United Nations Office at Vienna (UNOV)  
Vienna International Centre  
Wagramer Strasse 5  
1400 Vienna  
Austria  
Ref UNEP Ozone (M-building)  
Attention: Mr. Dan Tengo

## **X. Visa information**

25. Visa requirements for entering Austria vary greatly between different nationalities and it is always advisable to check regulations before travelling. It is the responsibility of each participant to obtain the required entry visa for Austria. 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:

<http://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/schengen-visa/>

## **XI. Health requirements and medical facilities**

26. No immunisations are required to enter Austria, although it is advisable to make sure your tetanus, diphtheria and polio vaccinations are up to date before travelling.
27. First-aid and emergency services will be available at the venue throughout the meeting. The UN medical clinic is located on the venue and the closest hospital to the venue is located as follows:

General Hospital Vienna  
(Allgemeines Krankenhaus)  
1090 Wien, Währinger Gürtel 18-20  
Tel: (+43 1) 40400 - 01964 or 3954

## **XII. Local transportation and safety**

### ***Local transportation***

28. Participants are responsible for making their own arrangements for transportation to and from the airport and the VIC or their hotel.
29. An airport bus service operates between the Vienna International Airport and Morzinplatz (U1/U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 1.20 a.m. and 2.50 a.m. and every 30 minutes from 4.50 a.m. to 12.20 a.m. Buses leave Morzinplatz for the airport at 12.30 a.m., 2 a.m. and every 30 minutes from 4 a.m. to 11.30 p.m.
30. There is also a bus service between the VIC (next to the “Kaisermühlen/Vienna International Centre” station on the U1 metro line) and the Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The trip takes approximately 20-45 minutes. Buses leave the airport for the VIC every hour from 7.10 a.m. to 8.10 p.m. and leave the VIC for the airport every hour from 6.10 a.m. to 7.10 p.m.

31. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the “Wien Mitte/Landstrasse” station on the U3 and U4 metro lines) and the Vienna International Airport. The fare is 12 euros for a one-way ticket and 19 euros for a return ticket, and the travel time is about 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.06 a.m. to 11.36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.36 a.m. to 11.06 p.m.

32. To access the VIC from the city centre, take the underground line U1 in the direction of Leopoldau until you reach Kaisermühlen/Vienna International Centre and then follow the signs to Gate 1 of the VIC, the main entrance. The VIC is also easy to reach by car via the A22 motorway or from the city centre via the Reichsbrücke.

### **Safety**

33. Although Vienna is a comparatively safe place and violent crime is rare, there are incidences of pickpocketing and minor theft. Participants are advised to pay particular attention at the airport, around the railway station and in busy areas of the city, and to not leave their luggage unattended at any time.

## **XIII. Local currency**

34. The currency of Austria is the Euro. Bank Austria-Creditanstalt has branches on the first floor of the C-Building and on the entrance level of the D-Building of the VIC, which provide full banking services. The office hours are Monday, Tuesday, Wednesday and Friday from 9 a.m. to 3 p.m. and on Thursday from 9 a.m. to 5.30 p.m.

## **XIV. Weather and local time information**

35. The average temperature in Vienna in July ranges from 14 to 29 °C. For more information regarding weather see: <http://www.accuweather.com/en/at/vienna/31868/july-weather/31868>

36. The standard time zone in Vienna in summer is GMT +2 hours.

## **XV. Official language**

37. Austria’s official language is German with most citizens speaking at least one other language. English is widely spoken.

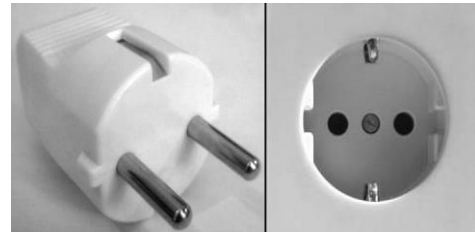
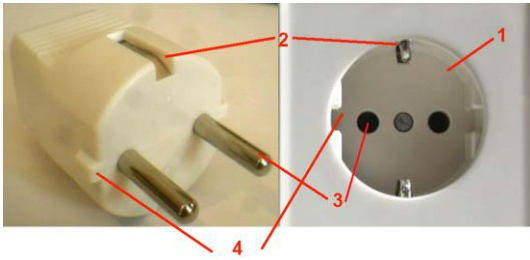
## **XVI. Other practical information**

### **Phone access codes**

38. The country code for Austria is 43 and the area code for Vienna is 1.

### **Electrical power supply**

39. The electric power in Vienna is 220-240 volts running at 50Hz, and the primary socket types are Schuko and Europlug (see figure 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.



### ***SIM cards for cellular phones***

40. 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.

### ***Post office, telephones and faxes***

41. A post office on the first floor of the C-Building of the VIC (extension 4986) provides all regular postal services, including a fax service, from Monday through Friday, from 8 a.m. to 6 p.m.

### ***Restaurants and cafes***

42. The cafeteria is located on the ground floor of the F-Building. The cafeteria is open, during week days, from 7.30 a.m. to 10 a.m. (breakfast) and from 11.30 a.m. to 2.30 p.m. (lunch). The coffee area in the cafeteria is open from 7.30 a.m. to 3.30 p.m.

43. The coffee areas in the M-Building are open from 9 a.m. to 4.30 p.m. The Cocktail Lounge is located in the F-Building (ground floor), with opening hours from 11.30 a.m. to 7 p.m. Monday to Thursday and 11.30 a.m. to 8 p.m. on Friday

44. For individual reservation of tables at the restaurant, during week days, please dial extension 4877 (as of 10. a.m.) The restaurant is open from Monday to Friday from 11.30 a.m. to 2.30 p.m.

45. Any other request for catering facilities, in addition to the ones indicated above, should be made to the VIC Catering Service Office (e-mail: [cateringvic@eurest.at](mailto:cateringvic@eurest.at)).

## **XVII. Hotel accommodation**

46. A list of recommended hotels located near the meeting venue can be found in the annex to the present information note. Participants are responsible for making their own bookings for hotel accommodation directly with the hotels and as soon as possible in order to take advantage of preferred accommodation and because of other events taking place in Vienna. Participants who arrive at the Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist service desk located next to the information counter in the arrival area. The Vienna tourist service desk is open daily from 6 a.m. to 11 p.m.

## Annex

### HOTEL LIST VIENNA 2016

#### UN Rate Negotiated

(Negotiated hotel rates for International Organisations/meeting participants only)

NAME OF HOTEL Category/Location	Reservation Contact	SINGLE per room/ night (Rates start from the amounts indicated)	DOUBLE per room/ night (Rates start from the amounts indicated)	Remarks
NH Danube City Wagramerstrasse 21 A-1220 Vienna Next to the VIC	Tel:+49(0)3022380233 Fax: +43 1 26020 8108 reservierungen.at@nh-hotels.com	€ 101 + Incl. breakfast Same rates for all other NH hotels in Vienna	€ 120 + Incl. breakfast Same rates for all other NH hotels in Vienna	Please state “AMEX/IAEA/UN rate” when you make your arrangement
Melia Vienna Donau-City-Strasse 7 1220 Vienna next to the VIC	Tel: +43 (0)1 90104 reservations.melia.vienna@melia.com	€ 110 + Incl. breakfast	€ 110 + incl. breakfast for 1 <sup>st</sup> person (€26 for 2 <sup>nd</sup> person excluded)	Please state “AMEX/IAEA/UN rate” when you make your arrangement
Strandhotel “Alte Donau” Wagramerstrasse 51 A-1220 Vienna Small hotel within walking distance to the VIC	Tel:+43-1-204 40 40 Fax:+43-1-204 40 40 – 40 welcome@strandhotel-alte-donau.at www.strandhotel-alte-donau.at	€ 80-98 + Incl. breakfast	€ 110-125 + Incl. breakfast	Please state “AMEX/IAEA/UN rate” when you make your arrangement
Park Inn Wagramerstr. 16-16a A-1220 Vienna Next to the VIC	Tel: +43-1-260 40 603 Fax: +43-1-260 40 699 reservation.vienna@rezidorparkinn.com www.viennauno.parkinn.at	€ 97 + Incl. breakfast	€ 112 + Incl. breakfast	Please state “AMEX/IAEA/UN rate” when you make your arrangement
Arcotel Kaiserwasser Wagramerstr. 8 A-1220 Vienna Next to the VIC	Tel:+43 1 224 24 718 Fax: +43 1 224 24 820 reservation.kaiserwasser@arcotel.com www.arcotel.at	€ 115 + Incl. breakfast		Please state “AMEX/IAEA/UN rate” when you make your arrangement
Park Hyatt Vienna Am Hof 2 A-1010 Vienna In the city center	Tel:+49 6131 97310 Fax: +49 6131 9731235 europe.reservations@hyatt.com http://www.vienna.park.hyatt.com/en/h otel/home.html Enter under corporate code: CR80486	€250 + Excl. breakfast	€ 250 + Excl. breakfast	Please state “AMEX/IAEA/UN rate” when you make your arrangement
Hilton Vienna Am Stadtpark 1 1030 Vienna 25 minutes from the VIC	Tel: +43 1 71700 14000 Fax: +43 1 71700 11000 reservations.vienna@hilton.com	€ 150 + Incl. breakfast	€ 170+ Incl. breakfast	Please state “AMEX/IAEA/UN rate” when you make your arrangement
Hilton Vienna Danube Handelskai 269 1020 Vienna 35 minutes by under- ground from the VIC	Tel: +43 1 71700 14000 Fax: +43 1 71700 11000 reservations.vienna@hilton.com	€ 130 + Incl. breakfast	€ 150 + Incl. breakfast	Please state “AMEX/IAEA/UN rate” when you make your arrangement
Hilton Vienna Plaza Schottenring 11 1010 Vienna 25 minutes by under- ground from the VIC	Tel: +43 1 71700 14000 Fax: +43 1 71700 11000 reservations.vienna@hilton.com	€ 170 + Incl. breakfast	€190 + Incl. breakfast	Please state “AMEX/IAEA/UN rate” when you make your arrangement
InterContinental Wien Johannesgasse 28 1030 Wien In the city centre	Tel: +43 (0)1 711 220 Fax: +43 (0)1 7134489 vienna@ihg.com http://www.vienna.intercontinental.com	€ 141 + Incl. breakfast	€ 141 + incl. breakfast for 1 <sup>st</sup> person (€25 for 2 <sup>nd</sup> person excluded)	Please state “AMEX/IAEA/UN rate” when you make your arrangement
Singerstrasse 21/25 Singerstrasse 21/24 1010 Wien In the city centre	Tel: +43(0)1 514 49 0 Fax: +43(0)1 513 16 17 apartments@singerstrasse2125.at	€ 130 + Lower fares available for long term stays Excl. breakfast	€ 130 + Lower fares available for long term stays Excl. breakfast	Please state “AMEX/IAEA/UN rate” when you make your arrangement