



# 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



## **Joint eleventh meeting of the Conference of the Parties to the Vienna Convention and Twenty-Ninth Meeting of the Parties to the Montreal Protocol, 20–24 November 2017**

**Montreal, Canada**

### **Information note for participants**

#### **I. Venue**

1. The eleventh meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and the Twenty-Ninth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held jointly in Montreal, Canada, from Monday, 20 November to Friday, 24 November 2017. The joint meeting will be preceded by two associated meetings whose participation is strictly limited to members of those bodies: the joint meeting of the Bureaux of the tenth meeting of the Conference of the Parties to the Vienna Convention and the Twenty-Eighth Meeting of the Parties to the Montreal Protocol, to be held on Sunday, 19 November 2017, and the fifty-ninth meeting of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol, to be held on Saturday, 18 November 2017. The meetings will take place at the following venue:

The Conference Centre  
International Civil Aviation Organization (ICAO)  
999 Robert-Bourassa Boulevard  
Montreal, Quebec, H3C 5H7  
Canada  
Tel.: +1 514 954-8219  
Website: [www.icao.int](http://www.icao.int)

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

2. The joint meeting will be opened at 10 a.m. on Monday, 20 November 2017, and will conclude at 6 p.m. on Friday, 24 November 2017. 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 during the meeting.

3. The joint meeting of the bureaux of the tenth meeting of the Conference of the Parties to the Vienna Convention and the Twenty-Eighth Meeting of the Parties to the Montreal Protocol will commence at 10 a.m. on Sunday, 19 November 2017 and is limited to invited participants who are members of the bureaux.

4. The fifty-ninth meeting of the Implementation Committee will be opened at 10 a.m. on Saturday, 18 November 2017, and is limited to invited participants who are members of the Implementation Committee, representatives of the secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol and representatives of the implementing agencies.

#### **III. Visa information**

5. Participants should apply for a visa at the Canadian embassy, high commission or consulate in their country of residence as early as possible, but not less than four weeks before departure for the meetings. The letter of invitation issued by the Secretariat should be included in the visa request. Canadian authorities do not grant visas upon arrival at the point of entry into the country. Information on visa procedures, including a list of Canadian embassies, high commissions and consulates abroad, is available on the Immigration, Refugees and Citizenship Canada website of the Government of Canada (<http://www.cic.gc.ca/english/information/offices/vac.asp>).

6. Visa-exempt foreign nationals are required to have an Electronic Travel Authorization (eTA) to fly into Canada. Exceptions include citizens of the United States of America and travellers with a valid Canadian visa. For further information, please refer to the following website: <http://www.cic.gc.ca/english/visit/eta.asp>.

#### **IV. Hotel accommodation**

7. Participants are responsible for making their own accommodation arrangements. A list of recommended hotels located near the meeting venue can be found at the following link: <https://www.icao.int/Meetings/Documents/ListofHotels.pdf>. The prices quoted are in Canadian dollars and are exclusive of taxes and surcharges. Meeting participants are advised to make hotel bookings as early as possible to secure accommodation during the meeting and are advised to request ICAO rates at the time of booking.

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

8. Canada has a public-funded health-care system, but visitors to Canada are required to pay for health services. Participants travelling to Canada are therefore strongly advised to obtain medical insurance before leaving their home country. The Secretariat will not assume responsibility for health-care services for meeting participants in Canada. Canada does not require travellers to present certificates of vaccination upon arrival. Visitors arriving with medication must be prepared to show a copy of their doctor's prescription at customs if requested and are advised to ensure that medication containers are labelled accordingly. Visitors should take sufficient supplies of prescription medication with them, since the purchase of prescription-only drugs in Canada requires a prescription from a recognized Canadian practitioner. If health advice or medical care is required or any additional information on medical resources is needed, participants are advised to contact Info-Santé on +1 (514) 934 0354 (service available 24 hours a day).

#### **VI. Pre-registration, on-site registration and identification badges**

9. The Secretariat has implemented a new registration system that will facilitate the registration of participants for the joint meeting and its associated meetings. The system is user friendly and interactive and provides delegates with a simpler way to register for the meetings, while giving them the flexibility to keep their profile information updated at all times. Focal points will be able to register all members of their delegation using pre-existing information from previous meetings. Most importantly, the issuing of badges at the meeting venue will be expedited with the introduction of a priority pass that will be emailed to all pre-registered delegates ahead of the meeting. Additional information on the new procedures for registration will be sent with the invitation letter.

10. Organizations that wish to attend the joint meeting as observers but have not received an invitation letter are requested to send an email to [ozone.info@unep.org](mailto:ozone.info@unep.org).

11. Pre-registered participants are encouraged to collect their identification badges at the lower atrium of the ICAO building from 8 a.m. on Sunday, 19 November 2017. Participants are requested to present valid passports or identification cards when collecting their badges, which must be worn at all times in the ICAO building. Please note that for security reasons, badges must be displayed to gain admission to the ICAO building, as well as to meeting rooms. The loss of an identification badge must be communicated to the staff at the Registration Desk immediately, so that a replacement can be issued.

12. Participants may also register on site from 8 a.m. on Sunday, 19 November 2017 and thereafter from 8 a.m. daily for the duration of the meeting.

13. For any questions regarding registration for the meeting please contact Ms. Betty Kamanga (email: [betty.kamanga@unep.org](mailto:betty.kamanga@unep.org)) or Ms. Kathleen Creavalle (email: [kathleen.creavalle@unep.org](mailto:kathleen.creavalle@unep.org)).

#### **VII. Financial assistance to parties operating under paragraph 1 of Article 5 and countries with economies in transition**

14. Limited funds are available to facilitate the participation of representatives of parties operating under paragraph 1 of Article 5 and countries with economies in transition in the joint meeting and its associated meetings. Should your Government require such assistance, please submit an official request by email (to [ozone.info@unep.org](mailto:ozone.info@unep.org) or [tina.birmpili@unep.org](mailto:tina.birmpili@unep.org)) **no later than 25 September 2017**, providing the name and details of the participant nominated for financial support. Additional

funding will be considered, upon request, for ministers attending the high-level segment of the joint meeting on 23 and 24 November 2017. Financial assistance will be based on equitable geographical balance, rotation of funding within a region, membership of the various bodies under the Montreal Protocol and timeliness of submission of the request.

15. Financial assistance, where provided, 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 (DSA) for Montreal. As of August 2017, the DSA rate for Montreal was US\$284 per day; that rate, however, is subject to change. For further enquiries regarding the financial assistance that may be provided to representatives of eligible countries, please contact Ms. Kathleen Creavalle ([kathleen.creavalle@unep.org](mailto:kathleen.creavalle@unep.org); tel.: + 254 20 762 4032) or Ms. Ann Gachingiri ([ann.gachingiri@unep.org](mailto:ann.gachingiri@unep.org); tel.: + 254 20 762 3660).

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

17. In keeping with recent guidance from the United Nations regarding the payment of DSA, the Secretariat is no longer disbursing cash payments at meeting venues; instead, a debit card pre-loaded with funds equivalent to the appropriate DSA will be distributed to each funded participant at the meeting venue. The debit card will be activated on the day it is given to the participant and can be used to withdraw money from any automatic teller machine (ATM) with a “MasterCard” logo or to pay for goods and services. The card is valid until the expiry date indicated on its face and can be used internationally.

18. The debit card will be loaded with the US dollar equivalent of the eligible amount; however, withdrawals from ATMs are typically in the currency of the country where the ATM is located. Bank charges associated with withdrawal of cash from an ATM and exchange rate charges associated with purchases of goods and services are the responsibility of the participant. There is a flat charge of US\$5 for each withdrawal from an ATM. Since ATMs issue cash in specific denominations, it may not be possible to withdraw the full amount of cash on the card; however, the residual balance may be used for small purchases. The card may not be used beyond its expiry date.

19. Debit cards issued at previous meetings of the Montreal Protocol can be reloaded with DSA for the joint meeting, provided that the card has not expired and the participant has retained the PIN code for the card. Should any eligible participant wish to reuse a debit card issued at a previous meeting, they should send a copy of the card by email to Ms. Ann Gachingiri ([ann.gachingiri@unep.org](mailto:ann.gachingiri@unep.org)).

## **VIII. Paper-smart system meeting documents and presentations**

20. All pre-session documents for the joint meeting will be available on the meeting portal at the following link: <http://conf.montreal-protocol.org/meeting/mop/cop11-mop29>. Conference room papers and draft meeting reports will be accessible through the meeting portal. Parties wishing to submit conference room papers should send them to Ms. Martha Leyva by e-mail at [mmarthaleyva82@gmail.com](mailto:mmarthaleyva82@gmail.com). All pre-session documents for the joint meeting of the Bureaux of the tenth meeting of the Conference of the Parties to the Vienna Convention and the Twenty-Eighth Meeting of the Parties to the Montreal Protocol, which is restricted to invited participants, will be available on the meeting portal at the following link: <http://conf.montreal-protocol.org/meeting/bureau/cop10-mop28-bur>. The password required to access the portal will be included in the invitation letter to participants invited to the meeting.

21. All pre-session documents for the fifty-ninth meeting of the Implementation Committee, which is restricted to invited participants, will be available on the meeting portal at the following link: <http://conf.montreal-protocol.org/meeting/impcom/impcom59>. The password required to access the portal will be included in the invitation letter to participants invited to the meeting.

22. 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 meetings. The documents and information will also be accessible via the mobile application for the meetings. Participants are requested to download the “UNEP Events” application in advance of the meeting. Participants are also reminded to bring their laptops or hand-held devices to the meeting to enable access and reference to documents online.

23. 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

centre and a browser (such as Chrome, Firefox or Internet Explorer) to access the paper-smart system. No additional software is required.

24. The Secretariat, in cooperation with the conference centre, will provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.

25. Representatives participating in closed contact groups, if any, will be assigned passwords to enable them to access the private shared workspaces of those groups. Secretariat support staff will be on hand during the meetings to provide assistance as necessary.

## **IX. Credentials**

26. Credentials of representatives and the names of alternate representatives and advisers should be submitted to the Executive Secretary, if possible before the joint meeting or on the day of the opening of the joint 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 organization, by the competent authority of that organization.

## **X. Statements**

27. Delegates who wish to deliver statements during the high-level segment of the joint meeting are requested to submit their statements in advance to the Secretariat, preferably by email to Ms. Lora Manasseh at [lora.manasseh@unep.org](mailto:lora.manasseh@unep.org). Alternatively, printed copies of statements may be submitted to the helpdesk staff at the venue. Statements should be received by close of business on Wednesday, 22 November 2017. The order in which statements will be delivered will be determined by the date and time of their submission.

## **XI. Meeting rooms**

28. To reserve rooms for regional and bilateral meetings **prior to the commencement** of the joint meeting and its associated meetings, participants are requested to send a request by email to Ms. Kathleen Creavalle ([kathleen.creavalle@unep.org](mailto:kathleen.creavalle@unep.org)), indicating the date, time, duration and number of participants. Kindly note that due to limited availability of rooms at the conference centre, the Secretariat may not be able to fulfil all requests.

29. To reserve rooms **once the joint meeting has started**, requests should be made to the Conference Officer, Mr. Francisco Vasquez ([Francisco.vasquez@unon.org](mailto:Francisco.vasquez@unon.org)).

## **XII. List of participants**

30. A list of participants will be issued for the joint meeting. A preliminary list will be distributed in the conference room before the close of the meeting for individual verification of participants' details. 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 meeting.

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

31. There are limited rooms available at the conference centre. There will therefore be a limited number of side events, which will be restricted to one during the lunch break (between 1p.m. and 3 p.m.) and one in the evening (between 6 p.m. and 7 p.m.) each day for the duration of the joint meeting.

32. Requests for side events and exhibitions may be made by completing the online request form which is available at the following website: <http://ozone.unep.org/en/side-events-and-exhibitions-request-form>. The Secretariat will make the bookings on a first come, first served basis. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

33. The Secretariat, in consultation with the organizers of side events, reserves the right to decline or alter bookings owing to limited room space, in order to accommodate contact groups and regional groups if necessary. For information regarding side events and exhibitions, please contact Mr. Dan Tengo at [dan.tengo@unep.org](mailto:dan.tengo@unep.org).

34. Delegations that plan to set up an exhibition should ship the promotional material and publications, clearly marked “No commercial value. For conference distribution only.”, to the following address:

Mr. Eduardo Alvear  
Event Coordinator  
Revenue and Product Management (RPM-MCR)  
International Civil Aviation Organization (ICAO)  
999 Robert-Bourassa Boulevard  
Montreal, H3C 5H7  
Canada  
Tel.: + 1 514 954 8219 ext. 6244

#### **XIV. Local transportation and safety**

35. Participants should make their own transportation arrangements from the Pierre Elliot Trudeau Airport to their respective hotels. Transport from the airport to downtown Montreal (Berri Uqam metro station) is available by bus number 747. The bus fare is Can\$10, payable in coins only, and provides the traveller with a transit pass for the bus and metro for 24 hours from the time of purchase. Information on the shuttle bus schedule is available at the following link: <http://www.stm.info/en/info/networks/bus/shuttle/747>.

36. Taxis are also available at the airport and a one-way taxi journey to the downtown area costs approximately Can\$40.

37. Participants are encouraged use the Public Transit System (Société de transport de Montréal) where available. The cost per journey per adult is Can\$3.25 and a one-week season ticket from Monday to Sunday costs Can\$25.75. Information on routes and schedules is available at the following link: <http://www.stm.info>.

#### **XV. Local currency**

38. The Canadian dollar is the national currency of Canada. The daily exchange rate is posted at hotels and exchange offices. Major credit cards are accepted at most hotels, restaurants and businesses.

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

39. During the month of November temperatures in Montreal may vary between +7 and -5 degrees Celsius. Participants are strongly advised to take a winter coat and to wear warm clothes and winter boots.

40. The standard time zone in Montreal is UTC/GMT -5hours.

#### **XVII. Official language**

41. French is the official language of Montreal; however, both English and French are used in most places of business.

#### **XVIII. Other practical information**

##### **Electrical power supply**

42. The electrical power supply in Canada is 110 volts and the frequency is 60Hz. The plug type used is the North American standard, as shown below. Meeting participants are encouraged to carry appropriate adapter plugs.



### **Country code and area code**

43. The country code for Canada is +1 (as for the United States of America). The main area codes for Montreal are 514 and 438.

### **SIM cards for mobile phones**

44. Local SIM cards that can be used with unlocked phones are available from post offices, convenience stores and newsstands. A passport must be shown prior to purchase.

### **Postal services**

45. Canada Post provides postal services in Canada. Postal counters are also available in certain pharmacies, businesses and convenience stores. Agencies for many international courier services, such as FEDEX, DHL and UPS, are available across the city of Montreal.

### **Restaurants and cafés**

46. A kiosk offering coffee and light snacks for purchase will be available in the Bistro Area on the first floor of the conference centre.

47. Several restaurants and shops are located in the underground commercial area in the vicinity of the ICAO building.

## **XIX. Information on Canada and Tourism**

48. In 2017, Canadians are celebrating the 150th year of Canadian Confederation. The major themes of the 150th anniversary are diversity and inclusion, reconciliation with indigenous peoples, the environment and youth. Further information can be found at the following websites: <http://canada.pch.gc.ca/eng/1468262573081> and <https://www.mcgill.ca/can150-mtl375/home>.

This year also marks the 375th anniversary of the city of Montreal. Montreal is the world's second largest French-speaking city after Paris and is Canada's second-largest city by population. Set on an island in the Saint Lawrence River and named after Mount Royal, the triple-peaked hill at its heart, Montreal enjoys international recognition as one of the greatest cultural, industrial and commercial cities in North America. More information on the festivities highlighting the city's rich and diverse history can be found at the following websites: <http://www.375mtl.com/en/history/> and <http://375mtlplus.lavitrine.com/en/>.

49. General information on tourism in Montreal is available at the following link: <https://www.mtl.org/en>.

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