



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

Sixty-second meeting of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol

Bangkok, 29 June–5 July 2019

Information note for participants

I. Venue

1. The forty-first meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (OEWG41) will be held in Bangkok from **Monday, 1 July to Friday, 5 July 2019**. The meeting will be preceded by the sixty-second meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol (ImpCom62), to be held on Saturday, **29 June 2019**. The meetings will take place at the following venue:

United Nations Conference Centre
United Nations Economic and Social Commission for Asia and the Pacific
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand

www.unescap.org/uncc

II. Opening of the meetings

2. OEWG41 will be opened at 10 a.m. on Monday, 1 July 2019, and will conclude by 6 p.m. on Friday, 5 July 2019. 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. ImpCom62 will be opened at 10 a.m. on Saturday, 29 June 2019. Participation in the meeting 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 of the Multilateral Fund.

III. Visa information

4. Nationals of certain countries do not require a visa if they meet the requirements for visa exemptions and visas on arrival to Thailand. Information on visa exemptions can be found at the following link: www.consular.go.th/main/th/customize/62281. The traveller must possess a passport valid for at least six months beyond the travel date and a valid return ticket with a departure date within 15 days of the entry date. The traveller should fill out an application form, which is available at the visa-on-arrival counter at Suvarnabhumi International Airport; supply one recent passport-sized photograph; and pay a fee of 2,000 baht.

5. Nationals from all other countries are **required** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General in their country of residence or at the Royal Thai Embassy with jurisdiction over their country of residence **before leaving their country** to avoid denial of entry on arrival at the airport in Bangkok.

6. Nationals of countries that are required to have a visa to enter Thailand are urged to adhere strictly to the above requirement. Information on visa issuance as well as locations of Royal Thai embassies and Royal Thai consulates worldwide is available from the following links:

www.mfa.go.th/main/en/services/4908/15398-Issuance-of-Visa.html and
www.mfa.go.th/main/en/org-chart.

7. Nationals of countries required to apply for a visa are strongly advised to initiate the application process **well in advance** of their proposed travel date and to contact the Ozone Secretariat (sandeep.bhambra@un.org) if any additional supporting documentation is required by the embassy.

8. Holders of a United Nations laissez-passer are required to bring their national passports with them. If they are not nationals of countries that are eligible for a visa waiver, they must obtain the appropriate entry visa prior to entering Thailand. Only in exceptional cases where obtaining a visa prior to entering Thailand is not possible may holders of a United Nations laissez-passer obtain visa waivers for a maximum stay of 15 days, which is not extendable.

IV. Hotel accommodation

9. Participants are responsible for making their own accommodation arrangements and are advised to do so as soon as possible. A list of recommended hotels can be found on the meeting portal: <http://conf.montreal-protocol.org/meeting/oewg/oewg-41/SiteAssets/OWEG41-List-of-Hotels.pdf>

V. Health requirements and medical facilities

10. The Ministry of Public Health in Thailand has issued regulations that require applicants who have travelled from or through countries that have been declared “yellow fever infected areas” to provide a valid international health certificate proving that they have received a yellow fever vaccination. Upon arrival, applicants must present the relevant international health certificate at the Health Control Office before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to Thailand. Information on requirements for yellow fever vaccination can be found at the following link: <http://www.mfa.go.th/main/en/services/4908/15384>.

11. The international health certificate must be submitted together with the visa application form.

12. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travellers are advised to protect themselves from mosquito bites while in Thailand. Given the possibility of transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or consult their doctor about the implications of travelling to Thailand.

13. Participants are advised to have vaccinations against diseases such as hepatitis A, tetanus and typhoid.

14. During weekdays, first-aid and medical services are available at the Economic and Social Commission for Asia and the Pacific Medical Centre, located on the fourth floor of the Service Building. The doctor is available from 7.30 a.m. to 3.45 p.m.

15. United Nations buildings are smoke-free areas. Smoking is only allowed in the designated areas outside the buildings.

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

16. Focal points for each party to the Montreal Protocol are required to register all the members of their delegation using the link included in the email invitation to the meetings. The registration system contains participant information from previous Montreal Protocol meetings, which can be updated and used to register for the current meetings.

17. A priority pass will be sent by email to each pre-registered delegate shortly before the meeting. Upon presentation of the priority pass and a valid passport or identification card, delegates will be able to collect their pre-printed identification badges.

18. Organizations that wish to send observers to OEWG41 but have not received an invitation are requested to send an email to mea-ozoneinfo@un.org.

19. Pre-registered participants are encouraged to collect their identification badges at the main entrance of the meeting venue any time after 8 a.m. on Saturday, 29 June 2019. Participants are requested to present valid passports or identification cards when collecting their badges, which must be worn at all times in the meeting venue. Please note that for security reasons, badges must be displayed to gain admission both to the United Nations Conference Centre (UNCC) and to the 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.
20. Participants may also register on site from 8 a.m. on Saturday, 29 June 2019, and thereafter from 8 a.m. daily for the duration of the meeting.
21. For any questions regarding registration for the meetings, please contact Ms. Betty Kamanga (email: betty.kamanga@un.org) or Ms. Sandeep Bhambra (email: sandeep.bhambra@un.org).

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

A. Financial assistance

22. 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 meetings. Should your Government require such assistance, please submit an official request by email to mea-ozoneinfo@un.org or tina.birmpili@un.org no later than **Monday, 6 May 2019**, providing the name and details of the participant nominated for financial support. Financial assistance will be based on equitable geographical balance, rotation of funding within a region, membership of the various bodies under the Montreal Protocol, gender balance and the timeliness of submission of the request.
23. 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 United Nations travel agency in Nairobi, and the United Nations daily subsistence allowance (DSA) for Bangkok. As at 1 February 2019, the DSA rate for Bangkok was **\$220** per day; that rate is, however, subject to change. For further enquiries regarding the financial assistance that may be provided to representatives of eligible countries, please contact Ms. Sandeep Bhambra (email: sandeep.bhambra@un.org; tel.: +254 20 762 4032) or Ms. Ann Gachingiri (email: ann.gachingiri@un.org; tel.: +254 20 762 3660).
24. 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.

B. Debit card for daily subsistence allowance

25. Consistent with established practice, the Secretariat will issue a debit card containing funds equivalent to the appropriate DSA amount to each eligible 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.
26. The debit card will be loaded with the United States 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 charge of \$5 for each withdrawal from an ATM. Since ATMs issue cash in specific denominations and in limited quantities, 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.
27. The reuse of valid debit cards issued at previous meetings of the United Nations Environment Programme is strongly encouraged. A debit card can be reloaded with DSA for the current meeting, provided that it has not expired and the participant has retained the PIN code for the card. Eligible participants who wish to reuse a debit card issued at a previous meeting should email a copy of the card to be reused to Ms. Ann Gachingiri (ann.gachingiri@un.org).

VIII. PaperSmart system for meeting documents and presentations

28. Consistent with established practice, the Secretariat will use the web-based PaperSmart system to provide access to meeting documents and process conference room papers and to provide other general information during the meetings. The PaperSmart system is web-based; the only requirement is a laptop or hand-held device that has wireless capability to connect to the wi-fi network at the conference venue and a browser (such as Internet Explorer, Firefox or Chrome). No additional software is required. The Secretariat, in cooperation with the UNCC, will provide a stable and fast Internet connection at the meeting venue to enable access to all the meeting documents. The documents and information will also be accessible via the mobile application for the meetings. Participants are requested to download the “UN Environment Events” application in advance of the meeting.

29. 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 throughout the meetings to provide assistance as necessary.

A. Meeting portals

30. All the pre-session documents for OEWG41 will be available on the meeting portal at this link: <http://conf.montreal-protocol.org/meeting/oweg/oweg-41>.

31. All the pre-session documents for ImpCom62 will be available on the meeting portal at this link: <http://conf.montreal-protocol.org/meeting/impcom/impcom62>. The password required to access the portal will be included in the invitation letter sent to participants.

B. Conference room papers

32. Conference room papers and draft meeting reports will be accessible via the meeting portal. Parties wishing to submit conference room papers should send them to Ms. Martha Leyva by e-mail (marthaleyva82@gmail.com).

C. Meeting rooms

33. To reserve rooms for regional and bilateral meetings prior to the commencement of the meetings, kindly send an email to Ms. Sandeep Bhambra (sandeep.bhambra@un.org) indicating the date, time, duration and number of participants. Due to the limited availability of rooms at the UNCC, the Secretariat may not be able to fulfil all requests.

34. Requests to reserve rooms **once the meeting has started** should be made to the Conference Officer, Mr. Niti Nuamthanom, by email (nuamthanom@un.org).

IX. List of participants

35. A preliminary list of participants will be distributed in the conference room before the close of the meeting for individual verification of participants’ contact 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, and to sign the list and to return it to the meeting room attendants or to the helpdesk. Corrections can also be sent to betty.kamanga@un.org and sandeep.bhambra@un.org. The final list of participants will be distributed within two weeks of the close of the meeting.

X. Side events, exhibitions and promotional material

36. Due to the limited number of rooms available at the UNCC, the number of side events will be limited to two during the 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 OEWG41.

37. 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 **Monday, 6 May 2019**. 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.

38. With regard to side events, the Secretariat reserves the right to alter bookings, in consultation with organizers, to accommodate contact groups and regional groups. For information regarding side events and exhibitions, please contact Ms. Jacqueline Gitau by email at jacqueline.gitau@un.org.

39. Delegations planning to set up an exhibition should ship promotional material and publications, clearly marking them, “No commercial value. For conference distribution only”, to the following address:

United Nations Economic and Social Commission for Asia and the Pacific
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand
Attention: Ms. Diana Park
(For UNEP/OEWG41) Chief, Conference Management Unit, ESCAP
Email: hyekyungdiana.park@un.org
Tel: +66 2-288 1362

40. Catering for side events can be arranged by contacting Mr. Danuphol Somsuai (email: somsuai@un.org, telephone: +66 2 288 3122) and Ms. Kasama Vidhayasai (email: vidhayasai@un.org, telephone: +66 2 288 1181).

41. Event organizers offering box lunches are responsible for returning empty lunch boxes to the caterer immediately after the meal. Failure to comply with this request may result in charges for losses.

XI. Local transportation

42. Participants should make their own transportation arrangements from Suvarnabhumi Airport or Donmuang International Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at both airports. Detailed airport information about these services can be found at <http://www.suvarnabhumiairport.com> and <http://www.donmuangairport.com/>.

43. If participants wish to use the above-mentioned limousines and public metered-taxi services, this should only be done through the authorized officials at the counters located in the airport arrival zone. The officials will issue a ticket for the assignment of either a limousine or a public metered taxi to transport passengers to their desired destination. Participants may also access public taxi counters by exiting gates 3 or 9 of the arrival zone at Suvarnabhumi Airport. In addition to toll fees, a 50 baht surcharge is added to the meter charge from the airport to the city.

44. Participants should make their own transport arrangements to and from the UNCC. Metered taxis are readily available in the city. Some hotels close to the United Nations Building provide complementary transport to and from the UNCC according to fixed schedules.

45. Movement within the city is facilitated by commuter taxis and tuk-tuks, both safe and readily available outside most hotels.

XII. Safety and security

46. The contact information for the United Nations Safety and Security Service in Bangkok is:

- Security Control Centre (24/7): +66 2 288 1102; +66 2 288 1113
- Emergency: +66 2 288 1100
- Mobile: +66 81 807 8471

47. The Thailand emergency numbers are:

- Police general emergency: 191
- Fire: 199
- Ambulance and rescue: 1554
- Tourism Police: 1155

XIII. Local currency

48. Participants may bring unrestricted sums of foreign currency into Thailand in the form of traveller’s cheques, bank drafts, letters of credit or other banking instruments, which may be exchanged for Thai currency at the prevailing exchange rates. However, participants may be required to declare the value of the traveller’s cheques or currency in their possession on arrival at Suvarnabhumi Airport.

49. Currency exchange facilities are available at hotels as well as at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2168 and 2169). Opening hours are from 8.30 a.m. to 3.30 p.m., Monday to Friday.

50. ATMs are available throughout Bangkok, and credit cards such as American Express, MasterCard and Visa are accepted in major hotels and shopping malls.

XIV. Local weather and time

51. The temperature in Bangkok in July averages between 26°C and 33°C (78°F to 92°F). Light clothing will be appropriate, although the evenings can be cooler.

52. The conference rooms where the meetings are held are air-conditioned and the temperature is maintained in the range of 23°C to 24°C (72°F to 73°F).

53. The standard time zone in Thailand is UTC/GMT +7 hours.

XV. Language

54. Thai is the main language in Thailand. Other languages spoken include Chinese, Lao, Malay and Mon-Khmer, while English is becoming more prevalent in government and commercial settings. English is also taught as a second language in secondary schools and universities, which may enable the English-speaking visitor in Thailand to converse. However, taxi and tuk-tuk drivers have very limited knowledge of English. Participants are therefore encouraged to carry the address of their hotels in Thai script.

XVI. Other practical information

A. Travel advisory

55. Visitors are advised to be respectful of Thai customs at all times. Kindly note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken and written language, gestures, and electronic communication, including via social media.

B. Accessibility support for persons with special needs

56. In order to enhance accessibility to the UNCC for persons with special needs, including brain lesions and visual, physical, hearing and speech impairments, assistive devices are available upon request in a designated area at the Accessibility Centre, located on the first floor of the UNCC. To reserve devices or for more information, please send an email to pirzada@un.org.

C. Phone access codes

57. The country code for Thailand is 66 and the area code for Bangkok is 2.

D. Electrical power supply

58. The electric power in Thailand is 220V running at 50Hz, and the plug types used are type A, type B and type C, shown below. Hybrid sockets, which accept all three types, are found in most hotels. Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances, as **the Secretariat will not be able to provide adapters**. Adapters can be purchased from shops in the city dealing in electronic and electrical items.



Type A



Type B



Type C



Hybrid socket

E. SIM cards for cellular phones

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

F. Prayer and meditation rooms

60. The prayer and meditation rooms are located on the second floor of the UNCC by the ESCAP Hall.

G. Post office

61. Postal services are available at the Post Office, United Nations Branch, on the ground floor of the UNCC. Opening hours are from 8 a.m. to 4 p.m., Monday to Friday, except on official holidays. The Post Office can be contacted at extensions 1260 and 2911.

H. Souvenir shop

62. The souvenir shop located on the first floor of the UNCC is open from 8 a.m. to 5 p.m., Monday to Friday. The shop can be contacted at extension 1295.

I. Restaurants and cafés

63. Catering services are available at the cafeteria, which is located on level 1 of the UNCC, from 11 a.m. to 2 p.m. for lunch. The Rajapruek Lounge on the ground floor of the UNCC is open from 7 a.m. to 5 p.m. Monday to Thursday, and from 7 a.m. to 7 p.m. on Friday. The canteen, on the ground floor of the Service Building, is open from 7 a.m. to 1 p.m. In addition, a coffee corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1 of the UNCC and is open from 7 a.m. to 5 p.m.

64. Kindly note that single-use cups are no longer available within the United Nations compound in Bangkok. For drinks in a cup, a deposit fee of 100 baht will apply in addition to the cost of the drink. The fee will be refunded once the cup is returned. Participants can also bring their own reusable cups to buy a drink and get a stamp. After nine stamps, a free drink will be offered.

65. Restaurants, fast food outlets and food stands can be found throughout the city, offering a wide variety of international culinary choices around the clock.

XVII. Tourism

66. The American Express Travel (AMEX) office is located on the fourth floor of the Service Building, which is open from 8 a.m. to 5 p.m. on weekdays. The AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823 from phones located around the UNCC.

67. For tourist information on Bangkok and Thailand, please visit the official website <http://www.tourismthailand.org/>.

68. Every hotel will have tourist information packages and should be able to advise participants about tourist attractions.

Looking forward to seeing you there!
