



# 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



## Thirtieth Meeting of the Parties to the Montreal Protocol (Quito, Ecuador, 5–9 November 2018)

### Information note for participants

#### I. Venue

1. The Thirtieth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held in Quito, Ecuador, from Monday, 5 November to Friday, 9 November 2018. The meeting will be preceded by two associated meetings, participation in which is strictly limited to members of the bodies in question: the sixty-first meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol, to be held on Saturday, 3 November 2018, and the meeting of the Bureau of the Twenty-Ninth Meeting of the Parties to the Montreal Protocol, to be held on Sunday, 4 November 2018. The meetings will take place at the following venue:

Quorum Quito Convention Centre (the Quorum)  
Urb. Santa Lucía, pasaje A y Vía Interoceánica  
Paseo San Francisco Mall, Cumbayá  
Quito 170904, Ecuador  
Tel.: +593 2 394 26 00  
Website: <https://quorumquito.com>

#### II. Opening of the meetings

2. The Thirtieth Meeting of the Parties will be opened at 10 a.m. on Monday, 5 November 2018, and will conclude by 6 p.m. on Friday, 9 November 2018. 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 sixty-first meeting of the Implementation Committee will be opened at 10 a.m. on Saturday, 3 November 2018, 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.

4. The meeting of the Bureau of the Twenty-Ninth Meeting of the Parties to the Montreal Protocol will begin at 4 p.m. on Sunday, 4 November 2018 and is limited to invited participants who are members of the Bureau.

#### III. Visa information

5. Participants from most countries do not require an entry visa prior to visiting Ecuador for a stay of up to 90 days. However, citizens and holders of passports from the following countries must obtain an entry visa at the Ecuadorian embassy or consulate of their jurisdiction before travelling to Ecuador and must include the letter of invitation issued by the Secretariat in the visa request:

- Afghanistan
- Bangladesh
- Cuba
- Democratic People's Republic of Korea
- Ethiopia
- Eritrea
- Kenya
- Nepal
- Nigeria
- Pakistan
- Senegal
- Somalia

6. The Government of Ecuador reserves the right to deny entry to Ecuador even to holders of a visa. At the port of entry, an Ecuadorian immigration official will determine whether the meeting participant is eligible to enter the country.

7. Travellers must have the following items when arriving to Ecuador:
  - A tourist registration record obtained online (<http://www.consuladovirtual.gob.ec/en/>)
  - A passport valid at least six months beyond their travel dates
  - A round-trip/onward air ticket
  - Health insurance that will cover any health issues during their visit to Ecuador

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

8. Participants are responsible for making their own accommodation arrangements. A list of recommended hotels located near the meeting venue can be found at: <http://conf.montreal-protocol.org/meeting/mop/mop30/SitePages/Home.aspx>. The prices quoted are in United States dollars and include taxes and surcharges. Meeting participants are advised to make hotel bookings as early as possible to secure accommodation during the meeting.

#### **V. Transportation to the meeting venue**

9. Most hotels are located in Quito, while the Quorum is located in the suburb of Cumbayá, approximately 10 kilometres outside the city. Due to heavy rush hour traffic, travel between the two can take up to an hour. Participants are requested to plan accordingly.

10. The Government of Ecuador will provide transportation for participants from designated pickup points in the city to the Quorum during established hours. Information on the schedule and pickup points will be posted on the meeting portal (<http://conf.montreal-protocol.org/>) in due course. The Quito authorities will facilitate the movement of these vehicles by providing reserved routes and motorcycle escorts.

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

11. Medical insurance is required for entry to Ecuador; therefore, participants are requested to obtain such insurance before leaving their home country. The Secretariat will not assume responsibility for medical care for meeting participants in Ecuador.

12. Travellers from the following countries are required to present certificates of yellow fever vaccination upon arrival:

- Angola
- Benin
- Burundi
- Central African Republic
- Congo
- Côte d'Ivoire
- Democratic Republic of the Congo
- French Guiana
- Gabon
- Ghana
- Guinea-Bissau
- Liberia
- Mali
- Nigeria
- Suriname
- Togo

13. Visitors arriving with medication must be prepared to show a copy of their doctor's prescription at customs if requested to do so 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 Ecuador requires a prescription from a recognized Ecuadorian practitioner.

14. The first aid unit at the Quorum can address minor ailments. The Hospital de los Valles, about a 5-minute taxi ride from the Quorum, is a private hospital accepting payment by cash or credit card.

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

15. The new registration system introduced by the Secretariat in 2017 allows focal points for each party to the Montreal Protocol to register all members of their delegation using information from previous meetings. 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.

16. Organizations that wish to send observers to the meeting but have not received an invitation are requested to email [mea-ozoneinfo@un.org](mailto:mea-ozoneinfo@un.org).

17. Pre-registered participants are encouraged to collect their identification badges at the main entrance of the meeting venue from 8 a.m. on Saturday, 3 November 2018. 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 to the Quorum, 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.

18. Participants may also register on site from 8 a.m. on Saturday, 3 November 2018 and thereafter from 8 a.m. daily for the duration of the meeting.

19. Any questions regarding registration for the meeting should be sent to Ms. Betty Kamanga (betty.kamanga@un.org) or Ms. Kathleen Creavalle (kathleen.creavalle@un.org).

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

### **Financial assistance**

20. Limited funds are available to facilitate the attendance of representatives of parties operating under paragraph 1 of Article 5 and of countries with economies in transition. 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 **7 September 2018**, 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 meeting on 8 and 9 November 2018. 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 the submission of the request.

21. 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 servicing UNON, and the United Nations daily subsistence allowance (DSA) for Quito. As of July 2018, the DSA rate for Quito was US\$177 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@un.org; tel.: +254 20 762 4032) or Ms. Ann Gachingiri (ann.gachingiri@un.org; tel.: +254 20 762 3660).

22. 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.

### **Debit card for daily subsistence allowance**

23. The payment of DSA is through a debit card pre-loaded with funds equivalent to the appropriate DSA for the duration of the meeting and will be distributed to each funded participant at the meeting venue. The debit card will be activated on the day it is issued 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.

24. The debit card will be loaded with the appropriate amount in United States dollars; 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.

25. The reuse of debit cards issued at previous meetings of the Montreal Protocol is strongly encouraged. A debit card can be reloaded with funds for the current meeting, provided that it has not expired and the participant has retained the PIN code for the card. Eligible participants should send a copy of the card by email to Ms. Ann Gachingiri (ann.gachingiri@un.org).

## **IX. PaperSmart system for meeting documents and presentations**

26. Consistent with established practice, the Secretariat will use the web-based PaperSmart system to provide access to meeting documents, process conference room papers and provide other general information. 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. They are also reminded to bring laptops or hand-held devices with wireless capability so that they can access documents using PaperSmart. The Secretariat, in cooperation with the conference centre, will provide a stable and fast Internet connection at the meeting venue to enable Wi-Fi access to all documents. No other software will be required.

27. 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.

### **Meeting portals**

28. All pre-session documents for the meeting will be available on the meeting portal (<http://conf.montreal-protocol.org/meeting/mop/mop30/>). All pre-session documents for the meeting of the Bureau of the Twenty-Ninth Meeting of the Parties to the Montreal Protocol will be available on the meeting portal at: <http://conf.montreal-protocol.org/meeting/bureau/mop29-bur>.

29. All pre-session documents for the sixty-first meeting of the Implementation Committee will be available on the meeting portal at: <http://conf.montreal-protocol.org/meeting/impcom/impcom61>. The password required to access that area of the portal will be included in the invitation letter to participants.

### **Conference room papers**

30. Conference room papers and draft meeting reports will be accessible through the meeting portal. Parties wishing to submit conference room papers should email them to Ms. Martha Leyva ([marthaleyva82@gmail.com](mailto:marthaleyva82@gmail.com)).

### **Presentations**

31. Presentations to be projected during the meetings should be emailed to Ms. Martha Mulumba ([martha.mulumba@un.org](mailto:martha.mulumba@un.org)) well before the start of the meeting to allow time for them to be uploaded and distributed to the interpreters and report writers.

## **X. Credentials**

32. Credentials of representatives and the names of alternate representatives and advisers should be submitted to the Executive Secretary, if possible before the meeting or on the opening day 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 for foreign affairs or, in the case of a regional economic integration organization, by the competent authority of that organization.

## **XI. Statements**

33. Delegates who wish to deliver statements during the high-level segment of the meeting are requested to submit their statements in advance to the Secretariat, preferably by email to Ms. Lora Manasseh ([lora.manasseh@un.org](mailto:lora.manasseh@un.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, 7 November 2018**. The order in which statements will be delivered will be determined by the date and time of their submission.

## **XII. Meeting rooms**

34. To reserve rooms for regional and bilateral meetings **prior to the start** of the meeting and its associated meetings, participants are requested to email requests to Ms. Kathleen Creavalle ([kathleen.creavalle@un.org](mailto:kathleen.creavalle@un.org)), indicating the date, time and duration and the expected number of participants. Due to the limited availability of rooms at the conference centre, the Secretariat may not be able to fulfil all requests.

35. Requests to reserve rooms **once the meeting has started** should be made to Mr. Francisco Vasquez (francisco.vasquez@un.org).

### **XIII. List of participants**

36. A preliminary list of participants 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 listing for their delegation, 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. The final list will be distributed after the meeting.

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

37. As only a limited number of rooms are available at the conference centre, there will be a limited number of side events – one during the lunch break (between 1 p.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 meeting.

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

39. The Secretariat, in consultation with the organizers of side events, reserves the right to decline or alter bookings owing to limited space in order to accommodate contact groups and regional groups. For information regarding side events and exhibitions, please contact Mr. Dan Tengo (dan.tengo@un.org).

40. Delegations that plan to set up exhibitions during the meeting should ship the promotional material and publications, clearly marked “No commercial value – for conference distribution only”, to:

Ms. Ana Correa  
Ozone Unit  
Ministry of Industries and Productivity  
Government Financial Management Platform, Block 3, 9<sup>th</sup> Floor  
Quito, EC 170506  
Ecuador  
Tel.: +593 2 394 8760, ext. 2124

41. Catering for side events can be arranged by contacting Ms. Claudia Fierro (claudia.fierro@quorumquito.com; cell phone: +593 98 761 6022).

### **XV. Local transportation and safety**

42. Participants should make their own transportation arrangements from Mariscal Sucre International Airport to their hotels.

43. Shuttle bus transport from the airport to the downtown Quito bus station is offered by Aeroservicios (bus fare US\$8); after arriving at the bus station, participants must take a taxi to their final destination. Information on the shuttle bus schedule is available at <http://www.aeroservicios.com.ec/horario/>.

44. A one-way taxi journey from the airport to the downtown area costs approximately US\$25.

45. Participants can use the public buses of the Integrated Metropolitan Transportation System (Ecovia) where available. The cost per journey per adult is US\$0.25. Information on routes and schedules is available at: <http://www.quito.gob.ec/index.php/municipio/245-sistema-metropolitano-de-transporte>. The Ecovia buses do not go directly to the meeting venue, but participants can disembark at the Rico Coca station, take a bus at the Rural Interparroquial Terrestrial Terminal in the direction of Cumbayá and disembark at the Paseo San Francisco stop. The journey takes approximately 1 hour.

46. While serious crime has decreased in recent years in Quito, robbery and assault remain risks, so precautions are necessary. In particular, luggage, personal documents, cash, credit cards, electronic devices and valuables should not be left unattended.

47. The Ecuador Integrated Security mobile application ECU911 can be downloaded and used to request emergency services.

## **XVI. Local currency**

48. The United States dollar is the national currency of Ecuador. The daily exchange rate is posted at hotels and exchange offices. Major credit cards are accepted at most hotels, restaurants and other businesses.

## **XVII. Local weather and time**

49. In November, temperatures in Quito typically range from 9 to 19°C. Participants are advised to pack coats, hats and scarves.

50. Quito is at an altitude of 2,850 metres above sea level. Some people may feel mild altitude-related discomfort such as headaches and nausea. Participants prone to such discomfort are strongly advised to consult a physician before travelling and consider bringing medication for altitude sickness.

51. The time in Quito is UTC/GMT - 5 hours.

## **XVIII. Language**

52. Spanish is the official language of Ecuador; however, English is also widely spoken.

## **XIX. Other practical information**

### **Electrical power supply**

53. The power supply in Quito is 110 volts and the frequency is 60Hz. The plug type used is the North American standard, shown below. Participants are encouraged to bring adapter plugs.



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

54. The country code for Ecuador is +593. The main area code for Quito is 2.

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

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

### **Postal services**

56. Quito has a number of post offices (Correos del Ecuador, for postal services in Ecuador), and postal counters are also available in some stores. Many international courier services, such as FedEx and DHL, have offices in Quito.

### **Restaurants and cafés**

57. A food court is located on the upper level of the Quorum, and a coffee shop selling beverages and light snacks will be available in the Business Centre.

58. The first floor of the Quorum features several restaurants and shops.

## **XX. Information on Ecuador and tourism**

59. General information on tourism in Ecuador is available at: <https://ecuador.travel/>.