



Combined twelfth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer (part II) and the Thirty-Third Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer

Online, 23–29 October 2021

Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol

Sixty-seventh meeting

Online, 20 and 21 October 2021

Joint meeting of the bureaux of the twelfth meeting of the Conference of Parties to the Vienna Convention for the Protection of the Ozone Layer and the Thirty-Second Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer

Online, 22 October 2021

Information note for participants

I. General information

1. The combined twelfth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer (part II) and Thirty-Third Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held online from 23 to 29 October 2021. The meeting will be preceded by two associated meetings:

(a) The sixty-seventh meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol, which will be held online on 20 and 21 October 2021;

(b) The meeting of the bureaux of the twelfth meeting of the Conference of the Parties to the Vienna Convention and the Thirty-Second Meeting of the Parties to the Montreal Protocol, which will be held online on 22 October 2021

II. Meeting sessions

2. The following information is intended to facilitate access to the various sessions.

A. Twelfth meeting of the Conference of the Parties to the Vienna Convention (part II) and Thirty-Third Meeting of the Parties to the Montreal Protocol

3. The timing of the preparatory segment plenary sessions and contact group sessions (Nairobi time (UTC + 3)) is as follows:

- Day 1 – 2 to 4 p.m. on Saturday, 23 October
 - Contact group session: 4.15 to 5.30 p.m. (latest)
- Day 2 – 2 to 4 p.m. on Sunday, 24 October
 - Contact group session: 4.15 to 5.30 p.m. (latest)
- Day 3 – 2 to 4 p.m. on Monday, 25 October
 - Contact group session: 4.15 to 5.30 p.m. (latest)
- Day 4 – 2 to 4 p.m. on Tuesday, 26 October
 - Contact group session: 4.15 to 5.30 p.m. (latest)
- Day 5 – 2 to 4 p.m. on Wednesday, 27 October
 - Contact group session: 4.15 to 5.30 p.m. (latest)
- Day 6 – 2 to 4 p.m. on Thursday, 28 October
 - Contact group session: 4.15 to 5.30 p.m. (latest)

4. The high-level segment will take place from 2 to 5.30 p.m. on Friday, 29 October.

B. Preparatory work for the twelfth meeting of the Conference of the Parties to the Vienna Convention (part II) and Thirty-Third Meeting of the Parties to the Montreal Protocol

5. Preparatory work before the combined meeting will include:
- (a) An online forum (from 13 September to 4 October) on the following agenda items:
 - Financial reports and budgets of the trust funds for the Vienna Convention and the Montreal Protocol
 - Replenishment of the Multilateral Fund for the Implementation of the Montreal Protocol for the period 2021–2023
 - Identification of gaps in the global coverage of atmospheric monitoring of controlled substances and options for enhancing such monitoring (decision XXXI/3, para. 8)
 - Nominations for methyl bromide critical-use nominations for 2022 and 2023
 - Energy-efficient and low-global-warming-potential technologies
 - Vienna Convention issues
 - (b) Informal and briefing meetings (from 5 to 18 October) on the following items will run from 2 to 5.30pm (Nairobi time (UTC + 3)):
 - Vienna Convention issues – 5 October 2021 (briefing meeting)
 - 2021 progress report of the Technology and Economic Assessment Panel – 7 October 2021 (briefing meeting)
 - Financial reports and budgets – 11 and 14 October 2021 (informal meetings)
 - Updated replenishment report by the Technology and Economic Assessment Panel task force – 18 October 2021 (briefing meeting)

C. Sixty-seventh meeting of the Implementation Committee

6. The Implementation Committee will meet as follows (Nairobi time (UTC + 3)):
- Day 1 – 2 to 4 p.m. on Wednesday, 20 October
 - Day 2 – 2 to 4 p.m. on Thursday, 21 October

D. Joint meeting of the bureaux of the twelfth meeting of the Conference of the Parties to the Vienna Convention and the Thirty-Second Meeting of the Parties to the Montreal Protocol

7. The timing of the session is as follows (Nairobi time (UTC + 3)):
- Day 1 only – 2 to 4 p.m. on Friday, 22 October.

III. Technical and practical information about the meetings

8. The login information received upon registration will enable access to the online forum, while the link to each meeting, including the various informal and briefing meetings, will be posted on the [meeting portal](#) a week before the start of that meeting. The following meeting platforms will be used:
- Interprefy for the combined twelfth meeting of the Conference of the Parties to the Vienna Convention (part II) and Thirty-Third Meeting of the Parties to the Montreal Protocol
 - Interactio for the briefing meetings
 - Webex for the contact group and informal meetings

A. Joining the sessions

9. The Interprefy meeting link on the [meeting portal](#) will enable access to preparatory segment and high-level segment sessions. Clicking on the link will generate a request for an email address. After providing an email address, participants will receive an email containing a passcode for the meeting. To access sessions, please use the email address that you used for registration. In case your organization's firewall does not allow you to receive the passcode in a timely manner, please provide alternative email address or phone number when registering.

10. To access the Interactio platform, you will receive from the Secretariat an email containing a meeting link and a password for the briefing meetings.

11. Webex links for contact group meetings will be shared at the closure of the preceding plenary sessions.

B. Test sessions

12. The meeting link and passcode process described above will also apply for accessing the test sessions. The sessions for testing Interactio will be held on 30 September and 1 October, while the test sessions for Interprefy will be held on 15 and 19 October. The time of each session will be posted on the [meeting portal](#) one week before the session.

13. Participants are encouraged to attend one of the test sessions in order to check for and address any connectivity, video or audio issues with the system they plan to use for the online preparatory work and the meetings themselves. The test sessions will be held only in English. Participants may join any test session but may need to queue if there are too many people.

C. Technical details

14. Please log in 30 minutes before a session is due to start so that any technical glitches can be resolved. Open the session link in either Google Chrome or Firefox. The Apple Safari browser is not supported.

15. To log in, please distinguish the name of your party/organization from your name as follows:

- If you represent a party, complete the name field by entering the name of your country/party, followed by your full name. For example: Username: Canada – Ann Smith.
- If you represent an observer, enter the organization's name followed by your name. For example: Username: Daikin – James Brown.

16. The following tips will help ensure adequate sound and video quality during the online meetings:

- For optimal sound quality, join the meeting using a laptop or desktop computer (not a tablet or a mobile phone), plugging your laptop directly into your modem with an Ethernet cable. This will provide a more stable connection than wi-fi.



- The interpreters will need clear audio input in order to interpret accurately. If possible, use headphones with an integrated microphone, especially if you plan to request the floor. Any external microphone is better than the built-in computer microphone. If you are only observing, earbuds with an integrated microphone will suffice.



- The meeting will be recorded following the normal practice in accordance with the rules of procedure.

17. Detailed guidelines for the three platforms will be available from the meeting portal.

IV. Organizational matters

A. Credentials

18. Credentials of representatives and names of alternate representatives and advisers are required for participation in the Conference of the Parties and the Meeting of the Parties (COP/MOP) and should be submitted to the Executive Secretary, if possible, before the meeting or on the first 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.

B. Conference room papers

19. Conference room papers will be accessible on the [meeting portal](#). During the meeting, parties wishing to submit conference room papers should send them by email to Ms. Martha Leyva (marthaleyva82@gmail.com). Draft decisions submitted for early review and consultations will be accessible on the online forum to enable exchange of comments.

C. Side events

20. A limited number of online side events will be held in the margins of the combined twelfth meeting of the Conference of the Parties to the Vienna Convention (part II) and Thirty-Third Meeting of the Parties. The side events will take place both before the combined online meeting and during the meeting, after the contact group sessions. Depending on demand, side events may also be held in the margins of the sixty-seventh meeting of the Implementation Committee (20 and 21 October) and the joint meeting of the bureaux (22 October).

21. Requests for online side event slots should be made by email to the Secretariat, who will confirm booking requests on a first come, first served basis.

22. Owing to the limited number of time slots, the Secretariat reserves the right to decline or alter bookings, in consultation with the organizers of side events, in order to accommodate meetings of contact groups and regional groups. For information about online side events, please contact Ms. Stephanie Haysmith (stephanie.haysmith@un.org), with a copy to Ms. Jacqueline Gitau (jacqueline.gitau@un.org).

V. Costs incurred by parties operating under paragraph 1 of Article 5

23. Some delegates from parties operating under paragraph 1 of Article 5 (Article 5 parties) working from home during the coronavirus disease (COVID-19) pandemic may incur internet- and communication-related costs in order to participate in the meetings, review reports and submit comments in the online forum. Requests for reimbursement of the cost of data bundles or, as a last resort, international telephone charges for dialling into the online meeting should be sent to the Ozone Secretariat (ann.gachingiri@un.org and jacqueline.gitau@un.org).

24. Only costs above \$50 but not exceeding \$400, during the months of September and October, will be eligible for reimbursement. Reimbursements will be processed in accordance with the Financial Regulations and Rules of the United Nations. Upon receipt of your email, the Secretariat will provide a claim form, which should be completed and submitted along with the relevant supporting documents, including receipts issued in the delegate's name.

25. For Article 5 parties working from the office who have challenges with internet connectivity, the Secretariat is working with the Compliance Assistance Programme of the United Nations Environment Programme to identify ways of addressing such challenges through institutional strengthening projects.