



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



Thirty-Fourth Meeting of the Parties to the Montreal Protocol 31 October–4 November 2022 Montreal, Canada

Information note for participants – **Update**

Revised version – 27 September 2022

I. Venue

1. The Thirty-Fourth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held in Montreal, Canada, from Monday, 31 October to Friday, 4 November 2022.
2. The meeting will be preceded by two associated meetings whose participation is strictly limited to members of the bodies in question:
 - (a) The meeting of the Bureau of the Thirty-Third Meeting of the Parties to the Montreal Protocol, to be held on Sunday, 30 October 2022; and
 - (b) The sixty-ninth meeting of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol, to be held on Saturday, 29 October 2022.
3. The meetings will take place at the following venue:

International Civil Aviation Organization (ICAO) Conference Centre
999 Robert-Bourassa Boulevard
Montréal, Québec, H3C 5H7
Canada
Tel.: +1 514 954 8219
Website: www.icao.int

II. Timing of the meetings

4. The Thirty-Fourth Meeting of the Parties will be opened at 10 a.m.¹ on Monday, 31 October 2022 and will conclude at 6 p.m. on Friday, 4 November 2022. The morning sessions of the meeting will be held from 10 a.m. to 1 p.m. and the afternoon sessions from 3 to 6 p.m., unless otherwise specified during the meeting.
5. The meeting of the Bureau will be opened at 4 p.m. on Sunday, 30 October and is expected to conclude on the same day.
6. The sixty-ninth meeting of the Implementation Committee will be opened at 10 a.m. on Saturday, 29 October and is expected to conclude in the afternoon of the same day.

III. Visa information

7. Participants should apply for a visa at the Canadian embassy, high commission or consulate in their country of residence or at an appropriate location abroad as early as possible and 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 (www.cic.gc.ca/english/information/offices/index.asp).

¹ All times indicated are Montreal standard time (UTC – 5 hours).

8. Visa-exempt foreign nationals are required to obtain an Electronic Travel Authorization (eTA) to fly into Canada. Exceptions include Canadian permanent residents and nationals of exempted countries listed at the following link: www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html#visaExempt. For further information, please refer to the following website: www.cic.gc.ca/english/visit/eta.asp.

IV. Hotel accommodation

9. 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: 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 rates applicable to ICAO at the time of booking.

V. Health requirements and medical facilities

10. The health and safety of participants during the meetings are a key priority of the United Nations and the host country. This section outlines health requirements, including prevention and mitigation measures in place with regard to the coronavirus disease (COVID-19) pandemic. It also outlines the code of conduct summarizing the precautionary behaviour expected from participants during and after the meeting.

11. All safety protocols will be followed at the meeting venue in line with the prevailing recommendations and guidance from the Canadian public health authorities. Measures including routine sanitation and disinfection, physical distancing, and wearing of masks will continue to be implemented as required.

12. All delegates who intend to participate in the meetings in person should be fully vaccinated² against COVID-19. “Fully vaccinated” means having received the final dose of a vaccine accepted by the Government of Canada at least 14 days before the date of travel. Accordingly:

(a) Funded participants are requested to send their vaccination certificates to the Secretariat before the issuance of air tickets for travel;

(b) Non-funded participants are requested to present their vaccination certificate at the meeting registration desk in Montreal during collection of their meeting badge.

13. Delegates are encouraged to be aware at all times of the signs and symptoms of respiratory illness and how to manage them. Stay at your hotel if you develop a fever and/or respiratory symptoms, or otherwise feel unwell, and inform the Secretariat (email Sandeep.Bhambra@un.org with Maud.Barcelomartinez@un.org in copy) immediately.

14. The information provided in this note is enough to address most concerns. However, before making their travel arrangements, participants are advised to also review the information on the World Health Organization website (www.who.int/emergencies/diseases/novel-coronavirus-2019).

A. COVID-19 measures in Montreal

15. Effective October 1, 2022, all COVID-19 border restrictions are lifted for all travellers entering Canada, including mandatory use of ArriveCAN, and any testing and isolation requirements. If travellers present COVID-19 symptoms while travelling and when they arrive in Canada, they should inform a flight attendant or a border services officer upon arrival. They may then be referred to a quarantine officer who will decide whether the traveller needs further medical assessment. (<https://www.canada.ca/en/public-health/news/>).

16. Participants who, because of travel restrictions in their country, are not able to travel to Montreal should inform the Secretariat (email Jacqueline.Gitau@un.org with Denis.Muthuri@un.org in copy) as soon as possible.

17. It is advisable, but not mandatory, to get vaccinated against influenza.

² See <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada#determine-fully> for the list of accepted vaccines.

18. Medical costs incurred in Montreal will be borne directly by each participant. Participants should ensure that they carry their health insurance details in case external medical assistance or hospitalization is required.

19. In the event of Secretariat-sponsored participants testing positive for COVID-19 during the meeting and hence having to isolate, the Secretariat will reimburse the actual costs of accommodation and meals for the days required to recover and travel back to their country of origin. The reimbursement will cover only the isolation period and will be contingent upon presentation of documentation reflecting the need for isolation and actual expenditure receipts for accommodation and/or meals. The reimbursement will not exceed the relevant portions of the applicable United Nations daily subsistence allowance (DSA) rate for accommodation and/or meals. If accommodation and/or meals are provided by the Government of Canada, no reimbursement will be made. The Secretariat will not be in a position to provide any additional financial support.

B. COVID-19 measures at the meeting venue

20. Participants are advised of the following measures in place at the meeting venue:

- (a) Follow the instructions provided by the Secretariat on the ground and signage at the venue.
- (b) All participants entering ICAO premises are subject to thermal screening at all entrances. Those with a temperature of more than 37.3°C will not be allowed to enter the premises.
- (c) The Secretariat may provide self-test kits at the time of issuance of meeting badges. If you test positive by means of a self-test kit, self-isolate and inform the Secretariat (email Sandeep.Bhambra@un.org with maud.barcelomartinez@un.org in copy) of your COVID-19 status in order to trigger any necessary contact tracing.
- (d) Sit in designated areas and observe a minimum physical distance from other people of 1 metre at all times. Avoid close contact with other people inside and outside the meeting venue to limit potential exposure to COVID-19.
- (e) Wash your hands regularly. Hand hygiene facilities will be provided for the duration of the meetings.
- (f) Wear a well-fitting face mask that fully covers your mouth and nose. In line with the public health requirements of the host country, participants should wear masks before, during and after meetings in all shared public spaces, except when taking the floor to speak at meetings and when eating or drinking.
- (g) Avoid sharing personal items.
- (h) Good ventilation at the meeting venue has been prioritized. Avoid poorly ventilated spaces, particularly in hotels and during external interactions.
- (i) Practise correct coughing and sneezing etiquette. Ensure that you cover your cough or sneeze into a disposable tissue or your elbow.
- (j) If you feel unwell during the meetings call medical services on extension 8212 during business hours for further guidance. After business hours, call the provincial hotline Info Santé at 811 for further guidance. In case of a medical emergency on ICAO Conference Centre premises, call 8212 for help calling an ambulance.
- (k) Due to measures related to COVID-19, the distribution of printed material, invitations, brochures, gifts, or any other items in the Conference Centre is prohibited. Conference rooms will need to be cleaned and sanitized after each use, and any papers or other materials left on tables will be discarded. Participants are requested to take their papers or other materials with them at the close of the meeting as discarding them causes a hindrance to efficient cleaning and maintenance operations.
- (l) The latest information on COVID-19 measures at the Conference Centre can be found at <https://www.icao.int/Meetings/Pages/coronavirus-guidance-for-meeting-participants.aspx>.

C. Measures to take after the meeting

21. Departure from Montreal:

- (a) Participants travelling out of Canada must check and comply with the travel and health-related requirements of the transit and destination countries for their travel.

(b) If required, participants should organize COVID-19 testing for the purposes of travel back from Montreal. Participants will be required to cover the cost of these tests.

(c) Any participant whose pre-travel test is positive is required to contact the ICAO medical office for guidance on subsequent action and support (see para. 21 (j) for contact number). In this instance, if the affected participant is funded by the Secretariat, he or she will need to defer travel by liaising with the designated travel focal point.

22. Self-monitoring after the meetings:

(a) After participating in in-person meetings, participants are expected to monitor their health closely for 14 days, being alert to the development of a fever or any other COVID-19 symptoms.

(b) To facilitate contact tracing, participants should immediately contact the Secretariat (email Sandeep.Bhambra@un.org with maud.barcelomartinez@un.org in copy) if they are diagnosed with COVID-19 within 14 days of leaving Canada.

D. Other health measures

23. 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 at 811.

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

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

25. 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 cover email to the invitation to the meetings.

26. 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 identification badges from the ICAO registration desk.

27. Please allow ample time for security clearance and registration.

28. Pre-registered participants are encouraged to collect their identification badges at the lower atrium of the ICAO Conference Centre from **9 a.m. on Saturday, 29 October 2022**. 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.

29. Participants may also register on site from **9 a.m. on Saturday, 29 October 2022**, and thereafter from 8 a.m. daily for the duration of the meeting.

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

31. Badge recycling bins are located near the exits of the Conference Centre and entrance lobby.

32. For any questions regarding registration for the meeting please contact the Secretariat (email Betty.Kamanga@un.org or Jacqueline.Gitau@un.org).

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

33. Financial assistance provided to parties operating under paragraph 1 of Article 5 of the Montreal Protocol and countries with economies in transition 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.

34. 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 DSA for Montreal. In August 2022, the DSA rate for Montreal was US\$ 341; 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 the Secretariat (email Sandeep.Bhambra@un.org or Ann.Gachingiri@un.org).

VIII. Meeting documents and presentations

35. All pre-session documents for the Thirty-Fourth Meeting of the Parties will be available on the meeting portal at the following link: <https://ozone.unep.org/meetings/thirty-fourth-meeting-parties>.

36. 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 rabbiosi@un.org.

37. All pre-session documents for the meeting of the Bureau of the Thirty-Third Meeting of the Parties will be available on the meeting portal at the following link: <https://ozone.unep.org/meetings/bureau-33rd-meeting-parties-montreal-protocol>.

38. All pre-session documents for the sixty-ninth meeting of the Implementation Committee will be available on the meeting portal at the following link: <https://ozone.unep.org/meetings/69th-meeting-implementation-committee>. Participants will receive the password for accessing the portal in their invitation letter.

39. Participants are reminded to bring their laptops or handheld devices to the meeting to enable access and reference to documents online. The Secretariat, in cooperation with Conference Centre staff, will strive to provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.

IX. Statements

40. Delegates who wish to deliver statements during the high-level segment of the Thirty-Fourth Meeting of the Parties are requested to submit their statements in advance to the Secretariat, preferably by email to Jacqueline.Nyanjui@un.org by close of business on **Wednesday, 2 November 2022**. The order in which statements are delivered will be determined by the date and time of their submission.

X. Meeting rooms

41. To reserve rooms for regional and bilateral meetings **prior to the start** of the meeting and its associated meetings, participants are requested to send a request by email to the Secretariat (Sandeep.Bhambra@un.org and Esther.Nginyo@un.org) indicating the date, time, duration and number of participants. Due to limited availability of rooms at the Conference Centre, the Secretariat may not be able to fulfil all requests.

42. **Once the meeting has started**, requests to reserve rooms should be addressed to the Conference Officer (Nadya.Omar@un.org).

XI. Side events, exhibitions and promotional material

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

44. Requests for side events and exhibitions may be made by completing the online request form which is available at the following website: https://ozone.unep.org/side_events_registration?q=en/side-events-and-exhibitions-request-form. The deadline for submission of applications is **Friday, 23 September 2022**. 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.

45. The Secretariat reserves the right to 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 the Secretariat (email Stephanie.Haysmith@un.org with Jacqueline.Gitau@un.org in copy).

46. 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
Senior Project Manager
Revenue and Product Management (RPM-MCR)
International Civil Aviation Organization (ICAO)
999 Robert-Bourassa Boulevard
Montréal, H3C 5H7
Canada
Tel.: + 1 514 954 8219, ext. 6244

47. Catering for side events can be arranged by contacting Mr. Eduardo Alvear (EAlvear@icao.int). Event organizers offering boxed 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.

XII. Local transportation and safety

48. 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 www.stm.info website.

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

50. Participants are encouraged use the Public Transit System (Société de transport de Montréal) where available. The cost per journey per adult is Can\$ 3.50 and a one-week season ticket from Monday to Sunday costs Can\$ 28. Information on routes and schedules is available at the following link: <http://www.stm.info>.

XIII. Local currency

51. 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.

XIV. Weather and local time information

52. In November, the temperature in Montreal typically ranges from -5°C to $+7^{\circ}\text{C}$. Participants are strongly advised to bring a winter coat and to wear warm clothes and winter boots.

53. The standard time zone in Montreal is UTC – 5 hours.

XV. Official language

54. While French is the official language of Montreal both English and French are used in most places of business.

XVI. Other practical information

Electrical power supply

55. The electrical power supply in Canada is 110 volts and the frequency is 60 Hz. 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

56. 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

57. 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

58. 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 throughout Montreal.

Restaurants and cafés

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

XVII. Information on tourism

60. 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 about the city's rich and diverse history can be found on the following website: www.timeout.com/montreal.
