



# 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



**Implementation Committee under the  
Non-Compliance Procedure for the  
Montreal Protocol  
Sixty-third meeting**  
Rome, 2 November 2019

**Bureau of the Thirtieth Meeting of the Parties to the  
Montreal Protocol on Substances that Deplete the  
Ozone Layer**  
Rome, 3 November 2019

**Thirty-First Meeting of the Parties to the Montreal  
Protocol**  
Rome, 4–8 November 2019

## Information note for participants

I.	General information .....	2
A.	Introduction.....	2
B.	Venue.....	2
C.	Visa information .....	2
D.	Hotel accommodation .....	3
E.	Registration of participants .....	3
F.	Medical services .....	3
II.	Organizational matters .....	3
A.	Credentials .....	3
B.	Statements.....	3
C.	Conference room papers .....	4
D.	Meeting rooms .....	4
E.	Side events and exhibitions.....	4
III.	Facilities and additional services .....	4
A.	Banking and currency exchange facilities .....	4
B.	Telephone facilities.....	4
C.	Wi-Fi coverage .....	5
D.	Postal services.....	5
E.	Public transport.....	5
F.	Transport to and from the airports .....	5
G.	Taxis .....	6
H.	Restaurants and coffee shops.....	6
IV.	Other practical information .....	6
A.	Local weather and time.....	6
B.	Language .....	6
C.	Electrical power supply .....	6
D.	Shopping.....	6
E.	Credit cards.....	6
F.	Tourism.....	6
G.	Safety .....	7
V.	Maps.....	7
A.	Location of FAO headquarters.....	7
B.	Rome metro lines.....	7

## **I. General information**

### **A. Introduction**

1. The Thirty-First Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held in Rome, Italy. It will be opened at 10 a.m. on Monday, 4 November 2019, and is expected to conclude by 6 p.m. on Friday, 8 November 2019. 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.
2. The meeting will be preceded by two associated meetings:
  - (a) The sixty-third meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol will be opened at 10 a.m. on Saturday, 2 November 2019. Participation in the meeting is limited to members of the Committee and any other invited participants, representatives of the secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol and representatives of the implementing agencies.
  - (b) The meeting of the Bureau of the Thirtieth Meeting of the Parties to the Montreal Protocol will be opened at 4 p.m. on Sunday, 3 November 2019. Participation in the meeting is limited to Bureau members.
3. 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 general information. The meeting documents and information will also be accessible via the mobile application for the meetings. The Secretariat, in cooperation with the meeting venue, will provide a stable and fast internet connection in the conference rooms to enable access to all meeting documents.

### **B. Venue**

4. The meetings will take place at the following venue:

Food and Agriculture Organization of the United Nations (FAO) – Building A  
Viale delle Terme di Caracalla  
00153 Rome, Italy  
Tel.: (+39) 06 57051  
Website: <http://www.fao.org/home/en/>
5. The FAO headquarters complex is adjacent to Circo Massimo and can be reached by car, bus (nos. 80 express, 75, 81, 118, 160, 175, 271, 628), tram (3) and metro (Line B, Circo Massimo station).
6. Access to the complex is through the visitors' pavilion, located above the Circo Massimo metro station. Meeting passes will be issued at the registration desk in the pavilion. Meeting passes must be worn at all times in FAO headquarters. Access to the complex is prohibited to any individual not in possession of a valid pass.

### **C. Visa information**

7. Prior to travelling to the meeting, participants should check with the competent Italian embassy or consulate whether they require a visa to enter Italy. Visas can be requested in the country of origin (country in which the participant holds citizenship) or in the country of residence (country in which the participant resides at the time of visa application). Participants who do not have an Italian embassy or consulate in their countries of citizenship or residence may apply at an Italian embassy or consulate in a neighbouring country, or at any other embassy or consulate of a Schengen or European country. Visa applications should be submitted to the relevant authority at least one month before the planned arrival in Italy. Participants are responsible for submitting their visa applications, arranging visa appointments at an Italian embassy or consulate and providing all the necessary documentation to the authorities. Participants who do not need an entry visa for travel to Italy should ensure that their passports are valid for at least three months after the intended date of departure from the Schengen area. The border authorities in Italy may nevertheless require participants to show evidence of the reason for, and the duration of, their stay in Italy. Participants with non-direct flights to Rome should also check whether a transit visa is required in the countries of transit.
8. Information on visa issuance as well as the location of Italian embassies and consulates worldwide is available from the following link:  
<https://www.esteri.it/mae/en/ministero/laretediplomatica?ricerca=risc>.

9. Holders of a United Nations laissez-passer are required to carry their national passports. Only in exceptional cases where obtaining a visa prior to entry to Italy is not possible may holders of a United Nations laissez-passer obtain visa waivers for a maximum stay of 90 days, which is not extendable.

10. Participants who are required to apply for visas 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 with a copy to jacqueline.nyanjui@un.org) if any additional supporting documentation is required by the Italian embassy or consulate.

#### **D. Hotel accommodation**

11. 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/mop-31/SiteAssets/MOP31>. Meeting participants are advised to make hotel bookings as early as possible to secure accommodation during the meeting.

#### **E. Registration of participants**

12. Meeting passes will be ready for collection for participants who have pre-registered for the meeting from 8 a.m. on Saturday, 2 November 2019 onward. The presentation of the priority pass sent to pre-registered participants by the Secretariat and a valid passport or photo identification card is required for collection of a meeting pass.

13. Registration on site will be open from 8 a.m. on Saturday, 2 November 2019, and thereafter from 8 a.m. daily for the duration of the meeting.

14. The loss of a meeting pass must be communicated to the staff at the registration desk immediately.

15. Any questions regarding registration for the meeting should be sent to Ms. Betty Kamanga (betty.kamanga@un.org) or Mr. Benjamin Kuria (benjamin.kuria@un.org).

#### **F. Medical services**

16. The Medical Services Division provides emergency medical assistance to participants and members of missions accredited to FAO. For medical emergencies, participants may dial 30 from all in-house telephones. For all other medical services, participants may call extension 53577 from all in-house telephones. They may also go directly to the Medical Service (Building B, first floor) during the working hours of the Organization (Monday through Friday, 8.30 a.m. to 12.30 p.m. and 1.30 to 5 p.m.).

17. All entrances to the complex are accessible to disabled persons with wheelchairs. Although all the lifts in the complex have wheelchair access, there is a specially designed lift in Building A, and a ramp is provided in Building D.

## **II. Organizational matters**

### **A. Credentials**

18. Credentials of representatives and the names of alternate representatives and advisers are required for participation in the meeting 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. Statements**

19. Participants 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). Alternatively, printed copies of statements may be submitted to the helpdesk staff at the venue. Statements should be received, if possible, by close of business on **Wednesday, 6 November 2019**. The order in which statements will be delivered will be determined by the date and time of their submission.

### **C. Conference room papers**

20. Conference room papers will be accessible on the meeting portal. Parties wishing to submit conference room papers should send them by email to Ms. Martha Leyva (marthaleyva82@gmail.com).

### **D. Meeting rooms**

21. To reserve rooms for regional and bilateral meetings prior to the start of the meeting and its associated meetings, participants are requested to send requests by email to Ms. Sandeep Bhambra (sandeep.bhambra@un.org) copied to Ms. Jacqueline Gitau (jacqueline.gitau@un.org), indicating the date, time and duration of the meeting and the expected number of participants. Owing to the limited availability of rooms at the conference centre, the Secretariat may not be able to fulfil all requests.

22. Once the meeting has started, requests to reserve rooms should be sent by email to Mr. Francisco Vasquez (francisco.vasquez@un.org).

### **E. Side events and exhibitions**

23. As only a limited number of rooms are available at the conference centre, there will be a limited number of side events. Side events will be held during the lunch break (1 to 3 p.m.) and in the evening (6 to 7 p.m.) every day for the duration of the meeting.

24. Requests for side events and exhibitions can be made by completing the online request form available at <http://ozone.unep.org/side-events-registration>. The Secretariat will confirm booking requests on a first come, first served basis. All costs related to the rental of equipment, booths, panels and catering, if any, for side events and exhibitions will be borne by the requesting organization.

25. 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 meetings of contact groups and regional groups. For information regarding side events and exhibitions, please contact Ms. Stephanie Egger Hay Smith (stephanie.haysmith@un.org) with a copy to Ms. Jacqueline Gitau (jacqueline.gitau@un.org).

26. Delegations that plan to set up exhibitions during the meeting and that wish to ship relevant promotional material and publications to the meeting venue should do so by clearly marking such materials “No commercial value – for conference distribution only” and indicating “MOP 31 – [title of the side event]” and sending them to:

Food and Agriculture Organization of the United Nations  
Viale Terme di Caracalla  
00153 Rome, Italy

27. Catering for side events can be arranged by contacting Mr. Massimo Albanesi via email (massimo.albanesi@fao.org) or telephone (+39 06 570 56578).

## **III. Facilities and additional services**

### **A. Banking and currency exchange facilities**

28. The currency of Italy is the euro (€). There are two banks with ATMs in the complex:

(a) Banca Intesa San Paolo is located on the ground floor of Building B (Monday to Friday, 8.35 a.m. to 4.35 p.m.).

(b) Banca Popolare di Sondrio is located on the ground floor of Building D (D016) (Monday to Friday, 8.30 a.m. to 4 p.m.).

### **B. Telephone facilities**

29. The country code for Italy is +39. The main area code for Rome is 06.

30. The telephone number of FAO headquarters is +3906 5705 + extension. If the extension of the required office, meeting room or lounge in the complex is not known, participants should contact the FAO switchboard operator (+3906 57051). Telephones are available in all the meeting rooms and lounges and may be used for internal calls by dialling the extension required.

31. Public Skype stations are available in the Estonian Contact Centre next to the Flag Hall (Building B, ground floor).

32. For participants carrying mobile phones, five operators are active in Italy: TIM, Vodafone, Wind, Tre and Iliad. Participants are requested to check with their home country mobile network operator whether roaming is available with one or more of the above-mentioned operators.

### **C. Wi-Fi coverage**

33. FAO offers free Wi-Fi coverage in all meeting rooms and catering areas. Participants with laptops, smartphones or tablets with wireless Local Area Network (LAN) capabilities, may use this service, selecting the available network. At the opening of the meeting, the Secretariat will provide the secure Wi-Fi domain dedicated to the meeting.

### **D. Postal services**

34. The Italian post office, located on the ground floor of Building B, is open from Monday to Friday, 9 a.m. to 12.30 p.m. The DHL courier service office is located in C005 and is open from Monday to Friday, 9 a.m. to 12.30 p.m.

### **E. Public transport**

35. Tickets for public transport should be purchased in advance and are available from underground stations, tobacco shops and newspaper kiosks. Tickets cost €1.50 and may be used once for underground transport and unlimited bus travel within the ticket validation time of 100 minutes. Tickets are validated upon entering a bus or tram or at the entrance to the metro. One-day, three-day and one-week tickets that are valid for the entire bus and metro networks are also available.

36. There are two underground lines in Rome called Line A and Line B, which run from 5.30 a.m. to 11.30 p.m. every day (until 12.30 a.m. on Saturdays). Metro stations are marked by a red metal disk with "M" sign. The Termini station is the only metro station where the two lines intersect. The metro station for FAO is Circo Massimo on Line B. Participants are reminded that tickets must be purchased before boarding.

37. Buses and trams have digital displays on the front indicating the route number and the destination. Bus and tram stops can easily be distinguished by a yellow or white metal post. Buses 75, 81, 118, 160, 271, 628 and tram no. 3 stop outside the complex. For further information on public transportation in Rome (including the routes and schedules of buses and trams), please call 06-469-54444 or consult [www.atac.roma.it](http://www.atac.roma.it).

### **F. Transport to and from the airports**

38. The two main airports in Rome are Leonardo da Vinci International Airport (Fiumicino airport, 32 km west of Rome) and Ciampino airport (14 km south-east of Rome).

39. **Leonardo Da Vinci International airport:** Rome city centre can easily be reached from the airport using the following Trenitalia railway services, which are located inside the airport area close to the arrival and departure terminals:

(a) The Leonardo express, non-stop service dedicated exclusively to airport passengers to/from Roma Termini with departures every 15 minutes and travel time of 32 minutes;

(b) The FL1 regional line trains from/to other Rome stations, with departures every 15 minutes on working days and every 30 minutes on weekends and holidays.

40. **Ciampino airport:** Trenitalia Ciampino Airlink, which combines train and bus services, connects the centre of Rome and Ciampino airport. The bus stop is located a few metres from the entrance of the airport and departs every 20 minutes to the Ciampino station and then continues onward to Termini.

41. For information on the fares and schedules of the above-mentioned services as well as on transport by taxi or bus to and from the two airports, please visit the following website: <http://www.adr.it/web/aeroporti-di-roma-en/>.

## **G. Taxis**

42. Participants are advised to use only licensed taxis with meters. Surcharge fares are applied for luggage, night runs and on Sundays and public holidays. The FAO staff at the main reception (Building A, ground floor) can help participants book taxis.

## **H. Restaurants and coffee shops**

43. The complex provides dining and snack bar facilities where participants can sit down for a meal or order a quick snack and beverage:

(a) The FAO cafeteria, located on the eighth floor of Building B, is open for lunch from 12 noon to 2.30 p.m. The cafeteria offers a selection of hors d'oeuvres, first and second courses, grilled foods and salads.

(b) The FAO restaurant, located on the eighth floor, Building C, offers a daily menu and à la carte service.

44. There are several snack bars on the premises, offering hot and cold beverages and a variety of pastries and sandwiches:

(a) Polish Bar (Building A, ground floor) open from 7.30 a.m. to 5 p.m.;

(b) Blue Bar (Building C, eighth floor) open from 8 a.m. to 3 p.m.;

(c) Aventino Bar (Building B, eighth floor) open from 9 a.m. to 5 p.m.;

(d) Bar D (Building D, ground floor) open from 7.30 a.m. to 5 p.m.

45. Several vending machines with assorted refreshments are also located on the premises, and especially on the second and ground floors of Building B.

## **IV. Other practical information**

### **A. Local weather and time**

46. In November, the temperature in Rome ranges from 8°C to 17°C. Participants are advised to wear layers and be prepared for changes in temperature throughout the day, as well as the possibility of rain.

47. The time in Rome is UTC/GMT + 1 hour.

### **B. Language**

48. Italian is the official language of Italy; English is also widely spoken.

### **C. Electrical power supply**

49. The power supply in Rome is 220 volts and the frequency is 50Hz.



### **D. Shopping**

50. Shops in Italy are usually open from 9 a.m. to 1 p.m. and from 3.30 to 7.30 p.m. Many of the shops in the downtown area remain open during the lunch break.

### **E. Credit cards**

51. Internationally recognized travellers' cheques and credit cards are accepted in hotels, major shops and restaurants.

### **F. Tourism**

52. General information on tourism in Rome is available at <https://www.rome.net/>.

## G. Safety

53. Participants are responsible for the safety of their valuables in the complex and during their stay in Rome.

## V. Maps

### A. Location of FAO headquarters



### B. Rome metro lines

