



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



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

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

Workshop on strengthening effective implementation and enforcement of the Montreal Protocol

Bangkok, 1–7 July 2023

Information note for participants – **Updated**

Revised version – 13 March 2023

I. Venue

1. The forty-fifth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (OEWG45) will be held in Bangkok from **Monday, 3 July to Friday, 7 July 2023**. The workshop on strengthening effective implementation and enforcement of the Montreal Protocol (Workshop11) will be held on **Sunday, 2 July 2023**. Workshop 11 will be preceded by the seventieth meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol (ImpCom70), to be held on **Saturday, 1 July 2023**. The meetings will take place at the following venue:

United Nations Conference Centre (UNCC)
United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)
United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200
Thailand
www.unescap.org/uncc

2. In line with the Environmental Management System (EMS) adopted in 2022, the Secretariat is committed to upholding and improving the sustainability of its external meetings. For more information on the policy click [here](#).

II. Timing of the meetings

3. ImpCom70 will be held on Saturday, 1 July 2023, starting at 10 a.m. Participation in the meeting is limited to invited participants who are members of the Implementation Committee, invited 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.

4. Workshop11 will be held on Sunday, 2 July 2023 starting at 9 a.m. and is expected to conclude at 6 p.m.

5. OEWG45 will open at 10 a.m. on Monday, 3 July 2023, and is expected to conclude on Friday, 7 July 2023. The morning sessions 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. Live streaming of the plenary proceedings will be provided for viewing.

III. Visa information

6. Participants are **required** to obtain an appropriate entry visa from their nearest Royal Thai Embassy or Royal Thai Consulate-General before entering Thailand, **except** for nationals of exempted countries. Participants can access information on visa exemption and requirements from the following link: [List of countries entitled for visa exemption and visa-on-arrival](#).
7. Participants 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 arrival date. If they are eligible for a visa on arrival, they should fill out an application form, which is available at the visa-on-arrival counter at the airport, supply one recent passport-sized photograph, and pay the applicable fee. Alternatively, participants may apply online at <https://www.evisathailand.com> and visit the visa-on-arrival counter at the airport before proceeding to immigration.
8. Nationals from countries **required** to obtain an entry visa before entering Thailand should:
 - a) Contact 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. Information on visa issuance and the locations of Royal Thai embassies and consulates worldwide are available at the following link: <https://www.thaiembassy.org/>.
 - b) Initiate the application process **well in advance** of their proposed travel date and contact the Secretariat (Jacqueline.Nyanjui@un.org) with a copy to Jacqueline.Gitau@un.org if any supporting documentation issued by the Secretariat is required.
9. Holders of a United Nations laissez-passer traveling on official business are required to obtain an appropriate visa before entering Thailand. Participants may consult with the Royal Thai Embassy/Consulate in their respective countries or jurisdictions regarding the latest applicable immigration requirements.

IV. Hotel accommodation

10. Participants are responsible for making their own accommodation arrangements and are advised to do so well in advance. The selection of hotels at a walking distance from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic. Click [here](#) for the list of hotels with indicative prices. The list is meant purely for reference and for ease of participants. The special discount rates provided are subject to change without notice. Please confirm the room rates with the hotel directly.

V. Health requirements and medical facilities

11. The health and safety of participants during the meetings is a key priority of the United Nations and the host country. The Thai Department of Disease Control (DDC), Ministry of Public Health (MoPH) issued "Public Health Measures for Foreign Travellers Entering Thailand", effective **1 March 2023**, as follows:
 - a) Proof of vaccination is NO longer required.
 - b) Proof of health insurance is NO longer required.**
 - c) Holders of Thai passports and transit/transfer passengers are exempted from the health insurance checks.
 - d) Any passenger having symptoms of COVID-19 on arrival shall be recommended to get a COVID-19/**RT-PCR** test on arrival.
12. Travelers can contact the DDC Hotline (at 1442) or visit <https://ddc.moph.go.th> for more information.
13. Before making their travel arrangements, participants are advised to review the following link for the latest information: www.who.int/emergencies/diseases/novel-coronavirus-2019
14. Participants who have travelled from or through countries that have been declared "yellow fever infected areas" by the Ministry of Foreign Affairs, Thailand are required 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 before travel to Thailand. Information on requirements for yellow fever vaccination can be found at the following link: <https://www.mfa.go.th/en/page/list-of-countries-which?menu=5e1ff729c4281a00c95bd753>.

15. The international health certificate must be submitted together with the visa application form.
16. Thailand is experiencing 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.
17. In addition to the above, the UNHQ Medical Services Division advises pregnant United Nations personnel not to undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women seeking pregnancy should obtain individualized advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. For further information, please refer to the Zika virus [FAQ](#).
18. Participants are advised to get vaccinated against diseases such as hepatitis A, tetanus, and typhoid before travelling to Thailand.
19. United Nations buildings are smoke-free areas. Smoking is only allowed in the designated areas outside the buildings.
20. If you feel unwell during the meetings, do not ignore your symptoms. Call ESCAP medical services at extensions 1352, 1353 or 1761 during business hours for further guidance. After business hours, call the United Nations Medical Officer at 0-2288-1353 for further guidance. In case of a medical emergency on ESCAP premises, call the United Nations Department for Safety and Security at 02-2881102/1120 for assistance in calling an ambulance.

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

21. Focal points for each party to the Montreal Protocol are required to register all the members of their delegation using the link indicated in the cover email for the 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.
22. The Secretariat is committed to and supports broad regional and gender balanced participation.
23. 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 as soon as possible.
24. Pre-registered participants are encouraged to collect their identification badges at the main entrance of the meeting venue any time between **8 a.m. to 9 p.m. on Saturday, 1 July 2023 or Sunday, 2 July 2023**. Participants are requested to present valid passports or identification cards when collecting their badges. Badges 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 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.
25. Participants may also register on site from **8 a.m. to 9 p.m. on Saturday and Sunday, 1 and 2 July 2023**, and thereafter from **8 a.m. to 6 p.m. daily** for the duration of the meetings.
26. Priority passes will no longer be issued.
27. For any questions regarding registration for the meetings, please contact the Secretariat (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

A. Financial assistance

28. 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, then please submit an official request by email to mea-ozoneinfo@un.org no later than **Friday, 12 May 2023**, providing the name and details of the participant nominated for financial support. The selection will take into consideration regional and subregional balance, gender balance (with a view to increasing the participation of female

delegates), the timeliness of the submission of the funding request, as well as membership in the various Montreal Protocol bodies.

29. 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 Daily Subsistence Allowance (DSA) for Bangkok. As of 1 February 2023, the DSA rate for Bangkok is **\$233**; 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 (Ann.Gachingiri@un.org).

30. 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

31. Consistent with established practice, the Secretariat will issue a debit card to each eligible participant at the meeting venue next to the ESCAP Hall on level 2 during the lunch break. Debit cards will be issued for ImpCom70 members from Saturday, 1 July 2023, and for the Workshop11 and OEWG45 participants, from Sunday, 2 July 2023. The debit card will be activated on the day it is given to the participant and can be used to withdraw money from any 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.

32. The debit card will be loaded with the United States dollars equivalent of the eligible amount; however, withdrawals from ATMs are typically in the currency of the country in which 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.

33. 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 holding a debit card issued at a previous meeting should email a copy of the card to the Secretariat (Ann.Gachingiri@un.org) by **9 June 2023**.

VIII. Meeting documents and presentations

34. Consistent with established practice, the Secretariat will use a web-based system to provide access to meeting documents; process conference room papers and to provide other general information during the meetings. The system can be accessed using a laptop or handheld device that can connect to the Wi-Fi network at the conference venue and requires a browser (such as Internet Explorer, Firefox, or Chrome). No additional software is required. The Secretariat, in cooperation with UNCC, will provide a stable and fast internet connection at the meeting venue.

35. The daily schedule and other important updates will be notified via the mobile application during the meeting in a timely manner. Participants are requested to download the “Ozone Secretariat Events” application in advance of the meetings.

36. 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

37. Pre-session documents will be available on the meeting portal at the following links:

- a) OEWG45: <https://ozone.unep.org/meetings/45th-meeting-open-ended-working-group-parties>
- b) ImpCom70: <https://ozone.unep.org/meetings/70th-meeting-implementation-committee> (the password required to access the portal will be included in the invitation letter sent to participants)

- c) Workshop on strengthening effective implementation and enforcement of the Montreal Protocol: <https://ozone.unep.org/meetings/workshop-strengthening-effective-implementation-and-enforcement-montreal-protocol>.

B. Conference room papers

38. Conference room papers and draft meeting reports will be accessible via the meeting portal. Parties wishing to submit conference room papers should email them to Ms. Liazzat Rabbiosi (rabbiosi@un.org).

C. Meeting rooms

39. To reserve rooms for regional and bilateral meetings before the start of the meetings, kindly send an email to the Secretariat (<mailto:Esther.Nginyo@un.org>) with a copy to Sandeep.Bhambra@un.org indicating the date, time, duration and number of participants. Owing to the limited availability of rooms at UNCC, the Secretariat may not be able to fulfil all requests.

40. Requests to reserve rooms **once the meetings have started** should be made to the Conference Officer, Mr. Thanachit Phansiri, by email (phansiri@un.org).

IX. List of participants

41. A provisional list of participants will be made available on the meeting portal before the closure of the meeting for individual verification of participants' contact details. Delegates are requested to verify the accuracy of the information on the list, including names, designations, contact information and the order in which the names of delegation members are presented. Corrections should be sent to Betty.Kamanga@un.org and Jacqueline.Gitau@un.org. The final list of participants will be made available on the meeting portal within two weeks of the closure of the meeting.

X. Side events, exhibitions, and promotional material

42. Owing to the limited number of rooms available at UNCC, the number of side events will be limited to two during the lunch break (between 1 and 3 p.m.) and two in the evening (between 6 and 7 p.m.) for the duration of the meetings.

43. Requests for side events and exhibitions should be made by completing the online request form available at <http://ozone.unep.org/en/side-events-and-exhibitions-request-form>. The deadline for submission of applications is **Monday, 5 June 2023**. The Secretariat will make the bookings on a first come, first served basis. Late applications will not be considered. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

44. 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 the Secretariat (Stephanie.Haysmith@un.org) with a copy to Jacqueline.Gitau@un.org.

45. Delegations **with approved requests for** 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 (ESCAP)
United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200
Thailand
Attention: Ms. Diana Park
Chief, Conference Management Unit, ESCAP
Email: Hyekyungdiana.Park@un.org
Tel.: +66 2-288 1362
For UNEP/OEWG45

46. Catering for side events can be arranged by contacting Ms. Kanjana Sibunnan (sibunnan@un.org, tel.: +66 2 288 1379). Information on catering is available at <https://unesap.org/uncc/social-functions-and-catering>.

XI. Local transportation

47. Participants should make their own transportation arrangements from the 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 <https://www.srtet.co.th/index.php/en> and <https://www.bangkokairportonline.com>.
48. Participants should make their own transport arrangements to and from UNCC. Metered taxis are readily available in the city. Some hotels close to UNCC provide complementary transport to and from the Conference Centre according to fixed schedules.
49. Movement within the city is facilitated by commuter taxis, tuk-tuks and the rail system; all are safe and readily available outside most hotels.

XII. Safety and security

50. The contact information for the United Nations Department of Safety and Security in Bangkok is:
- Security Control Centre (24/7): +66 2 288 1102
 - Emergency: +66 2 288 1100
 - Mobile: +66 81 807 8471
51. The Thailand emergency numbers are:
- Police general emergency: 191
 - Fire: 199
 - Ambulance and rescue: 1669/1554
 - Tourism Police: 1155

XIII. Local currency

52. Participants may bring unrestricted sums of foreign currency into Thailand in the form of cash, 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 currency in their possession on arrival at the airport.
53. Currency exchange facilities are available at hotels and at 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. from Monday to Friday.
54. 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

55. The temperature in Bangkok in July averages 26°C to 33°C (78°F to 92°F). Light clothing will be appropriate, although the evenings can be cooler.
56. The conference rooms are air-conditioned, and the temperature is maintained in the range of 23°C to 24°C (73°F to 75°F).
57. The standard time zone in Thailand is UTC + 7 hours.

XV. Language

58. Thai is the main language in Thailand. Other languages spoken include Chinese, Lao, Malay, and Mon-Khmer, while English is 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 often have very limited knowledge of English. Participants are therefore encouraged to carry the address of their hotel in Thai script.

XVI. Other practical information

A. Travel advisory

59. Visitors are advised to always respect the Thai customs. 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 additional needs

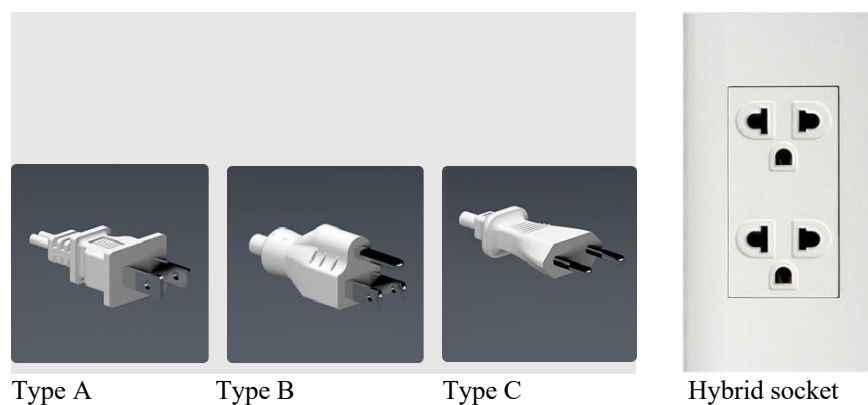
60. To enhance accessibility to Conference Centre, provisions are in place for persons with limited physical mobility as well as for persons with visual, hearing and speech impairments. Assistive devices are available upon request from the Accessibility Centre, located on the first floor of UNCC. To reserve devices or for more information, please visit the [Accessibility Centre's webpages](#).

C. Phone access codes

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

D. Electrical power supply

62. The voltage in Thailand is 230V running at 50Hz, and the plug types used are A, B and 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.



E. SIM cards for cellular phones

63. Local SIM cards that can be used with unlocked phones are available from post offices, convenience stores, newspaper stands and at shops in the arrival terminal at the airport. A valid passport is required for purchase of a SIM card.

F. Prayer and meditation rooms

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

G. Post office

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

H. Souvenir shop

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

I. Restaurants and cafés

67. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 11 a.m. to 2 p.m. for lunch from Monday to Friday. ESCAP official lunch break is from 12 to 1 p.m. **Participants are advised to visit the cafeteria after 1 p.m. to avoid long queue and delayed services.** The Rajapruek Lounge on the ground floor of UNCC is open from 7 a.m. to 5 p.m. from Monday to Friday. In addition, a coffee corner serving sandwiches, pastries, coffee, tea and soft drinks is located on level 1 of UNCC and is open from 7 a.m. to 5 p.m. from Monday to Friday. **Information on catering services available at UNCC during the weekend will be provided closer to start of the meetings.**

68. Kindly note that to protect the environment, 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.

69. 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

70. The American Express Global Business Travel (AMEX-GBT) office is located on Level 1, UNCC and is open from 8 a.m. to 5 p.m. on weekdays. The office can be contacted at extensions 2820, 2821, 2822 and 2823.

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

72. Hotels will have tourist information packages and should be able to advise participants about tourist attractions.

Looking forward to seeing you in Bangkok!
