

GUIDE FOR PARTICIPANTS

6th Meeting of the Ozone Research Managers of the Parties to the Vienna Convention for the Protection of the Ozone Layer (6TH ORM)

**Vienna International Centre, Vienna, Austria
19 - 21 September 2005**

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VENUE

The Vienna International Centre (VIC) is located at the:

United Nations Office at Vienna (UNOV)
Vienna International Centre
Wagramer Strasse 5
A 1400 Vienna
Austria

(Transport to the official reception to celebrate the 20th Anniversary of the Vienna Convention will depart from the Austria Centre Vienna (ACV), located at No 1 Bruno Kreisky Platz, 1220 Vienna - next to the Vienna International Centre).

REGISTRATION

The participants are requested to register with the Secretariat for the Third Session of the Preparatory Committee for the Development of a Strategic Approach to International Chemicals Management (SAICM PrepCom3). Registering with the SAICM Secretariat would be a requirement to enter the Austria Centre Vienna (ACV), where the seminar on the Vienna Convention will take place from 5:00 to 6:00 p.m. on Monday, 19 September 2005 during the plenary time of SAICM PrepCom3. All the 6th ORM participants are invited to the Seminar. Pre-registration forms for the SAICM PrepCom3 is available to download from:

http://www.chem.unep.ch/saicm/meeting/prepcom3/pre_reg/invitation.htm

Please send the pre-registration forms back to the SAICM Secretariat.

The registration for SAICM PrepCom3 will be open for participants on Sunday, 18 September 2005, between 10:00 a.m. and 6:00 p.m. at the Austria Center Vienna (ACV), Entrance Blue Level, U2, and on Monday morning in the same location starting at 8:00 a.m. right through to Thursday at 6:00 pm.

Please kindly also complete the pre-registration form which have been sent to the participants for the 6th Ozone Research Managers Meeting, and send it back via fax or email to the Ozone Secretariat latest by 5 September 2005.

OPENING OF THE 6TH MEETING OF THE OZONE RESEARCH MANAGERS OF THE PARTIES TO THE VIENNA CONVENTION FOR THE PROTECTION OF THE OZONE LAYER

The meeting will open at 10:00am on Monday, 19 September 2005. The meeting will be held at the Vienna International Centre, Conference Room 1.

ACCESS BADGES

6th ORM participants attending events marking the 20th anniversary of the Vienna Convention, will require a badge with a photograph for identification and entry into the Austria Center Vienna (ACV). These badges will be issued by the UN security staff at the Registration area at the ACV. Participants who have already pre-registered will have their names already on the system and will be issued with a badge immediately on arrival. Participants who did not pre-register with

the SAICM secretariat will need to register on arrival by completing the meeting registration form before a badge can be issued to them.

The badges issued will be valid for the period of SAICM PrepCom3 only and will also be valid for access to the Vienna International Centre (VIC).

Additional badges for the 6th ORM will be issued during the 6th ORM meeting itself.

DAILY SUBSISTENCE ALLOWANCE (DSA)

Participants sponsored by UNEP will be paid their DSA for Vienna at the UN rate for the duration of the meeting. This would be in accordance with UN rules i.e from the arrival date, which is normally the day before the meeting, up to and including the last day before the traveller returns home on the first available flight, after the closure of the meeting. Beyond the payment of this allowance, UNEP accepts no responsibility for additional expenses incurred by the participant.

UNEP sponsored participants are advised to bring with them, copies of their passport and air tickets and immediately after registration should proceed to the DSA office to have these copied. *They would later be informed of the time and place to collect their DSA during the meeting.*

VISAS

Who does not need a visa

Citizens of countries not on the list below do not need a visa for Austria. A valid travel document is required for stay up to 90 days.

(In some cases, valid ID cards or passports that have expired within the last five years are also acceptable.) When in doubt, please make sure to contact the Austrian Consulate or Embassy before departure. Within the Schengen area, regular passport controls are no longer in effect at the borders; you must nevertheless carry a valid travel document with you when entering another Schengen state.

Who needs a visa

Travellers who need a Schengen visa can file their application with either the Austrian Embassy or an embassy of a country who is party to the Schengen agreement. Schengen visas are valid for all Schengen states for up to 90 days.

The "Schengen states" are currently Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxemburg, the Netherlands, Norway, Portugal, Spain and Sweden.

You ONLY need a visa if you are a national of one of the following countries:

A: Afghanistan, Albania, Algeria, Angola, Antigua & Barbuda, Armenia, Azerbaijan

B: Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belize, Benin, Bhutan, Bosnia-Herzegovina, Botswana, Burkina-Faso, Burundi

C: Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Colombia, Comores, Congo (Republic), Congo (Democratic Republic), Cote d'Ivoire, Cuba

D: Djibouti, Dominica, Dominican Republic

E: Ecuador, Egypt, Equatorial Guinea, Eritrea, Ehtiopia

F: Fiji

G: Gabon, Gambia, Georgia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana

H: Haiti

I: India, Indonesia, Iran, Iraq, Ivory Coast

J: Jamaica, Jordan

K: Kazakhstan, Kenya, Kiribati, Korea (Democratic People's Republic, North), Kuwait, Kyrgyzstan

L: Laos, Lebanon, Lesotho, Liberia, Libya

M: Macedonia, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Moldova, Mongolia, Morocco, Mozambique, Myanmar

N: Namibia, Nauru, Nepal, Niger, Nigeria

O: Oman

P: Pakistan, Palestine, Palau, Papua New Guinea, Peru, Philippines

Q: Qatar

R: Russian Federation, Rwanda

S: Samoa, Sao Tome & Principe, Saudi Arabia, Senegal, Serbia & Montenegro, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, Sri Lanka, Sudan, Suriname, Swaziland, Syria, St. Lucia, St. Kitts & Nevis, St. Vincent & Grenadines

T: Taiwan, Tajikistan, Tanzania, Thailand, Togo, Tonga, Trinidad & Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu

U: Uganda, Ukraine, United Arab Emirates, Uzbekistan

V, W: Vanuatu, Vietnam

X, Y: Yemen, Yugoslavia

Z: Zambia, Zimbabwe

How to Apply for a Visa

The following documents are required:

- Completed application form, duly signed by the applicant.

Visa information in English and French and application form can be downloaded at:

<http://www.bmaa.gv.at> - (path: Bürgerservice; Konsularischer Ratgeber; Pass und Visum)

Visa Telephone enquiries: +43 5 01150-4411

- Passport or official travel document (if you live in another country than your country of origin, with a residence permit attached in the current valid passport). The passport should be valid for at least three months longer than the validity of the visa applied for. Make sure it has a blank page for the visa sticker.
- 2 passport-size photos

Furthermore the applicant will need:

- Invitation Letter (containing details on the length and purpose of the stay as well as accommodation) (see below for visa fee waiver)
- Proof of sufficient funds to support yourself during your stay (e.g. bank statement, travellers' cheques, credit card).
- Proof of health insurance (travel insurance) - minimum coverage € 30.000, valid for the whole duration of the intended stay)
- Transport documentation, e.g. flight booking

Please note: a proof of reservation is needed, but a ticket should not be bought until a visa is guaranteed or issued!

• **Visa Fee:** 35 €. The fee is waived for conference participants invited by the **SAICM Secretariat**. As mentioned above under the section on registration, the participants need to pre-register with the SAICM Secretariat in addition to pre-registering with the Ozone Secretariat. Upon pre-registering with the SAICM Secretariat, the SAICM Secretariat will issue an invitation which the applicant should present at the time of applying for a visa. (Please note that this is only when you apply for the visa from an Austrian Embassy or Consulate)

Processing Time

Complete paperwork should be submitted 3 weeks before the intended date of departure, so as to ensure the timely issuing of your visa.

Please contact the Austrian local embassy or representation for further details. You can find a detailed list of Austrian Embassies/Representations at: www.bmaa.gv.at

HEALTH

Medical Facilities and Insurance

Good medical care is widely available in Vienna.

Vaccinations

Generally no vaccinations or inoculations are required. Tick-borne encephalitis (TBE) is endemic in wooded areas from spring to autumn. You should seek advice regarding inoculations before travelling.

General Hospital Vienna

(Allgemeines Krankenhaus)

1090 Wien, Währinger Gürtel 18-20

Tel: (+43 1) 40400 - 01964 or 3954

CLIMATE

Austria enjoys a moderate continental climate: Summers are comfortable, averaging a daytime temperature of 21° C (71° F) in Vienna, for instance, and bringing occasional thunderstorms. Winter brings snow to most parts of the country from December through March (longer in the higher elevations). Annual precipitation is distributed evenly. The average temperature in September is 16,0°C (61°F).

TRANSPORT

Access to the Austria Center Vienna and the Vienna International Centre

Participants arriving at the ACV by taxi may wish to be dropped off directly in front of the ACV main entrance. Participants arriving at the VIC by taxi are advised to be dropped off in the side lane of Wagramerstrasse, to walk up the stairs or ramp to enter through Gate 1 at the VIC and to walk across the plaza to the entrance of Building C. For convenience, the ACV entrance is recommended.

Participants arriving at the ACV or the VIC by underground transport (*U-Bahn*) should take line U-1 and get off at the station "Kaisermühlen-Vienna International Centre" and follow the signs to the Austria Center Vienna or the Vienna International Centre. A variety of public transport tickets are available. Tickets may be purchased at machines in every *U-Bahn* station, at the newspaper stand in the rotunda (Building C) of the VIC, and at tobacco shops (*Tabak-Trafik*) throughout Vienna.

It takes approximately 10 minutes to arrive at the VIC from the centre of Vienna by underground transport (*U-Bahn*) on the U-1 line and some 20 minutes (depending on traffic) to arrive at the VIC from the centre of the city or from the Vienna International Airport by taxi.

Participants with physical disabilities should ask members of the United Nations Security and Safety Section to assist them as required (e.g. directing them to the appropriate elevators for getting to the conference areas).

Information concerning registration and the issuance of conference passes is provided in paragraph It is suggested that, during the Conference, participants should enter the ACV through the entrance door on U2 level, a passageway leading directly to the VIC will be open for registered participants during the entire Conference.

From/to Vienna International Airport (VIE)

CAT

The CAT (City Airport Train) is a new direct connection between Vienna Airport and the city centre with city check-in facilities. You can check in and obtain your boarding card at Wien-Mitte train station up to 24 hours prior to your departure (service not available for all carriers, you will find the complete list at www.cityairporttrain.com).

City Air Terminal: Corner of Invalidenstrasse/Marxer Brücke, 15 minutes' walk from Stephansplatz.

Travelling time: 16 minutes non-stop

Departures: every half hour

Price: 9 € single, 16 € return

1 child (age 6–15) accompanied by an adult free, children up to 5 free;

Tickets can be booked and printed out directly on the

CAT homepage www.cityairporttrain.com, or purchased from ticket vending machines or the conductors on the train.

By bus:

From Westbahnhof, Südbahnhof, Center (Postgasse) to Vienna Airport

Service daily from 4.30 am – 1 am, approx. every 30 minutes, duration of trip approx. 20 minutes

One-way ticket: 6 €

Return ticket: 11 €

Reduced ticket with Vienna Card: 5 € (includes 3 pieces of luggage)

The bus stop at Vienna International Airport is located directly in front of the arrivals and departure hall.

For group reservations (more than 10 persons) please contact by phone in advance:

Vienna Airport Line

(+43 1) 93000-2300, (+43 1) 93000-25597

airportlines@pv.oebb.at, www.oebb.at

By rail:

It takes 22 minutes for the new S7 railway line, which runs at 20-minute intervals, from Wien Mitte to the airport (with regular stops on the way).

Tickets: 1 centre zone (1.50 €) + 1 outer zone (1.50 €) = 3 € for a single ride.

If you already have a ticket for the central zone (city area) or a Vienna Card, you only have to buy a ticket for 1 outer zone (1.50 €).

By taxi:

Approximate price: 30 €

Approximate duration: 30–45 minutes

Radio taxis are entitled to ask for an additional return fee of 10 € for trips to the airport.

To/from train station Westbahnhof

Stops on the U3 and U6 subways, or the 5, 6, 9, 18, 52 and 58 streetcars.

To/from train station Südbahnhof

Stops on the D, O and 18 streetcars or 13A and 69A bus lines.

To/from train station Franz-Josefs-Bahnhof

Stops on the D, 5 and 33 streetcars

Public Transport**Subway, Tram, Bus**

For public transportation the best ticket to use is the Vienna Card.

The following tickets are also available: 24-hour network pass for 5 €. 72-hour network pass for 12 €. 8-day strip ticket for 24 € (can also be used for more than one person, just punch once for each day and person).

Weekly network pass Mon - Mon (9 am) for 12.50 €. Single ticket for 1.50 € (advance sale price) – may be bought only as single ticket at the vending machine in the subway stations, at all other advance sales vending points (tobacconists) available only as a strip with 4 or a pad with 6 tickets.

Children's tickets for 2 trips for 1.50 €. Free travel any time for children up to 6 years old. Children up to 15 years old travel free on Sundays and holidays as well as during school vacation time in Vienna (ID card required).

Tickets are available from tobacconists, advance sale ticket offices of the Vienna Transport Authority and from the vending machines in the subway stations.

Single-trip tickets are also available for 2 € from the ticket vending machines in trams and buses. Each punched ticket is valid for one trip on subway, streetcar and bus, including changing lines.

Timetable Information

Austrian Airlines Group: (+43) (0)5 17 89

(Mon–Fri 7 am - 10 pm, Sat, Sun & public hol. 8 am - 8 pm)

www.aua.com

Vienna International Airport:

Information: (+43 1) 7007–22233 (24 hours)

www.viennaairport.com

Rail timetable: (+43) (0)5 1717 (24 hours)

www.oebb.at

Bus timetable: (+43 1) 71101 (7 am - 8 pm)

service@postbus.at

www.postbus.at

Eurolines: (+43 1) 798 29 00, (Mon-Fri 6.30 am - 8.30 pm; Sat and public hol. 6.30 am-11 am and 4.30 pm-8.30 pm; Sun 4.30 pm-8.30 pm)

info@eurolines.at

www.eurolines.at

Taxis

The fare is shown on officially calibrated meters.

Day tariff (Mon–Sat 6 a.m.–11 p.m.):

Base fare: 2.50 €

Night tariff (Mon–Sat 11 p.m.–6 a.m.), Sunday and holiday tariff (24 hours):

Base fare 2.60 €

Taxi fares for rides outside of the city limits should be negotiated and are not regulated.

Radio taxi phone numbers:

(+43 1) 31 300, 60 160, 40 100

CAR RENTALS

Avis

(+43 1) 7007 32700/ 35642

wien-flughafen@avis.at

www.avis.at

Europcar ARAC GmbH

(+43 1) 866 16 33/ 869 37 14

reservations@europcar.at

www.europcar.at

Denzel Drive

(+43 1) 74050–4000/4009

callcenter@denzeldrive.at

www.denzeldrive.at

Hertz

(+43 1) 795 32/ (+43 1) 795 42 696

reservierung@hertz.at

www.hertz.

PARKING

In Vienna

The old city of Vienna and the surrounding districts (1–9 and 20) are short stay parking zones. Parking here requires a valid parking permit placed behind the windshield from the first minute on. The signs indicating the short stay parking zones are posted only at the entrance to these districts. In shopping streets, days of validity and maximum lengths of stay may vary. The brochure "Short stay parking zones in Vienna" is available at the Vienna Tourist Board.

At the VIC

Parking for private vehicles is available, in limited numbers, at a public garage next to Gate 2.

At the ACV

Parking facilities will be available on parking deck 2 (yellow level) or 3 (red level) of the ACV. For official cars with chauffeurs, red stickers entitling the cars to be driven to the main entrance of level U2 (blue level) of the ACV will be issued at the Registration Desk. For other cars, Delegates are requested upon arrival to take a parking ticket from the ACV parking dispenser. This ticket should then be exchanged for a long-term, cost-free permit at the Registration Desk. Taxis are allowed to drop off and pick up participants at the main entrance of the ACV.

TRAFFIC SAFETY AND ROAD CONDITIONS

Road conditions in Austria are generally excellent. Drivers should exercise caution during the heavily travelled vacation periods (December-February, Easter, July-August). Extra caution is recommended when driving through autobahn construction zones, particularly on the A-1 East/West Autobahn. Reduced lanes and two-way traffic in these zones have resulted in several accidents in recent years. Traffic information and road conditions are broadcast on the English language channel fm4, located between 91 and 105 fm.

Austria requires all vehicles using the autobahn to display a highway tax sticker "Autobahn Vignette" on the inside windshield of the vehicle. The sticker may be purchased at border crossings, gas stations in Austria, as well as small tobacco shops located in Austrian towns.

Austrian autobahns have a maximum speed limit of 130 km/hr. The use of hand-held cell phones while driving is prohibited. Turning right on red is also prohibited throughout Austria. The legal limit for blood alcohol content in Austria is .05 percent.

Tourists driving rented vehicles should pay close attention to the provisions of their rental contract. Many contracts prohibit drivers from taking rented vehicles into eastern European countries. Drivers attempting to enter countries listed as "prohibited" on the car rental contract may be arrested, fined, and/or charged with attempted auto theft. The vehicle can be held by Austrian police for the car rental company.

Emergency roadside help and information may be reached by dialing 123 or 120 for vehicle assistance and towing services (Austrian Automobile Clubs), 122 for the fire department, 133 for police, and 144 for ambulance.

CURRENCY

The unit of currency is the EURO (€), which is divided into 100 cents. There is no limit on the amount of money that may be taken into Austria.

BANKS AND EXCHANGE OFFICES

Opening hours

Open Mon-Wed, Fri 8 am/9 am - 3 pm, Thu 8 am/9 am - 5.30 pm.

Offices closed 12.30 pm – 1.30 pm.

Open daily

Westbahnhof: 7 am–10 pm.

Südbahnhof: Mon–Fr 8 am–6 pm, Sat 8 am–4 pm.

Vienna International Airport: arrivals hall 8 am - 11 pm, departures hall 6 am–10.30 pm.

Other bureaux de change and automatic changing machines are located in the centre of the city. (Check on the commission fees before concluding the transaction –these can vary considerably).

Post Offices

Open Mon–Fri 8 am–12 noon, 2 pm–6 pm, some are also open all day and on Sat 8 am–10 am.

Open 24 hours every day: Main Post Office, Vienna 1, Fleischmarkt 19 and the post offices at Westbahnhof, Südbahnhof and Franz-Josefs-Bahnhof

TRAVEL AGENCIES

Vienna Travel Information:

Tel. +43-1-24 555
(daily 9 am to 7 pm)

<http://wien.info.at>

Österreichisches Verkehrsbüro:

Tel.: +43(1)588 00-775

www.verkehrsbuero.at

FOOD IN AUSTRIA

Austrian food is good, though heavy and meat oriented. Austrian cuisine has been influenced throughout the centuries by Czech, German and Hungarian cooking. As

as a result, meat is the most important ingredient of many of the country's most popular dishes. Pork (Schweinefleisch) and veal (Kalbfleisch) are the most widely used but beef and chicken are also widely used. Sausages (Wurst) also feature in a large number of traditional Austrian specialties.

SECURITY IN AUSTRIA

Austria has a low crime rate, and violent crime is rare. However, crimes involving theft of personal property have increased in recent years. Travellers can become targets of pickpockets and purse-snatchers who operate where tourists tend to gather.

SAFETY TIPS

It is recommended to bring copies of your personal documents.

If you have lost documents (passport, driver's license, car registration) or they have been stolen, please report this to the nearest police station. You will need a police report to obtain copies of your documents from your embassy or consulate as well as for your insurance company.

The loss or theft of all other valuables should be reported to the nearest district office of the municipality (Magistratisches Bezirksamt, Mon - Fri 8:00 a.m. – 3:30 pm, Thu till 5:30 pm). You can also track the progress of your case electronically at www.fundamt.gv.at.

If you are missing your credit card, contact the issuers of the card immediately.

Sometimes it is worth inquiring whether the lost items have been turned in at the Vienna representation of your country (consulate, embassy).

You can also inquire about your lost items at the public Lost and Found offices: Fundamt Wien (Lost and Found Office)

18, Bastiengasse 36 (+43 1) 4000-8091 (in German and English, also from abroad)

Mon – Fri 8:00 am - 3:30 pm, Thu to 5:30 pm

At other times: Service Hotline 0900 600 200 (max. 1.36 euros per minute, in English and German, 24 hours a day)

You can inquire about items lost on the subway, streetcar or bus at the Fundservice der Wiener Linien (Lost and Found offices of the Vienna Transport Authority).

(+43 1) 7909-43 500

Mon – Sun 6:00 am - 10:00 pm in English and German

You can inquire about items lost on a train or at a Vienna train station at the Lost & Found Sammelstelle at Südbahnhof.

10, Wiedner Gürtel, Südbahnhof

(+43 1) 93 000-22 222, Mon – Fri 7:30 am – 3:30 pm in German

The folder "Safety Tips for Visitors to Vienna" is available at the Vienna Tourist Board.

EMERGENCY TELEPHONE NUMBERS

Emergency number	112
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Fire department	122
Police	133
Ambulance & medical emergency services	144
Emergency doctor	141
Night and weekend dental services recorded message in German)	+43-1-512 20 78
Pharmacies open nights and Sun(recorded message in German)	1550
For 24 hour breakdown service, call one of the two automobile clubs	ARBÖ 123 ÖAMTC 120
ViennaMed (physicians' service for hotel guests in Vienna, around the clock)	+43-1-513 95 95

E-MAIL SERVICE

Computers will be available so that delegates may send and receive e-mail messages using their individual e-mail address. Delegates with own laptops with wireless capacity will be able to utilize the wireless access to internet service during the Conference.

ELECTRICITY

Electricity in Austria is 220-volt current. Plugs are European standard with two round pins.

RELEVANT WEBSITES

www.bmaa.gv.at

<http://www.wien.info>

<http://www.austria.info>

<http://www.austria.org>

THE VIC

The Vienna International Centre (VIC), is home to the United Nations office in Vienna and several other UN agencies and international Organization. It is right next to the Austria Centre Vienna, venue of the PrepCom3 meeting.

Catering services at the VIC

A cafeteria, a restaurant and a bar are located in Building F of the Vienna International Centre, on the entrance level. The restaurant (table reservation recommended, ext. 4877) is open from 11.30 a.m. to 2.30 p.m. The cafeteria is open from 7.30 to 10.00 a.m. and from 11.30 a.m. to 2.30 p.m. The coffee counters in C04 and C07 are open from 9.00 a.m. to 4.00 p.m.

Banks

Bank Austria-Creditanstalt has branches on the first floor of Building C and on the entrance level of Building D of the Vienna International Centre, which provide full banking services. The office hours are Monday, Tuesday, Wednesday and Friday from 9.00 a.m. to 3.00 p.m. and on Thursday from 9.00 a.m. to 5.30 p.m.

Postal services

A post office on the first floor of Building C of the Vienna International Centre (ext. 4986) provides all regular postal services, including cable, fax and telephone services. Opening hours are Monday to Friday from 8.00 a.m. to 6.00 p.m. Office hour for cash transactions are from Monday to Friday from 8.00 a.m. to 5.00 p.m. Long distance calls can only be made here or from coin-operated booths

First Aid

Medical attention is available from the clinic operated by the Joint Medical Services, building F, 7th floor (extension 22224 and for emergencies 22222). The clinic is open from 8:30 to 12:00 a.m. and from 2:00 to 4:30 p.m., except on Thursdays when it is open from 8:30 to 12:00 a.m. and from 2:00 to 3:00 p.m. For emergency assistance at other times, please contact the Central Security Office, F0E21, ext. 3903.