



**United Nations
Environment
Programme**

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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Ninety-first Meeting
Montreal, 5-9 December 2022

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The 91st meeting of the Executive Committee will be held from 5 to 9 December 2022 at the International Civil Aviation Organization (ICAO), located at 999 Robert-Bourassa Boulevard, Montreal, Quebec, Canada.

All safety protocols regarding COVID-19 will be followed in line with the recommendations and guidance from public health authorities. In addition, at the meeting venue, measures including routine sanitation and disinfection, physical distancing, wearing of masks will continue to be put in place.

2. Meeting schedule

The meetings will take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. or as announced at plenary.

3. Meeting documents

- (a) All pre-session meeting documents will be posted on the website of the Multilateral Fund (<http://multilateralfund.org/91/default.aspx>) four weeks before the start of the meeting as they become available. Translated documents will be posted approximately seven days following the English postings. Delegates should continue obtaining their username and password to access the restricted area of the Multilateral Fund website (the log-in link can be found at the top right-hand side of the home page) through their heads of delegations. Should any difficulties be encountered with the username and password provided, please contact Mr. Sheng Huang, Information Technology Assistant, by e-mail at michael.huang@un.org.
- (b) Executive Committee participants are kindly reminded to bring their own laptops to enable access and reference to documents online. The Secretariat, in cooperation with ICAO, will provide a stable and fast wireless internet connection to access all meeting documents from the Executive Committee Meeting conference room and from any point in the ICAO

premises. It is anticipated that Conference Room Papers (CRPs) and the draft meeting report will be accessible through the restricted area of the Secretariat's website. All CRPs must be sent by the group facilitator/convenor to Ms. Elina Yuen, Programme Management Officer, by e-mail at elina.yuen@un.org.

4. Immigration and COVID-19 updates on travel

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you as soon as possible. The letter of invitation issued by the Secretariat should be included in your submission of request for visas. Canadian authorities do not grant visa upon arrival at the airport. Information on visa procedures, including a list of relevant Canadian Embassies, high commissions and consulates abroad, is available on the website of the Citizenship and Immigration Canada at <http://www.cic.gc.ca/english/information/offices/index.asp>.

To find out if you need a visa to travel to Canada, please access <https://www.cic.gc.ca/english/visit/visas.asp>.

Visa applications

Please refer to the website of the Immigration, Refugees and Citizenship Canada (IRCC), (<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/about-visitor-visa.html>) to learn about a visitor visa and the process to apply for one.

Participants are encouraged to apply at least **12 weeks** in advance of their departure date to ensure they receive the visa in time for the start of the event.

Electronic Travel Authorization (eTA)

Participants from visa-exempt foreign nationals are required to have an electronic travel authorization (eTA) (<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html>) to fly to or transit through Canada. Exceptions include U.S. citizens and travelers with a valid Canadian visa.

COVID-19 updates on travel

Please refer to IRCC's website for COVID-19 updates on travel including the requirement to submit mandatory information in ArriveCAN for all travellers before their arrival in Canada: <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/visitors-foreign-workers-students.html>

5. Registration and identification name badges

Participants are requested to collect their badges at the registration desk located in the lower atrium of ICAO on Monday, 5 December 2022 starting at 9 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

6. Security

Following the ICAO internal procedures, a security check is made every day at the entrance of the lower atrium during the meeting. Participants are requested to carry their badges every day to the meeting venue.

7. Transportation from airport to downtown Montreal

Transport from the Pierre Elliot Trudeau International Airport to Montreal downtown (Berri-UQAM metro station) is available by bus number 747. The bus fare is CAN \$10 and provides the traveller with a transit pass for the bus and metro for the next 24 hours. For more information on the schedule of the shuttlebus, please access the timetable by clicking this link <http://www.stm.info/english/info/a-747.htm>.

Participants are encouraged to take advantage of the Public Transit System (Société de transport de Montréal) services where available for the Montreal area. The public transportation rate is CAN \$3.50/adult or a one-week ticket from Monday to Sunday for CAN \$29. Taxis are also available at the airport and a one-way taxi ride to the downtown area costs about CAN \$41.

8. Sponsored delegates' travel

Sponsored delegates' travel for the 91st meeting of the Executive Committee will be arranged through the travel unit based in the United Nations Headquarters in New York in coordination with the Fund Secretariat. For any information on ticket issuance please contact Ms. Grace Wamuyu Ndegwa, Senior Finance and Budget Assistant, at grace.ndegwa@un.org, and/or Mr. Edmundo Cuellar, Administrative Assistant, at edmundo.cuellar@un.org. Nomination for sponsored delegates should reach the Fund Secretariat no later than six weeks prior to the start of the meeting. Last minute changes in participant nominations or after the ticket issuance may deprive participants' attendance to the meeting as a result of the UN administrative requirements to authorise ticket issuance.

9. Weather

During the month of December temperatures in Montreal vary between 0 to -11 degrees Celsius.

10. Coffee before the meeting

Coffee is provided at no cost to the participants half an hour before the start of each meeting.

11. Medical and emergencies

Canada has a public funded health care system but visitors to Canada are required to pay for health services. Participants traveling to Canada are strongly advised to obtain medical insurance before leaving their home country. The Secretariat will not assume responsibility for health services in Canada. Visitors arriving with medication must be prepared to show a copy of their doctor's prescription at customs if requested and ensure that the medication containers are labelled accordingly. Visitors should make sure to carry sufficient amount of medication prescribed to them as to purchase prescribed drugs requires prescription from a recognized Canadian practitioner. If health advice or service is required or any additional information on resources available needed, please contact Info-Santé by dialing (514) 934 0354 at all times.

12. Electricity

The North American power supply standard is set at 110 volts and the frequency is 60Hz. Meeting participants are invited to carry appropriate adapters.



13. Exchange rates and banking

The Canadian Dollar is the national currency in Canada composed of one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards are accepted at most hotels, restaurants, and businesses. As for an update on the exchange rate, you could access the following website: <http://www.x-rates.com>

14. Hotel information

From 7-19 December 2022, Montreal is hosting the UN Biodiversity Conference (COP15), where many participants are expected. Participants to the 91st meeting of the Executive Committee are therefore advised to make hotel bookings as early as possible to secure their accommodation and are invited to quote ICAO rates where applicable. A list of hotels can be found in Annex I to this document. All hotels listed show their distance to ICAO (999 Robert-Bourassa Boulevard). The prices are in Canadian dollars exclusive of taxes and surcharges and are subject to change daily. Participants can also make online bookings through Group Voyages Quebec, the agency which organizes the COP15 accommodation, this option has been included under Other Possible Hotel Accommodations in Annex I.

Annex I
HOTEL LIST FOR THE 91st MEETING OF THE EXECUTIVE COMMITTEE
ICAO PREFERENTIAL RATES

Prices provided are as at 1 September 2022 and subject to change

| | Hotel Website/Telephone | Address | Date Range | | Comment | Distance by car to ICAO |
|----|---|---|------------|----------------|--|-------------------------|
| | | | | 1 Nov - 31 Dec | | |
| 1 | Hôtel Bonaventure Montréal +1 (514) 878-2332 / 878-1442 | 900 de la Gauchetière West (Bonaventure Metro) | | \$179 | Online booking available. For rates for ICAO, please click on the name of the hotel. | B 900 m |
| 2 | InterContinental Montreal +1 (514) 847-8525 / 847-8730 | 360 Saint-Antoine Street West | | \$232 | Online booking available. For rates for ICAO/United Nations, please click on the name of the hotel. | 800 m |
| 3 | Queen Elizabeth — Fairmont +1 (514) 861-3511 / 954-2296 | 900 René-Lévesque Blvd. West | | \$212 \$242 | Online booking available. For rates for ICAO/United Nations, please click on the name of the hotel. | B 1.2 km |
| 4 | Embassy Suites Montreal +1 (514) 288-8886 / 288-8899 | 208 Saint-Antoine West | | \$432 | | B 1.2 km |
| 5 | Renaissance Montreal Downtown Hotel +1 (514) 657-5000 / 657-5001 | 1250 Boulevard Robert-Bourassa | | \$199 | Online booking available. For rates for ICAO, please click on the name of the hotel. | 1.1 km |
| 6 | Hôtel Birks +1 (514) 370-3000 / 370-3003 | 1240 Phillips Square | | \$265 | Online booking available. For rates for ICAO, please click on the name of the hotel. | 905 m |
| 7 | Courtyard Marriott Downtown +1 (514) 398-9999 / 398-9993 | 380 René-Lévesque Blvd. West | | \$159 | Online booking available. For rates for ICAO, please click on the name of the hotel. | 950 km |
| 8 | AC Marriott Montreal Downtown +1 (514) 877-9999 / 876-1111 | 250 René Lévesque Blvd. West | | \$169 | | 1.1 km |
| 9 | St. Paul Hotel +1 (514) 380-2222 | 355 McGill Street (Square-Victoria—OACI Metro) | | \$200 | Online booking available. For rates for ICAO, please click on the name of the hotel. | 800 km |
| 10 | Hôtel Place d'Armes +1 (514) 842-1887 | 55 Saint-Jacques Street West | | \$193 | Online booking available. For rates for ICAO, please click on the name of the hotel. Web access code: ICAO11 | 1.0 km |
| 11 | Hôtel Le Saint-Sulpice +1 (514) 288-1000 / 350-1167 | 414 Saint-Sulpice | | \$185 | All suites with equipped kitchenette. Promo Code: ICAO22 required at https://www.lesaintsulpice.com/fr/ for online booking. | 1.3 km |
| 12 | Hôtel Nelligan +1 (514) 788-2040 | 106 Saint-Paul Street West | | \$204 | Online booking available. For rates for ICAO, please click on the name of the hotel. Web access code: ICAO11 | 1.2 km 5 min |
| 13 | Best Western Plus Montreal Downtown Europa +1 (514) 866-6492 / 861-4089 | 1240 Drummond Street (Peel Metro) | | \$126 | Online booking available. For rates for ICAO, please click on the name of the hotel. | 1.5 km |
| 14 | Le St-Martin +1 (514) 843-3000 / 908-3427 | 980 de Maisonneuve Blvd. West | | \$195 | | 1.4 km |
| 15 | Novotel Montréal Centre +1 (514) 861-6000 / 861-6470 | 1180 de la Montagne Street | | \$137 | | 1.8 km |
| 16 | Holiday Inn & Suites Montreal Downtown West +1 (514) 935-7999 | 1390 René Lévesque Blvd. West | | \$139 | Online booking available. For rates for ICAO, please click on the name of the hotel. | 1.4 km |
| 17 | Vogue Hotel Montreal Downtown +1 (514) 285-5555 | 1425 de la Montagne Street | | \$407 | Corporate code: 0009881230. For online booking, please click on the name of the hotel. | 1.6 km |
| 18 | DoubleTree by Hilton Montreal (formerly Hyatt Regency) +1 (514) 285-1450 / 285-1243 | 1255 Jeanne-Mance Street | | \$173 | Corporate account number: 0009881230. For online booking, please click on the name of the hotel. | 1.0 km |
| 19 | Hôtel Faubourg Montréal (formerly Holiday Inn Express) +1 (514) 448-7100 / 448-7101 | 155 René-Lévesque Blvd. East | | \$85 | | B 1.6 km |
| 20 | Ritz-Carlton Montreal | 1228 Sherbrooke Street West | | \$375 | | B for up to 2 1.9 km |
| 21 | Le Nouvel Hôtel +1 (514) 931-8841 / 931-5581 | 1740 René-Lévesque Blvd. West | | \$131 | Online booking available. For rates for ICAO, please click on the name of the hotel. | B for 1 1.9 km |

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to blackout dates.

ICAO or United Nations rates must be confirmed at the time of reservation.

B Breakfast

**APARTMENT HOTELS IN DOWNTOWN MONTREAL, 2022
ICAO PREFERENTIAL RATES**

| Hotel Telephone/Fax | Address | Date Range | Comment | Distance by car to ICAO |
|--|------------------------------|----------------|---------|-------------------------|
| | | 1 Nov - 31 Dec | | |
| A Le Square Phillips Hotel & Suites +1 (514) 393-1193 / 393-1192 | 1193 Place Phillips | \$239 | B | 600 m |
| B L'Appartement +1 (514) 284-3634 / 287-1431 | 455 Sherbrooke Street West | \$169 | B | 1.2 km |
| C Hôtel Saint-Laurent Montréal (formerly Candlewood Suites) +1 (514) 667-5002 / 667-5003 | 191 René-Lévesque Blvd. East | \$84 | | 1 km |
| D Marriott Residence Inn — Westmount +1 (514) 935-9224 / 935-5049 | 2170 Lincoln Avenue | \$139 | B | 2.9 km |

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to blackout dates.

ICAO or United Nations rates must be confirmed at the time of reservation.

B Breakfast

HOTELS NEAR THE AIRPORT, DAILY RATES, 2022

| Hotel Telephone/Website | Address | Date Range | Comment | Distance by car to ICAO |
|--|---|----------------|----------------------|-------------------------|
| | | 1 Nov - 31 Dec | | |
| 1 Hampton Inn & Suites by Hilton Montreal-Dorval in Dorval, QC +1 844-209-2101 | 1900 Trans-Canada Highway, Dorval | \$189 | | 23.6 km |
| 2 Sheraton Airport +1 (514) 631-2411 / 1-800-325-3535 | 555 McMillan, Dorval | \$269 | | 18.4 km |
| 3 Residence Inn by Marriott Montreal Airport +1 (514) 336-9333 / 1-877-336-9334 | 6500 Place Robert-Joncas, Montreal | \$279 | B | 15.1 km |
| 4 Radisson Hotel Montreal Airport +1 (514) 739-3391 / 1-800-333-3333 | 6500 Cote De Liesse, Montreal | \$189 | | 18.5 km |
| 5 Holiday Inn And Suites Montreal Airport +1 (514) 422-8080 / 1-877-660-8550 | 10888 Cote De Liesse, Montreal | \$211 | | 17.3 km |
| 6 Quality Inn +1 (514) 631-4537 / 1-877-424-6423 | 1010 Ch Herron, Dorval | \$169 | B | 18.9 km |
| 7 Home2 Suites by Hilton Montreal Dorval +1 (514) 676-8080 | 1855 Rte Trans Canadienne, Dorval | \$206 | | 23.5 km |
| 8 Embassy Suites by Hilton Montreal Airport +1 (514) 426-5060 | 6300 TransCanada Highway, Pointe-Claire | \$282 | | 26 km |
| 9 Novotel Montreal Airport +1 (514) 337-3222 | 2599 Boul. Alfred Nobel, Montreal | \$148 | * No shuttle service | 19.8 km |
| 10 Double Tree by Hilton Pointe Claire Montreal Airport West +1 (514) 697-7110 | 6700 TransCanada Highway, Pointe Claire | \$219 | | 25.8 km |

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to change daily.

Hotels near Airport provide Airport Shuttles. From airport the 747 Bus goes directly to Downtown Montreal.

B Breakfast

HOTELS NEAR AND IN THE GREATER MONTREAL AREA, DAILY RATES, 2022

| | Hotel Telephone/Website | Address | Date Range | Comment | Distance by car to ICAO |
|---|--|--|----------------|--|-------------------------|
| | | | 1 Nov - 31 Dec | | |
| 1 | Hotel Escad Quartier DIX30 +1 (450) 500-9156 | 9156 Leduc Plus Quartier Dix 30, Brossard | \$209 | | 14.9 km |
| 2 | Hotel Alt Quartier Dix30 +1 (450) 443-1030 / 1-877-343-1030 | 6500 boulevard de Rome, Brossard | \$289 | | 17.6 km |
| 3 | Best Western +1 (450) 466-6756 / 1-800-780-7234 | 7746 Taschereau Blvd, Brossard | \$169 | | 12.5 km |
| 4 | Hotel Dauphin Montreal +1 (450) 646-0110 / 1-833-342-0468 | 1055 Rue Saint-Laurent O, Longueuil | \$231 | | 9.3 km |
| 5 | Griffintown Hotel +1 855-577-0222 | 1222 Basin Street, Montreal | \$269 | Kitchen/washer/dryer | 1.8 km |
| 6 | ALT Griffintown hotel +1 (514) 375-0220 | 120 Peel Rue, Montreal | \$289 | | 1.6 km |
| 7 | Hilton Garden Inn Montréal Midtown Homewood Suites +1 (514) 370-3333 | 6939, Boul. Décarie, Montreal | \$269 | Next to the Namur Metro station (5 min. walk). (Door to door from hotel to ICAO is 30 mins. by Metro, from Namur Metro station directly to Square-Victoria-OACI Metro). | 8.5 km |
| 8 | Motel Newstar Laval 3 Stars Motel located in Laval + 1 (450) 669-1725 | 1375 Boulevard Des Laurentides, Laval | \$180 | Subway De La Concorde is 2.1 km from the hotel. Once in the subway you can go straight to Square Victoria where ICAO is located (all on the orange line straight). It is roughly 45 min to ICAO. | 25.2 km |

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to change daily.

B Breakfast

Other Possible Hotel Accommodations

| | |
|---|--|
| 1 | Participants can also make online bookings through Group Voyages Quebec the agency which organizes the COP15 accommodation by selecting individual booking at: https://cop15.gvq.ca/ |
| 2 | You are invited to check the link below that shows in real time what hotels and apartments are available, indicates the rate, and distance from the location of the International Civil Aviation Organization (ICAO). https://www.stay22.com/embed/624d93f46334c2001570d2d2 |
| 3 | Delegates may also wish to consider Room booking through: https://ca.hotels.com/ ; https://www.expedia.ca/ ; https://www.trivago.ca/ ; https://www.booking.com |

*All availability and rates are subject to change daily. Participants are invited to proceed with their booking as soon as possible.