



**United Nations
Environment
Programme**

Distr.
GENERAL

19 February 2010

ORIGINAL: ENGLISH



EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Sixtieth Meeting
Montreal, 12-15 April 2010

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The 60th Meeting of the Executive Committee will be held in Montreal, Canada, from 12 to 15 April 2010, in Conference Room 3, ground floor at the premises of the International Civil Aviation Organization (ICAO) located at 999 University Street Montreal, Quebec.

2. Meeting schedule

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

3. Meeting documents

- (a) All pre-session meeting documents will be posted on the website of the Multilateral Fund Secretariat four weeks before the start of the meeting as they become available. Translated documents will be posted approximately seven days following the English posting.

Delegates are reminded that the physical dispatch of meeting documents in hard copies is discontinued in support of efforts towards international paperless meetings. All meeting documents are accessible on line through the Secretariat's intranet and website. Delegates should continue obtaining through their heads of delegations their username and password to access the Multilateral Fund intranet (www.multilateralfund.org/executive_committee_intranet.htm) to download electronic documents. Should any difficulties be encountered with the username and password provided, please contact Mr. Alem Mulu Syoum, Associate Information Technology Officer (e-mail: alem@unmfs.org).

- (b) Following the same practice as that of the 59th Meeting of the Executive Committee, participants are kindly requested to bring their own laptops to enable access and reference to documents on line.

It is anticipated that Conference Room Papers (CRPs) and the draft meeting report will be accessible through the Secretariat's intranet. The Secretariat, in cooperation with the International Civil Aviation Organisation, 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.

4. Weather

During the month of April temperatures in Montreal vary between 5 and 10°C. Participants are advised to carry raincoats and warm clothes.

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 12 April 2010 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 everyday at the entrance of the lower atrium during the Meeting; therefore, participants are requested to carry their badges every day to the Meeting venue.

7. Transportation from airport to downtown Montreal

Montreal - Pierre Elliot Trudeau International Airport (former Dorval Airport) is located about 30 minutes from downtown Montreal. Taxis are available at the airport.

Different bus and shuttle services operate 24 hours between Montreal - Pierre Elliot Trudeau International Airport and downtown, at the cost of CAN \$16 for a one way trip and CAN \$26 for round trip. A one-way taxi ride between Montreal - Pierre Elliot Trudeau International Airport and the downtown area costs about CAN \$38. For more information on the schedule of the shuttle-bus, you could access the timetable by clicking this link: http://www.autobus.qc.ca/anglais/pops-up_an/mtl_dorval_an.html

Participants are encouraged to take advantage of the Public Transit System (Société de transport de Montréal) services. This is available for the downtown Montreal area. The Public transportation rate is CAN \$2.75/adult or booklets of six tickets for CAN \$13.75.

8. Immigration

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you at least (4) weeks before your departure time. 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 <http://www.cic.gc.ca/english/information/offices/index.asp>.

9. Service to delegates

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

10. Postal services

Canada Post covers postal services in Canada. Some postal counters are available in certain pharmacies, business or convenience stores. For other type of courier services, many international companies such as FEDEX, DHL, UPS or Purolator counters are also available around the city.

11. Telephone services

Public telephones are available in various locations in the city. The cost of a local unlimited call is 50 cents. To make long distance calls, you may purchase calling cards from pharmacies, local convenience stores called “Depanneur” and newsstands in Montreal. From any public phone in Canada, you can dial toll free 0 (the operator for collect calls), 411 (directory assistance), 911 (for emergency services such as police, ambulance, fire-fighters).

12. Medical and emergencies

Canada has a publicly funded health care system but foreign 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. Canada does not require that travelers present certificates of vaccination upon arrival. 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 labeled accordingly. Visitors should make sure to carry sufficient amount of medication prescribed to them as to purchase prescribed drugs require prescription from a recognized Canadian practitioner.

If health advice or service is required or any additional information on resources available needed you may contact Info-Santé by dialing (514) 934-0354 at all times.

13. Electricity

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



14. Exchange rates and banking

The Canadian Dollar is the national currency in Canada, composed of the one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards and traveler’s cheques 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>

15. Hotel information

Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting. All prices are exclusive of taxes and are in Canadian dollars. Participants are invited to quote ICAO and United Nations rates which the Secretariat negotiated with the hotels listed below:

- (a) **Hotel Delta Centreville** (across the road from ICAO building)
- CAN \$155 per night / premier room / single or double use (breakfast included),
CAN \$189 per night / private lounge / single or double use (breakfast included)
Telephone number: (514) 879 1370,
Toll free number: 1 800 268 1133 (from Canada & USA),
Fax number: (514) 879 8589/1761,
Web site: www.deltahotels.com
- (b) **Hotel Holiday Inn Select** (Chinatown) (5 minute-walk to ICAO building)
- CAN \$130 per night / standard room / single or double occupancy (breakfast included).
CAN \$150 per night / junior sweet / single or double occupancy (breakfast included).
Telephone number: (514) 878 9888,
Toll free number: 1 888 878 9888 (world wide),
Fax number: (514) 878 6341,
Website: www.yul-downtown.hiselect.com
E-mail address: reservations@yul/downtown.hiselect.com
- (c) **Le Square Phillips Hotel** (7 minute-walk to ICAO building)
- CAN \$127 per night / studio / single or double use (breakfast included).
CAN \$137 per night/ junior suite queen / single or double use (breakfast included).
CAN \$153 per night/ junior suite king / single or double use (breakfast included).
Telephone number: (514) 393 1193,
Fax number: (514) 393 1192,
Web site: www.squarephillips.com
Email: info@squarephillips.com
- (d) **L'Appartement Hotel** (15 minute-walk to ICAO building)
- CAN \$109 per night / studio / single or double use (breakfast included).
Telephone number: (514) 284 3634,
Fax: (514) 287 1431,
Web site: www.appartementhotel.com
Email: info@appartementhotel.com
- (e) **Hotel Holiday Inn Montreal** - Midtown (15 minute-walk to ICAO building)
- CAN \$121 per night / single or double use / corporate or executive floor
(breakfast included).
Telephone number: (514) 842 6111, or
Toll free number: 1 800 387 3042 (from Canada & USA),
Fax Number: (514) 842 9381,
Website: www.rosdevhotels.com
E-mail address: himidtown@rosdevhotels.com
- (f) **Comfort Hotel & Suites** (Berry Street and Boulevard de Maisonneuve – near the Central Bus Terminal) Approximately 10 minutes away from ICAO.
CAN \$75 per night/ single or double use / (breakfast included).
Telephone number: (514) 849 3214,
Toll free number: 1 800 613 3383 (from Canada & USA),
Fax number: (514) 849 9812,
Website: www.choicehotels.com
E-mail: gm.cn824@choicehotels.com

(g) **Hotel La Tour Centre Ville** (10 minute-walk to ICAO building)

CAN \$87 per night / studio / single or double use (without breakfast)

CAN \$97 per night / small suite / single use or double use (without breakfast)

CAN \$107 per night / large suite / single use or double use (without breakfast)

Telephone number: (514) 866 8861,

Toll free number: 1 800 361 2790 (from Canada & USA),

Fax number: (514) 866 7257,

Web site: www.hotelcentreville.com

E-mail address: info@hotelcentreville.com,

(h) **Hotel YWCA** (10 minute-walk to ICAO building)

CAN \$65 per night / single occupancy and

CAN \$75 per night / double occupancy.

Telephone number: (514) 866 9942,

Fax Number: (514) 861 1603,

Web site: www.ydesfemmesmtl.org

Email: info@ydesfemmesmtl.org
