

**United Nations  
Environment  
Programme**Distr.  
GENERAL

1 September 2022

ORIGINAL: ENGLISH



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 91<sup>st</sup> 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](mailto: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](mailto: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 91<sup>st</sup> 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](mailto:grace.ndegwa@un.org), and/or Mr. Edmundo Cuellar, Administrative Assistant, at [edmundo.cuellar@un.org](mailto: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 91<sup>st</sup> 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.

---