



**United Nations
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Programme**

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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Ninety-second Meeting
Montreal, 29 May to 2 June 2023

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The 92nd meeting of the Executive Committee will be held from 29 May to 2 June 2023 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/92/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 for pre-board testing as relevant: <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, 29 May 2023 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 92nd meeting of the Executive Committee will be arranged through the travel agency Hemingways Travel based in the United Nations Office at Nairobi (UNON) 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 United Nations administrative requirements to authorise ticket issuance.

9. Weather

During the month of May and June temperatures in Montreal vary between 10 and 25 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

A list of hotels can be found in Annex I to this document or can be accessed through this link: <https://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>. All hotels listed are in the vicinity of ICAO (999 Robert-Bourassa Boulevard). The prices are in Canadian dollars and are exclusive of taxes and surcharges. Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting and are invited to quote ICAO rates.

Alternatively participants are invited to book at [Evo, Student Residence in Montreal | Evo Montreal](#), located at 777 Rue Robert-Bourassa (next to ICAO), at CAN \$189/day plus taxes, for a room with single occupancy, by providing the following information to Ms. Anthoula Dounavis, Administrative Assistant, at anthoula.dounavis@un.org and Mr. Jack Lee, Associate Administrative Officer, at jack.lee@un.org:

- Full Name
- Credit card # and expiration date
- Arrival and departure dates
- Email addresses

The booking at Evo Montreal will be on a first come first serve basis.

**HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES 2023
(ICAO preferential rates)**

	Hotel Telephone/Fax	Address	Date Range			
			1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec	
1	Hôtel Bonaventure Montréal +1 (514) 878-2332 / 878-1442	900 de la Gauchetière West (Bonaventure Metro)	179.00	212.00	185.00	B for 1
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
2	W Montreal +1 (514) 395-3100 / 395- 3139	901 Victoria Square (Square-Victoria–OACI Metro)	259.00	289.00	259.00	
			Online booking available. For rates for ICAO/United Nations, please click on the name of the hotel.			
3	InterContinental Montreal +1 (514) 847-8525	360 Saint-Antoine Street West	16500	259.00	191.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
4	Montreal Marriott Château Champlain +1 (514) 878-9000 / 878-6777	1050 de la Gauchetière West	215.00	245.00	215.00	
			For rates for ICAO, please click on the name of the hotel. To be inserted in the Corporate Code if needed for changes: ITO (zero)			
5	Queen Elizabeth — Fairmont +1 (514) 861-3511	900 René-Lévesque Blvd. West	222.00 262.00 ¹	269.00 299.00 ¹	222.00 269.00 ¹	
			¹ Rates with breakfast included for 1 guest Online booking available. For rates for ICAO, please click on the name of the hotel.			
6	Le Westin Montréal +1 (514) 380-3333 /380-3465	270 Saint-Antoine West	211.00	267.00	211.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
7	Embassy Suites Montreal +1 (514) 288-8886 / 288-8899	208 Saint-Antoine West	174.00 154.00 ¹	174.00 154.00 ¹	174.00 154.00 ¹	B
			Online booking available. For rates for ICAO, please click on the name of the hotel. ¹ For reservations of 14 consecutive nights or more. Please call the hotel directly to obtain this rate.			
8	Hôtel Le Dauphin Montreal Downtown +1 (514) 788-3888 / 788-3889	1025 de Bleury Street	139.00	159.00	139.00	B * \$10
9	Hôtel Monville Montréal +1 (514) 379-2005	1041 de Bleury Street	149.00	179.00	149.00	
			Online booking available (Promo Code: ICAO22). For rates for ICAO, please click on the name of the hotel.			

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

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation

B Breakfast
* Extra charge for double occupancy

HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES

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	Hotel Telephone/Fax	Address	Date Range			
			1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec	
			1 Jan – 31 Mar	1 Apr – 31 May	1 Jun – 30 Sep	1 Oct - 31 Dec
10	Renaissance Montreal Downtown Hotel +1 (514) 657-5000 / 657-5001	1250 Boulevard Robert-Bourassa	207.00	219.00	249.00	219.00
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
11	Hôtel Birks +1 (514) 370-3000 / 370-3003	1240 Phillips Square	250.00	330.00	255.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
12	Courtyard Marriott Downtown +1 (514) 398-9999	380 René-Lévesque Blvd. West	164.00	229.00	164.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
13	AC Marriott Montreal Downtown +1 (514) 877-9999 / 876-1111	250 René Lévesque Blvd. West	169.00	249.00	169.00	
			Online booking available. Corporate code : IT0 For rates for ICAO, please click on the name of the hotel.			
14	St. Paul Hotel +1 (514) 380-2212	355 McGill Street (Square-Victoria–OACI Metro)	225.00	285.00	225.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
15	Hôtel Place d'Armes +1 (514) 842-1887	55 Saint-Jacques Street West	199.00/ 219.00 (Apr)	289.00	219.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel. Web access code: ICAO11			
16	Hôtel Le Saint-Sulpice +1 (514) 288-1000 / 288-0077	414 Saint-Sulpice	1 Jan – 15 Apr	16 Apr – 31 Oct		
			185.00	235.00	189.00	
			All suites with equipped kitchenette. Promo Code: ICAO to be entered at https://www.lesaintsulpice.com/en/ for online booking.			
17	Le Centre Sheraton Montreal +1 (514) 878-2000 / 878-3958	1201 René-Lévesque Blvd. West (Peel & Bonaventure Metro)	1 Jan – 30 Apr	1 May– 30 Nov	Dec	
			219.00	259.00	219.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
18	Le St-Martin +1 (514) 843-3000	980 de Maisonneuve Blvd. West	210.00	250.00	210.00	
			For online booking, please click on the name of the hotel. Corporate Code: ICAO			
19	Novotel Montréal Centre +1 (514) 861-6000 / 861-6470	1180 de la Montagne Street	150.00	170.00	150.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
20	Holiday Inn & Suites Montreal Downtown West +1 (514) 935-7999	1390 René-Lévesque Blvd. West	149.00	219.00	149.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			

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

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation.

B Breakfast
* Extra charge for double occupancy

HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES

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	Hotel Telephone/Fax	Address	Date Range			
			1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec	
			1 Jan – 15 Apr	16 Apr – 4 Nov	5 Nov – 31 Dec	
21	Vogue Hotel Montreal Downtown +1 (514) 285-5555	1425 de la Montagne Street	269.00	349.00	269.00	
			Corporate code: 9881230. For online booking, please click on the name of the hotel.			
22	DoubleTree by Hilton Montreal (formerly Hyatt Regency) +1 (514) 285-1450 / 285-1243	1255 Jeanne-Mance Street	179.00	239.00	185.00	
			Corporate account number: 9881230. For online booking, please click on the name of the hotel.			
			1 Jan – 31 Mar	1 Apr – 31 Oct		
23	Hôtel Faubourg Montréal (formerly Holiday Inn Express) +1 (514) 448-7100 / 448-7101	155 René-Lévesque Blvd. East	84.00	122.00 (Apr) 172.00 (May - Sep) 133.00 (Oct)	94.00	B
			Studio or one-bedroom suite			
24	Ritz-Carlton Montreal +1 (514) 842 4212 / 842-3383	1228 Sherbrooke Street West	430.00	430	430	B for up to 2
			Online booking available. For rates for ICAO, please click on the name of the hotel			
25	Le Nouvel Hôtel +1 (514) 931-8841 / 931-5581	1740 René Lévesque Blvd. West	139.00	189.00	139.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			

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

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation.

B Breakfast
* Extra charge for double occupancy

APARTMENT HOTELS IN DOWNTOWN MONTRÉAL 2023
(ICAO preferential rates)

	Hotel Telephone/Fax	Address	No. of Nights	Date Range			
				1 Jan – 30 Apr	1 May – 31 Oct	1 Nov – 31 Dec	
A	Le Square Phillips Hôtel & Suites +1 (514) 393-1193 / 393-1192	1193 Place Phillips	1 – 6	147.00	175.00	149.00	B
			7 – 30	138.00	159.00	139.00	
							For reservations, please contact the hotel by phone or by e-mail at reception@squarephillips.com .
B	Marriott Residence Inn —Montreal Downtown +1 (514) 982-6064 / 844-8361	2045 Peel Street (Peel Metro)	1 – 15	189.00	259.00	189.00	B
			16 – 29	177.00	249.00	177.00	
			30 plus	167.00	229.00	167.00	
C	L'Appartement +1 (514) 284-3634 / 287-1431	455 Sherbrooke Street West	1 – 6	125.00	145.00	127.00	B
			7 – 30	115.00	122.00	117.00	
							For reservations, please contact the hotel by phone or by e-mail at info@appartementhotel.com .
D	Hôtel Saint-Laurent Montréal (formerly Candlewood Suites) +1 (514) 667-5002	191 René-Lévesque Blvd. East	1 – 6	94.00	161.00	127.00	94.00
			7 – 14	89.00	156.00	122.00	89.00
			15 – 28	84.00	151.00	117.00	84.00
			29 plus	79.00	146/00	112.00	79.00
E	Hotel 2170 Lincoln (formerly Marriott Residence Inn —Westmount) +1 (514) 935-9224 / 935-5049	2170 Lincoln Avenue	1 – 6	145.00	163.00	145.00	B
			7 – 29	135.00	145.00	135.00	
			30 plus	115.00	121.00	115.00	
							Online booking available. Promo code: ICAO required at www.hotel2170.com .

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

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation

B Breakfast

* Extra charge for double occupancy