

**United Nations
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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Ninety-third Meeting
Montreal, 15-19 December 2023

INFORMATION NOTE FOR PARTICIPANTS**1. Venue**

The 93rd meeting of the Executive Committee will be held from 15 to 19 December 2023 at the International Civil Aviation Organization (ICAO), located at 999 Robert-Bourassa Boulevard, Montreal, Quebec, Canada.

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/93/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

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.

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 Friday, 15 December 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 \$11 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>. Taxis are also available at the airport and a one-way taxi ride to the downtown area costs about CAN \$41.

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.

8. Sponsored delegates' travel

Sponsored delegates' travel for the 93rd 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 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

A list of hotels can be found in the annex 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.
