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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-third Meeting
Paris, 9-13 November 2014

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The Seventy-third meeting of the Executive Committee will be held in Paris, France, from 9 to 13 November 2014, at the following venue:

United Nations Educational, Scientific and Cultural Organization (UNESCO)
UNESCO Fontenoy Building
125 Avenue de Suffren
75007 Paris 07
France
Tel: +33 (0) 1 45 68 10 00
Fax: +33 (0) 1 45 67 16 90
Email: bpi@unesco.org
Website: www.unesco.org

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. in Conference Room XI.

3. Meeting documents

All pre-session meeting documents will be posted on the website of the Multilateral Fund four weeks before the start of the meeting as they become available. Translated documents will be posted approximately seven days following the English posting and no physical dispatch of meeting documents in hard copies shall be made in support of efforts towards international paperless meetings. 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. Mulu Alem Syoum, Information Technology Officer, by e-mail at alem@unmfs.org.

Executive Committee participants are kindly reminded to bring their own laptops to enable access and reference to documents on line. The Secretariat, in cooperation with UNESCO, 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 UNESCO 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 Assistant, by e-mail at elina@unmfs.org.

4. **Registration and identification name badges**

Participants are requested to register and to collect their badges at the Registration Counter at the entrance of UNESCO (next to security) on Sunday, 9 November 2014 starting from 8 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

5. **Security**

For security reasons, the display of name badges is mandatory for admission to the UNESCO building in Paris, as well as to its meeting rooms. Loss of meeting badges should be reported personally to the Multilateral Fund Secretariat at the Registration Counter so that new ones can be issued without delay. In addition, delegates are requested to have their valid passports and identification cards for entry into the UNESCO building.

6. **Visa information**

Visa information for France is available from the official website of the Ministry of Foreign Affairs of France (http://www.diplomatie.gouv.fr).

Participants are advised to check with the French embassy in their home country as to whether they need a visa to enter France. Participants are expected to apply for their entry visas themselves. The Secretariat can provide an official invitation letter to eligible participants to support the visa application. A list of French embassies and consulates by country is available from the following link: http://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/annuaires-et-adresses-du-ministere/ambassades-et-consulats-francais-a.

7. **Official language**

The official language of France is French.

8. **Service to delegates**

An IT Help Desk, located next to Room XI of UNESCO, is made available to the participants of the meeting.

9. **Postal services**

A post office is located very near to the UNESCO building. It is open from Monday to Friday during regular working hours, except for official holidays. Information on the exact location of the post office can be provided by UNESCO staff.

10. **Health requirements and medical services**

There are no vaccination requirements to enter France. It is recommended that participants have up to date vaccinations against food-borne diseases such as hepatitis A, tetanus and typhoid. Information about doctors may be obtained from pharmacies in Paris. Basic medical services would also be made available at the UNESCO clinic in case of emergency and to the extent possible.

11. **Electricity**

The electric power in France is 220-240 volts/50Hz, and the plug type used is a C-2 parallel (see figure below). Delegates are advised to carry their own electrical adapters for use with laptop computers and other electrical appliances. Adapters can be purchased from shops in the city selling electronic or electrical items.

Illustration of the C-2 parallel-prong plug



12. **Weather**

Temperatures in Paris in November average around 6 degrees Celsius (43 degrees Fahrenheit). The weather in Paris can be rainy and chilly.

13. **Local currency and payment facilities**

The currency of France is the euro. As at 23 September 2014, US $1 was equivalent to €0.78. For an update on the exchange rate, please access the following website: http://www.x-rates.com. Foreign currency exchange for certain currencies is available at bureaux de change located in the airports and international train stations, in tourist areas and in some banks, including the UNESCO branch of Société Générale (there is a minimum charge of 16 euros, in addition to a commission, depending on the amount to be exchanged). Holders of major credit cards can withdraw cash from ATM machines at the airports and throughout the city and at the bank at UNESCO (Société Générale), which is open from Monday to Friday, from 9.30 a.m. to 12.15 p.m. and from 1.15 p.m. to 4.30 p.m.

14. **Financial & administrative arrangements**

In those cases where the participation costs are borne by the Multilateral Fund, the Secretariat will provide only travel and daily subsistence allowance and will not assume responsibility for any other expenditure, including the following:

(a) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
(b) Salary and related allowances for the participants during the period of the meeting;
(c) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;

(d) Compensation in the event of death or disability of participants in connection with attending the meeting;
(e) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and
(f) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

15. **Arrival at airport**

Paris has two international airports, both within an hour's commute from UNESCO:

(a) Paris-Charles de Gaulle (CDG);
(b) Paris-Orly (ORY).

Airport transfers to the city centre/UNESCO may be made by train, bus or taxi. Taxi rates from the airports to the city centre/UNESCO start at around 50 euros from Orly and at around 60 euros from Charles de Gaulle. There are a number of international train stations in Paris.

For further information about the airports and public transport options to and from Paris, please visit: http://www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Home.

16. **Local transportation**

Paris has a good public transport network. For routes and timetables, please visit: http://www.ratp.fr/en/ratp/c_21879/tourists.

UNESCO is located in the seventh arrondissement, and there are a number of metro stations and bus stops nearby. For a metro map, please visit: www.aparisguide.com/maps/metro.htm

Parisian taxi companies can be called for pick up. Participants may wish to note a few taxi numbers: Alpha Taxis (Tel: 01 45 85 85 85), Les Taxis Bleus (Tel: 08 91 70 10 10), Taxis G7 (Tel: 01 47 39 47 39) and G7 Horizon (Tel: 01 47 39 00 91).

17. **Restaurants and cafés at UNESCO Fontenoy Building**

Participants are expected to cover the costs of their meals while in Paris. The UNESCO Fontenoy Building has two cafés, one cafeteria and one restaurant. In addition, there are many restaurants near UNESCO.

18. **Hotel information**

Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting. A list of recommended hotels located near the meeting venue is set out in the table below. The rates given are only indicative, and can vary according to season, events, holidays, etc. When booking please also check hotel websites for current and/or promotional internet rates. In order to qualify for special rates, delegates should indicate at the time of booking that they are participating in a United Nations meeting being held at the UNESCO building and are invited to mention the UNESCO special rates.

	Name & Address of Hotel	Capacity rooms	Average rate for a standard single room with bath or shower, breakfast included € (Euros)
1	Hotel Lecourbe*** 28, rue Lecourbe 75015 Paris Tel: (33) 1 47 34 49 06 Fax: (33) 1 47 34 64 65 Email: hotel.lecourbe@free.fr www.hotel-lecourbe-eiffel.com	46	€105 single or €127 double €8.50 breakfast
2	Relais Bosquet*** 19, rue du Champ de Mars 75007 Paris Tel: (33)1 47 05 25 45 Fax: (33) 1 45 55 08 24 Email: hotel@relaisbosquet.com http://www.hotel-relaisbosquet-paris.com	40	€190-260
3	Derby Eiffel Hotel*** 5, av. Duquesne 75007 Paris Tel: (33) 1 47 05 12 05 Fax: (33) 1 47 05 43 43 Email: derbyeiffelhotel@orange.fr http://www.eiffel-tower-hotelparis.com	43	€130-200
4	Hotel Duquesne Eiffel*** 23, avenue Duquesne 75007 Paris Tel: (33) 1 44 42 09 09 Fax: (33) 1 44 42 09 08 Email: contact@hde.fr http://www.duquesneeiffel-paris-hotel.com	40	€161-250
5	Hotel Mac Mahon***** 3, avenue Mac Mahon 75017 Paris Tel: (33) 1 43 80 23 00 Fax: (33) 1 43 80 74 00 Email: macnahon@paris-inn.com http://www.hotelmacnahon.fr	35	€237-276
6	Citadines Tour Eiffel (Appart Hotel/fully equipped studios) 123 Bd de Grenelle Paris Tel: (33) 1 53 95 60 00 Fax: (33) 1 53 95 60 95 Email: eiffel@citadines.com http://www.citadines.com/en/france/paris/tour_eiffel.html	40	€160-315 €12 breakfast

	Name & Address of Hotel	Capacity rooms	Average rate for a standard single room with bath or shower, breakfast included € (Euros)
7	Hotel Bailli de Suffren-Tour Eiffel*** 149 av. de Suffren 75015 Paris Tel: (33) 1 56 58 64 64 Fax: (33) 1 45 67 75 82 Email: resa@suffren-hotel.com http://www.lebailliparis.com/fr	25	€140-200 standard double
8	Europe Hotel*** 103, boulevard de Grenelle 75015 Paris Tel: (33) 1 47 34 07 44 Fax: (33) 1 45 66 93 08 Email: contact@europehotelparis.com http://www.europehotelparis.com		€132-142 single €142-152 double
9	Hotel Grenelle *** 140-142, boulevard de Grenelle 75015 Paris Tel: (33) 1 45 75 26 54 Fax: (33) 1 45 77 73 94 Email: contact@hotelgrenelle.com www.hotelgrenelle.com		€125 single €140-200 double €11 breakfast
10	Hotel Ibis** Eiffel Tower Cambronne 2, rue de Cambronne 75015 Paris Tel: (33) 1 40 61 22 22 Fax: (33) 1 40 61 22 99 Email: hl400-RE1@accor.com http://www.accorhotels.com/gb/hotel-1400-ibis-paris-eiffel-tower-cambronne-15th/index.shtml; www.ibishotel.com	527	€125-169 single/ or double €9.50 breakfast
11	Hotel Ibis** Paris Convention 5 Rue Eugène Gibez 75015 Paris Tel: (+33) 1 48 28 6314 Fax: (+33) 1 45 33 4550 Email: H3267@accor.com http://www.ibis.com/fr/hotel-3267-ibis-paris-convention-15eme/index.shtml	48	€125-169 single/ or double €9.50 breakfast

	Name & Address of Hotel	Capacity rooms	Average rate for a standard single room with bath or shower, breakfast included € (Euros)
12	Eiffel 7 Hotel**** 17bis, rue Amélie 75007 Paris Tel: (33) 1 45 55 10 01 Fax: (33) 1 47 05 28 68 Email: reservation@eiffel.com www.7eiffel.com	32	€198-254 double €349 double superior €10 breakfast express
13	Hotel La Bourdonnais**** 111-113, av. de la Bourdonnais 75007 Paris Tel: (33) 1 47 05 45 42 Fax: (33) 1 45 55 75 54 Email: resahotellabourdonnais@yahoo.fr www.hotellabourdonnais.fr	32	€200-230 single €250 double
14	Hotel Baldi*** 42, boulevard Garibaldi Paris Tel: (33) 1 47 83 20 10 Fax: (33) 1 44 49 08 72 Email: hotel.baldi@wanadoo.fr www.baldi-paris-hotel.com	28	€122 single €137 double superior €10 breakfast express
15	Nouvel Hotel Eiffel *** 5, rue des Volontaires 75015 Paris Tel: (33) 1 82 88 94 19 Fax: (33) 1 40 56 36 55 Email: nouvelhotel2@wanadoo.fr http://www.nouvelhoteleiffel.fr	36	€110 single €137 double €12 breakfast
16	Hotel Ségur*** 34, boulevard Garibaldi 75015 Paris Tel: (33) 1 43 06 60 50 Fax: (33) 1 47 34 30 82 Email: hotel.segur@wanadoo.fr http://www.paris-hotel-eiffel-segur.com/fr	34	€112-127 single €125 double €10 breakfast
17	Hotel de France Invalides*** 102 Bd de la Tour Maubourg 75007 Paris Tel: (33) 1 47 05 40 49 Fax: (33) 1 45 56 96 78 Email: contact@hoteldefrance.com www.hoteldefrance.com	60	€248-362 single

	Name & Address of Hotel	Capacity rooms	Average rate for a standard single room with bath or shower, breakfast included € (Euros)
18	Hôtel Villa Saxe Eiffel**** 9, Villa de Saxe 75007 Paris Tel: (33) 1 47 83 86 90 Fax: (33) 1 47 83 86 89 Email: hotel@villa-saxe-eiffel.com http://www.villa-saxe-eiffel.com/fr/accueil-hotel-paris	48	€190 single €212-290 double €18 breakfast
19	Splendid Hotel Tour-Eiffel*** 29, av. De Tourville 75007 Paris Tel: (33) 1 45 51 29 29 Fax: (33) 1 44 18 94 60 Email: reservation@hotel-splendid-paris.com http://www.hotel-spendid-paris.com	48	€130 single €140 superior single €12 breakfast
20	Hôtel Tourisme Avenue*** 66 Avenue de La Motte-Picquet 75015 Paris Tel: (33) 1 47 34 28 01 Fax: (33) 1 47 83 66 54 Email: hotel@tourismeavenue.com http://www.hoteltourismeavenue.com	55	€128 single €130-141 double €12 breakfast
21	Hotel Best Western Eiffel Cambronne*** 46, Rue De La Croix Nivert 75015 Paris Tel: (33) 1 56 58 56 78 Fax: (33) 1 56 58 56 79 Email: hotel@eiffelcambronne.com http://www.eiffelcambronne.com	30	€109-309 single €13 breakfast
22	Timhotel Tour Eiffel / *** 11 rue Juge 75015 Paris Tel: (33) 01 45 78 29 29 Fax: (33) 01 45 78 60 00 http://www.timhotel.com/fr/accueil.htm		€69 single €89 double €109 executive €13.50 breakfast
23	Hôtel Beaugrenelle Tour Eiffel 19, rue Viala 75015 Paris Tel: (33 1) 45 77 40 78 Fax: (33 1) 45 78 70 48 Email: info@hotelbeaugrenelle.com www.hotelbeaugrenelle.com		€88-148 single €101-180 double breakfast is inclusive