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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Fifty-sixth Meeting
Doha, 8-12 November 2008

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The 56th Meeting of the Executive Committee will be held in Doha from 8 to 12 November 2008, at the Sheraton Doha Resort & Convention Hotel, Al Corniche Street P.O Box 6000, Doha, Qatar. Tel: + 974 48 54444; Fax: + 974 48 32323.

2. Meeting Schedule and Meeting Documents

- (a) The Executive Committee Meeting will take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. in the Al Dafna Hall.
- (b) All pre-session meeting documents are posted on the website of the Multilateral Fund Secretariat four weeks before the start of the meeting. Translated documents will be posted approximately 7 days following the English posting. Following the same practice as the 55th Meeting of the Executive Committee in Bangkok, there will be no dispatch of paper copies. Delegates who would like to use hard copies of documents for reference are kindly reminded to bring their own copies of the pre-session documents for the meeting, although participants are reminded that the Doha Meeting aims at promoting a paperless meeting and electronic distribution of in-session documents is envisaged.

As per standard practice all meeting delegates could obtain the username and password through their heads of delegations to access the Multilateral Fund intranet (www.multilateralfund.org/executive_committee_intranet.htm) to download electronic documents.

3. Registration and Identification Name Badges

Participants are requested to register and to collect their badges at the registration counter in the Sheraton Hotel, on Saturday, 8 November 2008 starting from 8 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is restricted and is by invitation only.

4. Security

For security reasons, the daily display of name badges is mandatory for admission and attendance at the venue of the meeting.

5. Visa Information

Visa information for Qatar

Please note that information on obtaining a visa entrance to Qatar can be found online at (<http://www.qatarozone.com>). Please note that all visitors to Qatar require a visa except for nationals of Bahrain, Kuwait, Oman, Saudi Arabia, United Arab Emirates and transit passengers.

Entrance visa can be obtained on arrival for certain countries. A list of the countries can be found on line as indicated above. Cost of the visa for single entry is US \$27/QR 100 per person per passport. Payment can be made at any of the immigration desks at the airport with - Visa, Visa-Electron, MasterCard, Maestro, a pre-paid credit card that can be bought in the arrival lounge with cash. Visas of a longer period application should be made before flying to Qatar.

Official hotels as listed in the Government of Qatar's website can be found online at <http://www.qatarozone.com/html/ParticipantInfo/Hotels.html> Some hotels will provide a visa application service. The rates vary from QR200 to QR350. Visa application may take 12 working days to be processed.

6. Customs

Personal items are not usually subject to tax on arrival at the airport. Participants are kindly requested to note that the import of alcohol or pork in any form is strictly forbidden.

7. Service to Delegates

Computers and internet service are made available to the participants by the Secretariat to the meeting at the Sheraton Doha Resort & Convention Hotel at no cost to the participants.

Coffee would be provided at no cost to the participants during the meeting. The Government of Qatar has also advised the Secretariat that a lunch buffet will be offered to all delegates free of charge.

8. Accident, Medical & Emergencies

The number for emergencies, fire, police or ambulance in Qatar is 999.

There is a worldwide emergency number for GSM users and this may be helpful if you move outside the normal network coverage area. Dial 112 and your mobile will search for any existing network to establish an emergency service for you.

9. **Health**

There are numerous hospitals in Qatar. Health insurance is necessary for all delegates. Participants must therefore ensure they are covered during their travel for the duration of their stay in Qatar. It is recommended that before drinking, brushing teeth or making ice, water should be boiled or otherwise sterilized.

Typhoid fevers and Hepatitis A exist and proper vaccination should be made for Hepatitis B. For more information on vaccinations, please visit <http://www.who.int>

10. **Electricity**

The electricity supply in Qatar is 220-240V. Sockets are three-pin (rectangular) but adaptors for two-pin plugs are available in the local shops.

11. **Weather**

In Doha, the humidity rate can be quite high. Warmer clothes are appropriate in the evenings. Typical November temperature range from 18°C (65°F) at night to 25 °C (77 °F) during the day. Participants may expect sunshine, but rain is possible.

12. **Local Currency and Foreign Exchange Rate**

The official currency is the Qatari Riyal (QR), which is divided into 100 Dirhams. The current exchange rate is of US \$1-QR3.64 and is subject to fluctuations. For up-to-date exchange rates information please visit websites such as <http://www.xe.com/ucc/>

13. **Financial & Administrative Arrangements**

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

- (i) 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;
- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

14. **Local Transportation**

Taxis are available in Doha International Airport. Taxis, known as “Karwa Taxis” are metered in Qatar. They are bright turquoise in colour and are regulated by the Government. Their local telephone contact is: 458 8888.

15. **Language and Religion**

The Official Language of the Country is Arabic, but English is widely spoken and understood. Islam is the official religion of the country.

16. **Hours of Business**

The working week in Qatar runs from Sunday to Thursday. Friday is the holy day for Muslims and the weekends are from Friday to Saturday. Government ministries’ working hours are from 7 a.m. to 2 p.m., Sunday to Thursday.

Most of the private businesses follow a one-shift workday from 7.30 a.m. to noon and 3.30 p.m. Shops open in general from 8.30 a.m. to 12.30 p.m. and 4.00 p.m. to 9.00 p.m. Shopping malls are open from 10.00 a.m. to 10.00 p.m. Most of the shops are closed on Fridays, a few are open for a couple of hours early in the morning and re-open in the late afternoon; most malls and shopping centres only open around 4.00 p.m. on Friday.

17. Hotel Information

The following hotels have been provided by the Government of Qatar at a competitive rate for the meeting's participants. Hotels during the conference period are in great demand and it is strongly recommended to make reservations in the shortest time possible in order to secure a room.

Please visit <http://www.qatarozone.com/html/ParticipantInfo/Hotels.html> for a full list of hotels or see the official list as of 18 August 2008 below.

Recommended Hotels in Doha	Single Room Rate (QR)	Double Room Rate (QR)
The Doha Marriott Hotel	1885	1985
Moevenpick Tower & Suites	1200	1300
Rydges Plaza	1150	1200
Moevenpick Hotel	1100	1150
La Cigale Hotel	1000	1200
Ramada Plaza (West Wing)	935	1020
Grand Regency Hotel	900	950
Millennium Doha Hotel	900	950
Doha Seef Hotel	750	850
George II Hotel	694	780
Mercure Grand Hotel Doha	650	700
Gloria Doha Hotel	600	700
Royal Qatar Hotel	585	635
Le Park Hotel	550	560
Al Bustan Hotel	499	599

- The rates quoted are inclusive of daily internet usage, airport transfer and breakfast.
- The rates quoted are for per room per night basis and not inclusive of 10% service charge and 7% tax.
- The rates quoted are not inclusive of Visa application charges; your hotel will inform you directly on charges for Visa application together with the application form.
- These rates and benefits are exclusive for UNEP delegates only.
- Please fax/email the hotel room reservation to the respective hotel directly for your room request.
- The hotel will contact you directly to confirm your request.
- Please quote UNEPQ for your reservation enquiry.
- Shuttle bus service will be provided by organizers on a daily basis to conference venue and back to hotel.