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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Fifty-seventh Meeting
Montreal, 30 March-3 April 2009

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The 57th Meeting of the Executive Committee will be held in Montreal, Canada, from 30 March – 3 April 2009, in Conference Room 1, Assembly Hall, Fourth Floor at the premises of the International Civil Aviation Organization (ICAO) located at 999 University Street Montreal, Quebec.

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. at the ICAO premises or as announced at plenary.

3. Meeting documents

- (a) All pre-session meeting documents will be posted on the website of the Multilateral Fund Secretariat four weeks before the start of the meeting as it becomes available. Translated documents will be posted approximately seven days following the English posting.

Delegates are reminded that the physical dispatch of meeting documents in hard copies is discontinued in support of efforts towards international paperless meetings. All meeting documents are accessible on line through the Secretariat's intranet and website. Delegates can obtain through their heads of delegations a username and password to access the Multilateral Fund intranet (www.multilateralfund.org/executive_committee_intranet.htm) to download electronic documents. Should any difficulties be encountered with the password and username provided, please contact the Associate Information Technology Officer, Mr. Alem Mulu Syoum (alem@unmfs.org).

- (b) To continue with the paperless meeting initiative that had started at the 56th meeting in Qatar, participants are kindly requested to bring their personal laptops to enable access and reference to documents on line.

It is anticipated that Conference Room Papers (CRPs) and the draft meeting report will be accessible through the Secretariat's intranet. The Secretariat in cooperation with the International Civil Aviation Organisation 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. Annex I provides background information on the paperless meeting.

4. 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 30 March 2009 starting at 9 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

5. Security

Following the ICAO internal procedures, a security check is made everyday at the entrance of the lower atrium during the Meeting; therefore participants are requested to carry their badges every day to the Meeting venue.

6. Transportation from Airport to Downtown Montreal

Montreal Pierre-Ellet-Trudeau International Airport (former Dorval Airport) is located about 30 minutes from downtown Montreal. Taxis are available at the airport.

Different bus and shuttle services operate between Montreal - Pierre Elliot Trudeau International Airport and downtown, at intervals of 25 minutes, from 7 a.m. to 2 a.m. at the cost of CAN\$15 for a one way trip and CAN\$25.00 for round trip. A one way taxi ride between Montreal - Pierre Elliot Trudeau International Airport and the downtown area costs about CAN \$38. For more information on the schedule of the shuttle-bus, you could access the timetable by clicking this link: http://www.autobus.qc.ca/anglais/pops-up_an/mtl_dorval_an.html

Participants are encouraged to take advantage of the Public Transit System (Société de transport de Montréal) services. This is available for the downtown Montreal area. The Public transportation rate is \$2.75/adult or booklets of six tickets for \$12.00.

7. Immigration

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you at least (4) weeks before your departure time. 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 <http://www.cic.gc.ca/english/information/offices/index.asp>.

8. Service to delegates

Computers and internet service are made available to the participants to the meetings at the first floor of the ICAO building.

Coffee is provided at no cost to the participants half an hour before the start of each meeting.

9. Postal Services

Canada Post covers postal services in Canada. Some postal counters are available in certain pharmacies, business or convenience stores. For other type of courier services, many international companies such as FEDEX, DHL, UPS or Purolator counters are also available around the city.

10. Telephone Services

Public telephones are available in various locations in the city. The cost of a local unlimited call is 50 cents. To make long distance calls, you may purchase calling cards from pharmacies, local convenience stores called “Dépanneur” and newsstands in Montreal. From any public phone in Canada, you can dial toll free 0 (the operator for collect calls), 411 (directory assistance), 911 (for emergency services such as police, ambulance, fire-fighters).

11. Medical and Emergencies

Canada has a publicly funded health care system but foreign 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. Canada does not require that travelers present certificates of vaccination upon arrival. Visitors arriving with medication must be prepared to show a copy of their doctor’s prescription at customs if required and ensure that the medication containers are labeled accordingly. Visitors should make sure to carry sufficient amount of medication prescribed to them as prescribed drugs require prescription from a recognized Canadian practitioner.

If health advice or service is required or any additional information on resources available needed you may 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. Meetings participants are invited to carry appropriate adapters.



13. Exchange Rates and Banking

The Canadian Dollar is the national currency in Canada, composed of the one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards and traveler’s cheques are accepted at most hotels, restaurants and business. For an update on the exchange rate, you could access the following website: <http://www.x-rates.com>

14. Hotel Information

Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting. Participants are invited to quote ICAO and United Nations rates which the Secretariat negotiated with the hotels listed below:

- (a) **Hotel Delta Centreville** (across the road from ICAO building)
- CAN\$153 per night / premier room / single or double use (without breakfast),
 CAN\$189 per night / private lounge / single or double use (breakfast included)
 Telephone number: (514) 879 1370,
 Toll free number: 1 800 268 1133 (From Canada & USA),
 Fax number: (514) 879 8589/1761,
 Web site: www.deltahotels.com
- (b) **Hotel Four Points** by Sheraton Montreal Centre Ville
- CAN\$123 per night / standard room / single use (without breakfast).
 CAN\$137 per night/ standard room / double use (without breakfast).
 Telephone number (514) 842 3961,
 Toll free number: 1 800 842 3961 (From Canada & USA),
 Fax number: (514) 842 0945,
 Website: www.fourpointsmontreal.com
 E-mail address: lodging@fourpointsmontreal.com
- (c) **Hotel Holiday Inn** Select (Chinatown) (5 minute-walk to ICAO building)
- CAN\$149 per night / standard room / single use (without breakfast).
 CAN\$159 per night / standard room / double use (without breakfast).
 Telephone number: (514) 878 9888,
 Toll free number: 1 888 878 9888 (world wide),
 Fax number: (514) 878 6341,
 Website: www.yul-downtown.hiselect.com
 E-mail address: reservations@yul/downtown.hiselect.com
- (d) **Le Square Phillips Hotel** (7 minute-walk to ICAO building)
- CAN\$125 per night / studio / single or double use (breakfast included).
 CAN\$151 per night/ junior suite (breakfast included).
 Telephone number: (514) 393 1193,
 Fax number: (514) 393 1192,
 Web site: www.squarephillips.com
 Email: info@squarephillips.com
- (e) **L'Appartement Hotel** (15 minute-walk to ICAO building)
- CAN\$121 per night / studio / single or double use (breakfast included).
 Telephone number: (514) 284 3634.
 Fax: (514) 287 1431,
 Web site: www.appartementhotel.com
 Email: info@appartementhotel.com

- (f) **Hotel Holiday Inn Montreal** - Midtown (15 minute-walk to ICAO building)
- CAN\$135 per night / single or double use / corporate or executive floor (without breakfast).
Telephone number: (514) 842 6111 or
Toll free number: 1 800 387 3042 (From Canada & USA),
Fax Number: (514) 842 9381,
Website: www.rosdevhotels.com
E-mail address: himidtown@rosdevhotels.com
- (g) **Comfort Hotel & Suits** (Berry Street and Boulevard de Maisonneuve – near the Central Bus Terminal) Approximately 10 minutes away from ICAO.
- CAN\$90 per night/ single or double use / (breakfast included).
Telephone number: (514) 849 3214,
Toll free number: 1 800 613 3383 (From Canada & USA).
Fax number: (514) 849 9812,
Website: www.choicehotels.com
E-mail: gm.cn824@choicehotels.com
- (h) **Hotel La Tour Centre Ville** (10 minute-walk to ICAO building)
- CAN\$87 per night / studio / single or double use (without breakfast)
CAN\$97 per night / small suite / single use or double use (without breakfast)
CAN\$107 per night / large suite / single use or double use (without breakfast)
Telephone number: (514) 866 8861,
Toll free number: 1 800 361 2790 (From Canada & USA),
Fax number: (514) 866 7257,
Web site: www.hotelcentreville.com
E-mail address: info@hotelcentreville.com,
- (i) **Hotel YWCA** (10 minute-walk to ICAO building)
- CAN\$50 per night / single occupancy and
CAN\$60 per night / double occupancy.
Telephone number: (514) 866 9942,
Fax Number: (514) 861 1603.
Web site: www.ydesfemmesmtl.org
Email: info@ydesfemmesmtl.org

All prices are exclusive of taxes (GST 5% + QST 7.5%= 12.5%) and are in Canadian dollars. Tax refund is possible for non-Canadian citizens. The form GST 176 E (92/06) has to be completed and mailed back to Revenue Canada in Ottawa within one year of departure and for a minimum total claim of CAN\$7. The form may be obtained at the hotel reception counters.

Annex I

57th Meeting of the Executive Committee

Background Information on the Paperless Meeting in Montreal

Background

To continue with promoting international paperless meetings, the Multilateral Fund Secretariat requests all meeting participants to bring their personal laptops.

Participants are advised to download pre-session documents onto their personal laptops before arrival at the meeting.

The Secretariat has prepared adequate cabling at the meeting venue to allow participants to plug their personal laptops. No adapters will be provided. Participants are therefore invited to take note of the specifications of adapters and voltage in use in Canada and to carry the right adapters along. The Secretariat has reinforced the wireless high speed internet connection in the conference room at the International Civil Aviation Organization (ICAO) to allow participants to access documents through the Secretariat intranet using usernames and passwords provided to each head of delegation.

Conference Room Papers (CRPs)

Executive Committee members, through their heads of delegation, are invited to transmit by Email the text of their CRPs to Ms. Martha Leyva (mleyva@unmfs.org) and a copy to Ms. Elina Yuen (elina@unmfs.org). CRPs, once provided with the appropriate number will be posted in the Secretariat intranet under a dedicated CRP folder for the 57th Meeting of the Executive Committee. At the request of the group, a CRP can be projected and simultaneous editing be made by the Secretariat staff member supporting the group.

Contact groups discussions

The Secretariat will facilitate each contact group discussions through an interactive platform restricted to group members (e.g. the Production Sector Sub-Group or a regional group). Please contact alem@unmfs.org, to establish on line group discussion and access right to the group platform.

Draft report of the 57th Meeting of the Executive Committee

The dissemination of the draft meeting report will be through posting on the Secretariat's intranet in English and languages for adoption.

The discussion and adoption of the report will be done during the plenary following similar procedures as in the past, whereby report writers and the Secretariat will take note of members' suggestions with a view to incorporating them in the final report.

On site dedicated IT support

IT staff will be made available on-site throughout the meeting for prompt assistance inside and outside the meeting rooms to support the paperless working environment.