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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-ninth Meeting
Bangkok, 3-7 July 2017

INFORMATION NOTE FOR PARTICIPANTS

1. **Venue**

The Seventy-ninth meeting of the Executive Committee will be held in Bangkok, Thailand, from 3 to 7 July 2017, at the United Nations Conference Centre (UNCC) located at Rajdamnern Nok Avenue, Bangkok 10200, Thailand.

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 1 on the 2nd floor.

3. **Meeting documents**

(a) 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.

(b) Executive Committee participants are kindly reminded to bring their own laptops to enable access and reference to documents on line. 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 premises will be secured.

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

(c) 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, Associate Programme Management Officer, 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 on the ground floor of the UNCC on Monday 3 July 2017 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 UNCC in Bangkok, 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 UNCC.

6. **Visa information and immigration**

Please visit the official website of the Ministry of Foreign Affairs of the Government of Thailand: http://www.mfa.go.th/main/en/services/4908 for visa information, the contact details and locations of Royal Thai Embassies and Royal Thai Consulates-General, as well as to download the visa application form.

Per the information from the Immigration Bureau of Thailand, nationals of some countries and special administrative regions, holding ordinary passports, may enter without a visa and stay in Thailand for a maximum period of either 30 days or 90 days. However, if the duration of their stay is expected to exceed the respective maximum periods, appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions. Please visit the Immigration Bureau of Thailand official website: http://www.immigration.go.th for more details.

7. **Service to delegates**

An IT Help Desk is made available to the participants to the meeting on the second floor of UNCC. Coffee will be provided at no cost to the participants half an hour before the start of each session of the meeting.

8. **Postal services**

Postal services are available at the Post Office, United Nations Branch, on the ground floor of the UNCC. It is open from 8 a.m. to 4 p.m., without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extension 1260.

9. **Medical services**

Yellow fever vaccination is required for participants from countries which have been declared yellow fever infected areas or if they are travelling through those countries. Information on requirements for yellow fever vaccination can be found at: http://www.mfa.go.th/main/en/services/4908/15384.

Thailand is currently experiencing on-going sporadic transmission of the mosquito-borne Zika virus. All travellers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider

postponing travel to Thailand or talk to their doctor about the implications of travelling to Thailand during this time.

Participants are recommended to have vaccinations against food-borne diseases such as hepatitis A, tetanus and typhoid.

First-aid and medical services are available at the Medical Centre, fourth floor of the Service Building, during weekdays. The UNESCAP doctor is available from 7.30 a.m. to 3.45 p.m. with lunch break from noon to 12.45 p.m. Appointments should be made through the nurse at extensions 1352 and 1761.

10. **Electricity**

Electricity in Bangkok is 220V/50Hz. Plugs are either type A, B or C - 2 parallel prongs (French type). Delegates are required to carry their own adapter for use with laptops and other electrical appliances.

11. **SIM cards for cellular phones**

Local SIM cards that can be used with unlocked phones are available from any post office, convenience store or newsstand. A valid passport is required for purchase.

12. **Weather**

The weather in Bangkok is warm and humid and ranges between 26 and 33 degrees Celsius (78 to 92 degrees Fahrenheit). Light tropical clothing will be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23 to 24 degrees Celsius (72 to 73 degrees Fahrenheit).

13. **Local currency and foreign exchange rate**

The local currency is the Thai Baht (THB). The exchange rate to the US dollar is US $1 for 34.60 Thai Baht (THB) and 1 Thai Baht (THB) for US $0.03. Rates are for information purposes only and are subject to change.

Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveler's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.

Participants may be required to declare the amount of traveler's cheques or currency in their possession on arrival at the Suvarnabhumi Airport.

Exchange facilities are available at hotels as well as at the Siam Commercial Bank, United Nations branch, located on the first floor of the Service Building (telephone extensions 2168 and 2169). It is open from 8.30 a.m. to 3.30 p.m., with no lunch break, from Monday to Friday.

14. **Financial and 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:

(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;

(f) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

15. **Arrival at the airport**

Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered-tax, and bus service are readily available at the airport. Further detailed information about the airport can be found at http://www.airportsuvarnabhumi.com.

For participants who wish to avail themselves of the services of limousine and public metered-taxi, **it is strongly recommended that they contact only the officials who are authorized to man the counters located at the airport's arrival lounge.** The officials, upon contact, will issue a ticket for the assignment, as preferred, of either a limousine or a metered-taxi for transporting participants to the desired destination. Participants are advised that the charge of a limousine is fixed and that of a metered-taxi is as per shown on the meter with additional 50 Baht fee. If a toll-highway is used, the fee is additional to the charge.

16. **Local transportation**

The hotels listed in Annex I generally offer free shuttle service between the hotel and UNCC. Participants can check directly with the hotel management on the provision of the shuttle service.

17. **Reconfirmation of returning flight**

Participants are advised to ensure that their return flight bookings are confirmed soon after their arrival in Bangkok. For this purpose, they can contact American Express Travel Agent, located on the first floor, Service Building, next to the Siam Commercial Bank branch. It is open from 8.00 a.m. to 5.00 p.m. Its telephone extensions are 2820, 2821, 2822, 2823 and 2824. Airport tax in Bangkok Airport is included into the airfare.

18. **Hotel information**

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 the ESCAP rates using the attached list of hotels provided by ESCAP in Annex I. Rates are inclusive of service charges and value added taxes.