



**United Nations
Environment
Programme**

Distr.
GENERAL

12 October 2011

ORIGINAL: ENGLISH



EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Sixty-fifth Meeting
Bali, Indonesia, 13-17 November 2011

**INFORMATION NOTE FOR PARTICIPANTS
(Update as at 12 October 2011)**

1. Venue

The Sixty-fifth meeting of the Executive Committee will be held from 13 to 17 November 2011 in Bali, Indonesia, at the Wantilan Convention Centre in the:

Sanur Beach Hotel
Danau Tamblingan
Sanur, Bali, 80228
Indonesia
Telephone: +62 361 288011
Fax: +62 361 281755
Email: hsb.sales@aerowisatahotels.com
Website: www.sanurbeach.aerowisata.com

2. Meeting schedule

The meeting will open at 10 a.m. on Sunday, 13 November 2011, at the Wantilan Convention Centre. The morning sessions will be held from 10 a.m. to 1 p.m. and afternoon sessions from 3 p.m. to 6 p.m., unless otherwise specified by the Secretariat during the meeting.

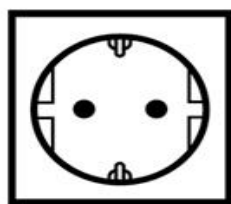
3. Meeting documents

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 they become 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 since the Fifty-fifth Meeting of the Executive Committee in support of efforts towards international paperless meetings. All meeting documents are now accessible on line through the Secretariat's website. Documents with restricted

distribution such as the production sector documents will be posted on the intranet. Delegates should continue obtaining, through their heads of delegations, their username and password to access the restricted area of the website (the log in link can be found at the top right-hand side of the home page). For any queries on password to access the restricted area, please contact Mr. Mulu Alem Syoum by e-mail at alem@unmfs.org.

It is anticipated that Conference Room Papers (CRPs) and the draft meeting report will be accessible through the Secretariat's website. All CRPs must be sent by the group facilitator/convenor to Ms. Martha Leyva by e-mail at mleyva@unmfs.org.

To continue with the paperless meeting initiative, participants are kindly requested to bring their own laptops to enable access to the pre-session meeting documents, Conference Room Papers (CRPs) and the draft meeting report on line through the Secretariat's intranet. Participants are also kindly requested to carry appropriate adaptors. The electrical current in Bali is 220-230 volts running at 50 hertz and the plug type used is a C - 2 parallel prongs - "French" type as shown below. Delegates are strongly encouraged to carry their own adapter for use with laptops and other electrical appliances.



**BALI WALL
SOCKET**

**This is standard Bali
2 Pin Wall Socket**



**BALI STD
PLUG**

**This is standard Bali
2 Pin Power Plug**

4. Registration and identification name badges

Participants are requested to register and to collect their badges at the registration desk on Sunday, 13 November 2010 starting at 9 a.m. at the entrance of the Wantilan Convention Centre. Access to the meeting of the Executive Committee (and its subsidiary meetings) is restricted and is by invitation only.

Delegates should be prepared to produce their invitations and/or official documents identifying them as delegates, along with a passport. For security reasons, the daily display of the name badges issued at registration is mandatory for admission and attendance at the venue of the meeting.

Delegates are reminded that the list of participants is based on the information they provide at the time of registration, and that inclusion in the list of participants is conditional to official registration. On the third day of the meeting, a provisional list of participants will be circulated to enable delegates to check their details as well as their delegations' for accuracy prior to posting the final participants list on line.

5. Financial & administrative arrangements

Nominations of sponsored delegates attending the Sixty-fifth meeting of the Executive Committee should take into account participants already nominated to attend the Ozone Secretariat meetings to limit costs related to transportation. Nomination of sponsored delegates should be made no later than two weeks before the start of the meeting. Last minute changes of nomination and tickets must be avoided to avoid penalty charges from airlines and unnecessary costs to the Fund.

To minimise delays in issuing tickets for sponsored delegates, all communication regarding nomination of co-opted members and sponsored delegates must be made through the head of delegations. All nominations and changes to a nomination must be endorsed by the head of delegation prior to submitting it to the Secretariat in order not to withhold it till confirmation from the head of delegation is provided. In those cases where the participation costs are borne by the Multilateral Fund, the Secretariat will provide only travel, daily subsistence allowance and a lump sum for terminal expenses and will not assume responsibility for any other expenditure associated with the following:

- (i) Expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and 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 when attending the meeting;
- (iv) Compensation in the event of death or disability of participants when 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; and
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

6. Visas information for Indonesia

Information on visa issuance is available at the official website of the Ministry of Foreign Affairs of the Government of Indonesia at:

<http://www.deplu.go.id/Pages/ServiceDisplay.aspx?IDP=7&IDP2=7&Name=ConsularService&l=en>

Indonesian Embassies and Consulate-Generals or Consulates overseas can also be found at:

- (i) <http://www.kemlu.go.id/Pages/Mission.aspx?l=en>
- (ii) http://www.learn4good.com/travel/indonesia_embassies.htm

7. Airport reception and transportation

A welcome area, fast-track visitors' entry and information desk will be set up at Ngurah Rai International Airport in Bali to assist participants arriving for the Conference.

A shuttle bus service between Ngurah Rai International Airport and the Sanur Beach Hotel and other officially recommended hotels will be available free of charge to participants. Taxi and rental cars are also available at the airport.

8. Health requirements and medical facilities

First aid and basic medical care would be available at the Sanur Beach Hotel. An-in house medical doctor will be available 24 hours a day. In addition the nearest hospital from the venue is located at Sili Gita area in front of Nusa Dua area, located 5 minutes from the Bali Nusa Dua Convention Centre and about 20 minutes drive from the Sanur Beach Hotel.

9. Local currency and payment facilities

The current exchange rate is Rp 9,000 = US \$1 and is subject to fluctuation. For up-to-date exchange rates check your bank for the latest exchange rates or visit websites such as <http://www.xe.com/ucc>.

Major credit cards (Visa, MasterCard, American Express, Diners Club) and traveller's cheques in major convertible currencies are generally accepted in the hotels, restaurants, department stores and several large stores. Traveller's cheques and bank notes in all major currencies may be exchanged at all commercial banks and most hotels and foreign exchange counters. ATM services are also available at the meeting venue.

10. Weather

Bali has a tropical climate which is hot all year. The average temperature is around 30 degrees Celsius year-round. November is wet a season with frequent rain.

11. Restaurants information

Among the restaurants in the Sanur area, in addition to those in the meeting venue, are the following:

- Massimo Il Ristorante – Italian cuisine
- Cafe Batu Jimbar – International cuisine
- Mezzanine – International cuisine

Many other restaurants are also available in the Sanur area including the Kayumanis restaurant which offers international and Indonesian cuisine and the Riosh Restaurant which serves Japanese cuisine.

A value added tax of 10 per cent is added to bills. It is common for 5 per cent to be added for service in restaurants. Tipping is not compulsory but it is generally highly appreciated if tip is given for no more than 20 per cent of the total bill.

12. Hotel information

The list of hotels in the vicinity of the Sanur Beach Hotel can be found in annex I of this document. Participants are responsible for making their own accommodation arrangements and are encouraged to do it as soon as possible to take advantage of the preferential rates. To qualify for the preferential rates, delegates should indicate at the time of booking that they are participating in the Sixty-fifth meeting of the Executive Committee. No transportation will be provided from other hotels to the meeting venue.

The Secretariat has reserved one hundred rooms at the Sanur Beach Hotel where the Sixty-fifth meeting of the Committee will take place. These rooms will remain available up to 20 October 2011; after this date the rooms will be released and booking will be subject to availability. **As a result of further negotiations by the Secretariat, the Sanur Beach Hotel management agrees that reservations be made by credit card with one night deposit only, instead of 100 per cent prepayment initially required. Full payment of the balance will be made on check-in. Note that the Sanur Beach Hotel will apply the following cancellation charges to your credit card: cancellation within 21 days prior**

to arrival date will be charged 50 per cent of the total amount for the stay; cancellation within 14 days prior to arrival date will be charged 75 per cent; cancellation within 7 days prior to arrival date will be charged 100 per cent.

Participants could also request a room with internet connection at a flat negotiated rate of US \$10 a day should they wish to have wireless internet connection in their rooms as all rooms are not equipped with internet connection. Access to the internet is limited to eighty rooms and the lobby and free of charge in the Tirta restaurant. More information on access to wireless connection in the hotel will be provided at the time of the meeting.

Annex I

No	HOTEL	Distance from Venue	Room Rate	Cut-off-Date	Contact Person
SANUR AREA					
1	SANUR BEACH HOTEL	Venue hotel			Srie Agustini
	Superior Room		US \$110/room/night*	Available until 20 October 2011	Email: sri.agustini@aerowisatahotels.com
	Deluxe Garden Room		US \$120/room/night*	Available until 20 October 2011	Phone: +62 361 288011
	Deluxe Sea View		US \$140/room/night*	Available until 20 October 2011	Fax: +62 361 281755
					www.sanurbeach.aerowisata.com
2	MERCURE RESORT SANUR	10 minutes walking distance			Emy
	Superior Room		Rp, 1,100,000/room/night*	subject to availability	Email: salesmgr3@mercuresortsanur.com
	Deluxe Room		Rp, 1,400,000/room/night*	subject to availability	Phone: +62 361 288833
					Fax: +62 361 287303
					www.mercuresortsanur.com
3	PURI SANTRIAN	5 minutes walking distance			Dewi Nathasa
	Premier Deluxe		US \$160/room/night**	subject to availability	E-mail : se@santrian.com
	Garden Wind		US \$125/room/night**	subject to availability	Phone : +62 361 288009
	Beach Wing		US \$135/room/night**	subject to availability	Fax : +62 361 287101
	Bungalow		US \$ 155/room/night**	subject to availability	Website : www.santrian.com
	Santrian Club		US \$160/room/night**	subject to availability	

Note: all room rates include breakfast for two.

*Inclusive of Government tax and service charge.

**Rate subject to 21 per cent Government tax and service.