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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Fifty-ninth Meeting
Port Ghalib, Egypt, 10-14 November 2009

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The Fifty-ninth Meeting of the Executive Committee will be held from 10 to 14 November 2009 in Marsa Alam, Port Ghalib, Egypt, back to back with the Twenty-first Meeting of the Parties of the Montreal Protocol (4-8 November) at the International Convention Centre in Marsa Alam, Port Ghalib, Egypt. To visit the premises please refer to the Port Ghalib site at (<http://www.portghalib.com/InternationalConventionCentre.aspx>).

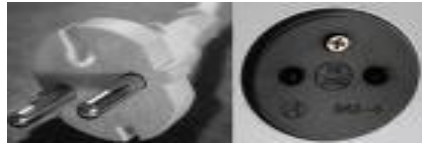
2. Meeting schedule

The meeting will take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. at the International Convention Centre in Port Ghalib.

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 accessible on line through the Secretariat's intranet and website. Delegates should continue obtaining, through their heads of delegations, their username and password to access the Multilateral Fund intranet (www.multilateralfund.org/executive_committee_intranet.htm) to download electronic documents. For any queries on password and intranet access please contact Mr. Mulu Alem Syoum, Associate Information Technology Officer (e-mail: alem@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, with round plug heads as shown below, to meet the Egyptian plug specifications and keeping in mind that shopping facilities for office and computer equipment at Port Ghalib is very limited. The electrical current in Egypt is 220 volts.



4. Registration and identification name badges

Participants are requested to register and to collect their badges at the registration desk, on Tuesday, 10 November 2009 starting at 9 a.m. at the entrance of the International Conference 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 present their passports when entering the conference centre. For security reasons, the daily display of name badges is mandatory for admission and attendance at the venue of the meeting. In addition, delegates should expect daily security checks upon entry.

5. Financial & administrative arrangements

Nominations of sponsored delegates attending the Fifty-ninth 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 in the light of charges from Airlines.

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 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:

- (i) All 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;

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

6. Visa information

Please arrange for your entry visa from the Egyptian Embassy or Consulate nearest to you taking into account the required amount of time needed for issuing a visa by the local authorities at the Egyptian embassies and consulates. Participants are encouraged to use the individual letters of invitation issued by the Secretariat in their submission to request for visas.

To enter Egypt, participants' passports must be valid for at least six months following the date of entry into the country. Participants are requested to check for specific regulations according to their country of origin. Entry visas may be obtained from Egyptian diplomatic bodies abroad. A list of Egyptian embassies abroad is available at http://www.mfa.gov.eg/MFA_Portal/en-GB/Missions/Egyptian_Missions_Aboard/.

7. Hotel accommodation

The Government of Egypt has negotiated preferential rates for delegates staying at the hotels listed below.

Hotel name	Direct hyperlinks for group bookings	Group Code	Rate (US\$) for single occupancy room on a bed & breakfast basis
InterContinental The Palace	http://www.ichotelsgroup.com/intercontinental/en/qb/reservations/dates-preferences/port-ghalib	E59	140
Crowne Plaza Sahara Sands	http://www.ichotelsgroup.com/h/d/cp/1/en/hotel/ptgss?rpb=hotel&crUrl=/h/d/cp/1/en/hotelsearchresults	E59	120
Crowne Plaza Oasis	http://www.ichotelsgroup.com/h/d/cp/1/en/hotel/ptqso?rpb=hotel&crUrl=/h/d/cp/1/en/hotelsearchresultsd	E59	120
Coral Beach Marina Lodge	http://www.portghalib.com/Hotels.aspx	E59	90

For hotel booking by e-mail please use the specific e-mail address mop21@icportghalib.com for participants attending both the Fifty-ninth Meeting of the Executive Committee and the Twenty-first Meeting of the Parties of the Montreal Protocol, or E59@icportghalib.com for participants attending the Fifty-ninth Meeting of the Executive Committee only.

If making your hotel bookings by phone or by fax please take note of the following numbers:
Reservation direct phone number: +20 65 336 0013
Reservation fax number: +20 65 336 0023

8. Travel and transportation

From overseas to Cairo: In collaboration with the host Government, EgyptAir will be offering discounted international business class fares. At the point of booking, please quote the reference "Conventions Plus" to enjoy the 10–20 per cent discount.

From Cairo to Port Ghalib: In collaboration with EgyptAir (<http://www.egyptair.com/>), the national carrier, and the Port Ghalib resort, the Government of Egypt will increase the frequency of domestic flights between Cairo and Port Ghalib to up to six times daily to coincide with the arrivals and departures of international flights between 29 October and 15 November 2009.

To facilitate participants' connections from Cairo to Port Ghalib, arrangement will be made by the Government of Egypt at Cairo Airport for a 24/24 hours meet and assist service for delegates en route to Port Ghalib by Karmak travel agent, a subsidiary travel company to Egypt Air. A Karmak travel agent desk will be set up at Cairo airport in the arrivals and departures terminals to facilitate immigration and Customs formalities, transfers from one terminal to another or from the airport to nearby hotels if an overnight stopover in Cairo is necessary.

To ensure that Karmak travel is aware of your arrival please send your confirmed travel details to events@karnak.egyptair.com in advance.

For your information, the recommended hotels by Karmak in Cairo, in case overnighing is necessary, are shown below:

Hotel	Rate (Euro) for single occupancy room on a bed & breakfast basis
Novotel Cairo Airport hotel Po Box 8 Cairo Airport 11776 Cairo, Egypt Tel (+20)2/22918520 E-mail H0502@accor.com Website: http://www.novotel.com/gb/hotel-0502-novotel-cairo-airport/index.shtml	70.00
Fairmont Heliopolis hotels/Ibrotel le passage Cairo, Heliopolis Area Cairo Intl Airport Road, PO Box 2741 Heliopolis, El Horria Cairo, 11361 Tel: 800 0441 1414 Website: http://www.fairmont.com/en_fa/promotions/cairohotels?cm_mmc=icppc--Branded-Fairmont%20Cairo%20-%20Portal%20Landing--google--fairmont+heliopolis	95.00

It is strongly recommended that advanced hotel booking is made if it is needed to overnight in Cairo and to present your room reservation number when checking in.

Transportation from the hotels to the Conference Centre is provided by the Government. Most Government recommended hotels are at a walking distance to the Conference Centre and restaurants.

9. Sightseeing and tourism

Karnak Travel will offer information during the duration of the meetings on sightseeing tours. You can also contact the Conference and Special Events department via the following e-mail addresses: unep_ozl21@yahoo.com or events@karnak.egyptair.com.

For tourist information on Port Ghalib and Egypt, please visit the following official websites:

[http:// www.portghalib.com/](http://www.portghalib.com/)
<http://www.egypt.travel/>
<http://www.sis.gov.eg/En/>
<http://www.egypt.gov.eg/english/default.aspx>

Port Ghalib
Egyptian Tourist Authority
State information service
Government services portal

10. Health

There are no compulsory vaccinations to enter Egypt. However, any foreign national coming from or transiting through countries where yellow fever is endemic is required to possess a yellow fever vaccination certificate. Medical care is readily available and qualified resident doctors can be consulted at the hotels listed above, should the need arise. Marsa Alam, Port Ghalib has a well-equipped hospital. Most pharmacies are open around the clock; however, it is advisable to bring any special prescriptions along.

11. Weather

During November, temperatures in Port Ghalib range between 21 and 29° C, which is equivalent to between 70 and 85° F. The conference centre is air conditioned. The weather is in general warm and dry.

12. Local and foreign currency

The national currency is the Egyptian pound (LE). ATM machines can be found in Port Ghalib and credit cards and traveler's cheques are accepted in hotels. Foreign currency can be exchanged easily through banks and exchange offices in Port Ghalib.

13. Language

The official language of Egypt is Arabic but English is widely spoken and understood.

14. Hours of business

The working week in Egypt runs from Sunday to Thursday. The business hours for Government and administrative offices and banks are from 9 a.m. to 2 p.m. each day, except for Fridays, Saturdays and public holidays. Most shops open from 10 a.m. to 10 p.m. every day. Please note that these opening hours may vary in shopping centres.