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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eighty-second Meeting
Montreal, 3-7 December 2018

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The Eighty-second meeting of the Executive Committee will be held in Montreal, Quebec, Canada, from 3 to 7 December 2018, in Conference Room 1, fourth floor at the premises of the International Civil Aviation Organization (ICAO) located at 999 Robert-Bourassa Boulevard in Montreal.

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. or as announced at plenary.

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. The Secretariat, in cooperation with ICAO, 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.

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. Weather

During the month of December temperatures in Montreal vary between -1 and -8 degrees Celsius. Participants are encouraged to check Montreal weather forecast online for the duration of the meeting.

5. 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, 3 December 2018 starting at 9 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

6. Security

Following the ICAO internal procedures, a security check is made every day at the entrance of the lower atrium during the meeting. Participants are requested to carry their badges every day to the meeting venue.

7. Transportation from airport to downtown Montreal

Transport from the Pierre Elliot Trudeau International Airport to Montreal downtown (Berri Uquam metro station) is available by bus number 747. The bus fare is CAN $10 in coins only and provides the traveller with a transit pass for the bus and metro for the next 24 hours. For more information on the schedule of the shuttle-bus, you could access the timetable by clicking this link: http://www.stm.info/english/info/a-747.htm.

Participants are encouraged to take advantage of the Public Transit System (Société de transport de Montréal) services where available for the Montreal area. The public transportation rate is CAN $3.25/adult or a one-week ticket from Monday to Sunday for CAN $26.25.

Taxis are also available at the airport and a one-way taxi ride to the downtown area costs about CAN $40. Uber transport is also available in Montreal and details can be obtained by clicking https://www.uber.com/en-CA/ride/.

8. Immigration

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you as early as possible and no later than four 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).

Visa-exempt foreign nationals are required to have an Electronic Travel Authorization (eTA) to fly to or transit through Canada. Exceptions include U.S. citizens, and travelers with a valid Canadian visa. For latest information please refer to the following website: http://www.cic.gc.ca/english/visit/eta.asp

9. Sponsored delegates' travel

Sponsored delegates' travel for the Eighty-second meeting of the Executive Committee will be arranged through American Express Global Business Travel (Amex) in coordination with Mr. Jack Lee, the Travel Administrator at the Fund Secretariat. For any information on ticket issuance please contact Mr. Lee at jack@unmfs.org. Nomination for sponsored delegates should reach the Fund Secretariat no later than four weeks prior to the start of the meeting and six weeks prior for those who have never attended UN meetings before, for necessary administration requirements. Last minute changes in participant nominations or after the ticket issuance may deprive participants' attendance to the meeting as a result of UMOJA requirement to authorise ticket issuance.

10. Service to delegates

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

11. 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.

12. 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 "Depanneur" 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).

13. Medical and emergencies

Canada has a public funded health care system but visitors to Canada are required to pay for health services. Participants traveling to Canada without international medical coverage 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 requested and ensure that the medication containers are labelled accordingly. Visitors should make sure to carry sufficient amount of medication prescribed to them as to purchase prescribed drugs requires 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.

14. Electricity

The North American power supply standard is set at 110 volts and the frequency is 60Hz. Meeting participants are invited to carry appropriate adapters.



15. Exchange rates and banking

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

16. Hotel information

A list of hotels can be found in Annex I to this document or can be accessed through this link: https://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx. All hotels listed are in the vicinity of ICAO (999 Robert-Bourassa Boulevard). The prices are in Canadian dollars and are exclusive of taxes and surcharges. 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 ICAO rates.