



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement      Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде      برنامج الأمم المتحدة للبيئة

联合国环境规划署



## **Thirty-ninth meeting of the Open-ended Working Group of the Montreal Protocol on Substances that Deplete the Ozone Layer, 11-14 July 2017**

## **Workshop on safety standards relevant to the use of low-global warming potential alternatives to hydrofluorocarbons, 10 July 2017**

## **Fifty-eighth meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol, 9 July 2017**

**Bangkok, Thailand**

### **Information note for participants**

#### **I. Venue**

1. The thirty-ninth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (OEWG39) will be held from Tuesday, **11 July to Friday, 14 July 2017**. The meeting will be preceded by a workshop on safety standards relevant to the use of low-global warming potential (GWP) alternatives to hydrofluorocarbons (HFCs) to be held on Monday, **10 July 2017** and the fifty-eighth meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol (ImpCom58), to be held on Sunday, **9 July 2017**. All the meetings will take place at the following venue:

United Nations Conference Centre (UNCC)  
United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP),  
Rajdamnern Nok Avenue  
Bangkok 10200,  
Thailand  
Tel: +66 2 - 2881234 / 2882112 / 2882571 / 2881174  
Fax: +66 2 - 2883022

#### **II. Opening of the meetings**

2. OEWG39 will be opened at 10 a.m. on Tuesday, 11 July 2017, and will conclude at 6 p.m. on Friday, 14 July 2017. The morning sessions of the meeting will be held from 10 a.m. to 1 p.m. and the afternoon sessions from 3 p.m. to 6 p.m., unless otherwise specified during the meeting.

3. The one-day workshop on safety standards relevant to the use of low-GWP alternatives to HFCs will commence at 9.00 a.m. on Monday, 10 July 2017.

4. ImpCom58 will be opened at 10.00 a.m. on Sunday, 9 July 2017, and is limited to only invited participants who are members of the Implementation Committee and representatives of the implementing agencies of the Multilateral Fund.

#### **III. Visa information**

5. Participants should apply for a visa only at the Royal Thai Embassy or the Royal Thai Consulate-General in their country of residence, or at the Royal Thai Embassy which has jurisdiction over their country of residence. Nationals of countries that are required to have a visa to enter Thailand are urged to adhere strictly to the requirement and ensure that they have the appropriate and valid visa **before leaving their country** to avoid any problems of entry denial on arrival at the airport.

6. The above information is based on information available at the official website of the Ministry of Foreign Affairs of the Government of Thailand: <http://www.mfa.go.th/main/en/services/4908>

7. Information on visa issuance as well as locations of Royal Thai Embassies and Royal Thai Consulates worldwide is available from the following links: <http://www.mfa.go.th/main/en/services/4908/15398-Issuance-of-Visa.html> and <http://www.mfa.go.th/main/en/org-chart>.

8. Nationals of countries where they are required to apply for a visa at the Royal Thai Embassy in another country that has jurisdiction over his or her country are strongly advised to contact the relevant Royal Thai Embassy **well in advance** of their proposed travel date and contact the Ozone Secretariat ([kathleen.creavalle@unep.org](mailto:kathleen.creavalle@unep.org)) if any additional supporting documentation is required by the embassy

9. Nationals of certain countries do not require a visa if they meet the requirements for visa exemption and visa on arrival to Thailand. Information on visa exemption can be found at the following link: <http://www.consular.go.th/main/th/customize/62281>

10. Holders of a United Nations laissez-passer (UNLP) are required to bring their national passports with them. If they are not nationals of countries that are eligible for waiver of visa, they shall obtain the appropriate entry visa prior to entering Thailand. Only in an exceptional case where obtaining appropriate entry visa prior to entering Thailand is not possible, could UNLP holders obtain visa waiver for a maximum stay of 15 days, which is not extendable.

#### **IV. Hotel accommodation**

11. Participants are expected to make their own hotel arrangements and are advised to do so as soon as possible. A list of recommended hotels located near the meeting venue can be found on the meeting portal: <http://conf.montreal-protocol.org/meeting/oewg/oewg-39/>

#### **V. Health requirements and medical facilities**

12. The Ministry of Public Health in Thailand has issued regulations that require applicants who have travelled from or through the countries that have been declared 'Yellow Fever Infected Areas' to provide a valid International Health Certificate proving that they have received a Yellow Fever vaccination. Information on requirements for Yellow Fever vaccination can be found at the following link: <http://www.mfa.go.th/main/en/services/4908/15384>

13. 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.

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

15. During weekdays, first-aid and medical services are available at the UNESCAP Medical Centre, located on the fourth floor of the Service Building. The doctor is available from 7:30 a.m. to 3:45 p.m.

16. United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas outside the buildings.

#### **VI. Pre-registration, on-site registration and identification badges**

17. To facilitate the issuance of identification badges and prevent unnecessary delays at the meeting venue, participants are strongly encouraged to pre-register online through the following link: <http://registration.unon.org/ozone> from **Monday, 15 May 2017**. Participants may also register on site from 8 a.m. on **Sunday, 9 July 2017**, and thereafter from 8 a.m. every day for the duration of the meeting. Codes required for online registration are included in the invitation letter for the meetings. Pre-registered participants are encouraged to collect their identification badges at the UNCC building starting on **Sunday, 9 July 2017**. Participants are requested to present valid passports or identification cards when collecting their badges that must be worn at all times at the UNCC building for the duration of the meetings. Please note that for security reasons, badges must be displayed to gain admission to the UNCC, as well as to meeting rooms. The loss of a meeting badge should be communicated to the staff at the Registration Desk, located on the ground floor, so that a new one can be issued immediately.

## VII. Financial assistance to developing countries

18. Limited funds are available to facilitate the participation of representatives of Article 5 countries and countries with economies in transition in the OEWG39, the workshop on safety standards and the Implementation Committee meeting. Should your Government require such assistance, please submit an official request via e-mail ([ozoneinfo@unep.org](mailto:ozoneinfo@unep.org)) no later than **Monday, 15 May 2017**, providing the name and details of the participant to be assisted. The selection will be based on geographical balance, rotation of funding within a region and timeliness of submission of the request.

19. The financial assistance includes a return air ticket using the most appropriate and economical fare as approved by the United Nations, to be issued by the official travel agency in Nairobi, and the United Nations daily subsistence allowance (DSA) for Bangkok. As of November 2016, the DSA rate for Bangkok was **US\$216** per day; this rate, however, is subject to change.

20. If a participant is required to travel to another country to apply for and collect a visa, the Secretariat will provide airfare for a route through that country by using the most appropriate and economical fare as approved by the United Nations, but will not provide DSA for any transit stay in that country.

21. In keeping with recent guidance from the United Nations regarding the payment of DSA, the Secretariat is no longer disbursing cash payments at meeting venues; instead, a debit card containing funds equivalent to the DSA amount will be distributed to each funded participant. The card will be activated on the day it is given to the participant and can be used to withdraw money from any automatic teller machine (ATM) with a 'MasterCard' logo or to pay for goods and services. The card is valid for more than one year and can be used internationally.

22. For further enquiries regarding the financial assistance to be provided to representatives of eligible countries, please contact Ms. Kathleen Creavalle ([kathleen.creavalle@unep.org](mailto:kathleen.creavalle@unep.org); tel: + 254 20 762 4032) or Ms. Ann Gachingiri ([ann.gachingiri@unep.org](mailto:ann.gachingiri@unep.org); tel: + 254 20 762 3660).

## VIII. Meeting documents, paper-smart system and presentations

23. All pre-session documents for the OEWG39 will be available on the meeting portal at this link: <http://conf.montreal-protocol.org/meeting/oweg/oweg-39>

24. All briefing material for the workshop on safety standards will be available on the meeting portal at this link: <http://conf.montreal-protocol.org/meeting/workshops/safety-and-standards/>

25. All pre-session documents for the ImpCom58 will be available on the meeting portal at this link: <http://conf.montreal-protocol.org/meeting/impcom/impcom58>. The password required to access the portal will be included in the invitation letter to only participants invited to the meeting.

26. Conference room papers (CRPs) and the draft meeting reports will be accessible via the meeting portal. Parties wishing to submit CRPs should send them to Ms. Martha Leyva by e-mail at [marthaleyva82@gmail.com](mailto:marthaleyva82@gmail.com).

27. Presentations from the Assessment Panels to be projected during the OEWG39 should be sent to Ms. Martha Mulumba by e-mail at [martha.mulumba@unep.org](mailto:martha.mulumba@unep.org) well in advance of the start of the meeting to allow time for their upload and distribution to the interpreters and report writers.

28. Consistent with established practice, the Secretariat will be using the paper-smart system to provide access to meeting documents, process conference room papers and provide other general information during the meetings and the workshop. The documents and information will also be accessible via the **mobile application** for the meetings. Please download the 'UNEP Events' app from your app store. Participants are kindly reminded to bring their own laptops or hand-held devices to enable access and reference to documents online.

29. Please note that the paper-smart system is web-based; the only requirement is a laptop or hand-held device that has a wireless capability to connect to the Wi-Fi network at the UNCC and a browser (e.g., Internet Explorer, Firefox or Chrome) to access the paper-smart system. No additional software is required.

30. The Secretariat, in cooperation with the management of the UNCC, will provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.

31. Representatives participating in closed contact groups, if any, will be assigned passwords to enable them to access the private shared workspaces of their groups. Secretariat support staff will be on hand throughout the meetings to provide assistance as necessary.

## **IX. Meeting rooms**

32. To reserve rooms for regional and bilateral meetings prior to the commencement of the OEWG39 and workshop, kindly send an e-mail to Ms. Kathleen Creavalle ([kathleen.creavalle@unep.org](mailto:kathleen.creavalle@unep.org)) indicating the date, time, duration and number of participants.

33. To reserve rooms once the meeting and workshop start, requests should be made to the Conference Officer, Mr. Niti Nuamthanom, by email ([nuamthanom@un.org](mailto:nuamthanom@un.org)).

## **X. List of participants**

34. A list of participants will be issued for OEWG39. A preliminary list will be distributed in the conference room before the close of the meeting for individual verification of participants' particulars. Delegates are requested to verify the accuracy of the information in the list, including names, designations, contact information and the order in which names are presented within the delegation, to sign the list and to return it to the meeting room attendants or to the Helpdesk. The final list will be distributed after the meeting.

## **XI. Side events, exhibitions and promotional material**

35. It is preferable to limit the number of side events to two during lunch break (between 1 and 3 p.m.) and two in the evening (between 6 and 7 p.m.) throughout the duration of OEWG39 and the workshop.

36. Requests for side events and exhibitions should be made by completing the relevant online request form available at: <http://ozone.unep.org/en/side-events-and-exhibitions-request-form>. The deadline for submission of applications is **Monday, 15 May 2017**. The Secretariat will make the bookings on a first come, first served basis. No late applications will be considered. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

37. With regard to side events, the Secretariat in consultation with organizers, reserves the right to alter bookings, in order to accommodate contact groups and regional groups. For information regarding side events and exhibitions, please contact Mr. Dan Tengo at [dan.tengo@unep.org](mailto:dan.tengo@unep.org).

38. Delegations planning to set up an exhibition should ship the promotional material and publications, clearly marking them, "No commercial value. For conference distribution only", to the following address:

Economic and Social Commission for Asia and the Pacific (UNESCAP)  
United Nations Building  
Rajdamnern Nok Avenue,  
Bangkok 10200, Thailand  
Attention: Ms. Chetna Lakhoo-Verbeek (For UNEP/OEWG39)  
Chief, Conference Management Unit, UNESCAP  
Tel: +66 2-2881976  
Fax: +66 2-2883022

## **XII. Local transportation and safety**

39. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.suvarnabhumiairport.com>.

40. To avail themselves of the limousines and public metered-taxis services as indicated above, it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone. The officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone at Suvarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from the airport to the city.

41. Movement within the city is facilitated by commuter taxis and tuk-tuks, both safe and readily available outside most hotels.

### **XIII. Local currency**

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

43. 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. from Monday to Friday.

44. ATMs are available around Bangkok and credit cards such as American Express, MasterCard and Visa are accepted in major hotels and shopping malls.

### **XIV. Weather and local time information**

45. The weather in Bangkok in July averages between 26 and 33 degrees Celsius (78 to 92 degrees Fahrenheit). Light clothing will be appropriate, although the evenings can be cooler.

46. 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).

47. The Standard time zone in Thailand is UTC/GMT +7 hours

### **XV. Official language**

48. Thai is the main language in Thailand. Other languages spoken are Chinese, Lao, Malay and Mon-Khmer, while English use is becoming more prevalent in government and commerce operations. English is also being taught as a second language in secondary schools and universities, which may enable the English speaking visitor in Thailand to converse. However, taxi and tuk-tuk drivers will have very limited knowledge of English, therefore participants are encouraged to carry the address of their hotels in Thai script should the need arise.

### **XVI. Other practical information**

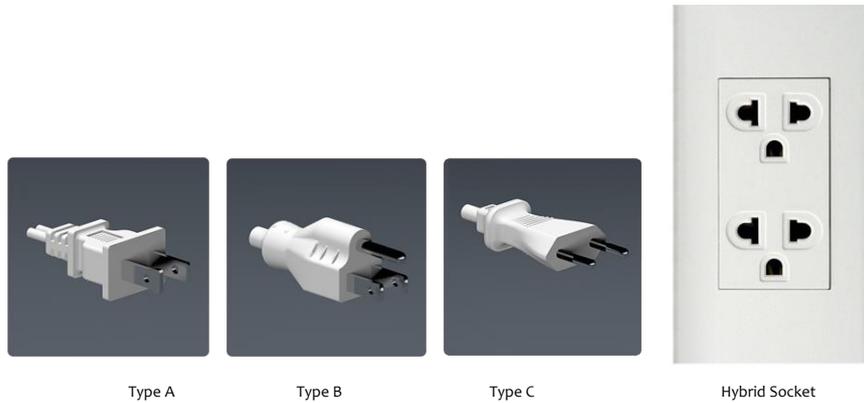
49. On 13 October 2016 the death of His Majesty King Bhumibol Adulyadej was announced. The King was highly revered by the people of Thailand. During the official mourning period of one year, Thai citizens are encouraged to wear black clothes and others may also choose to do so. Visitors are advised to be respectful of Thai customs and may choose to wear black or plain, modest clothing out of respect. Thailand has laws against making negative comments about the institution of the monarchy. These laws are strictly enforced and are applicable to spoken, written and electronic communication, including social media, as well as gestures.

#### ***Phone access codes***

50. The country code for Thailand is 66 and the area code for Bangkok is 2.

#### ***Electrical power supply***

51. The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C shown below. A hybrid socket, which accepts a combination of Type A, B and C is found in almost all hotels. Delegates are strongly encouraged to carry their own adapter for use with laptops and other electrical appliances as the **Secretariat will not be able to provide these**. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.



***SIM cards for cellular phones***

52. 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.

***Post office, telephones and faxes***

53. Postal services are available at the Post Office, UN Branch, on the ground floor of the UNCC. It is open from 8 a.m. to 4 p.m. Monday to Friday, except for official holidays.

***Restaurants and cafes***

54. Catering services are available at the Cafeteria, which is located on level 1 of the UNCC, from 11 a.m. to 2 pm for lunch. The Rajapruek Lounge, on the ground floor of UNCC, is open from 7 a.m. to 5 p.m. from Monday through Thursday, and from 7 a.m. to 7 p.m. on Friday. The Canteen, on the ground floor of the Service Building, is open from 7 a.m. to 1 p.m. In addition, a Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC and is open from 7 a.m. to 5 p.m.

55. Restaurants, fast food outlets and food stands can be found on all streets in the city, offering a wide variety of international culinary choices almost 24 hours a day.

**XVII. Tourism**

56. For tourist information on Bangkok and Thailand, please visit the following official website: <http://www.tourismthailand.org/>

57. Every hotel will have tourist information packages and should be able to advise participants on this matter.