



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



## **Fortieth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer**

### **Workshop on the energy efficiency opportunities while phasing down hydrofluorocarbons**

### **Sixtieth meeting of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol**

**Vienna, 8–14 July 2018**

### **Information note for participants**

#### **I. Venue**

1. The fortieth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol (OEWG40) will be held from 11 to 14 July 2018. The meeting will be preceded by a workshop on energy efficiency opportunities while phasing-down hydrofluorocarbons, to be held on 9 and 10 July 2018, and the sixtieth meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol (ImpCom60), to be held on 8 July 2018. All meetings will take place at the following venue:

Vienna International Centre  
United Nations Office at Vienna  
Wagramerstrasse 5  
1400 Vienna  
Austria  
<https://www.unov.org/unov/en/vic.html>

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

2. OEWG40 will start at 10 a.m. on Wednesday, 11 July 2018 and will conclude on Saturday, 14 July 2018. 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.
3. The workshop on energy efficiency opportunities while phasing-down hydrofluorocarbons will start at 9.30 a.m. on Monday, 9 July 2018 and will end at 1.30 p.m. on Tuesday, 10 July 2018.
4. ImpCom60 will be opened at 10 a.m. on Sunday, 8 July 2018, and will be limited to invited participants who are members of the Implementation Committee, representatives of the Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol and representatives of the implementing agencies of the Multilateral Fund.

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

5. Visa requirements to enter Austria vary greatly between nationalities and it is therefore essential to check visa requirements before travelling. Visas must be obtained prior to arrival in the country and it is the responsibility of each participant to obtain the required entry visa to Austria. Please note that a Schengen visa is required, even for transiting through Schengen-zone European countries. Further information can be found at the following link: <http://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/schengen-visa/>.

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

6. A list of recommended hotels located near the meeting venue can be found at the following link: <http://conf.montreal-protocol.org/meeting/oweg/oweg-40/SiteAssets/OEWG40-hotels-list.pdf>. Participants are responsible for making their own bookings for hotel accommodation directly with hotels and are advised to do so as soon as possible in order to take advantage of preferred accommodation and because of other events taking place in Vienna at the same time. Participants are advised to request the United Nations rate when making bookings in order to benefit from preferred rates.

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

7. Visitors to Austria are required to pay for health services. Participants travelling to Austria are therefore strongly advised to obtain medical insurance before leaving their home country. The Secretariat will not assume responsibility for health-care services for meeting participants in Austria.
8. No immunizations are required to enter Austria, although participants are advised to make sure that their tetanus, diphtheria and polio vaccinations are up to date before travelling.
9. First-aid and emergency services will be available at the venue throughout the meeting and a United Nations joint medical services clinic is located at the venue. The closest hospital to the venue is located at the following address:

Vienna General Hospital  
(Allgemeines Krankenhaus)  
Währinger Gürtel 18-20  
1090 Wien  
Tel: (+43 1) 40400-01964 or 3954

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

10. The new registration system introduced by the Secretariat in 2017 allows focal points for each party to the Montreal Protocol to register all members of their delegation using pre-existing information from previous meetings. A priority pass will be sent by email to each pre-registered delegate shortly before the meeting. Upon presentation of the priority pass and a valid passport or identification card, delegates will be able to collect their pre-printed identification badges.
11. Pre-registered participants are encouraged to collect their identification badges at the Vienna International Centre from 8.00 a.m. on Sunday, 8 July 2018. The badges are programmed to allow access to the conference centre and must be worn at all times within the conference centre for the duration of the meetings. The loss of an identification badge should be communicated to the staff at the registration desk immediately, so that a replacement can be issued.
12. Participants may also register on site at the venue from 8 a.m. on Sunday, 8 July 2018 and thereafter from 8 a.m. daily for the duration of the meeting.
13. For any questions regarding registration for the meetings, please contact Ms. Betty Kamanga (email: [betty.kamanga@un.org](mailto:betty.kamanga@un.org)) or Ms. Kathleen Creavalle (email: [kathleen.creavalle@un.org](mailto:kathleen.creavalle@un.org)).

## **VII. Financial assistance to parties operating under paragraph 1 of Article 5 and countries with economies in transition**

### **A. Financial assistance**

14. Limited funds are available to facilitate the participation of representatives of parties operating under paragraph 1 of Article 5 and countries with economies in transition in the meetings. Should your Government require such assistance, please submit an official request by email to [mea-ozoneinfo@un.org](mailto:mea-ozoneinfo@un.org) and [tina.birmpili@un.org](mailto:tina.birmpili@un.org) no later than Monday, 30 April 2018, providing the name and details of the participant nominated for financial support. Financial assistance will be based on equitable geographical balance, rotation of funding within a region, membership of the various Montreal Protocol bodies, gender balance and timeliness of submission of the request.
15. 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 Vienna. As at February 2018, the DSA rate for Vienna was US\$304 per day; that rate, however, is subject to change.
16. 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.
17. Consistent with established practice, the Secretariat will issue a debit card containing funds equivalent to the appropriate DSA amount to each eligible participant at the meeting venue. The debit card will be activated on the day it is given to the participant and can be used to withdraw money from any

automated 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.

## **B. Debit card**

18. The debit card will be loaded with the US dollar equivalent of the eligible amount; however, withdrawals from ATMs are always in the currency of the country in which the ATM is located. Bank charges associated with withdrawal of cash from an ATM and exchange rate charges associated with the purchase of goods and services are the responsibility of the participant. There is a charge of US\$5 for each withdrawal from an ATM. Since ATMs issue cash in specific denominations and in limited quantities, it may not be possible to withdraw the full amount of cash on the card, although the residual balance may be used for small purchases. The card may not be used beyond its expiry date.

19. Valid debit cards issued at previous Montreal Protocol meetings can be reloaded with DSA for the current meeting, provided that the participant has retained the PIN code for the card. Should any eligible participant wish to reuse a debit card issued at a previous meeting, they should email a copy of the card to be reused to Ms. Ann Gachingiri ([ann.gachingiri@un.org](mailto:ann.gachingiri@un.org)).

## **VIII. Paper-smart system, meeting documents and presentations**

20. 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. The documents and information will also be accessible via the mobile application for the meetings. Participants are kindly reminded to bring their own laptops or hand-held devices to enable access and reference to documents online.

21. 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 conference venue and a browser (such as Internet Explorer, Firefox or Chrome) to access the paper-smart system. No additional software is required. The Secretariat, in cooperation with the management of the Vienna International Centre, will provide a stable and fast internet connection at the meeting venue to enable access to all meeting documents.

22. Representatives participating in closed contact groups will be assigned passwords to enable them to access the private shared workspaces of those groups. Secretariat support staff will be on hand throughout the meeting to provide assistance as necessary.

### **A. Meeting portals**

23. All pre-session documents for the OEWG40 and the workshop on energy efficiency will be available for download from the respective meeting portals at the following links:

<http://conf.montreal-protocol.org/meeting/oweg/oweg-40/>

<http://conf.montreal-protocol.org/meeting/workshops/energy-efficiency/>.

24. All pre-session documents for ImpCom60, which are restricted to invited participants, will be available on the meeting portal at the following link:

<http://conf.montreal-protocol.org/meeting/impcom/impcom60>.

25. The password required to access the portal will be included in the invitation letter to participants at the meeting.

### **B. Conference Room Papers**

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

### **C. Presentations**

27. Presentations to be projected during the meetings should be sent to Ms. Martha Mulumba by email at [martha.mulumba@un.org](mailto:martha.mulumba@un.org) well in advance of the start of the meetings to allow time for them to be uploaded and distributed to the interpreters and report writers.

## **IX. Meeting rooms**

28. To reserve rooms for regional and bilateral meetings prior to the commencement of the meetings, please send an email to Ms. Kathleen Creavalle at [kathleen.creavalle@un.org](mailto:kathleen.creavalle@un.org), indicating the date, time, duration and number of participants.

29. To reserve rooms once the meetings have started, requests should be made to the Conference Officer, Mr. Nikola Jeremic, by email at [nikola.jeremic@un.org](mailto:nikola.jeremic@un.org).

## **X. List of participants**

30. A list of participants will be issued for the OEWG40. A preliminary list will be distributed in the conference room before the close of the meeting for individual verification of participants' contact details. 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 within two weeks of the close of the meeting.

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

31. The number of side events will be limited to two during the lunch break (between 1 p.m. and 3 p.m.) and two in the evening (between 6 p.m. and 7 p.m.) throughout the duration of the OEWG40 and the workshop.

32. Requests for side events and exhibitions should be made by completing the online request form available at the following link: <http://ozone.unep.org/en/side-events-and-exhibitions-request-form>. The deadline for submission of applications is Monday, 30 April 2018. 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.

33. With regard to side events, the Secretariat reserves the right to alter bookings, in consultation with organizers, to accommodate contact groups and regional groups. For information regarding side events and exhibitions, please contact Mr. Dan Teng'o by email at [dan.tengo@un.org](mailto:dan.tengo@un.org) copying Ms. Jacqueline Gitau at [jacqueline.gitau@un.org](mailto:jacqueline.gitau@un.org).

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

Ms. Constanze Bornemann  
United Nations Office at Vienna  
Vienna International Centre  
Wagramerstrasse 5  
1400 Vienna  
Austria  
Ref UNEP Ozone  
Email: [constanze.bornemann@un.org](mailto:constanze.bornemann@un.org)  
Telephone: (+43 1) 26060 4615

35. Due to limited storage space at the United Nations Office at Vienna, it is requested that the arrival date of shipments should be as close as possible to Friday, 6 July 2018.

36. Catering for side events is available through the Eurest catering service at the Vienna International Centre. Menu options are available online at <http://www.eurest.at/unido/>. Arrangements for payment should be made directly with Eurest. Please contact Mr. Wolfgang Schrammel by email at the following address: [cateringVIC@eurest.at](mailto:cateringVIC@eurest.at).

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

### **A. Local transportation**

37. Participants are responsible for making their own arrangements for transportation to and from the airport and their hotels and the Vienna International Centre.

38. An airport bus service operates between the Vienna International Airport and Morzinplatz (U1/U4 metro station at Schwedenplatz) at a cost of 8 euros for a single journey, including luggage. Journey time is approximately 20 minutes. Buses leave the airport for Morzinplatz at 1.20 a.m. and 2.50 a.m., then every 30 minutes from 4.50 a.m. to 12.20 a.m. Buses leave Morzinplatz for the airport at 12.30 a.m. and 2 a.m., then every 30 minutes from 4 a.m. to 11.30 p.m.

39. There is also a bus service between the Vienna International Centre (next to the Kaisermühlen/Vienna International Centre station on the U1 metro line) and Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket, and the travel time is approximately 20-45 minutes, depending on the time of day of travel. Buses leave the airport for the Vienna International Centre every hour from 7.10 a.m. to 8.10 p.m. and leave the conference centre for the airport every hour from 6.10 a.m. to 7.10 p.m.

40. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (the Wien Mitte/Landstrasse station on U3 and U4 metro lines) and Vienna International Airport. The fare is 12 euros for a one-way ticket and 19 euros for a return ticket, and the travel time is approximately 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes from 6.06 a.m. to 11.36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes from 5.36 a.m. to 11.06 p.m.

41. To access the Vienna International Centre from the city centre, take underground line U1 in the direction of Leopoldau until you reach Kaisermühlen/Vienna International Centre, then follow the signs to Gate 1 of the Vienna International Centre, the main entrance. The conference centre is also easy to reach by car via the A22 motorway or from the city centre via the Reichsbrücke.

## **B. Useful links**

- <https://www.wien.info/en>
- <http://www.austria.info/uk>

## **C. Safety**

42. Although Vienna is a comparatively safe place and violent crime is rare, there are incidences of pickpocketing and minor theft. Participants are advised to pay particular attention at the airport, around the railway station and in busy areas of the city, and not to leave their luggage unattended at any time.

## **XIII. Local currency**

43. The currency of Austria is the Euro. Bank Austria-Creditanstalt has branches on the first floor of the C-Building and on the entrance level of the D-Building of the conference centre, which provide full banking services. Opening hours are from 9.00 a.m. to 3.00 p.m. on Monday, Tuesday, Wednesday and Friday and from 9.00 a.m. to 5.30 p.m. on Thursday.

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

44. The average temperature in Vienna in July ranges from 14°C to 24°C. For further information regarding weather in Vienna, see: <http://www.accuweather.com/en/at/vienna/31868/july-weather/31868>.

45. The standard time zone in Vienna in the summer is GMT +2 hours.

## **XV. Official language**

46. The official language of Austria is German, with most citizens speaking at least one other language. English is widely spoken.

## **XVI. Other practical information**

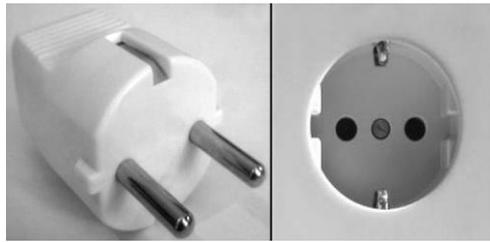
### **A. Phone access codes**

47. The country code for Austria is 43 and the area code for Vienna is 1.

### **B. Electrical power supply**

48. The electric power in Vienna is 220-240 volts, running at 50Hz, and the primary socket types are Schuko and Europlug (see figure below). Delegates are strongly encouraged to carry their own electrical

adapters for use with laptops and other electrical appliances, as the Secretariat will not be able to provide them.



### **C. SIM cards for cellular phones**

49. Local SIM cards that can be used with unlocked phones are available from any post office or news stand. A valid passport is required for purchase.

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

50. A post office on the first floor of the C-Building of the Vienna International Centre (ext. 4986) provides all regular postal services, including a fax service, from 8 a.m. to 6 p.m. Monday to Friday.

### **D. Restaurants and cafes**

51. The cafeteria is located on the ground floor of the F-Building. It is open on weekdays from 7.30 a.m. to 10 a.m. for breakfast and from 11.30 a.m. to 2.30 p.m. for lunch. The coffee corner in the cafeteria is open from 8.30 a.m. to 3.30 p.m.

52. The coffee areas in the M-Building and the C-Building (C07) are open from 9 a.m. to 4.30 p.m. Monday to Friday. The coffee corner near to the plenary hall will be open from 8.30 a.m. to 6.30 p.m. daily.

53. The coffee corner in the C-Building (C04) (offering a new sandwich concept and premium coffee) is open from 9 a.m. to 4 p.m.

54. The cocktail lounge/bar is located in the F-building. It is open from 11.30 a.m. to 8 p.m. Monday to Thursday and from 11.30 a.m. to 9 p.m. on Friday.

55. The à la carte fine dining restaurant is located in the F-building (entrance through the cocktail lounge/bar). It is open from 11.30 a.m. to 2.30 p.m. (reservations are strongly recommended; please send requests by email to [RestaurantVIC@eurest.at](mailto:RestaurantVIC@eurest.at) no later than 11.30 a.m. on the day that the booking is required).

56. Additional information, including the weekly cafeteria menu and the restaurant menu, can be found at the following link: <http://www.eurest.at/unido/>.