Information note for participants

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I. General information

A. Introduction

1. The forty-second meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer will be held in Montreal, Canada. The meeting will be opened at 10 a.m. on Monday, 13 July 2020, and is expected to conclude by 6 p.m. on Friday, 17 July 2020. 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.

2. The meeting will be preceded by the sixty-fourth meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol, which will be opened at 10 a.m. on Sunday, 12 July 2020. Participation in the meeting of the Implementation Committee is limited to members of the Committee and any other invited participants, 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.

3. Consistent with established practice, the Secretariat will use the web-based PaperSmart system to provide access to meeting documents, process conference room papers and provide general information during the meeting. The meeting documents and information will also be accessible via a mobile application called “UN Environment Events” for the duration of the meetings. Participants are requested to download the application in advance of the meetings. The Secretariat, in cooperation with the meeting venue, will provide a stable and fast internet connection in the conference rooms to enable access to all the meeting documents. Representatives participating in closed contact groups, if any, will be assigned passwords to enable them to access the shared workspaces of their groups. Secretariat support staff will be on hand throughout the meetings to provide assistance as needed.

B. Venue

4. The meetings will take place at the following venue:
   
   Conference Centre
   International Civil Aviation Organization (ICAO)
   999 Robert-Bourassa Boulevard
   Montréal, Québec, H3C 5H7
   Tel.: +1 514 954 8219
   Website: www.icao.int
   Metro: line 2 (orange line), Square-Victoria-OACI station

C. Visa information

5. The Canadian authorities do not grant visas upon arrival at the points of entry into their country. Participants who require a visa should apply for it at the Canadian embassy or consulate in their country of residence as early as possible but not less than four weeks before departure for the meetings. The letter of invitation issued by the Secretariat should be included among the documents submitted with the request for a visa. Participants are advised to contact the Ozone Secretariat (sandeep.bhambra@un.org with a copy to jacqueline.nyanjui@un.org) if any additional supporting documentation is required by the Canadian embassy or consulate. The list of countries whose citizens require a visa and the list of those whose citizens are visa-exempt can be found at: https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html. Participants with non-direct flights to Montreal should also check whether a transit visa is required in the countries of transit.

6. Visa-exempt foreign nationals are required to have an Electronic Travel Authorization (eTA) to fly to Canada. Exceptions include citizens of the United States of America and travellers with a valid Canadian visa. For more information on eTA, please refer to: http://www.cic.gc.ca/english/visit/eta.asp.

7. Information on visa procedures, including a list of relevant Canadian embassies, high commissions and consulates abroad, is available on the immigration and citizenship website of the Government of Canada (http://www.cic.gc.ca/english/information/offices/vac.asp).
D. **Hotel accommodation**

8. Participants are expected to make their own hotel arrangements. A list, provided by ICAO, of recommended hotels located near the meeting venue can be found at: http://conf.montreal-protocol.org/meeting/oewg/oewg-42/SitePages/Home.aspx. The prices are in Canadian dollars and are exclusive of taxes and surcharges. Meeting participants are advised to make hotel bookings as early as possible to secure accommodation during the meetings and are invited to request the ICAO rates.

E. **Registration of participants**

9. Meeting passes will be ready for collection by participants who have pre-registered for the meeting from 8 a.m. on **Sunday, 12 July 2020** onward. The presentation of the priority pass sent to pre-registered participants by the Secretariat and a valid passport or photo identification card is required for collection of a meeting pass.

10. Registration on site will be open from 8 a.m. on Sunday, 12 July 2020, and thereafter from 8 a.m. daily for the duration of the meetings. The registration centre is located in the lower atrium of the Conference Centre. Please allow ample time for security clearance and registration.

11. All participants will be subject to security screening whenever they enter ICAO headquarters. Entry to the Conference Centre should be made via the side entrance at 999 Robert-Bourassa Boulevard, unless indicated otherwise.

12. The loss of a meeting pass must be communicated to the staff at the registration desk immediately.

13. Any questions regarding registration for the meetings should be sent to Ms. Betty Kamanga (betty.kamanga@un.org) or Mr. Benjamin Kuria (benjamin.kuria@un.org).

F. **Medical services**

14. Canada has a publicly funded health-care system, but visitors to Canada are required to pay for health services. Participants travelling to Canada are strongly advised to obtain medical insurance before leaving their home country. The Secretariat will not assume responsibility for health-care services provided to participants in Canada. Canada does not require that travellers 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 are advised to ensure that the medication containers are labelled accordingly. Visitors should carry sufficient amounts of any prescribed medications since purchasing prescribed drugs in Canada requires a prescription from a recognized Canadian medical practitioner. For medical advice or treatment or any additional information about available resources, kindly contact Info-Santé by dialling +1 (514) 934 0354, a 24-hour hotline.

15. Participants attending the meetings are not covered by United Nations insurance for any illness or injury resulting from any situation or action not connected to their participation in the meetings. All participants are therefore strongly encouraged to have sufficient medical insurance coverage. The Secretariat will not assume any responsibility for compensation resulting from accident, death, disability, damage to personal property or any other loss that may be incurred during travel time or, during the meeting period, outside the meeting premises.

16. For first aid services, participants should visit the ICAO medical office, which is located on the fourth floor in room 4.25. A nurse is generally on duty from Monday to Friday, from 8 a.m. to 4 p.m.

II. **Organizational matters**

A. **Meeting documents**

17. All pre-session and in-session documents for the meetings will be available on the meeting portal: http://conf.montreal-protocol.org/meeting/oewg/oewg-42. Parties wishing to submit conference room papers should do so by email to Ms. Martha Leyva (mmarthaleyva82@gmail.com).
B. Meeting rooms

18. To reserve rooms prior to the start of the meetings, participants should send requests by email to Ms. Sandeep Bhambra (sandeep.bhambra@un.org) with a copy to Ms. Jacqueline Gitau (jacqueline.gitau@un.org), indicating the date, time and duration of the meeting and the expected number of participants. Owing to the limited availability of rooms at the conference centre, the Secretariat may not be able to fulfil all requests.

19. The name of the contact person for the reservation of meeting rooms once the meetings have started will be announced on the meeting portal.

C. Side events and exhibitions

20. As only a limited number of rooms are available at the conference centre, there will be a limited number of side events. Side events will be held during the lunch break (1–3 p.m.) and in the evening (6–7 p.m.) every day for the duration of the meetings.

21. Requests for side events and exhibitions should be made by completing the relevant online request form available at: https://ozone.unep.org/side_events_registration which will open as of Monday, 4 May 2020. The deadline for submission of applications is Monday, 8 June 2020.

22. The Secretariat will confirm booking requests on a first come, first served basis. All costs related to the rental of equipment, booths, panels and catering for side events and exhibitions will be borne by the requesting organization.

23. The Secretariat, in consultation with the organizers of side events and exhibitions, reserves the right to decline or alter bookings owing to limited space in order to accommodate meetings of contact groups and regional groups. For information regarding side events and exhibitions, please contact Ms. Stephanie Egger Hay Smith (stephanie.haysmith@un.org) with a copy to Ms. Jacqueline Gitau (jacqueline.gitau@un.org).

24. Delegations that plan to set up exhibitions during the meetings and that wish to ship relevant promotional material and publications to the meeting venue should do so by clearly marking such materials “No commercial value – for conference distribution only”, indicating “OEWG 42 – [title of the side event]” and sending them to:

   Mr. Eduardo Alvear
   Event Coordinator
   Revenue and Product Management (RPM-MCR)
   International Civil Aviation Organization
   999 Robert-Bourassa Boulevard
   Montréal, H3C 5H7
   Tel.: +1 514 954 8219, ext. 6244
   Email: EAlvear@icao.int

25. Catering for side events can be arranged by contacting Mr. Alvear.

III. Facilities and additional services

A. Accessibility

26. Access for persons with reduced mobility is available throughout ICAO headquarters. A wheelchair is available at the security desk upon request. To make provisions for accessible seating for representatives with disabilities, the Secretariat would appreciate receiving the relevant information in advance of the meetings, preferably by Monday, 18 May 2020.

B. Banking facilities and credit cards

27. The currency of Canada is the Canadian dollar (Can$).

28. While there are no ATMs at ICAO, branches of all major Canadian bank is within a 5-minute walking distance, including RBC Royal Bank, TD Canada Trust, National Bank and BMO Bank of Montreal.

29. Internationally recognized travellers’ cheques and credit cards are accepted in hotels, major shops and restaurants.
C. Telephone facilities
30. The country code for Canada is +1 (same as for the United States). The main area codes for
Montreal are 514 and 438.
31. Local SIM cards that can be used with unlocked phones are available from post offices and
convenience stores. A valid passport is required.

D. Wi-Fi coverage
32. ICAO offers free Wi-Fi coverage in all meeting rooms and catering areas. Participants with
laptops, smartphones or tablets with wireless local area network (LAN) capabilities may use this
service, selecting the available network. The Secretariat will provide information about the secure
Wi-Fi domain dedicated to the meetings.

E. Postal services
33. Canada Post counters are available in certain pharmacies, convenience stores and other
businesses. Many international courier services, such as FedEx, DHL, UPS and Purolator, have offices
around the city.

F. Public transport
34. Participants are encouraged to take advantage of the Montreal area public transit system
(Société de transport de Montréal). A single ride costs Can$3.25 and a one-week ticket Can$26.25.
Information on routes and schedules is available at http://www.stm.info.

G. Transport from and to the airport
35. Participants should make their own transportation arrangements from the Pierre Elliot Trudeau
Airport to their respective hotels. Transport from the airport to downtown Montreal is available by bus
number 747. The ticket (which costs Can$10 and must be bought with coins) provides access to the
bus and metro for the next 24 hours. Airport bus timetables are available at:
36. A one-way taxi ride from the airport to the downtown area costs about Can$40.

H. Restaurants and coffee shops
37. Food and beverages are not permitted inside the conference rooms or the registration centre.
38. A kiosk selling coffee and snacks will operate in the bistro area on the first floor. In addition,
several restaurants and shops are located in the underground tunnels near the ICAO building.
39. Water fountains can be found throughout the conference centre. Participants are encouraged to
bring reusable water bottles to refill.

I. Lost and found
40. Lost and found articles should be reported/handed to the security desk in the entrance lobby.

IV. Other practical information
A. Local weather and time
41. In July, temperatures in Montreal may range from 30°C to 18°C, although the evenings may be
cooler.
42. The standard time zone in Montreal is UTC/GMT−5 hours

B. Language
43. While French is the official language of Montreal, both English and French are used at most
places of business.
C. **Electrical power supply**

44. The electric power supply in Canada is 110 volts and the frequency is 60Hz. The plug type used is the North American standard, shown below. Meeting participants are encouraged to carry appropriate electric adapters.

![Electric plug](image1)

D. **Shopping**

45. All major department stores can be found in downtown Montreal, which features extensive underground tunnels connecting the major city malls and retail outlets. Montreal’s historic district is better known for specialty retail, including more adventurous clothing brands, art galleries, spas and souvenir shops.

E. **Tourism**

46. General information on tourism in Montreal is available at: https://www.mtl.org/en.

F. **Safety**

47. Participants are requested to wear their badges whenever they are at the meeting venue. They are responsible for the safety of their valuables in the ICAO complex and during their stay in Montreal.

V. **Maps**

A. **Location of ICAO headquarters**

![Map of Montreal](image2)
B. Montreal metro lines