



Combined thirteenth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and the Thirty-Sixth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer

25 October to 1 November 2024, Bangkok

Information note for participants – Updated 12 August 2024

I. Venue

1. The combined thirteenth meeting of the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer and the Thirty-Sixth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (COP13/MOP36) will be held in Bangkok, Thailand, from **Monday, 28 October 2024 to Friday, 1 November 2024**. It will be preceded by the workshop on life-cycle refrigerant management (Workshop13) on **Sunday, 27 October 2024**.
2. The two associated meetings, whose participation is strictly limited to members of the relevant bodies and those who are invited to the meetings, will be held on **Friday, 25 October 2024**:
 - (a) The combined meeting of the Bureaux of the twelfth meeting of the Conference of the Parties to the Vienna Convention and the Thirty-Fifth Meeting of the Parties to the Montreal Protocol; and
 - (b) The seventy-third meeting of the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol (ImpCom73).
3. The meetings and the workshop will be held at the following venue:

United Nations Conference Centre (UNCC)
United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)
United Nations Building
Rajadamnern Nok Avenue
Bangkok, Thailand
<https://www.unescap.org/uncc>
4. In line with the [Environmental Management System](#) (EMS) adopted in 2022, the Secretariat is committed to upholding and improving the sustainability of its external meetings. For more information click [here](#).
5. All greenhouse gas emissions associated with the meetings will be measured, reported, and offset through the purchase of carbon emission reduction credits from certified emission reduction projects.
6. Participation in the meetings and the workshop is governed by the relevant guidelines and policies, including the [Code of Conduct to Prevent Harassment, including Sexual Harassment](#) at UN System Events. All participants are expected to get acquainted with the Code of Conduct and to behave with integrity and respect towards all participants attending or involved with the meetings and the workshop.

II. Timing¹ of the meetings

7. ImpCom73 will commence at **9:30 a.m.** on **Friday, 25 October 2024** and conclude on the same day. Participation in the meeting is limited to members of the Implementation Committee, and other invited observers.

¹ All times indicated as Bangkok standard time (UTC +7 hours)

8. The Bureaux meeting will be opened at **4 p.m. on Friday, 25 October 2024** and is expected to conclude on the same day.
9. Workshop13 will be opened at **9 a.m. on Sunday, 27 October 2024** and will conclude at **6 p.m.** on the same day.
10. COP13/MOP36 will be opened at **10 a.m. on Monday, 28 October 2024** and will conclude at **6 p.m. on Friday, 1 November 2024**. The morning sessions of the meeting will be held from 10 a.m. to 1 p.m. and the afternoon sessions from 3 to 6 p.m., unless otherwise specified during the meeting.
11. Live streaming of the plenary proceedings of COP13/MOP36 will be provided **for viewing only**.

III. Visa information

12. Participants are **required** to obtain an appropriate entry visa from their nearest Royal Thai Embassy or Royal Thai Consulate-General before entering Thailand, **except** for nationals of exempted countries. Participants can access information on visa exemption and requirements from the following link: [List of countries entitled for visa exemption and visa-on-arrival](#).
13. Participants must possess a passport valid for at least six months beyond the travel date and a valid return ticket with a departure date within 15 days of the arrival date. If they are eligible for a visa on arrival, they should fill out an application form, which is available at the visa-on-arrival counter at the airport, supply one recent passport-sized photograph, and pay the applicable fee. Alternatively, participants may apply online at <https://www.thaievisa.go.th/> and visit the visa-on-arrival counter at the airport before proceeding to immigration.
14. Nationals from countries **required** to obtain an entry visa before entering Thailand should:
 - (a) Contact the Royal Thai Embassy or the Royal Thai Consulate-General in their country of residence or at the Royal Thai Embassy with jurisdiction over their country of residence **before leaving their country** to avoid denial of entry on arrival at the airport in Bangkok. Information on visa issuance and the locations of Royal Thai embassies and consulates worldwide are available at the following link: <https://www.thaiembassy.org/>.
 - (b) Initiate the application process well in advance **and not less than four weeks before** their planned travel date and contact the Secretariat (Jacqueline.Nyanjui@un.org with a copy to Jacqueline.Gitau@un.org) if any supporting documentation issued by the Secretariat is required.
15. Holders of a United Nations laissez-passer traveling on official business are required to obtain an appropriate visa before entering Thailand. Participants may consult with the Royal Thai Embassy/Consulate in their respective countries or jurisdictions regarding the latest applicable immigration requirements.

IV. Hotel accommodation

16. Participants are responsible for making their own accommodation arrangements and are advised to do so well in advance. Participants may wish to take into account emissions from local travel and exposure to traffic delays in the selection of hotels. Click [here](#) for the list of hotels with indicative prices. The list is meant purely for reference and for ease of participants. The special discount rates provided are subject to change without notice. Please confirm the room rates with the hotel directly.

V. Health requirements and medical facilities

A. General Information

17. The health and safety of participants during the meetings is a key priority of the United Nations and the host country. Medical costs incurred in Thailand will be borne directly by the participant. All participants should ensure that they have appropriate medical insurance to cover the cost of any medical assistance or hospitalisation that may be required during their stay in Thailand. The nearest hospital to the UNCC is Mission Hospital, which has English speaking medical staff (+662-282-1100).
18. Travelers can contact the hotline of the Department of Disease Control (1442) or visit <https://ddc.moph.go.th> for more information on diseases and related control mechanisms in place in Thailand.

19. Before making their travel arrangements, participants are advised to review the following link for the latest information on the Coronavirus disease (COVID-19) pandemic:
www.who.int/emergencies/diseases/novel-coronavirus-2019

B. Vaccinations

20. Participants who have travelled from or through countries that have been declared “yellow fever infected areas” by the Ministry of Foreign Affairs, Thailand are required to provide a valid international health certificate proving that they have received a yellow fever vaccination. Upon arrival, applicants must present the relevant international health certificate at the Health Control Office before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days before travel to Thailand. Information on requirements for yellow fever vaccination can be found at the following link: <https://www.mfa.go.th/en/page/list-of-countries-which?menu=5e1ff729c4281a00c95bd753>.

21. The international health certificate must be submitted together with the visa application form.

22. Zika virus is endemic in Thailand and cases have been reported amongst tourists. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given the possibility of transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or consult their doctor about the implications of travelling to Thailand.

23. In addition to the above, the UNHQ Medical Services Division advises pregnant United Nations personnel not to undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women seeking pregnancy should obtain individualized advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. For further information, please refer to the Zika virus [FAQ](#).

24. Participants are advised to get vaccinated against diseases such as hepatitis A, tetanus, and typhoid before travelling to Thailand.

C. Smoking policy

25. United Nations buildings are smoke-free areas. Smoking is only allowed in the designated areas outside the buildings.

D. Medical facilities at UNCC

26. If you feel unwell during the meetings, do not ignore your symptoms. Call ESCAP medical services (extensions 1352, 1353 or 1761) during business hours for further guidance. After business hours, call the United Nations Medical Officer (+66-2288-1353) for further guidance. In case of a medical emergency on ESCAP premises, call extension 1699 or the United Nations Department for Safety and Security (+66-2288 1102/1120) for assistance in calling an ambulance.

VI. Registration and meeting badges

27. Focal points for each party to the Vienna Convention and its Montreal Protocol are required to register all members of their delegation using the link indicated in the cover email for the invitation to the meetings. **Note that the registration system contains participant information from previous Montreal Protocol meetings, which can be updated and used to register for the current meetings.**

28. Organizations that wish to send observers to the meetings but have not received an invitation are requested to send an email to mea-ozoneinfo@un.org as soon as possible.

29. The Secretariat is committed to and supports broad regional and gender balanced participation.

30. Registered participants can collect their meeting badges at the main entrance of the meeting venue any time between **8 a.m. to 5 p.m. from Friday, 25 October 2024 to Friday, 1 November 2024**. Please allow ample time for security clearance and registration.

31. Participants are requested to present valid photo identification cards when collecting their meeting badges. Please consider reusing the generic lanyard from the previous Montreal Protocol meetings. Badges must be worn at all times in the meeting venue. Please note that for security reasons, badges must be displayed to gain admission both to UNCC and to the meeting rooms. The loss of a badge must be communicated to the staff at the registration desk immediately so that a replacement can be issued.

32. For any questions regarding registration for the meetings, please contact the Secretariat (Betty.Kamanga@un.org or Jacqueline.Gitau@un.org).

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

A. Financial assistance

33. 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, then please submit an official request that includes details of the representative to be assisted, to the Secretariat (mea-ozoneinfo@un.org) by **Friday, 13 September 2024**. **The request for funding must be signed by an officer in your government at a higher level than the nominee.**

34. 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 United Nations travel agency in Nairobi, and Daily Subsistence Allowance (DSA) for Bangkok. As of 1 July 2024, the DSA rate for Bangkok is **\$250**, that rate is, however, subject to change. For further enquiries regarding the financial assistance that may be provided to representatives of eligible countries, please contact the Secretariat (Ann.Gachingiri@un.org).

B. Daily subsistence allowance (DSA)

35. DSA will be paid in United States dollars to eligible participants at the meeting venue. ImpCom and Bureaux members will be paid on **Friday, 25 October 2024**. Workshop13 and COP13/MOP36 participants will be paid during the lunch break **from Monday, 28 October 2024** onwards.

VIII. Meeting documents and presentations

36. Consistent with established practice, the Secretariat will post the meeting documents, conference room papers and to provide general information during the meetings through the Secretariat's website and mobile application. The Secretariat, in cooperation with UNCC, will provide a stable and fast internet connection at the meeting venue.

37. The daily schedule, live streaming, conference room location and other important updates will be notified, in a timely manner, via the meeting mobile application. Participants are requested to download the application in advance of the meetings, available on App Store (iOS): <https://rb.gy/npsc93> and Google Play Store (Android): <https://rb.gy/w22gzz> respectively.

A. Meeting portals

38. Pre-session documents will be available on the meeting portal at the following links:

- (a) COP13/MOP36: <https://ozone.unep.org/meetings/thirty-sixth-meeting-parties/pre-session-documents>
- (b) ImpCom73: <https://ozone.unep.org/meetings/73rd-meeting-implementation-committee-under-non-compliance-procedure-montreal-protocol/pre-session-documents> (the password required to access the portal will be included in the invitation letter sent to participants)
- (c) Bureaux : <https://ozone.unep.org/meetings/joint-meeting-bureau-13th-conferences-parties-and-35th-meeting-parties/pre-session-documents>
- (d) Workshop on life-cycle refrigerant management: <https://ozone.unep.org/meetings/workshop-life-cycle-refrigerant-management/pre-session-documents>

B. Conference room papers

39. Conference room papers and draft meeting reports will be accessible via the meeting portal. Parties wishing to submit conference room papers should email them to Ms. Liazzat Rabbiosi (rabbiosi@un.org).

C. Statements

40. Delegates who wish to deliver statements during the high-level segment of the COP13/MOP36 are requested to submit their statements in advance to the Secretariat, preferably by email (Jacqueline.Nyanjui@un.org) by close of business on **Friday, 25 October 2024**. The order in which statements are delivered will be determined by the date and time of their submission. Ministers will have priority in the delivery of statements.

D. Meeting rooms

41. To reserve rooms for regional and bilateral meetings before the start of the meetings, kindly send an email to the Secretariat (Esther.Nginyo@un.org) with a copy to Sandeep.Bhambra@un.org indicating the date, time, duration and number of participants. Owing to the limited availability of rooms at UNCC, the Secretariat may not be able to fulfil all requests.

42. Requests to reserve rooms once the meetings have started should be made to the Conference Officer, Mr. Danuphol Somsuai (somsuai@un.org).

IX. List of participants

43. A provisional list of participants will be made available on the meeting portal before the closure of the meeting for individual verification of participants' contact details. Delegates are requested to verify the accuracy of the information on the list, including names, designations, contact information and the order in which the names of delegation members are presented. Corrections should be sent to Betty.Kamanga@un.org and Jacqueline.Gitau@un.org. The final list of participants will be made available on the meeting portal within two weeks of the closure of the meeting.

X. Side events, exhibitions, and promotional material

44. Owing to the limited number of rooms available at UNCC, the number of side events will be limited to three during the lunch break (between 1 and 3 p.m.) and three in the evening (between 6 and 7 p.m.) for the duration of the meetings.

45. Requests for side events and exhibitions should be made by completing the online request form available at <http://ozone.unep.org/en/side-events-and-exhibitions-request-form>. The deadline for submission of applications is **Friday, 20 September 2024**. The Secretariat will make the bookings on a first come, first served basis. Late applications will not be considered. All costs related to the rental of equipment for side events or exhibitions will be borne by the requesting organization.

46. 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 the Secretariat (Stephanie.Haysmith@un.org) with a copy to Jacqueline.Gitau@un.org.

47. Delegations with approved requests for an exhibition should ship promotional material and publications, clearly marking them "No commercial value. For conference distribution only" to the following address:

Attention: Ms. Sunhye Park
Chief, Conference Management Unit, ESCAP
Email: Sunhye.park@un.org
Tel.: +66 2-288 1600
c/o United Nations Conference Centre (UNCC) - For UNEP/COP13/MOP36
United Nations Building
Rajadamnern Nok Avenue
Bangkok, Thailand

48. Please note the Secretariat promotes paperless meetings and requests side event organizers and exhibitors to minimize the use of brochures and other marketing materials and gift items. Please refer to Secretariat's [exhibitor guidelines](#).

49. Catering for side events can be arranged by contacting Ms. Kanjana Sibunnan (sibunnan@un.org, tel.: +66 2 288 1379). Information on catering is available at <https://unescap.org/uncc/social-functions-and-catering>.

XI. Local transportation

50. Participants should make their own transportation arrangements from the airport to their respective hotels. Limousine, metered taxi, electric taxis, express and commuter rail and bus services are readily available at both airports. Detailed airport information about these services can be found at <https://www.bangkokairportonline.com>.
51. Participants should make their own transport arrangements to and from UNCC. Metered taxis are readily available in the city. Some hotels close to UNCC provide complementary transport to and from the Conference Centre according to fixed schedules.
52. Movement within the city is facilitated by metered taxis, electric taxis, tuk-tuks and the rail system; all are safe and readily available outside most hotels.

XII. Safety and security

53. The contact information for the United Nations Department of Safety and Security in Bangkok is:
- (a) Security Control Centre (24/7): +66 2 288 1102
 - (b) Emergency: +66 2 288 1100
 - (c) Mobile: +66 81 807 8471
54. Thailand emergency numbers are:
- (a) Police general emergency: 191
 - (b) Fire: 199
 - (c) Ambulance and rescue: 1669/1554
 - (d) Tourism Police: 1155

XIII. Local currency

55. Participants may bring foreign currency into Thailand in the form of cash, traveller's cheques, bank drafts, letters 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 value of the currency in their possession on arrival at the airport. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offense.
56. Currency exchange facilities are available at hotels and at Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2168 and 2169) at the venue. Opening hours are from 8.30 a.m. to 3.30 p.m. from Monday to Friday.
57. ATMs are available throughout Bangkok, and credit cards such as American Express, MasterCard and Visa are accepted in major hotels and shopping malls.

XIV. Local weather and time

58. The temperature in Bangkok in October averages 25°C to 32°C (77°F to 90°F). Light clothing will be appropriate, although the evenings can be cooler.
59. The conference rooms are air-conditioned, and the temperature is maintained in the range of 23°C to 24°C (73°F to 75°F).
60. The standard time zone in Thailand is UTC + 7 hours.

XV. Language

61. Thai is the main language in Thailand. Other languages spoken include Chinese, Lao, Malay, and Mon-Khmer, while English is more prevalent in government and commercial settings. English is also 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 often have very limited knowledge of English. Participants are therefore encouraged to carry the address of their hotel in Thai script.

XVI. Other practical information

A. Travel advisory

62. Visitors are advised to always respect the Thai customs. Kindly note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken and written language, gestures, and electronic communication, including via social media.

B. Accessibility: support for persons with additional needs

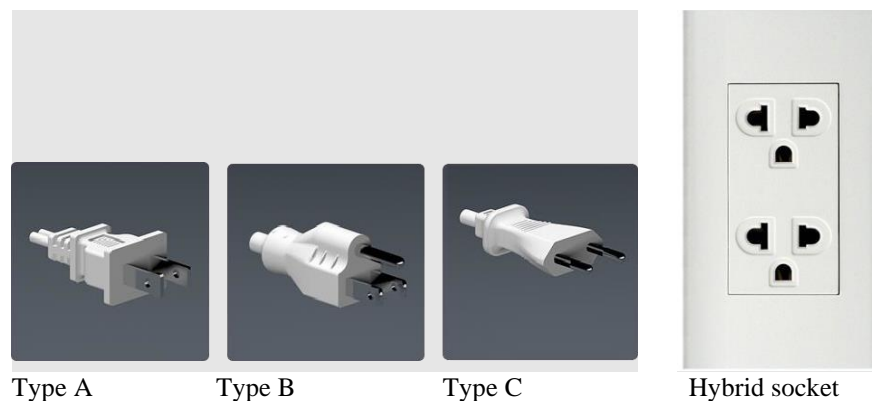
63. To enhance accessibility to the Conference Centre, provisions are in place for persons with limited physical mobility as well as for persons with visual, hearing and speech impairments. Assistive devices are available upon request from the Accessibility Centre, located on the first floor of UNCC. To reserve devices or for more information, please visit the [Accessibility Centre's webpages](#).

C. Phone access codes

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

D. Electrical power supply

65. The voltage in Thailand is 230V running at 50Hz, and the plug types used are A, B and C, shown below. Hybrid sockets, which accept all three types, are found in most hotels. **Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances, as the Secretariat will not be able to provide adapters.** Adapters can be purchased from shops in the city dealing in electronic and electrical items.



E. SIM cards for cellular phones

66. Local SIM cards that can be used with unlocked phones are available from post offices, convenience stores, newspaper stands and shops in the arrival terminal at the airport. eSIM is available by downloading the eSIM cellular plan to the phone. Please visit the following links for more information <https://www.ais.th/esim-traveller/#/mealdetail?areaId=56> and <https://www.truemoveh-thailandsim.com/>. A valid passport is required for purchase of a SIM card and eSIM.

F. Prayer and meditation rooms

67. The prayer and meditation rooms are located on the second floor of UNCC, by ESCAP Hall.

G. Post office

68. Postal services are available at the Post Office, United Nations Branch, on the ground floor of UNCC. Opening hours are 8 a.m. to 4 p.m. from Monday to Friday, except on official holidays. The Post Office can be contacted at extensions 1260 and 2911.

H. Souvenir shop

69. The United Nations souvenir shop located on the first floor of UNCC is open from 8 a.m. to 5 p.m. from Monday to Friday. The shop can be contacted at extension 1295.

I. Restaurants and cafes

70. Catering services available at the venue during the weekdays are listed here below and information on availability of such services during the weekends will be provided closer to the start of the meetings:

- (a) International Cafeteria, located on level 1 of UNCC, serves breakfast from 7:30 to 10 a.m. and lunch from 11 a.m. to 2 p.m. from Monday to Friday. ESCAP official lunch break is from 12 to 1 p.m. **Participants are advised to visit the cafeteria after 1 p.m. to avoid long queues and delayed services.**
- (b) Rajapruek Lounge, on the ground floor of UNCC, serves light meals and beverages from 7 a.m. to 5 p.m. from Monday to Friday.
- (c) Coffee Corner serving sandwiches, pastries, coffee, tea and soft drinks is located on level 1 of UNCC and is open from 7 a.m. to 5 p.m. from Monday to Friday.

71. In line with EMS principles, single-use plastic containers and cutlery are not available within the ESCAP compound. For purchasing drinks, a deposit fee of 100 baht will apply in addition to the cost of the drink. The fee will be refunded once the cup is returned.

72. Restaurants, fast food outlets and food stands can be found throughout the city, offering a wide variety of international culinary choices around the clock.

XVII. Tourism

73. The American Express Global Business Travel (AMEX-GBT) office is located on Level 1, UNCC and is open from 8 a.m. to 5 p.m. on weekdays. The office can be contacted at extensions 2820, 2821, 2822 and 2823.

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

75. Hotels will have tourist information packages and should be able to advise participants about tourist attractions.

Looking forward to seeing you in Bangkok!
