



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



Forty-sixth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer

Seventy-second meeting of the Implementation Committee under the Non-compliance Procedure for the Montreal Protocol

7-12 July 2024, Montreal

Information note for participants

I. Venue

1. The forty-sixth meeting of the Open-ended Working Group of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (OEWG46) will be held in Montreal from **Monday, 8 July 2024 to Friday, 12 July 2024**. OEWG46 will be preceded by the seventy-second meeting of the Implementation Committee under the Non-Compliance Procedure for the Montreal Protocol (ImpCom72), to be held on **Sunday, 7 July 2024**. The meetings will take place at the following venue:

International Civil Aviation Organization (ICAO) Conference Centre
999 Robert-Bourassa Boulevard
Montréal, Québec, H3C 5H7
Canada
Website: www.icao.int

2. 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, meeting participation tips and performance indicators click [here](#).

II. Timing¹ of the meetings

3. ImpCom72 will be held on **Sunday, 7 July 2024, starting at 10 a.m.** and will conclude on the same day. Participation in the meeting is limited to invited participants who are members of the Implementation Committee, invited representatives of the secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol, representatives of the implementing agencies of the Multilateral Fund, and other invited observers.

4. OEWG46 will open **at 10 a.m. on Monday, 8 July 2024**, and is expected to conclude on Friday, 12 July 2024. The morning sessions 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. Live streaming of the plenary proceedings will be provided for viewing.

III. Visa information

5. Canadian authorities do not grant visas upon arrival at the point of entry into the country. Information on visa procedures, including a list of Canadian embassies, high commissions and consulates abroad, is available on the Immigration, Refugees and Citizenship Canada (IRCC) website (www.cic.gc.ca/english/information/offices/index.asp).

¹ All times indicated as Montreal standard time (UTC- 5 hours).

6. Participants who require a visa to enter Canada² must initiate the visa application process **as early as possible and not less than eight weeks before departure** for the meetings. The event code provided in the e-mail message confirming your registration for OEWG46 and the notification itself should be included in the visa application. The event code, provided by IRCC, will help immigration authorities identify the purpose of visit and track visa processing.

7. [Visa-exempt](#) foreign nationals are required to obtain an Electronic Travel Authorization (eTA) to fly into Canada. Exceptions include Canadian permanent residents and nationals of exempted countries. For further information, please refer to the following website: www.cic.gc.ca/english/visit/eta.asp.

8. For any further clarification on visa application, participants are encouraged to contact the Secretariat (Esther.Nginyo@un.org with a copy to Sandeep.Bhambra@un.org).

IV. Hotel accommodation

9. 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 recommended hotels with ICAO preferential rates, quoted in Canadian dollars. Meeting participants are advised to make hotel bookings **as early as possible** to secure accommodation and are advised to request rates applicable to ICAO at the time of booking.

V. Health requirements and medical facilities

10. Health and safety of participants during the meetings is a key priority of the United Nations and the host country.

11. Medical costs incurred in Canada 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 Canada.

12. Delegates are encouraged to be aware at all times of the signs and symptoms of respiratory illness and how to manage them. Stay at your hotel if you develop a fever and/or respiratory symptoms, or otherwise feel unwell, and inform the Secretariat (Sandeep.Bhambra@un.org with a copy to Esther.Nginyo@un.org) immediately.

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

14. Participants 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 medication containers are labelled accordingly. Participants should take sufficient supplies of prescription medication with them, since the purchase of prescription-only drugs in Canada requires a prescription from a recognized Canadian practitioner. If health advice or medical care is required or any additional information on medical resources is needed, participants are advised to contact Info Santé at 811.

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

16. It is advisable, but not mandatory, to get vaccinated against influenza.

VI. Registration and collection of badges for the meeting

17. Focal points for each party to the Montreal Protocol are required to register all the members of their delegation using the link provided in the cover email for the invitation to the meetings. **Note that the registration system contains participant information from previous Montreal Protocol meetings.** Please update such information, as necessary, when registering for the current meetings. Information will need to be entered for delegates who have not attended past meetings.

² Participants requesting support from the Secretariat on their visa application should be aware that their information (name and passport details) will be shared with IRCC. Information will be used by IRCC to identify and coordinate the processing of visa applications within the confines of Canada's [Privacy Act](#).

18. 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. Observers are required to register themselves using the link provided in the cover email for the invitation letter.
19. Registered participants can collect their meeting badges at the lower atrium of the ICAO Conference Centre any time between **8:30 a.m. to 5 p.m. from Sunday, 7 July 2024 to Friday, 12 July 2024**.
20. Participants are requested to present valid photo identification cards when collecting their meeting badges. 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 the ICAO building and to the meeting rooms. The loss of an identification badge must be communicated to the staff at the registration desk immediately so that a replacement can be issued.
21. Please allow ample time for security clearance and registration.
22. Please consider reusing the generic Secretariat lanyard. Badge recycling bins are located near the exits of the Conference Centre and entrance lobby.
23. 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

24. 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, 10 May 2024**.
25. 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 Montreal. As of 1 February 2024, the DSA rate for Montreal is **US\$367**; 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)

26. The Secretariat will issue a debit card to each eligible participant at the meeting venue next to the registration counter at the lower atrium. Debit cards will be issued for members of the Implementation Committee **from Sunday, 7 July 2024**, and for OEWG46 participants **from Monday, 8 July 2024 during the lunch break**.
27. The debit card will be loaded with the United States dollars equivalent of the eligible amount; however, withdrawals from ATMs are typically 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 purchases of goods and services are the responsibility of the participant.
28. The reuse of valid debit cards issued at previous meetings of the United Nations Environment Programme is strongly encouraged. A debit card can be reloaded with DSA for the current meeting, provided that it has not expired, and the participant has retained the PIN code for the card. Eligible participants holding a debit card issued at a previous meeting should email a copy of the card to the Secretariat (Ann.Gachingiri@un.org) by **Friday, 7 June 2024**.

VIII. Meeting documents and presentations

29. The daily schedule, live streaming, conference room location and other important updates will be notified, in a timely manner, via the mobile app “OEWG46”. Participants are requested to download the app in advance of the meetings, available on App Store (iOS) and Google Play Store (Android): <https://rb.gy/dzvzy> and Google Play Store: <https://rb.gy/3qr9n>

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

A. Meeting portals

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

- a) OEWG46: <https://ozone.unep.org/meetings/46th-meeting-open-ended-working-group-parties>;
- b) ImpCom72: <https://ozone.unep.org/meetings/72nd-meeting-implementation-committee-under-non-compliance-procedure-montreal-protocol> (the password required to access the portal will be included in the invitation letter sent to invited meeting participants).

B. Conference room papers

32. 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. Meeting rooms

33. 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 ICAO, the Secretariat may not be able to fulfil all requests.

34. Requests to reserve rooms **once the meetings have started** should be made to the Conference Officer (unon-dcs-mcu@un.org).

IX. List of participants

35. A provisional list of participants will be made available on the meeting portal before the closure of the meeting for 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 the Secretariat (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

36. Owing to the limited number of rooms available at ICAO, 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 8 p.m.) for the duration of the meeting.

37. 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, 31 May 2024**. 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.

38. 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.

39. 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:

Mr. Eduardo Alvear
Senior Project Manager
Revenue and Product Management (RPM-BDU)
International Civil Aviation Organization (ICAO)

999 Robert-Bourassa Boulevard
Montréal, H3C 5H7
Canada
Tel.: + 1 514 315 2112

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

41. Catering for side events can be arranged by contacting Mr. Eduardo Alvear (EAlvear@icao.int). Event organizers offering boxed lunches are responsible for returning empty lunch boxes to the caterer immediately after the meal. Failure to comply with this request may result in additional charges.

XI. Local transportation and safety

42. Participants should make their own transportation arrangements from the airport to their respective hotels. Transport from the airport to downtown Montreal (Berri Uqam metro station) is available by bus number 747. The bus fare is Can\$10, payable in coins only, and provides the traveller with a transit pass for the bus and metro for 24 hours from the time of purchase. Information on the shuttle bus schedule is available at the link <http://www.stm.info>.

43. Taxis are also available at the airport and a one-way taxi journey to the downtown area costs approximately Can\$40.

44. Participants are encouraged use the Public Transit System (Société de transport de Montréal) where available. The cost per journey per adult is Can\$3.50 and a one-week season ticket from Monday to Sunday costs Can\$28. Information on routes and schedules is available at the following link: <http://www.stm.info>.

XII. Local currency

45. The Canadian dollar is the national currency of Canada. The daily exchange rate is posted at hotels and exchange offices. Major credit cards are accepted at most hotels, restaurants, and businesses.

XIII. Local weather and time

46. The temperature in Montreal in July averages 17°C to 27°C (63°F to 87°F). Light clothing will be appropriate, although the evenings can be cooler.

47. The standard time zone in Montreal is UTC - 5 hours.

XIV. Language

48. While French is the official language of Montreal both English and French are used in most places of business.

XV. Other practical information

A. Accessibility: support for persons with additional needs

49. To enhance accessibility in ICAO, provisions are in place for persons with limited physical mobility. A wheelchair is also available at the Security Desk upon request.

B. Phone access codes

50. The country code for Canada is +1 (as for the United States of America). The main area codes for Montreal are 514 and 438.

C. Electrical power supply

51. The electrical power supply in Canada is 110 volts and the frequency is 60 Hz. The plug type used is the North American standard, as shown below. **Meeting participants are reminded to carry**

appropriate adapter plugs.



E. SIM cards for cellular phones

52. Local SIM cards that can be used with unlocked phones are available from post offices, convenience stores, and newspaper stands. A valid passport is required for purchase of a SIM card. Alternatively, participants may purchase electronic SIM (eSIM) cards by registering at canadiansim.com.

F. Prayer and meditation rooms

53. The prayer and meditation room will be available, and clearly marked, for use by the participants, at the venue.

G. Post office

54. Canada Post provides postal services in Canada. Postal counters are also available in certain pharmacies, businesses, and convenience stores. Agencies for many international courier services, such as FedEx, DHL, and UPS, are available throughout Montreal.

H. Restaurants and cafes

55. Several restaurants and shops are located in the underground commercial area in the vicinity of the ICAO building.

XVI. Tourism

56. Set on an island in the Saint Lawrence River and named after Mount Royal, the triple-peaked hill at its heart, Montreal enjoys international recognition as one of the greatest cultural, industrial, and commercial cities in North America. For more information, please visit the following website <https://www.timeout.com/montreal>.

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

Looking forward to seeing you in Montreal!
