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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Sixty-eighth Meeting  
Montreal, 3-7 December 2012

**INFORMATION NOTE FOR PARTICIPANTS**

**1. Venue**

The Sixty-eighth meeting of the Executive Committee will be held in Montreal, Canada, from 3 to 7 December 2012, in Conference Room 3, ground floor at the premises of the International Civil Aviation Organization (ICAO) located at 999 University Street in Montreal, Quebec.

**2. Meeting schedule**

The meeting will take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. at the ICAO premises or as announced at plenary.

**3. Meeting documents**

- (a) All pre-session meeting documents will be posted on the website of the Multilateral Fund four weeks before the start of the meeting as they become available. Translated documents will be posted approximately seven days following the English posting and no physical dispatch of meeting documents in hard copies shall be made in support of efforts towards international paperless meetings. Delegates should continue obtaining their username and password to access the restricted area of the Multilateral Fund website (the log in link can be found at the top right-hand side of the home page) through their heads of delegations. Should any difficulties be encountered with the username and password provided, please contact Mr. Mulu Alem Syoum, Associate Information Technology Officer (e-mail: [alem@unmfs.org](mailto:alem@unmfs.org)).
- (b) Executive Committee participants are kindly reminded to bring their own laptops to enable access and reference to documents on line. The Secretariat, in cooperation with ICAO, will provide a stable and fast wireless internet connection to access all meeting

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

documents from the Executive Committee Meeting conference room and from any point in the ICAO premises.

- (c) It is anticipated that Conference Room Papers (CRPs) and the draft meeting report will be accessible through the restricted area of the Secretariat's website. All CRPs must be sent by the group facilitator/convenor to Ms. Martha Leyva, Programme Management Officer, by e-mail at [mleyva@unmfs.org](mailto:mleyva@unmfs.org).

#### **4. Weather**

During the months of November and December temperatures in Montreal may vary between 5 and -10 degrees Celsius. Participants are advised to carry warm cloths and winter boots.

#### **5. Registration and identification name badges**

Participants are requested to collect their badges at the registration desk located in the lower atrium of ICAO on Monday 3 December 2012 starting at 9 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

#### **6. Security**

Following the ICAO internal procedures, a security check is made everyday at the entrance of the lower atrium during the meeting. Participants are requested to carry their badges every day to the meeting venue.

#### **7. Transportation from airport to downtown Montreal**

Transport from the Airport to Montreal downtown is available by bus number 747 from the airport to Berri Uquam metro station. The bus fare is 7\$ in coins only and provides the traveller with a transit pass for the bus and metro for the next 24 hours.

Taxis are also available at the airport. A one-way taxi ride between Montreal - Pierre Elliot Trudeau International Airport and the downtown area costs about CAN \$38. For more information on the schedule of the shuttle-bus, you could access the timetable by clicking this link: <http://www.stm.info/english/info/a-747.htm> Participants are encouraged to take advantage of the Public Transit System (Société de transport de Montréal) services where available for the Montreal area. The public transportation rate is CAN \$3.00/adult or a one week ticket from Monday to Sunday for CAN \$23. 50.

#### **8. Immigration**

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you at least (4) weeks before your departure time. The letter of invitation issued by the Secretariat should be included in your submission of request for visas. Canadian authorities do not grant visa upon arrival at the airport. Information on visa procedures, including a list of relevant Canadian Embassies, high commissions and consulates abroad, is available on the website of the Citizenship and Immigration Canada (<http://www.cic.gc.ca/english/information/offices/index.asp>).

#### **9. Service to delegates**

Coffee is provided at no cost to the participants half an hour before the start of each meeting.

**10. Postal services**

Canada Post covers postal services in Canada. Some postal counters are available in certain pharmacies, business or convenience stores. For other type of courier services, many international companies such as FEDEX, DHL, UPS or Purolator counters are also available around the city.

**11. Telephone services**

Public telephones are available in various locations in the city. The cost of a local unlimited call is 50 cents. To make long distance calls, you may purchase calling cards from pharmacies, local convenience stores called “Depanneur” and newsstands in Montreal. From any public phone in Canada, you can dial toll free 0 (the operator for collect calls), 411 (directory assistance), 911 (for emergency services such as police, ambulance, fire-fighters).

**12. Medical and emergencies**

Canada has a public funded health care system but visitors to Canada are required to pay for health services. Participants traveling to Canada are strongly advised to obtain medical insurance before leaving their home country. The Secretariat will not assume responsibility for health services in Canada. Canada does not require that travelers 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 ensure that the medication containers are labeled accordingly. Visitors should make sure to carry sufficient amount of medication prescribed to them as to purchase prescribed drugs requires prescription from a recognized Canadian practitioner.

If health advice or service is required or any additional information on resources available needed you may contact Info-Santé by dialing (514) 934 0354 at all times.

**13. Electricity**

The North American power supply standard is set at 110 volts and the frequency is 60Hz. Meeting participants are invited to carry appropriate adapters.



**14. Exchange rates and banking**

The Canadian Dollar is the national currency in Canada, composed of the one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards and traveler’s checks are accepted at most hotels, restaurants and businesses. As for an update on the exchange rate, you could access the following website: <http://www.x-rates.com>

**15. Hotel information**

Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting. All prices are exclusive of taxes and are in Canadian dollars. Participants are invited to quote ICAO and United Nations rates which the Secretariat negotiated with the hotels listed below:

- (a) **Hotel Holiday Inn Select** (Chinatown) (5 minute-walk to ICAO building)
- CAN \$189 per night / standard room / single or double occupancy (breakfast included)  
CAN \$165 per night / junior sweet / single or double occupancy (breakfast included)  
Telephone number: (514) 878 9888  
Toll free number: 1 888 878 9888 (world wide)  
Fax number: (514) 878 6341  
Website: [www.yul-downtown.hiselect.com](http://www.yul-downtown.hiselect.com)  
E-mail address: [reservations@yul/downtown.hiselect.com](mailto:reservations@yul/downtown.hiselect.com)
- (b) **Le Square Phillips Hotel** (7 minute-walk to ICAO building)
- CAN \$128 per night / studio / single or double use (breakfast included)  
Telephone number: (514) 393 1193  
Fax number: (514) 393 1192  
Web site: [www.squarephillips.com](http://www.squarephillips.com)  
Email: [info@squarephillips.com](mailto:info@squarephillips.com)
- (c) **Apartment Hotel** (15 minute-walk to ICAO building)
- CAN \$111 per night / studio / single or double use (breakfast included).  
Telephone number: (514) 284 3634  
Fax number: (514) 287 1431  
Web site: [www.appartementhotel.com](http://www.appartementhotel.com)  
Email: [info@appartementhotel.com](mailto:info@appartementhotel.com)
- (d) **Hotel Holiday Inn Montreal** - Midtown (15 minute-walk to ICAO building)
- CAN \$109 per night /standard, corporate or executive /single or double use  
(breakfast included)  
Telephone number: (514) 842 6111 or  
Toll free number: 1 800 387 3042 (from Canada & USA)  
Fax number: (514) 842 9381  
Website: [www.rosdevhotels.com](http://www.rosdevhotels.com)  
E-mail address: [himidtown@rosdevhotels.com](mailto:himidtown@rosdevhotels.com)
- (e) **Comfort Hotel & Suites** (Berry Street and Boulevard de Maisonneuve – near the Central Bus Terminal) (10 minute-walk to ICAO building)
- CAN \$75 per night/ single or double use (breakfast, free local calls & internet included)  
Telephone number: (514) 262 1716/514 849 3214  
Toll free number: 1 800 613 3383 (from Canada & USA)  
Fax number: (514) 849 9812  
Website: [www.choicehotels.com](http://www.choicehotels.com)  
E-mail: [cpuga@comfortdowntownmontreal.com](mailto:cpuga@comfortdowntownmontreal.com)
- (f) **Hotel St. Paul** – rue McGill (5 minute-walk to ICAO building)
- CAN \$165 per night / Superior room / single or double use (breakfast included)  
Telephone number: (514) 380 2222  
Fax number: (514) 380 2207  
Website: <http://www.hotelstpaul.com/en/index.php>  
Email: [Info@hotelstpaul.com](mailto:Info@hotelstpaul.com)

**(g) Hotel La Tour Centre Ville (10 minute-walk to ICAO building)**

CAN \$82 per night / studio / single or double use (without breakfast)

Telephone number: (514) 866 8861

Toll free number: 1 800 361 2790 (from Canada & USA)

Fax number: (514) 866 7257

Web site: [www.hotelcentreville.com](http://www.hotelcentreville.com)

E-mail address: [info@hotelcentreville.com](mailto:info@hotelcentreville.com)

**(h) Hotel YWCA (for both Men and Women) (10 minute-walk to ICAO building)**

CAN \$65 per night / single occupancy (without breakfast)

CAN \$75 per night / double occupancy (without breakfast)

Telephone number: (514) 866 9942

Fax number: (514) 861 1603

Web site: [www.ydesfemmesmtl.org](http://www.ydesfemmesmtl.org)

Email: [info@ydesfemmesmtl.org](mailto:info@ydesfemmesmtl.org)

**(i) Hotel Delta Centreville (Across the road from ICAO building)**

CAN \$161 per night / premier room / single or double use (breakfast included)

CAN \$190 per night / private lounge / single or double use (breakfast included)

Telephone number: (514) 879 1370

Toll free number: 1 800 268 1133 (from Canada & USA)

Fax number: (514) 879 8589/1761

Web site: [www.deltahotels.com](http://www.deltahotels.com)

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