



**United Nations
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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eightieth Meeting
Montreal, 13-17 November 2017

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The Eightieth meeting of the Executive Committee will be held in Montreal, Quebec, Canada, from 13 to 17 November 2017, in Ambassadeur Halls B and C, level one, at the premises of La Plaza Reception Hall (<http://www.la-plaza.ca/en/social>) located at 420 Sherbrooke West, H3A 1B2, Montreal, Quebec, Canada.

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. 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, Information Technology Officer, by e-mail at 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 La Plaza Reception Hall, will provide a stable and fast wireless internet connection to access

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.

all meeting documents from the Executive Committee Meeting conference room and from any point in La Plaza Reception Hall 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. Elina Yuen, Associate Programme Management Officer, by e-mail at elina@unmfs.org.

4. Weather

During the month of November temperatures in Montreal vary between 2 and 9 degrees Celsius.

5. Registration and identification name badges

Participants are requested to collect their badges at the registration desk located in the foyer of level one, on Monday, 13 November 2017, 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 internal procedures, a security check is made every day at the foyer of the ground level 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 Pierre Elliot Trudeau International Airport to Montreal downtown (Berri Uquam metro station) is available by bus number 747. The bus fare is CAN \$10 in coins only and provides the traveller with a transit pass for the bus and metro for the next 24 hours. 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 \$3.25/adult or a one-week ticket from Monday to Sunday for CAN \$25.75.

Taxis are also available at the airport and a one-way taxi ride to the downtown area costs about CAN \$40.

8. Immigration

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you at least four weeks before your departure. 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>).

Visa-exempt foreign nationals are required to have an Electronic Travel Authorization (eTA) to fly to or transit through Canada. Exceptions include U.S. citizens, and travelers with a valid Canadian visa. For more information please refer to the following website: <http://www.cic.gc.ca/english/visit/eta.asp>.

9. Sponsored delegates' travel

Sponsored delegates' travel for the Eightieth meeting of the Executive Committee will be arranged through American Express Global Business Travel (Amex) in coordination with the Travel Administrator at the Fund Secretariat, Mr. Jack Lee. For any information on ticket issuance please contact Mr. Lee at jack@unmfs.org. Nomination for sponsored delegates should reach the Fund Secretariat no later than four weeks prior to the start of the meeting and six weeks prior for those who have never attended UN meetings before. Last minute changes in participant nominations or after the ticket issuance may deprive participants' attendance to the meeting as a result of UMOJA requirement to authorise ticket issuance.

10. Service to delegates

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

11. 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.

12. 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 "Dépanneur" 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).

13. 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 labelled 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.

14. 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.



15. Exchange rates and banking

The Canadian dollar is the national currency in Canada composed of one-hundred-point-dollar. The daily exchange rate is posted at hotels and exchange offices. Major credit cards 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>

16. Hotel information

A list of hotels located in downtown Montreal, can be found in Annex I to this document or can be accessed through this link: www.icao.int/Meetings/Documents/ListofHotels.pdf. The prices are in Canadian dollars and are exclusive of taxes and surcharges. Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting and are invited to quote ICAO rates.

Annex I
HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES 2017
(ICAO preferential rates)

| | Hotel Telephone/Fax | Address | Date Range | | | |
|----|--|---|---|-------------------------------|-------------------------------|-----------------|
| | | | 1 Jan – 30 Apr | 1 May – 31 Oct | 1 Nov – 31 Dec | |
| 1 | Hôtel Bonaventure Montréal +1 (514) 878-2332 / 878-1442 | 900 de la Gauchetière West (Bonaventure Metro) | 179.00 | 200.00 | 179.00 | B * \$30 |
| 2 | W Montreal +1 (514) 395-3100 / 395-3150 | 901 Victoria Square (Square-Victoria Metro) | 218.00 | 249.00 | 218.00 | |
| | | | 1 Jan – 15 Apr | 16 Apr – 25 Nov | 26 Nov – 31 Dec | |
| | | | For rates for ICAO, please click on the name of the hotel. SET/Corporate Account # to be entered: 302586 | | | |
| 3 | InterContinental Montreal +1 (514) 847-8525 / 847-8730 | 360 Saint-Antoine Street West | 170.00 | 211.00 | 174.00 | |
| | | | 1 Jan – 24 Apr | 25 Apr – 26 Oct | 27 Oct – 31 Dec | |
| | | | Online booking available. For rates for ICAO/United Nations, please click on the name of the hotel. | | | |
| 4 | Montreal Marriott Château Champlain +1 (514) 878-9000 / 878-6761 | 1050 de la Gauchetière West | 165.00 | 189.00 | 169.00 | |
| | | | 1 Jan – 22 Apr | 23 Apr – 18 Nov | 19 Nov – 31 Dec | |
| | | | For rates for ICAO, please click on the name of the hotel. To be inserted in the Corporate Code if needed for changes: IT0 (zero) | | | |
| 5 | Queen Elizabeth — Fairmont +1 (514) 861-3511 / 954-2296 | 900 René-Lévesque Blvd. West | under renovation | 215.00 | 189.00 | |
| | | | 30 Jun – 31 Oct | | | |
| 6 | Le Westin Montréal +1 (514) 380-3333 / 380-3332 | 270 Saint-Antoine West | 170.00 | 215.00 | 170.00 | |
| | | | For online booking, please enter the Corporate Set #: 302586 at www.westinmontreal.com | | | |
| 7 | Embassy Suites Montreal +1 (514) 288-8886 / 288-8899 | 208 Saint-Antoine West | 159.00 132.00 ¹ | 159.00 132.00 ¹ | 159.00 132.00 ¹ | B |
| | | | Online booking available. For rates for ICAO, please click on the name of the hotel. ¹ For reservations of 14 consecutive nights or more. Please call the hotel directly to obtain this rate. | | | |
| 8 | Hôtel Le Dauphin Montreal Downtown +1 (514) 788-3888 / 788-3889 | 1025 de Bleury Street | 142.00 | 142.00 | 142.00 | B * \$10 |
| 9 | LHotel +1 (514) 985-0019 / 985-0059 | 262 Saint-Jacques Street West | 149.00 | 199.00 | 155.00 | B for 1 * |
| 10 | Renaissance Montreal Downtown Hotel +1 (514) 657-5000 / 657-5001 | 1250 Boulevard Robert-Bourassa | 189.00 | 229.00 | 189.00 | |
| | | | 1 Jan – 31 May | 1 Jun – 5 Sep | 6 Sep – 31 Dec | |
| | | | Online booking available. For rates for ICAO, please click on the name of the hotel. | | | |

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation

B Breakfast

* Extra charge for double occupancy

HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES

- 2 -

| | Hotel Telephone/Fax | Address | Date Range | | | |
|----|--|---|---|----------------|-----------------|----------------------|
| | | | 1 Jan – 30 Apr | 1 May – 31 Oct | 1 Nov – 31 Dec | |
| 11 | Holiday Inn Montreal Downtown +1 (514) 878-9888 / 878-6341 | 999 Saint-Urbain Street (Place-d'Armes Metro) | 140.00 | 165.00 | 143.00 | B for 1 * \$10 |
| 12 | Courtyard Marriott Downtown +1 (514) 398-9999 / 398-9993 | 380 René-Lévesque Blvd. West | 154.00 | 179.00 | 154.00 | |
| | | | Online booking available. For rates for ICAO, please click on the name of the hotel. | | | |
| 13 | St. Paul Hotel +1 (514) 380-2222 / 380-2200 | 355 McGill Street | 180.00 | 204.00 | 180.00 | B |
| | | | For online booking, please enter the Promo Code: CICA at www.hotelstpaul.com | | | |
| 14 | Hôtel Place d'Armes +1 (514) 842-1887 / 842-6469 | 55 Saint-Jacques Street West | 186.00 | 205.00 | 186.00 | B for 1 * |
| | | | Web access code required: ICAO11 | | | |
| 15 | Hôtel Le Saint-Sulpice +1 (514) 288-1000 / 350-1167 | 414 Saint-Sulpice | 165.00 | 189.00 | 166.00 | |
| | | | All suite | | | |
| 16 | Hôtel Nelligan +1 (514) 788-2040 / 788-2041 | 106 Saint-Paul Street West | 186.00 | 209.00 | 186.00 | B for 1 * |
| | | | Web access code required: ICAO11 | | | |
| | | | 1 Jan – 31 Mar | 1 Apr – 16 Nov | 17 Nov – 31 Dec | |
| 17 | Le Centre Sheraton Montreal +1 (514) 878-2000 / 878-3958 | 1201 René-Lévesque Blvd. West (Peel & Bonaventure Metro) | 209.00 | 229.00 | 209.00 | |
| | | | Online booking available. For rates for ICAO, please click on the name of the hotel. | | | |
| 18 | Best Western Plus Montreal Downtown Hotel Europa +1 (514) 866-6492 / 861-4089 | 1240 Drummond Street (Peel Metro) | 99.00 | 144.00 | 99.00 | |
| | | | For online booking, please click on the name of the hotel and enter the Corporate #: 01379850 | | | |
| 19 | Le St-Martin +1 (514) 843-3000 / 908-3427 | 980 de Maisonneuve Blvd. West | 177.00 | 197.00 | 177.00 | |
| | | | For online booking, please enter the Corporate ID: ICAO at www.lestmartinmontreal.com | | | |
| 20 | Novotel Montréal Centre +1 (514) 861-6000 / 861-6470 | 1180 de la Montagne Street | 131.00 | 141.00 | 131.00 | |
| 21 | Hyatt Regency Montréal +1 (514) 982-1234 / 841-2036 | 1255 Jeanne-Mance Street | 160.00 | 209.00 | 160.00 | |
| | | | Corporate Code: CR78642 required to make a reservation. For online booking, please enter the Corporate Code: CR78642 at http://montreal.hyatt.com | | | |
| 22 | Hôtel Travelodge Montréal Centre +1 800-363-6535 +1 (514) 874-9090 / 874-0907 | 50 René-Lévesque Blvd. West (Place-d'Armes or Place-des-Arts Metro) | 84.00 | 114.00 | 84.00 | B |
| | | | Online booking available. For rates for ICAO, please click here. | | | |

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation.

B Breakfast
* Extra charge for double occupancy

HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES

- 3 -

| | Hotel Telephone/Fax | Address | Date Range | | | |
|----|---|------------------------------|----------------|---|-----------------|-----------|
| | | | 1 Jan – 30 Apr | 1 May – 31 Oct | 1 Nov – 31 Dec | |
| 23 | Hôtel Faubourg Montréal (formerly Holiday Inn Express) +1 (514) 448-7100 / 448-7101 | 155 René-Lévesque Blvd. East | 111.00 | 135.00 | 99.00 | B |
| | | | | Studio or one-bedroom suite | | |
| | | | | May & Jun | 1 Jul – 31 Oct | Nov & Dec |
| 24 | Hôtel Omni Mont-Royal +1 (514) 284-1110 / 845-3025 | 1050 Sherbrooke Street West | 169.00 | 209.00 | 219.00 | 179.00 |
| 25 | Best Western — Ville-Marie Hotel and Suites +1 (514) 288-4141 / 288-3021 | 3407 Peel Street | 129.00 | 169.00 | 129.00 | |
| | | | | For online booking, please click on the name of the hotel and enter the Corporate #: 01379850 | | |
| | | | 1 Jan – 24 Apr | 25 Apr – 27 Oct | 28 Oct – 31 Dec | |
| 26 | Sofitel Montréal Golden Mile +1 (514) 788-3042 / 788-2951 | 1155 Sherbrooke Street West | 185.00 | 210.00 | 185.00 | |
| | | | | Online booking available. For rates for ICAO, please click on the name of the hotel | | |
| 27 | Hôtel William Gray +1 (514) 656-5600 | 421 St-Vincent, Old Montreal | 200.00 | 290.00 | 205.00 | |
| | | | | Web access code required: ICAO11 | | |

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation.

B Breakfast
* Extra charge for double occupancy

APARTMENT HOTELS IN DOWNTOWN MONTRÉAL 2017
(ICAO preferential rates)

| | Hotel Telephone/Fax | Address | No. of Nights | Date Range | | | |
|---|---|----------------------------------|------------------|--|------------------------|------------------------|---------------------|
| | | | | 1 Jan – 30 Apr | 1 May – 31 Oct | 1 Nov – 31 Dec | |
| A | Le Square Phillips Hôtel & Suites +1 (514) 393-1193 / 393-1192 | 1193 Place Phillips | 1 – 6 | 134.00 | 159.00 | 136.00 | B |
| | | | 7 – 29 | 125.00 | 144.00 | 127.00 | |
| | | | 30 plus | 103.00 | 103.00 | 103.00 | |
| | | | | 1 Jan - 13 May | 14 May - 28 Oct | 29 Oct - 31 Dec | |
| B | Marriott Residence Inn — Montreal Downtown +1 (514) 982-6064 / 844-8361 | 2045 Peel Street (Peel Metro) | 1 – 7 | 175.00 | 224.00 | 174.00 | B |
| | | | 8 – 29 | 167.00 | 205.00 | 164.00 | |
| | | | 30 plus | 149.00 | 181.00 | 149.00 | |
| | | | | Promo Code: IT0 required for online booking at www.marriott.com | | | |
| C | L'Appartement +1 (514) 284-3634 / 287-1431 | 455 Sherbrooke Street West | 1 – 6 | 114.00 | 131.00 | 114.00 | B |
| | | | 7 – 30 | 103.00 | 112.00 | 103.00 | |
| | | | 31 plus | 82.00 | 84.00 | 84.00 | |
| D | Candlewood Suites Montreal +1 (514) 667-5002 / 667-5003 | 191 René-Lévesque Blvd. East | 1 – 6 | 112.00 | 112.00 | 112.00 | |
| | | | 7 – 14 | 92.00 | 92.00 | 92.00 | |
| | | | 15 – 29 | 82.00 | 82.00 | 82.00 | |
| | | | 30 plus | 72.00 | 72.00 | 72.00 | |
| E | Le Nouvel Hôtel +1 (514) 931-8841 / 931-5581 | 1740 René Lévesque Blvd. West | 1 – 6 | 122.00 | 134.00 | 122.00 | B for 1 *\$20 |
| | | | 7 – 29 | 118.00 | 124.00 | 118.00 | |
| | | | 30 plus | 109.00 | 115.00 | 109.00 | |
| F | Trylon Apartments Hotel +1 (514) 843-3971 / 848-9580 | 3463 Sainte-Famille Street | 1 – 6 | 87.00 | 92.00 | 87.00 | |
| | | | 7 – 29 | 72.00 | 77.00 | 72.00 | |
| | | | 30 plus | 47.00 | 52.00 | 47.00 | |
| | | | | 1 Jan - 31 May | 1 Jun - 31 Oct | | |
| G | Marriott Residence Inn — Westmount +1 (514) 935-9224 / 935-5049 | 2170 Lincoln Avenue | 1 – 6 | 134.00 | 140.00 | 134.00 | B |
| | | | 7 – 29 | 124.00 | 129.00 | 124.00 | |
| | | | 30 plus | 104.00 | 109.00 | 104.00 | |

Rates quoted are in Canadian dollars and do not include taxes and surcharges.

Rates are subject to blackout dates.

ICAO rates must be confirmed at the time of reservation

B Breakfast

* Extra charge for double occupancy