



**United Nations  
Environment  
Programme**

Distr.  
GENERAL

24 April 2019

ORIGINAL: ENGLISH



EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Eighty-third Meeting  
Montreal, 27-31 May 2019

**INFORMATION NOTE FOR PARTICIPANTS**

**1. Venue**

The Eighty-third meeting of the Executive Committee will be held in Montreal, Quebec, Canada, from 27 to 31 May 2019, in Conference Room 1, fourth floor at the premises of the International Civil Aviation Organization (ICAO) located at 999 Robert-Bourassa Boulevard in Montreal.

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

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.

- (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, Programme Management Officer, by e-mail at [elina@unmfs.org](mailto:elina@unmfs.org).

#### **4. Weather**

During the month of May, temperatures in Montreal vary between 10 and 23 degrees Celsius. Participants are encouraged to check Montreal weather forecast online for the duration of the meeting.

#### **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, 27 May 2019 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 every day 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 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 \$26.25.

Taxis are also available at the airport and a one-way taxi ride to the downtown area costs about CAN \$40. Uber transport is also available in Montreal and details can be obtained by clicking <https://www.uber.com/en-CA/ride/>.

#### **8. Immigration**

Please arrange for your entry visas from the Canadian Embassy or Consulate nearest to you as early as possible and no later than four 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>).

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 latest 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 Eighty-third meeting of the Executive Committee will be arranged through American Express Global Business Travel (Amex) in coordination with Mr. Jack Lee, the Travel Administrator at the Fund Secretariat. For any information on ticket issuance please contact Mr. Lee at [jack@unmfs.org](mailto: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, for necessary administration requirements. 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 without international medical coverage 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 can be found in Annex I to this document or can be accessed through this link: <https://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>. All hotels listed are in the vicinity of ICAO (999 Robert-Bourassa Boulevard). 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

21 December 2018

## HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES 2019 (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)	184.00	206.00 226.00 <sup>1</sup>	184.00	B for 1
			<sup>1</sup> Rates from 26 September to 7 October 2019 inclusive. Reservation by email at <a href="mailto:reservations@hotelbonaventure.com">reservations@hotelbonaventure.com</a> with the client code ICICAON			
2	W Montreal +1 (514) 395-3100 / 395-3150	901 Victoria Square (Square-Victoria–OACI Metro)	232.00	263.00	232.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
3	InterContinental Montreal +1 (514) 847-8525 / 847-8730	360 Saint-Antoine Street West	179.00	229.00	179.00	
			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	205.00 235.00 <sup>1</sup>	165.00	
			<sup>1</sup> Rates from 23 September to 10 October 2019 inclusive. For rates for ICAO, please click on the name of the hotel. To be inserted in the Corporate Code if needed for changes: ITO (zero)			
5	Queen Elizabeth — Fairmont +1 (514) 861-3511 / 954-2296	900 René-Lévesque Blvd. West	209.00 239.00 <sup>1</sup>	235.00 265.00 <sup>1</sup>	209.00 239.00 <sup>1</sup>	
			<sup>1</sup> Breakfast-included rates			
6	Le Westin Montréal +1 (514) 380-3333 / 380-3332	270 Saint-Antoine West	189.00	236.00	189.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
7	Embassy Suites Montreal +1 (514) 288-8886 / 288-8899	208 Saint-Antoine West	169.00 149.00 <sup>1</sup>	169.00 149.00 <sup>1</sup>	169.00 149.00 <sup>1</sup>	B
			Online booking available. For rates for ICAO, please click on the name of the hotel. <sup>1</sup> 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	137.00	147.00	137.00	B * \$10
9	Hôtel Monville Montréal +1 (514) 379-2000 / 908-3571	1037 de Bleury Street	149.00	179.00	149.00	
			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	
10	LHotel +1 (514) 985-0019 / 985-0059	262 Saint-Jacques Street West	155.00	219.00	161.00	B For 1 *
			For online booking, please enter the Rate Access/Corporate Code: LICA0 at www.lhotelmontreal.com			
			1 Jan – 8 Apr	9 Apr– 28 Oct	29 Oct – 31 Dec	
11	Renaissance Montreal Downtown Hotel +1 (514) 657-5000 / 657-5001	1250 Boulevard Robert-Bourassa	199.00	239.00	199.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
12	Hôtel Birks +1 (514) 370-3000 / 370-3003	1240 Phillips Square	220.00	290.00	240.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
13	Holiday Inn Montreal Downtown +1 (514) 878-9888 / 878-6341	999 Saint-Urbain Street (Place-d'Armes Metro)	145.00	205.00	150.00	
			Reservation code by phone: IPUNS. Online booking available. For rates for United Nations, please click on the name of the hotel.			
14	Courtyard Marriott Downtown +1 (514) 398-9999 / 398-9993	380 René-Lévesque Blvd. West	159.00	190.00	159.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
15	AC Marriott Montreal Downtown +1 (514) 877-9999 / 392-3615	250 René Lévesque Blvd. West	169.00	219.00	169.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
16	St. Paul Hotel +1 (514) 380-2222 / 380-2200	355 McGill Street (Square-Victoria–OACI Metro)	200.00	235.00	200.00	B for 1
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
17	Hôtel Place d'Armes +1 (514) 842-1887 / 842-6469	55 Saint-Jacques Street West	175.00	228.00	188.00	
			Online booking available. Web access code required: ICAO11			
18	Hôtel Le Saint-Sulpice +1 (514) 288-1000 / 350-1167	414 Saint-Sulpice	170.00	204.00	172.00	
			All suites with equipped kitchenette Online booking available. For rates for ICAO, please click on the name of the hotel.			
19	Hôtel Nelligan +1 (514) 788-2040 / 788-2041	106 Saint-Paul Street West	179.00	240.00	190.00	
			Online booking available. Web access code required: ICAO11			
			1 Jan – 27 Apr	28 Apr– 21 Nov	22 Nov – 31 Dec	
20	Le Centre Sheraton Montreal +1 (514) 878-2000 / 878-3958	1201 René-Lévesque Blvd. West (Peel & Bonaventure Metro)	223.00	251.00	226.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
21	Best Western Plus Montreal Downtown Hotel Europa +1 (514) 866-6492 / 861-4089	1240 Drummond Street (Peel Metro)	99.00	169.00	99.00	*
			For online booking, please click on the name of the hotel and enter the Corporate #: 01379850			

Rates quoted are in Canadian dollars and do not include taxes and surcharges.  
Rates are subject to blackout dates.  
ICAO or United Nations 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	
22	Le St-Martin +1 (514) 843-3000 / 908-3427	980 de Maisonneuve Blvd. West	185.00	215.00	185.00	
			For online booking, please enter the Corporate ID: ICAO at <a href="http://www.lestmartinmontreal.com">www.lestmartinmontreal.com</a>			
23	Novotel Montréal Centre +1 (514) 861-6000 / 861-6470	1180 de la Montagne Street	135.00	165.00	135.00	
			Online booking available. For rates for ICAO, please click on the name of the hotel.			
24	Holiday Inn & Suites Montreal Downtown West +1 (514) 935-7999 / 935-7555	1390 René-Lévesque Blvd. West	159.00	189.00	159.00	
			Corporate ID number: 100319583 required to make a reservation. For rates for United Nations, please click on the name of the hotel.			
25	Le Mount Stephen +1 (514) 313-1000 / 313-2737	1440 Drummond Street	225.00	285.00	225.00	
26	DoubleTree by Hilton Montreal (formerly Hyatt Regency) +1 (514) 285-1450 / 285-1243	1255 Jeanne-Mance Street	169.00	219.00	169.00	
27	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)	89.00	124.00 149.00 <sup>1</sup>	89.00	B
			<sup>1</sup> Rates from 22 September to 5 October 2019			
			1 Jan – 31 Mar	Apr to Oct		
28	Hôtel Faubourg Montréal (formerly Holiday Inn Express) +1 (514) 448-7100 / 448-7101	155 René-Lévesque Blvd. East	85.00	125.00 (Apr) 149.00 (May to Sep) 125.00 (Oct)	85.00	B
			Studio or one-bedroom suite			
29	Le Nouvel Hôtel +1 (514) 931-8841 / 931-5581	1740 René Lévesque Blvd. West	129.00	159.00	129.00	B for 1
30	Hôtel William Gray +1 (514) 656-5600	421 St-Vincent, Old Montreal	195.00	300.00	205.00	
			Online booking available. 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 or United Nations rates must be confirmed at the time of reservation.

B Breakfast  
\* Extra charge for double occupancy

**APARTMENT HOTELS IN DOWNTOWN MONTRÉAL 2019**  
(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		1 – 6	138.00	165.00	141.00	B
	Hôtel & Suites +1 (514) 393-1193 / 393-1192	1193 Place Phillips	7 – 30	129.00	150.00	132.00	
B	Marriott Residence		1 – 7	179.00	232.00	179.00	B
	Inn —Montreal Downtown	2045 Peel Street	8 – 29	169.00	223.00	171.00	
	+1 (514) 982-6064 / 844-8361	(Peel Metro)	30 plus	161.00	185.00	159.00	
				Promo Code: IT0 required for online booking at www.marriott.com			
C	L'Appartement		1 – 6	116.00	136.00	119.00	B
	+1 (514) 284-3634 / 287-1431	455 Sherbrooke Street West	7 – 30	105.00	117.00	108.00	
D	Candlewood Suites Montreal +1 (514) 667-5002 / 667-5003	191 René-Lévesque Blvd. East	1 – 6	109.00	125.00	109.00	
			7 – 14	99.00	115.00	99.00	
			15 – 29	89.00	105.00	89.00	
			30 plus	79.00	95.00	79.00	
E	Trylon Apartments Hotel +1 (514) 843-3971 / 848-9580	3463 Sainte-Famille Street	1 – 6	92.00	97.00	92.00	
			7 – 29	77.00	82.00	77.00	
			30 plus	50.00	55.00	50.00	
F	Marriott Residence Inn —Westmount +1 (514) 935-9224 / 935-5049	2170 Lincoln Avenue		<b>1 Jan - 31 May</b>	<b>1 Jun - 31 Oct</b>		B
			1 – 6	137.00	147.00	137.00	
			7 – 29	127.00	133.00	127.00	
			30 plus	107.00	114.00	107.00	
				For rates for ICAO, please click on the name of the hotel. Promo Code: IT0			

Rates quoted are in Canadian dollars and do not include taxes and surcharges.  
Rates are subject to blackout dates.  
ICAO or United Nations rates must be confirmed at the time of reservation

B Breakfast  
\* Extra charge for double occupancy