

**United Nations  
Environment  
Programme**Distr.  
GENERAL

29 October 2021

ORIGINAL: ENGLISH



EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Eighty-eighth Meeting  
Montreal, 15-19 November 2021<sup>1</sup>

**INFORMATION NOTE FOR PARTICIPANTS**

In view of the situation of the COVID-19 pandemic in 2021, the Executive Committee was informed that the 88<sup>th</sup> meeting planned from 15 to 19 November 2021 in Montreal, would not be held in-person;<sup>2</sup> instead, an intersessional approval process (IAP) with formal online/virtual meetings would be organized. Members were also informed that for formal online meetings, the Secretariat secured interpretation services that would be available only from 22 to 26 November 2021, from the United Nations Office at Nairobi.

The present note thus concentrates on information relating to the formal online meetings with simultaneous interpretation in the languages of the Executive Committee and virtual meetings in English only. It complements the logistical information provided in document UNEP/OzL.Pro/ExCom/88/IAP/1/Rev.1, as well as information posted in the Multilateral Fund (MLF) website under “logistics for virtual meetings” of the 88<sup>th</sup> meeting page.

**1. Meeting documents**

All pre-session meeting documents for consideration under the formal online/virtual meetings are posted on the MLF website four weeks before the start of the meeting as they become available. Translated documents will be posted approximately seven days following the English posting. Delegates should continue obtaining their usernames and passwords to access the restricted area of the MLF 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, Chief of Unit, Information Systems, by e-mail at [alem@unmfs.org](mailto:alem@unmfs.org).

It is anticipated that few announcements and Conference Room Papers (CRPs) will be accessible through the restricted area of the MLF website under the in-session portal. All CRPs by member countries, and

<sup>1</sup> Online meetings and an intersessional approval process will be held in November and December 2021 due to coronavirus disease (COVID-19)

<sup>2</sup> Information was included in document UNEP/OzL.Pro/ExCom/88/IAP/1/Rev.1, which took into consideration comments made by Executive Committee members.

the group facilitator/convenor (or through the respective MLF Secretariat Officer) should be sent to Ms. Elina Yuen, Programme Management Officer, by e-mail at [elina@unmfs.org](mailto:elina@unmfs.org).

## 2. Meeting schedule

Section I of document UNEP/OzL.Pro/ExCom/88/IAP/1/Rev.1 provides information on the Procedure for conducting the 88<sup>th</sup> meeting. It describes the procedure for conducting the 88<sup>th</sup> meeting; listing the agenda items<sup>3</sup> that would be considered through formal online meetings (with simultaneous interpretation) and virtual meetings (in English only).

### Formal online/virtual meetings

Formal online meeting sessions are conducted from 6:30 a.m. to 9:30 a.m., Montreal time, on 22 and 26 November 2021 with interpretation, to address agenda items and related documents listed in Table 1 of document UNEP/OzL.Pro/ExCom/88/IAP/1/Rev.1 and from 9:00 a.m. to 9:30 a.m., Montreal time, on 30 November 2021 only if required and in English only.

Virtual contact group/Sub-group meetings are conducted from 6:30 a.m. to 9:30 a.m., Montreal time, on 17, 22 (to be held after the formal online meeting<sup>4</sup>), 23, 24, 25 and 30<sup>5</sup> November 2021 to cover agenda items as indicated in Table 2 of document UNEP/OzL.Pro/ExCom/88/IAP/1/Rev.1.

The table below provides the local time and time difference of Executive Committee members:

Member countries	Start time	Difference (hours)
United States of America	6:30 a.m.	0
Paraguay/ Suriname	8:30 a.m.	2
United Kingdom of Great Britain and Northern Ireland	11:30 a.m.	5
Belgium/Czechia/Switzerland	12:30 p.m.	6
Zimbabwe	1:30 p.m.	7
Bahrain/Djibouti	2:30 p.m.	8
Armenia	3:30 p.m.	9
China	7:30 p.m.	13
Japan	8:30 p.m.	14
Australia	10:30 p.m.	16

## 3. Registration to online meetings

Access to the online meetings of the Executive Committee (and its subsidiary meetings) is by invitation only. Only those nominated by the heads of delegations i.e., names and coordinates as included in an e-mail by the heads of delegations to [secretariat@unmfs.org](mailto:secretariat@unmfs.org) no later than 8 November 2021, will be sent a link to access the online meetings. Participants should not forward the link provided to access online meetings to non-registered participants who will be denied access.

Participation of observers are allowed, in line with the relevant rules of procedure for meetings of the Executive Committee and established practice, to attend the formal online and/or virtual meetings of the Executive Committee.

The final list of participants will be sent to the heads of delegations for their clearance before its posting on the restricted area of the MLF website. The heads of delegations are requested to advise the Secretariat by e-mail at [secretariat@unmfs.org](mailto:secretariat@unmfs.org) of any corrections needed.

<sup>3</sup> UNEP/OzL.Pro/ExCom/88/1

<sup>4</sup> Proposed exceptionally to be held on the same day of the formal online meeting which is expected to complete in an hour.

<sup>5</sup> Only if required, from 6:30 a.m. – 9:00 a.m. to discuss items on which resolution could possibly be reached.

#### 4. Formal online meetings with simultaneous interpretation

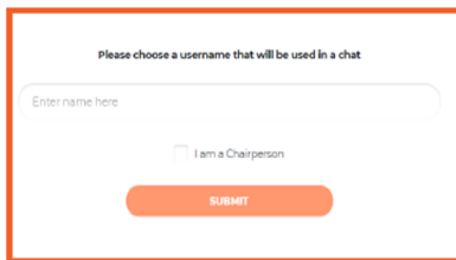
The Secretariat will send links to participate in the formal online meetings taking place on 22 and 26 November 2021 to members and delegates nominated by the heads of delegations.

The Division of Conference Services (DCS) at the United Nations Offices in Nairobi (UNON) will provide simultaneous interpretation in the five languages of the Executive Committee through the Interprefy platform.

To ensure smooth running of the meeting, delegates are encouraged to access the following links: <https://youtu.be/V6FIIj35GNI> on equipment setup and <https://youtu.be/16GxvdQxzBY> on how to join a Interprefy session as a speaker, as well as to visit the “logistics for virtual meetings” of the 88<sup>th</sup> meeting page of the MLF website, where documents on Interprefy Technical Requirements are posted in Arabic, Chinese, English, French, and Spanish and basic tips and guidelines for using the platform.

In addition, a delegates on-boarding training session is organized for Thursday, 18 November 2021, from 7 a.m. to 9 a.m., Montreal time. During this session, meeting participants will be shown the platform and its functions. They will also have their setup checked to make sure it will run well during the actual event. Participants may connect at any time during the booked time. The link for the training will be sent in the same communication providing the link to access the formal online meetings.

When delegates enter the provided link to the meeting they will be directed to the landing page below. As shown from the screenshot, participants should enter their user name for identification as follows: **Member country of the Executive Committee followed by their name and surname**. Implementing agencies, and other participants including observers are requested to provide the name of their institution followed by their name and surname. If naming standards are not adhered to, the Chair or the Secretariat reserves the right to ask the delegates to disconnect from the session and re-login using the proper identification user name.



During the online meeting, should participants encounter platform-related technical issues, they will be requested to contact the Interprefy moderators through the moderator’s chat. They can do so by sending a message to the moderators through clicking the message icon (a blue circle with an envelope) located at the bottom right corner of the screen. There is an option for the Interprefy team to also offer a dedicated telephonic support for participants experiencing technical challenges in connecting to the session and during the actual meeting. Should it not be possible to resolve the problem, please contact [alem@unmfs.org](mailto:alem@unmfs.org) or WhatsApp call or SMS at +1 (514) 969 0440 to arrange for technical support of a technician who will be able to connect the participant through a telephone line which will allow him/her to listen to the deliberations in the language of the floor only.

The information technology team of the DCS will screen at the start of the first session (18 November 2021) a pre-recorded video presentation of the remote simultaneous interpretation (RSI) best practices guidelines. The video also provides a quick guideline on some of the key features of the Interprefy platform. The presentation lasts approximately seven minutes.

As in in-person meetings, the sessions with interpretation will be recorded (Floor + languages).

As mentioned in the guide, using laptops (not tablets or cellular phones) from areas with stable and fast-speed wireless internet connection will secure smooth online participation in the online meetings and participants are kindly reminded to make relevant arrangement.

Some delegates from Article 5 countries may incur internet- and communication-related costs if and when working from home during the COVID-19 pandemic, to participate in the online meetings and online forum. Should the delegates wish to seek reimbursements for these costs, they should contact Mr. Jack Lee, Associate Administrative Officer by e-mail at [jack@unmfs.org](mailto:jack@unmfs.org) confirming that their participation in the online meetings is contingent upon the Secretariat's support. The costs will be eligible only for the month of November and the reimbursements will be processed in accordance with the UN financial rules and regulations. Reimbursements for data bundles or as a last resort international telephone charges for dialing in to the online meetings, will be processed on the understanding that one hour of audio and video consumes less than 2 GB of data. Upon receipt of your e-mail, the Secretariat will provide a claim form which will need to be filled and submitted along with the relevant supporting documents including receipts issued in the delegate's name in line with the UN financial rules and regulations.

**To avoid login congestion, the meeting is accessible one hour prior to plenary commencement.** A staggered login will ease congestion and allow for connectivity issues to be resolved without delay. Please make sure you open the online meeting link in either Google Chrome or Firefox.

## 5. Virtual meetings<sup>6</sup> in English only

Virtual meetings in English only will be arranged by the MLF Secretariat using MS Teams. MS Teams invitations will be sent to registered participants only. Similar to formal online meetings, participants are requested not to share their invitations to non-registered participants who will be denied access.

At the beginning of the first session a quick introduction to MS Teams will be provided mainly to inform participants of the protocol to take the floor online, how to ask for the floor by raising hands, mute their microphones, enable/disable cameras and use the chat. In case of technical issues, the MLF Secretariat technical team could be reached by e-mail to Mr. Mulu Alem Syoum at [alem@unmfs.org](mailto:alem@unmfs.org) or WhatsApp call or SMS at +1 (514) 969 0440 and by e-mail to Mr. Michael Huang at [michael@unmfs.org](mailto:michael@unmfs.org).

## 6. Simple tips for all participants in remote meetings to improve connection and sound

The two most important points for adequate sound and video are: a laptop connected via Ethernet cable to the modem, and a headset with microphone.



The following tips are the bare minimum to provide adequate sound and video for remote meetings:

1. Connect using a laptop or desktop computer only (no tablets or mobile phones).
2. Plug your laptop directly into your modem with an Ethernet cable.
3. Always use headphones to eliminate echo and feedback.
4. Use headphones with an integrated microphone. Any microphone is better than just the computer mic, but ideally a noise-cancelling microphone, or headsets approved for use in Skype for Business or call centres (e.g. <https://en-ca.sennheiser.com/call-center-office-headset-usb-sc-60-usb-ml>).

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<sup>6</sup> Including the formal online meetings on 22 and 26 November 2021 and all virtual contact/Sub-group meetings

5. If a proper headset cannot be procured in time, earbuds with an integrated microphone are better than nothing, though far from ideal – order a headset now for future meetings.
  6. Please keep your video on and try to improve connection by connecting with an Ethernet cable rather than switching video off – interpreters need to see the speaker.
  7. Once set up, please do not touch or tap on your microphone, or move your computer. This is very painful on the ears of listeners.
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