

**UNEP Regional Contextualization Workshop – North America
Montreal, Canada, 9-10 November 2023**

PARTICIPANT INFORMATION NOTE

1. Opening and Registration

The UNEP Regional Contextualization Workshop – Europe will be held at the office of the Secretariat of the Convention on Biological Diversity in Montreal, Canada, from Thursday 9 November to Friday 10 November 2023.

Participant registration is open at 8:30 a.m. and the meeting will start at 9:00 a.m. on Thursday 9 November 2023.

2. Venue

The meeting will be held at:

The Secretariat of the Convention on Biological Diversity
8th Floor Conference Room (Suite 800)
413 St-Jacques Street West
Montréal, Québec
Canada, H2Y 1N9
Tel: +1-514-288-2220
Fax: +1-514-288-6588
Metro station Square-Victoria, line no. 2 (Orange)

Note that access to the 8th floor is restricted. CBD staff will assist with accessing the 8th floor at key times. However, in case of need, kindly announce your presence to our receptionist on the **6th floor (Suite 620)**, and they will arrange for your access to the 8th floor.

3. Working language

The meeting will be held in English.

4. Meeting Documents

Documents will be circulated to meeting participants via email within 1 week of the meeting. In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no hard copies of meeting documents made available on site during the meeting. WIFI access will also be provided.

5. Precautionary Sanitary Measures

While COVID-19 restrictions have been lifted in Canada, as per January 2023 guidelines, the WHO continues to recommend the use of masks by the public in specific situations, irrespective of the local epidemiological situation, given the current spread of the COVID-19 globally. Masks are recommended

following a recent exposure to COVID-19, when someone has or suspects they have COVID-19, when someone is at high-risk of severe COVID-19, and for anyone in a crowded, enclosed, or poorly ventilated space. Participants are requested to bring their own masks. Hand sanitizer will be made available at the entrance of the meeting room.

6. General information on access to Montreal

Montreal is serviced by Montreal-Trudeau International Airport (15 km from downtown). Taxis and a bus (No. 747) are available at the airport. The information on rates is as follows.

Bus:	One way trip
<p>Montreal-Trudeau Airport/Downtown (several locations) STM Express bus No. 747 (runs 24 hrs a day).</p> <p>Bus stop at airport is located a few metres from the exit at door 28.</p>	<p>CAD \$11</p> <p>(Fares can be purchased from the automated dispensers at the international arrivals level.</p> <p>The \$11 fare can also be paid in cash with exact change in coins only on board the bus and is valid for bus and metro for 24 hours.</p> <p>More information: http://www.stm.info/en/info/networks/bus/shuttle/more-about-747-aeroport-p-e-trudeau-centre-ville-shuttle)</p>
<p>Taxis:</p> <p>Montreal-Trudeau to Downtown</p>	<p>CAD \$48.40 fixed rate between 5AM and 11PM and CAD \$55.65 fixed rate between 11PM and 5AM</p>

7. Visa information

Participants from countries listed in **annex A** below require a visa which requires biometrics (photo and fingerprints) for entry into Canada and are strongly advised to contact the nearest Canadian diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding in the absence of a valid visa.**

Information on visa procedures, including a list of relevant Canadian diplomatic/consular missions abroad, is available on the web site of Immigration and Citizenship Canada at: <http://www.cic.gc.ca/english/information/offices/apply-where.asp>.

Electronic Travel Authorization (eTA) from visa exempt countries

Travelers from visa-exempt countries must obtain an Electronic Travel Authorization (eTA) to fly to or transit through Canada. If you have a valid eTA, you will not be required to provide biometrics. Travelers are required to have an eTA before they can board a flight to Canada. Exceptions include U.S. citizens and travelers with a valid Canadian visa. Canadian citizens, including dual citizens, and Canadian permanent residents cannot apply for an eTA.

Applying for the eTA is an online process which takes only a few minutes to complete. The eTA will be valid for 5 years or upon expiry of your passport. There is a fee of CAN \$7.00 for the electronic travel authorization (eTA). The eTA link is as follows: <http://www.cic.gc.ca/english/visit/visas.asp>

Countries requiring Visa and Biometrics

All countries requiring a visa and biometrics are listed in annex A below, information on Biometrics can be found at the following link: <http://www.cic.gc.ca/english/visit/biometrics.asp>.

On-line visa application:

Anyone can apply online for a visa to enter Canada. However, you are required to provide biometrics and still need to present yourself at a Visa Application Centre to provide this information. An application will not go forward without the biometric information. The CIC will send you a biometric instruction letter by email through your MyCIC account when they receive your application. Read and print this letter and bring it, along with your passport or other travel documents, to a visa application centre (VAC) to give your biometrics. Find your closest VAC.

Important: Please continuously check your MyCIC visa application account for any incoming e-mails, queries, requests for more information, and responses from the visa office.

Please submit your visa application as early as possible to allow sufficient time to process your request. You can verify approximate visa processing times for your country at the following link: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

8. Health information

For all travelers, proof of COVID-19 vaccinations, pre-boarding testing, and using the ArriveCAN App are not required. However, using the ArriveCAN App customs and immigration feature may save time at the border/customs and carrying proof of vaccination is recommended in case of need. Further details on COVID-19 recommendations for travel are available at: <https://travel.gc.ca/travel-covid>.

9. Hotel information

Participants are kindly reminded that **they must make their own hotel reservations and should do so as soon as possible.** Below is the link to the ICAO list of hotels with preferred rates located in the vicinity of the CBD Secretariat, ICAO or close to a Metro (subway) station. <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>. Further information on hotels in Montreal is available on the web site of Tourisme Montreal at the following link: <https://www.mtl.org/en/Accommodations>

10. Payment of the Daily Subsistence Allowance (DSA)

The relevant portion of DSA, taking also into account meals provided during the meeting, will be disbursed to funded participants via direct bank transfer following the meeting. **Funded participants are kindly**

requested to bring their passports and boarding passes on the first day of the meeting. These will be photocopied and returned to participants during the meeting. It is advisable that participants have some cash at hand to cover expenses that may occur during their stay.

11. Official languages

There are two official languages in Canada: English and French. French is the official language of Quebec; however, English is widely spoken in Montreal.

12. Weather and time zone information

In November, daily high temperatures in Montreal range between -3.6°C in the evenings and 4.5°C during the day. Please bring weather resistant clothing as snow and rain are frequent at this time of the year. Current weather conditions can be found at: <http://worldweather.wmo.int/en/city.html?cityId=634>.

The standard time zone in Montreal is Eastern Standard Time and is equivalent to GMT/UTC -5 hours.

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13. Electricity

The electrical currents are 120 volts, 60 Hertz and the plugs used are shown below.



14. Currency

The currency in Canada is the Canadian Dollar (CAD \$). The current exchange rate as of 28 September 2023 is US \$1 = CAD \$1.35 and € 1 = CAD \$1.42 (rates are subject to change, source: www.xe.com). Currency exchanges are available at airport and in hotels.

15. Disclaimer

The UNEP and the CBD Secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of the meeting participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Annex A – Country Listing

COUNTRIES AND TERRITORIES WHOSE CITIZENS REQUIRE **VISAS AND BIOMETRICS** IN ORDER TO ENTER CANADA AS VISITORS (AS LISTED ON THE WEB SITE OF IMMIGRATION AND CITIZENSHIP CANADA)

Citizens of the following countries and territories require a visa and give biometrics (photo and fingerprints) to **visit** or **transit** Canada:

A	Equatorial Guinea	Libya	Saint Vincent and the Grenadines
Afghanistan	E (cont'd)		Sao Tomé e Príncipe
Albania	Eritrea	M	Saudi Arabia
Algeria	Eswatini	Madagascar	Senegal
Angola	Ethiopia	Malawi	Serbia
Antigua and Barbuda		Malaysia	Seychelles
Argentina	F	Maldives	Sierra Leone
Armenia	Fiji	Mali	Somalia
Azerbaijan		Marshall Islands	South Africa
	G	Mauritania	South Sudan
B	Gabon	Mauritius	Sri Lanka
Bahrain	Gambia, The	Micronesia, Fed. States of	Sudan
Bangladesh	Georgia	Moldova	Suriname
Belarus	Ghana	Mongolia	Syrian Arab Republic
Belize	Grenada	Montenegro	
Benin	Guatemala	Morocco	
Bhutan	Guinea	Mozambique	
Bolivia	Guinea-Bissau	Myanmar	
Bosnia and Herzegovina	Guyana		T
Botswana		N	Tajikistan
Brazil	H	Namibia	Tanzania, United Republic of
Burkina Faso	Haiti	Nauru	Thailand
Burundi	Honduras	Nepal	Togo
		Nicaragua	Tonga
C	I	Niger	Trinidad and Tobago
Cabo Verde	India	Nigeria	Tunisia
Cambodia	Indonesia	North Macedonia	Türkiye
Cameroon	Iran, Islamic Republic of		Turkmenistan
Central African Republic	Iraq	O	Tuvalu
Chad	Israel	Oman	
China			U
Colombia	J	P	Uganda
Comoros	Jamaica	Pakistan	Ukraine
Congo, Democratic Republic of the	Jordan	Palau	Uruguay
Congo, Republic of the		Palestinian Authority	Uzbekistan
Costa Rica	K	Panama	
Cote d'Ivoire	Kazakhstan	Paraguay	V
Cuba	Kenya	Peru	Vanuatu
	Kiribati	Philippines	Venezuela
D	Korea, Democratic People's Republic of		Viet Nam
Djibouti	Kuwait	Q	
Dominica	Kyrgyzstan	Qatar	Y
Dominican Republic			Yemen
	L	R	
E	Lao, People's Democratic Republic of	Russian Federation	Z
East Timor	Lebanon	Rwanda	Zambia
Ecuador	Lesotho		Zimbabwe
Egypt	Liberia	S	
El Salvador		Saint Kitts and Nevis	
		Saint Lucia	

