



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION

Montreal
Protocol Unit



KIGALI in Acti ON

WORKSHOP ON KIGALI
IMPLEMENTATION PLANS

LOGISTICAL NOTE

14-16 June 2023 • Vienna, Austria



LOGISTICAL NOTE

A. Date and venue

The workshop will take place in Vienna, Austria, from 14-16 June 2023. Participants may arrive starting from Tuesday 13 June.

The workshop will take place at UNIDO Headquarters at the Vienna International Centre, Wagramer Strasse 5, 1400 Vienna (*Wien.*) The workshop will be held in conference room 3 (CR03) on the 7th floor.

B. Participants

The workshop will host about 120 participants. Every effort will be made to ensure a diverse group of participants, with a fair representation of gender balance and of the targeted countries.

C. Attendance and confirmation of participation

Countries have been invited to nominate up to 2 participants. The full name, affiliation, title and contact address, email and phone number of each participant should be clearly indicated in the confirmation message.

D. Working language

The deliberations during the workshop will be conducted in English with simultaneous interpretation to French and Spanish.

E. Agenda

The meeting will last for three days, including a field visit on Friday.

F. Financial and administrative arrangements

Participation in the workshop is by invitation only.

UNIDO will provide daily subsistence allowance for participants to cover costs related to travel and boarding / lodging. UNIDO will provide airline tickets. The most direct and economical round-trip air tickets will be provided from participants' residence country to Vienna, Austria.

The financial and administrative arrangements for the participants whose participation is covered by UNIDO will be made in accordance with UNIDO's rules and regulations. No further claims will be considered. UNIDO will cover those participants with the following:

1. A daily subsistence allowance will be provided. The DSA will be distributed during the workshop at the location, as per the time suggested by the banking authorities. No additional claims can be considered.
2. Round trip economy transportation, by the shortest, most direct route and least cost-ly fare, between the airport of departure in the participant's home country and Vienna, Austria. Participants should await formal travel authorization.
3. Under no circumstances should participants purchase their own ticket without such au-
thorization. The participant shall cover any additional costs incurred as a result of devia-
tions from the authorized route. UNIDO will provide air tickets based on the agreed itiner-
ary and send these to participants.
4. Travellers are to provide their full passport details and filled-in mini master
data to UNIDO HQ (montrealprotocol@unido.org) by 7 April 2023 which should be adhered
to.
5. Once the ticket is approved by the participant, no changes will be possible.
6. Due to internal regulations, participants must retain and deliver all boarding passes relat-
ed to the trip to the UNIDO officer responsible, present at the training.

G. Visa and passport requirements

Before leaving their home countries, international participants should complete all formalities regarding entry and transit visas, or travel permits that may be required for travel to Austria and the return journey to their home countries or duty stations; as well as transit visas if necessary. UNIDO will provide visa assistance and visa issuance (letters to Embassies/ Note-Verbale) if re-
quired. UNIDO does not take any responsibility for obtaining and/or providing visas.

Detailed information about visa requirements is available from the website of the Ministry of Foreign Affairs, Austria.

<https://www.bmeia.gv.at/en/travel-stay/entrance-and-residence-in-austria/visa/>

H. Travel and health insurance

Participants are responsible for their travel insurance and health insurance.

UNIDO will not cover any costs related to medical treatment, quarantine measures nor for additional accommodation or the rebooking travel due to health issues.

Covid-19 precautionary, distancing and hygiene measures:

Participants are expected to comply with any precautionary, distancing and hygiene measures as may be required by the local Government authorities.

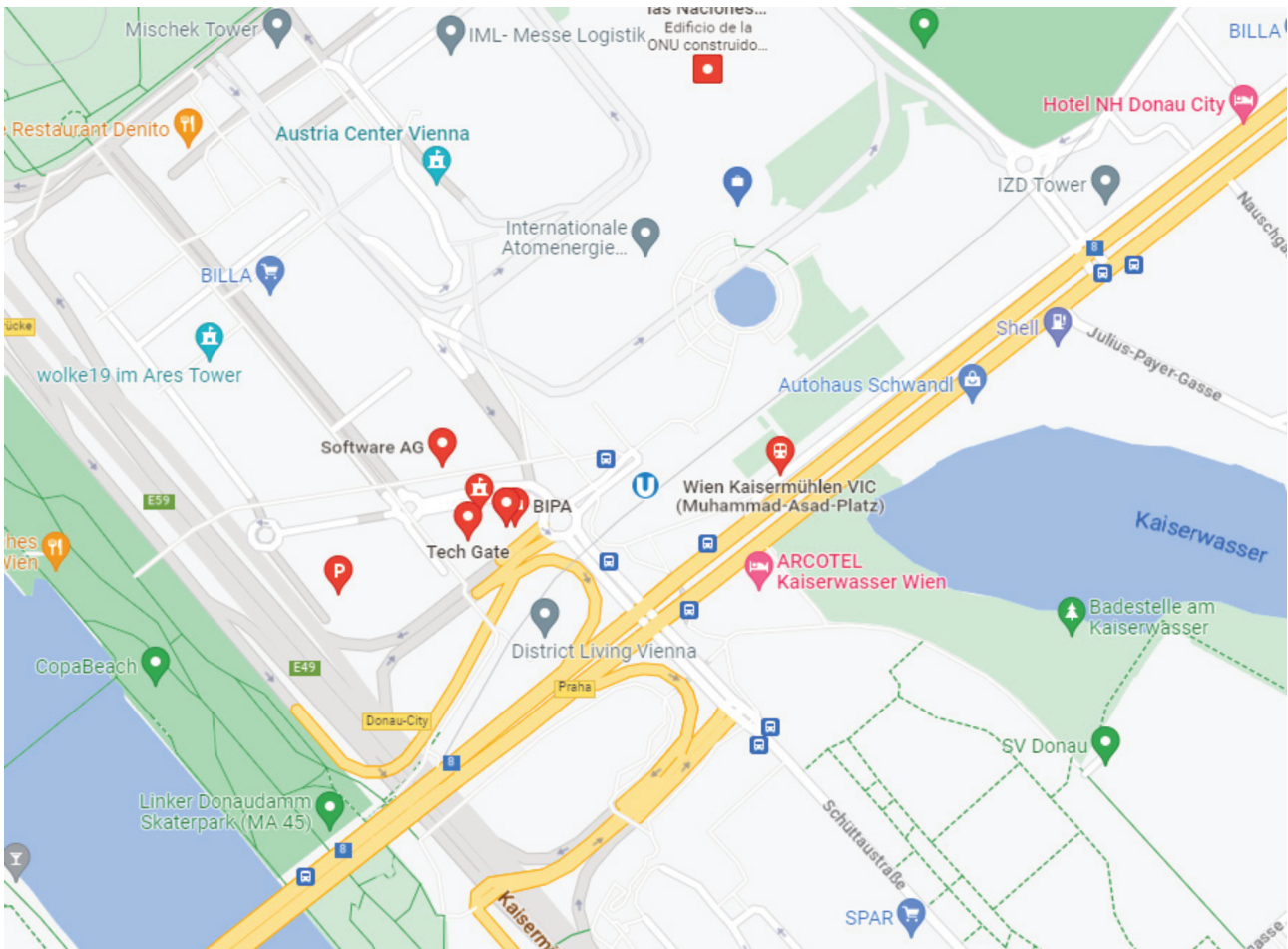
I. Logistical arrangements

UNIDO will make logistical arrangements including provision of meeting rooms for successful organization of the workshop.

J. Time of arrival and departure

The workshop will be held 14-16 June 2023. The participants are expected to arrive on 13 June and plan to leave on/after 16 June per their flight plans. The final session of the workshop will end at 5:00 pm.

UNIDO will not be financially responsible for early arrivals or late departures. Participants should confirm their travel itineraries before their departure and provide UNIDO staff with all details of their scheduled arrival date and time in Austria, indicating flight numbers.



K. Location

The workshop will take place at the Vienna International Centre.

Directions: Take the underground line U1 to the “Kaisermühlen/Vienna International Centre” stop and then follow the signs to Gate 1 of the Vienna International Centre, (NOT Austria Centre) which is the main entrance of the venue.

The public transportation in Vienna is extremely reliable, efficient, and safe. Tickets can be purchased for a ninety-minute, 24, 48- or 72-hour tickets or weekly tickets. The tickets are valid for multiple forms of transport (Underground metro (U-bahn), Suburban fast train (S-Bahn), bus, and street cars (tram). Tickets can be easily purchased at machines in each metro or train station or on the WienMobil app.

<https://www.wienerlinien.at/web/wl-en>

More info:

<https://www.unov.org/unov/de/vic.html>

L. Security

Meeting participants will undergo a security check every day at the main entrance of the VIC before entering the meeting venue.

M. Registration and identification name badges

Participants are requested to collect their badges at the registration desk located inside

Gate 1 of the Vienna International Center on Wednesday, June 14, starting from 8 am onwards. Participants are required to wear their badges at all times, in a prominently visible manner as per the UN Security regulations during their presence in the Vienna International Centre.

N. Meeting Rooms

Plenaries at the Conference Room 3 – CR3. The CR3 is located in the C building, 7th floor.

Breakout rooms C0727, C0729, C0731, C0733, C0735, all located next to CR3

Coffee breaks are planned at C building – more details will be given at the event.

O. Transportation

Vienna International Airport-Schwechat (VIE) is Vienna's main doorway to the city, used for international and domestic flights alike, and is located 22 km away from the city centre.

UNIDO-funded participants will receive economy travel by air or road.

Transportation options from the airport.

Buses to the Vienna International Center and Schwedenplatz (9.50EUR one-way or 16EUR return)

<https://www.viennaairportlines.at/en/>

Trains to City center – both connect with the Vienna transport network.

City Airport Train (14.90EUR one-way or 24.9EUR return) Non stop train from Airport to Wien-Mitte-Landstrasse (connects U3 and U4 metro lines and S Bahn)

<https://www.cityairporttrain.com/en/home>

Regular Commuter train (Schnell Bahn number 7 (S-7) and Austrian Railways-ÖBB Rail Jet)

<https://www.oebb.at/en/>

S-7 Train connects to U1 at Wien Praterstern; Rail Jets connect to U1 at Wien Hauptbahnhof (Vienna Main Train Station) One Way ticket (EUR 4.50)

Taxis and Private driver services, such as Uber and also offer transportation in Vienna. (Approximate EUR 40-60)

P. Accommodation

Each participant is responsible for arranging their own accommodation. Participants will pay for their rooms directly at the hotel.

UNIDO-funded participants will receive full DSA to cover the costs of accommodation and food. A list of hotels and rates is provided in section S.

One may also consult any online booking platforms or travel agents: www.booking.com, www.tripadvisor.com, www.expedia.com www.airbnb.com or similar.

Q. Lunch

Lunch breaks will be incorporated into the workshop schedule and will be offered in the Vienna International Center's cafeteria, at the participants own cost.

R. Meeting documents

Meeting documents, including agenda, concept note, list of participants, meeting highlights and recommendations and the meeting evaluation will be shared online and hosted on the following website

<https://www.unido.org/events/workshop-kigali-implementation-plans>

Please check the website for regular updates related to the event. The page will also post material related to the workshop (slides, documents, agenda, etc.)

The participants can also check MPUs social media accounts on [Facebook](https://www.facebook.com/unido.environment) and [LinkedIn](https://www.linkedin.com/company/unido-environment) "UNIDO Environment."

S. Exclusions

UNIDO will not assume any responsibilities for the following expenditures in connection with participant's attendance.

1. Costs incurred by the participant with respect to any kind of insurance (medical, accidental, hospitalization fees, cancellation, travel delays, etc.), medical bills, medicament expenses and hospitalization fees in connection with their attendance at the meeting;
2. Compensation in the event of death, disability or illness of the participant in connection with their attendance at the meeting;
3. Loss or damage of personal property of the participant while attending the meeting;
4. Purchase of personal belongings and compensation in the event of damage caused by them by climatic or other conditions;
5. Travel and any other costs that might be incurred by those accompanying the participant;
6. Costs related to transit visa application;
7. Costs related to personal expenses in the place of accommodation and other transportation costs.

T. About Vienna, Austria

English: <https://www.wien.info/en>

French: <https://www.wien.info/fr>

Spanish: <https://www.wien.info/es>

Climate

The average temperature for Vienna in June is a lovely 18 degrees C, with average highs of 24 and lows of 14 degrees Celsius.

Currency

The local currency is the Euro. The indicative exchange as of April 2023 is: 1 Euro = 1.1 USD.

Electricity

The voltage is 220 V with a frequency of 50 Hz. The plugs used in Vienna are C or F type.

North America Grounded NEMA 5-15	Japan Non-grounded JIS C 8303	Europe German style CEE7/4 Schuko	Europe French style Schuko	Europe/Russia Non-grounded CEE7/16 Europlug	Great Britain Grounded BS-1363	Great Britain "Shaver socket" BS-4573
Australia/China Grounded AS-3112	Italy Grounded CEI 23-16	Switzerland Grounded SEV-1011	Denmark Grounded SRAF 1962/DB	Israel Grounded SI 32 (IS 16A-R)	India Grounded BS-546 "Small"	South Africa Grounded BS-546 "Large"

U. Hotel list

Subject to direct reservation with hotels;

All rates include taxes, services and breakfast, unless otherwise indicated.

All rates are subject to change

Austria Classic Hotel Wien***

Metro station: Close to U1 Nestroyplatz or Praterstern

Address: Praterstrasse 72, 1020 Vienna

Tel: (43-1) 211 30-0, Fax: (43-1) 211 30-72

Email: info@classic-hotelwien.at

Website: www.classic-hotelwien.at

Single room: EUR 139, Double room: EUR 160 including breakfast, service and taxes

ARCOTEL Kaiserwasser ****

Metro station: U1/Vienna International Centre, opposite VIC

Address: Wagramerstrasse 8, 1220 Vienna

Tel: (43-1)52165 813, Fax (43-1) 52165 810

Email: book@arcotel.com

Website: www.arcotel.at/kassierwasser

Single room: EUR 99 including service, breakfast and taxes

Hotel Erzherzog Rainer****

Metro station: U1/Taubstummengasse

Address: Wiedner Hauptstrasse 27-29, 1040 Vienna

Tel: (43-1) 22111, Fax: (43-1) 21150519

Email: rainer@schick-hotels.com

Website: www.schick-hotels.com

Single room: as of EUR 148 including breakfast, service and taxes,

Mercure Wien Zentrum **(Accor Hotel)**

Metro station: U4/Schwedenplatz

Address: Am Fleischmarkt 1a, 1010 Vienna

Tel: (43-1)534601230

Email: h0781-re@accor.com, debora.vasiljevic@accor.com

Website: <https://all.accor.com/hotel/0781/index.de.shtml>

Single room: EUR 145, does not include breakfast; May be purchased for EUR 23

Mercure Wien City ** (Accor Hotel)**

Metro station: U4/Schwedenplatz

Address: Hollandstrasse 3, A-1020 Wien

Tel: (43-1)213-13

Email: h1568-RE@accor.com, kerstin.wallner@accor.com

Website: <https://all.accor.com/hotel/1568/index.de.shtml>

Single room: EUR 144 including breakfast

Hotel Capricorno****

Metro station: U1/Schwedenplatz

Address: Schwedenplatz 3-4, 1010 Wien

Tel: (43-1) 533 31 04-0, Fax: (43-1) 533 76 714

Email: capricorno@schick-hotels.com

Website: www.schick-hotels.com

For special fares as below: Single room: as of EUR 248 including breakfast, service and taxes,

Must book via Email for UN discount

Henriette Stadthotel***

Metro station: U1/Nestroyplatz

Address: Praterstrasse 44-46, 1020 Vienna

Tel: (43-1) 214 84 04, Fax: (43-1) 214 27 85

Email: hello@hotelhenriette.at

Website: www.hotelhenriette.at

Single/double room: EUR 152 including breakfast, service and taxes

UN Discount ~ 15% off

Hotel Sacher****

Metro station: U1/Stephansplatz, U4/Karlsplatz

Address: Philharmonikerstrasse 4, 1010 Vienna Tel. (43-1) 51 456-0, Fax: (43-1) 51456-810

Email: wien@sacher.com

Website: www.sacher.com

Single and double room: EUR 250, breakfast: EUR 59

Hotel Am Parkring****

Metro station: U3/Stubentor or U4/Stadtpark

Address: Am Parkring 12, 1015 Vienna

Tel. (43-1) 514 80-0, Fax: (43-1) 514 80-40

Email: parkring@schick-hotels.com

Website: www.schick-hotels.com

Single room as of EUR 193 including breakfast, service and taxes

Hotel Marriott****

Metro station: U4/Stadtpark, U3/Stubentor

Address: Parkring 12a, 1010 Vienna

Tel: (43-1) 515 18-53, Fax: (43-1) 515 18-6722

Email: vienna.marriott.reservations@marriott-hotels.com

Website: <https://www.marriott.com/de/hotels/vieat-vienna-marriott-hotel/overview/>

Deluxe Room single EUR 220, Deluxe Room double EUR 245 incl. service and taxes; Breakfast costs EUR 25

Austria Trend Hotel Europa Wien****

Located in the centre of Vienna, a few stops with the underground from VIC

Metro station: U1/Stephansplatz, U4/Karlsplatz

Address: Kärtnerstrasse 18, 1010 Vienna Tel: (43-1) 515 94-0, Fax: (43-1) 515 94-888

Email: europa.wien@austria-trend.at

Website: www.austria-trend.at

Single room: EUR 156, Double room: EUR 175 incl. breakfast, service and taxes

Hotel Wandl***

In the centre of Vienna

Metro station: U1/Stephansplatz

Address: Petersplatz 9, 1010 Vienna

Tel: (43-1) 53 455

Email: reservation@hotel-wandl.com

Website: <https://www.hotel-wandl.com/de/>

Double room: EUR 130 incl. breakfast

Hotel Anatol ***

Metro station: U3 Zieglergasse

Address: Webgasse 26, 1060 Vienna Tel: +(43-1)59996-0

Email: reservierung.anatol@austria-trend.at

Website: <https://www.austria-trend.at/de/hotels/anatol>

Single room: Euro 150, double room: Euro 166 including breakfast

Novotel Wien City* (Accor Hotel)***

Metro station: U1/Nestroyplatz

Address: Aspernbrückengasse 1, 1020 Vienna Tel: (43-1)90303991

Email: h6154-re@accor.com

Website: <https://all.accor.com/hotel/6154/index.de.shtml>

Euro 162 including breakfast

Hotel beim Theresianum ***

Metro station: U1 Südtiroler Platz (direct line to VIC)

Address: Favoritenstrasse 52, 1040 Wien

Tel: (43-1)5051606

Email: theresianum@austria-trend.at

Website: <https://www.austria-trend.at/de/hotels/theresianum>

EUR 125 Rates are per room, per night, incl. breakfast, service and taxes

Suite Novotel Wien Donau** (Accor Hotel)**

Metro station: U1/Vorgartenstrasse

Address: Radingerstrasse 2, A-1020 Vienna

Tel: (43-1)245880

Email: h3720@accor.com

Website: <https://all.accor.com/hotel/3720/index.de.shtml>

Rate per room and per person EUR 129.48 including breakfast

Hotel Ambassador*****

In the centre of Vienna

Metro station: U1/Stephansplatz

Address: Neuer Markt 5, 1010 Vienna

Tel: (43-1) 961610

Email: office@ambassador.at

Website: <https://www.ambassador.at/>

Double room: EUR 195; Rates are per room, per night, free WLAN, excl. Breakfast

All participants have to contact sales@ambassasdor.at with the code word "Kigali Amendment Workshop"

Hotel Melia *****

Walking distance 350 m from VIC

Address: Donau-City-Strasse 7, 1220 Wien

Tel. +43 (0) 1 90 104 - 2041

Email: reservations.melia.vienna@melia.com

Website: www.melia.com

Guestroom (single use): Euro 200

Hotel City Central****

Metro station: U1/Schwedenplatz

Address: Taborstrasse 8, 1020 Vienna

Tel. (43-1) 211 05-0, Fax (43-1) 211 05-140

Email: city.central@schick-hotels.com

Website: www.schick-hotels.com

Single room as of EUR 144, Double room EUR 163 including breakfast, service and taxes

Softel Vienna Stephansdom (Accor Hotel)

Metro station: U1/Nestroyplatz

Address: Praterstrasse 1, 1020 Vienna

Tel: +(43-1)906160, www.softel.com/Wien

Email: h6599@softel.com, florentina.leonardi@so-hotels.com

Website: <https://so-vienna.com/>

Single/double room Euro 240, includes breakfast

V. Meeting Agenda

Please check the attached Agenda document.

Also check the event website for the updates

<https://www.unido.org/events/workshop-kigali-implementation-plans>

Check UNIDO Montreal Protocol Unit's social media channels "UNIDO Environment" for updates. Accounts on [Facebook](#) and [LinkedIn](#) . Please like, follow and share.