



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement      Programa de las Naciones Unidas para el Medio Ambiente

Программа Организации Объединенных Наций по окружающей среде      برنامج الأمم المتحدة للبيئة

联合国环境规划署



## **INFORMATION FOR DELEGATES**

### **THIRD MEETING OF THE OPEN-ENDED WORKING GROUP**



**2 TO 4 APRIL 2019**  
***MONTEVIDEO, URUGUAY***

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**THIRD MEETING OF THE OPEN-ENDED WORKING GROUP FOR THE  
STRATEGIC APPROACH TO INTERNATIONAL CHEMICALS MANAGEMENT**

**Antel Arena  
Montevideo, Uruguay, 2 to 4 April 2019**

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## 1. VENUE

The third meeting of the Open-ended Working Group to consider the implementation, development and enhancement of the Strategic Approach to International Chemicals, will be held in Montevideo, Uruguay, from Tuesday 2 April to Thursday 4 April 2019. Regional meetings and Technical briefings will take place on Monday 1<sup>st</sup> April 2019.

The meeting will be held at:

[Antel Arena](#)

Dámaso Antonio Larrañaga  
S/N entre José P. Varela y José Serrato  
Calle Lateral al Cilindro  
12000 Montevideo, Uruguay

Allocation of meeting rooms will be announced upon arrival to the venue.

## 2. PRE-REGISTRATION

Invitations to Governments, dated 04 December 2018, and to intergovernmental organizations and accredited non-governmental organizations were sent out together with the registration form for the meeting.

A registration form and an official nomination for Government representatives, through the official contact point, should be submitted for all delegates in advance of the meeting.

The registration form can be found on the UNOG website:

<https://reg.unog.ch/event/27045/overview>

All participants are strongly encouraged **to pre-register up until Friday 15<sup>th</sup> March** in order to accelerate the on-site registration and badge issuance.

Questions regarding registration should be directed to [saicm.chemicals@un.org](mailto:saicm.chemicals@un.org) or [jose.demesa@un.org](mailto:jose.demesa@un.org).

## 3. TRAVEL AND ACCOMODATION

International flights arrive to the Carrasco International Airport.

Participants are responsible for their own travel and accommodation bookings as well as for arranging their transfers from and to the airport. Participants are also responsible for the payment of their reservations and/or for the settlement of eventual cancellation/no show fee, as applicable, according to hotels policies.

Participants can book their accommodation in suggested hotels (different rates available) provided through this website link [website](#).

Most international visitors will arrive in Montevideo through the Carrasco International Airport. It is located 25 km from the city center, approximately 30-40 minutes by taxi or remise. It is recommended to coordinate the airport-hotel-airport transfer with your hotel or through this [website](#), especially during night hours and/or early morning.

#### 4. VISAS

All visitors to Uruguay must have a valid Passport (at least for six months after date of departure) and in good condition. Participants attending conferences or workshops may require an entry visa. To know whether you need to obtain a visa to enter Uruguay, please visit the National Direction of Migrations [website](#).

Participants are also recommended to check if they require a transit visa. The Government of Uruguay is not responsible for the procedures and validity of transit visas.

Travelers with passports who need visa shall contact the nearest Consulate Office of Uruguay (see the [Map of the Consular offices of Uruguay in the world](#)).

The requirements to obtain a visa of Uruguay are the following:

- Filled in and signed visa application form (provided by the Consular office).
- Invitation letter to the event
- Valid Passport (at least for six months after date of departure) in good condition.
- 1 passport size picture.
- Travel reservation.
- Cost: USD 42. - It is charged only if the visa is granted.

The authorization of the visa is granted by the National Direction of Migrations, and usually takes **at least 20 working days** from the moment of the request. Once the Consulate receives written authorization, it is in a position to issue the visa, stamping it on the passport holder.

**Uruguay does not grant a visa upon arrival.** In exceptional cases, if the procedure started at a Consulate of Uruguay, the participant could end it at any another Consulate Office of Uruguay in the world.

In order to assist participants in obtaining an entry without visa permission, for those countries where the Uruguayan Embassy or Consulate is not available (without exception), please send the copy of your passport (at least for six months after date of departure) and in good condition and a personalized invitation letter to the Focal Point of the Ministry of Housing, Land Planning and Environment in Uruguay (MVOTMA) to the following email address: [oewg3@mvotma.gub.uy](mailto:oewg3@mvotma.gub.uy) no later than 1st March 2018, asking for the possibility of issuance an entry without visa permission. You should state your country of residence and mention to MVOTMA that there is no Uruguayan Embassy or Consulate in your country. **These two documents must be presented when doing the check-in at the airport.**

## 5. TRANSPORTATION

Most international visitors will arrive in Montevideo through the Carrasco International Airport. It is located 25 km from the city center, approximately 30-40 minutes by taxi or remise. We recommend coordinating the airport-hotel-airport transfer through this [website](#).

Participants may also coordinate the transfer with their hotels or a range of other options at the airport:

**Taxi services** at Carrasco International Airport are located in the area of the baggage belt and in the Arrivals Hall. Payment can be made in cash or by credit card.

**Private car transfers (remises)** are large and air-conditioned cars with a chauffeur who speaks English. They should be booked in advance. They also do trips from the airport or from Montevideo to other parts of Uruguay, including Punta del Este.

**The minivan shuttle** from the airport departs with a total of 5 passengers. It is not necessary to book the transport service in advance, it may be coordinated in the counter located on the ground floor next to the exit door of the airport. Payment can be made in cash or by credit card.

**The local bus** is the cheapest way to get to the city. It is however recommended to use it only if you have little luggage, as buses can get crowded and it is not guaranteed they have storage areas. Getting out of the airport terminal is the bus stop, catch any bus that says 'Montevideo'. The ride will take about one hour depending on the time of day, the number of passengers and traffic. Buses run very frequently, even on weekends.

Public transport used in Montevideo is local buses and taxis. Uber and Easy Taxi services are also available.

## 6. TRANSFERS TO AND FROM THE VENUE

Buses will be available for delegates as follows:

### **Morning (Hotel Radisson > Antel Arena)**

Departs from 7:15 AM to 8:30 AM, every 15 minutes, or when full.

Meeting point in Montevideo city center is in front of Hotel Radisson, located in Plaza de la Independencia, 759 ([Google map](#)).

### **Evening (Antel Arena > Hotel Radisson)**

From 6:30 PM to 8:30 PM, every 30 minutes or when full

Travel time is between 30-45 minutes.

Transport is kindly provided by the Government of Uruguay.

Please note that all hotels recommended in the Information Note for Participants are in walking distance from Hotel Radisson.

**Outside the above-mentioned timeframes, all delegates are responsible for their own transport to and from the Antel Arena.**

## **7. ON-SITE REGISTRATION**

Access to the meeting venue is subject to the presentation of a valid conference badge. Conference badges will be issued at the entrance of the venue, **upon presentation of the UN EVENT PASS resulting from the online pre-registration and a valid passport or identification card with a photograph**. Registration will start on Sunday 31 March 2019. The registration counter will have the following opening hours:

Sunday 31 March 2019: 2 p.m. until 6 p.m.

**Monday 1 April to Thursday 4 April 2019:** 8 a.m. until 6 p.m.

(Registration counter may close earlier on later days)

**Participants are strongly recommended to register and receive their badges on 31 March or 1 April to avoid the congestion before the meeting starts on Tuesday 2 April 2019.**

For security reasons, the display of conference badges is mandatory at all times to gain access to the meeting venue and meeting rooms. Any loss of a conference badge should be reported immediately to the registration counter.

## **8. HEALTH**

Delegates are advised to obtain medical insurance with appropriate cover abroad, i.e. accident, sickness, medical repatriation.

Uruguay has a good medical service. Delegates with a chronic illness should carry all necessary medication and medical items for the entire duration of the journey, in their original containers, clearly labeled.

For information regarding compulsory and recommended vaccines, please see the following link:

<http://www.vacunas.org/uruguay/>

## **9. CURRENCY AND RATE OF EXCHANGE**

The official currency of Uruguay is the Uruguayan Peso (Peso Uruguayo UYU).

Exchanging foreign currency at the airport is expensive. Exchange offices can be identified by a “Cambio” sign and are safe and professional. You can find “Cambio” offices in the Abitab or Redpagos centers or individually. The current exchange rate *vis-à-vis* the US Dollar is approximately

1 USD = 31.86 UYU and *vis-à-vis* the Euro, approximately 1 EUR = 35.65 UYU (as of 31 January 2019).

All banks are open from Monday to Friday, from 1:00 pm to 5:00 pm.

Automatic tellers and mini ATMs are usually located at banks, hotels, shopping centers and petrol stations, and will give you money in UYU. You can find ATMs by looking for signs saying "BanRed" or "RedBrou". Most Uruguayan ATMs can dispense US dollars in addition to pesos.

Major credit cards are accepted in most hotels and restaurants in Montevideo. Some services such as public transportation (including taxis) still only accept cash.

## **10. PROCEDURES FOR MEDIA ACCREDITATION AND REGISTRATION**

Media participation at OEWG3 meetings is subject to accreditation by the SAICM secretariat. Journalists should pre-register with the secretariat, including submissions of accreditation form and necessary information. See annex A – International media accreditation process and form.

**For more information please contact Mr. Jose de Mesa by e-mail: [jose.demesa@un.org](mailto:jose.demesa@un.org).**

## **11. REGIONAL MEETINGS**

Facilities will be available for regional and other group meetings from 1 to 4 April 2019. Please contact your coordinator or bureau member for further information.

## **12. EXHIBITION AT OEWG3**

An exhibition, into relay relevant and timely information to the participants in support of the negotiation process, will be organized at OEWG3. Any Government or organization wishing to exhibit is invited to contact the SAICM secretariat **before 10 February 2019** at [saicm.chemicals@un.org](mailto:saicm.chemicals@un.org).

This event intends to be paper smart and as green as possible. It is therefore promoted that exhibitors avoid distributing unnecessary paper and plastic and generate as little waste as possible.

### **13. OFFICIAL OPENING FOR OEWG3**

The official opening for OEWG3 will take place at **9.00 a.m. on Tuesday 2 April 2019**. The formal sessions of the meeting are planned to be held daily from **10 a.m. to 1 p.m.** and from **3 p.m. to 6 p.m.** For more information, please refer to the provisional annotated agenda, which will be made available on the Open-ended Working Group [website](#).

### **14. DOCUMENTS**

It is intended that this meeting will be a paper smart meeting. Please note that attendees are encouraged to download the meeting documents in advance from the Open-ended Working Group [website](#) or on arrival at the venue in Montevideo, Uruguay.

### **15. LIST OF PARTICIPANTS**

A list of participants that have attended the meeting will be prepared by the secretariat and made available on the Strategic Approach to International Chemicals negotiations website after the closing of the meeting. Delegates are reminded that the list of participants is based on the information provided by them at the time of registration and that inclusion in the list of participants is conditional upon official registration.

### **16. SERVICES TO PARTICIPANTS**

A variety of services will be available within or around the meeting venue. These will include restaurants and cafeterias as well as a business centre.

#### ***First Aid***

Emergency first aid will be available throughout the duration of the meeting.

In case of an emergency outside the Antel Arena, the contact number for an ambulance is 105 and for general emergency services is 911.

#### ***Internet access***

Wifi facility will be available free of charge in the conference area, lounges and meeting rooms.

Username: OEWG3

Password: SAICM2020

#### ***Business Center***

A limited number of PCs with printing facilities will be available to participants at the business center. **Printing will be limited.**

#### ***Catering Services***

Catering services will be available at the meeting venue. Participants will purchase their own meals. If participants want other options, the Nuevocentro Shopping center is within 20 minute distance from the venue and has a food court or restaurants in its surroundings. More information will be



provided at the venue.

## **17. INTERPRETATION DEVICES**

Interpretation services and working documents for the plenary session will be provided in the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Additional information documents may be available in English only.

**Interpretation devices will be distributed at the entrance of the plenary room, against the presentation of a valid identification document that will be handed back to the participant upon safe return of the device.**

## **18. GREENING OF THE MEETING**

To the extent possible, the meeting will be organized to avoid or reduce environmental impacts resulting from the meeting.

As mentioned in section 9 (Documents), OEWG3 will be a paper smart meeting. Please also note that textile bags will NOT be distributed at the venue. Participants are expected to use their own preferred bag to bring minimum documents.

To facilitate efficient waste recycling, separate bins will be placed around the venue for waste collection, and ultimately, all waste from the meeting will be separated and recycled wherever possible in accordance with the city of Montevideo's recyclable resources regulations and procedures.

## **19. TRAVEL AND DAILY SUBSISTENCE ALLOWANCE ARRANGEMENTS**

For any query related to travel and daily subsistence allowance (DSA), sponsored participants are invited to contact the SAICM secretariat at: [saicm.chemicals@un.org](mailto:saicm.chemicals@un.org).

## **20. GENERAL INFORMATION**

***Time Zone:*** UTC/ GMT - 3 hours.

***International dialing code:*** +598

***Official language:*** Spanish

***Emergency numbers:*** Police: 911, Ambulance: 105

***Business hours:*** Monday - Friday, 09:00 - 17:00. Some businesses open until noon on Saturday.

***Weather:*** The session will be held in the Uruguayan Fall, with temperatures in Montevideo usually ranging between 12 °C and 23 °C, with an average of 18 °C.

**Drinking water:** tap water is drinkable.

**Electrical standard:** In Uruguay, the standard voltage is 230 V and the frequency is 50 Hz. You can use your electric appliances in Uruguay, if the standard voltage in your country is in between 220 - 240 V, otherwise you will need a voltage converter. Most hotels provide dual voltage and transformers are usually available on request.

**Useful links:** The official tourist website for Montevideo is [www.montevideo.gub.uy](http://www.montevideo.gub.uy). You can also find tourist information in [www.descubrimontevideo.uy](http://www.descubrimontevideo.uy).

***What to visit in Montevideo:***

Plaza Independencia and the Old City  
Palacio Salvo and Tango La Cumparsita Museum  
The Gaucho and coin Museum  
Los Andes Museum  
Centenario Stadium and Football Museum  
Palacio Legislativo, the Uruguayan Parliament  
Rambla (Promenade) of Montevideo

## **21. DISCLAIMER**

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

## **ANNEX A – INTERNATIONAL MEDIA ACCREDITATION PROCESS & FORM**

Accreditation is strictly reserved for members of the press-print media, photo, radio, TV, film and news agencies who fully meet UN media accreditation requirements. Accreditation will be granted upon presentation of valid press credentials including each of the following:

1. Completed Media Accreditation Form (Annex B);
2. Letter of assignment on official letterhead of a media organization signed by the publisher/assignment editor, editor-in-chief or bureau chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted;
3. Photocopy of a valid press card/work pass; and
4. Photocopy of passport/national ID card.

To avoid delays upon arrival, please submit the form Media Accreditation Form together with the documents listed above to:

Mr. Jose de Mesa  
Programme Officer SAICM Secretariat, Chemicals and Health Branch, Economy Division  
Tel +41 22 917 8437  
E-mail: jose.demesa@un.org  
11–13 Chemin des Anémones, 1219 Châtelaine, Geneva, Switzerland

It is also possible to register on-site.

Note that double accreditation is not allowed (e.g. as press and delegate, or as press and NGO).

Press passes can be picked up at the registration counter upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.) or of a photo press pass from the United Nations in New York, Paris, Geneva, Vienna, or Nairobi.

**Please note that journalists accredited to cover the meetings should make their own travel and hotel bookings.**

## UNEP MEDIA ACCREDITATION FORM

**The third meeting of the Open-ended Working Group, Montevideo, Uruguay, 2 to 4 April 2019**

This application must be sent to jose.demesa@un.org along with:

1. A letter of assignment from your news editor or bureau chief,
2. A scanned copy of your original valid press card,
3. A scanned copy of the identification pages of your valid passport.

**Please note that UNEP will not process incomplete applications.**

For more information please contact Mr. Jose de Mesa at +41 22 917 8437

<b>PERSONAL INFORMATION</b>	
Family name _____ First name(s) _____	
Nationality and passport number _____	
<b>Note: Uruguay may require participants to get a visa.</b>	
Permanent office address	Personal contact details
Address _____	Address _____
E-mail _____	E-mail _____
Mobile _____	Mobile _____
<b>MEDIA ORGANIZATION INFORMATION</b>	
Name of the organization _____ Press card no. _____	
Supervisor's title and contact details _____	
Working language(s) of your media organization _____	
Your main news topic(s) or field(s) of coverage _____	
Type of medium (check as many as necessary):	Position:
<input type="checkbox"/> News agency/wire service <input type="checkbox"/> Newspaper <input type="checkbox"/> Television broadcaster <input type="checkbox"/> Radio <input type="checkbox"/> Photo/visual service <input type="checkbox"/> Magazine/journal <input type="checkbox"/> Blog/internet-based news <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Correspondent <input type="checkbox"/> Editor <input type="checkbox"/> Reporter <input type="checkbox"/> Producer <input type="checkbox"/> Technician <input type="checkbox"/> Cameraperson <input type="checkbox"/> Photographer <input type="checkbox"/> Director <input type="checkbox"/> Other (specify) _____
<b>DEADLINES FOR APPLICATION: 15 March 2019</b> for all applications	