



THE WORLD BANK  
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## ***Sustainable Justice 2002***

**Implementing International Sustainable Development Law.  
June 13-15, 2002, Montreal**

**CENTRE FOR INTERNATIONAL SUSTAINABLE DEVELOPMENT LAW (CISDL), and  
THE UNITED NATIONS ENVIRONMENT PROGRAMME (UNEP)**

**GENERAL INFORMATION NOTE**

**FINAL VERSION, REVISED AS OF APRIL 29, 2002**

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## **I- VENUE AND DATES**

1. The Conference will take place from Wednesday June 13, 2002 to Saturday June 15, 2002 at the United Nations International Civil Aviation Organisation (ICAO) Conference Centre in Montreal, at the following address:

Postal Address: ICAO Conference (Atrium entrance)  
999 University Street Montreal (Quebec) CANADA H3C 5H7  
Telephone: (514) 954-8219  
Fax: (514) 954-6402  
web site: www.icao.int

## **II - CONFERENCE ORGANIZATION**

2. The Conference Secretariat will be open at the Centre for International Sustainable Development Law (CISDL) as of March 18, 2002. As of that date, all inquiries and communications, including requests for hotel room reservations, should be directed to:

Postal Address: Centre for International Sustainable Development Law (CISDL)  
3661 Peel Street Montreal, Quebec CANADA H3A 1X1  
Telephone: + 1 (514) 398-8918  
Fax: + 1 (514) 398-8197  
E-mail: conference@cisdl.org  
web site : www.cisdl.org

## **III- PARTICIPANTS' REGISTRATION**

3. Upon arrival at the ICAO Conference Centre, participants are required to register at the Conference Registration and Information Desk open on:

Wednesday, June 12, 2002	1:30 - 6:30 p.m.
Thursday, June 13, 2002	8:00 a.m. to 12:30 p.m. 1:30 p.m. to 6:30 p.m.
Friday, June 14, 2002	8:00 a.m. to 12:30 p.m. 1:30 p.m. to 6:30 p.m.
Saturday, June 15, 2002	8:00 a.m. to 12:30 p.m.

Participants will receive a complete set of documents as well as an identification badge. We encourage participants to wear the identification badge at all times for security purposes, and to facilitate contacts and communication between themselves and the

Secretariat. The identification badge is also necessary to have access to ICAO Conference Centre and to attend all sessions, workshops and social functions.

#### **IV- OPENING SESSION**

4. The Conference Opening Session will take place on Thursday, June 13, 2002, at 9:00 a.m. in Conference Room 3, located at the ICAO Conference Centre. Participants are invited to take their seats at 8:45 a.m.

#### **V- WORK SCHEDULE**

5. The work of the Conference will be conducted in plenary sessions and workshops. The Conference has elected three (3) Chairpersons and two (2) Vice-Chairpersons, who are Directors of the CISDL. A Lead Rapporteur and four Co-Rapporteurs will record the Conference, including the Workshops. Chairpersons of the Workshops will briefly report to the Conference at the closing session on Saturday morning, June 15, 2002.
6. Panelists will, in most instances, be responding with commentary and legal case studies to brief concepts and issues papers developed by the Co-Chairs of their panel. In the Workshops, the papers will lay out a future legal research and capacity building agenda in the area, and panelists, based on their expertise, will be directing their comments to this task.

The general schedule during the Conference is as follows:

Morning	9:00 a.m. to 1:00 p.m.
Lunches	Thursday: 12:30 p.m. to 2:00 p.m. and Friday: 12:00 p.m. to 1:30 p.m.
Afternoon	Thursday: 2:00 p.m. to 6:00 p.m. and Friday: 1:30 p.m. to 5:30 p.m. (except for Saturday June 15, ending at 1:00 p.m.)
Breaks	mid-morning and mid-afternoon
Evening	7:00 p.m. to 10:30 p.m. (receptions and/or official dinners)

Participants will be notified of any changes to this schedule.

#### **VI- WORKING DOCUMENTS**

7. Conference documents will be distributed to participants prior to the Conference where possible. All conference documents (i.e. working documents, information and documents produced during the Conference) will be provided in English and French.

8. The Conference Secretariat will be responsible for receiving, duplicating and distributing all working documents and official documents of the Conference. It will also participate in the drafting of the reports of the Conference and carry out any other related tasks. We kindly ask that participants bring copies of their major interventions, either in paper or electronic format (such as diskettes) in order to facilitate the work of the Secretariat.

## **VII- LANGUAGES**

9. The working languages of the Conference will be English and French. Simultaneous interpretation will be provided in all sessions.

## **VIII- MEDIA RELATIONS**

10. A media relations service will be available on site for representatives of the media.

## **IX- HOTEL ACCOMMODATION AND SERVICES**

11. The two official Hotels of the Conference, the Delta Centre-ville and The Fairmont Queen Elizabeth, as well as the Crowne Plaza Métro Centre, possess state of the art communications facilities (telephones, telex, fax and computer connections in each room) and secretarial services (typing, photocopying, translation, etc.). There is also a wide variety of bars and restaurants, and an interior/exterior swimming pool (Delta Centre-ville and Holiday Inn) and a spa. The Delta Centre-ville Hotel is located directly across the street from the ICAO Conference Centre and the Fairmont Queen Elizabeth is only one (1) block away, a 5-minute walking distance. The Crowne Plaza Métro Centre is located in a quiet area near downtown and is a 10-minute ride by metro (subway) directly to the ICAO building. All three hotels are connected to the underground city of downtown Montreal, where you will find such services as: banks, travel agencies, foreign exchange services, stores, boutiques, restaurants, medical services, etc. All major Canadian banks have automated banking machines or branches very close the hotels.

## **X- HOTEL ROOM RESERVATION**

12. The Centre for International Sustainable Development Law (CISDL) has reserved a block of rooms for speakers, chairs and participants at two official hotels, the Delta Centre-ville Hotel and The Fairmont Queen Elizabeth Hotel. Conditions and details of accommodation are specified in the letter of invitation. The room rates, for single or double occupancy, not including all taxes, are \$189 CAD per night at The Fairmont Queen Elizabeth Hotel or \$179 CAD per night at the Delta Centre-ville Hotel. For economy participants, a third hotel is also recommended, the Crowne Plaza Métro Centre, at the rate of \$129 CAD
13. Participants are required to complete and return the **CONFIRMATION OF PARTICIPATION AND ROOM RESERVATION** form before **May 15, 2002**, at the latest, at the address indicated on the form.
14. For most speakers and chairs, room reservations will be made at the Hotel of your choice by the Centre for International Sustainable Development Law (CISDL), according to the information provided on the **CONFIRMATION OF PARTICIPATION AND ROOM RESERVATION** form. The CISDL will then send you a reservation confirmation

number. Please address all inquiries, modifications or cancellations related to your reservation directly to the CISDL, and not with the hotels.

## XI- VISA INFORMATION AND VACCINATION

15. All visitors to Canada from a country other than the United States of America must have a valid passport from their country of origin. Citizens of certain countries also require a visa before entering Canada. Please refer to the following list of exceptions below. Participants should ensure through the Canadian Embassy or mission accredited to their country that any visa requirements are met preferably three months but at least one month before departure. For further information, please consult the web site of Citizenship and Immigration Canada Website at:

<http://www.cic.gc.ca/francais/visiteurs/visas.html> (French)

or

[http://www.cic.gc.ca/english/visit/visas\\_e.html](http://www.cic.gc.ca/english/visit/visas_e.html).(English)

16. Visa and Immigration

A. Citizens of the following countries do not require a visa to visit Canada:

- |                       |                                  |                       |                   |
|-----------------------|----------------------------------|-----------------------|-------------------|
| ▪ Andorra             | ▪ France                         | ▪ Malta               | ▪ St. Lucia       |
| ▪ Antigua and Barbuda | ▪ Germany                        | ▪ Mexico              | ▪ St. Vincent     |
| ▪ Australia           | ▪ Greece                         | ▪ Monaco              | ▪ San Marino      |
| ▪ Austria             | ▪ Iceland                        | ▪ Namibia             | ▪ Saudi Arabia    |
| ▪ Bahamas             | ▪ Ireland                        | ▪ Netherlands         | ▪ Singapore       |
| ▪ Barbados            | ▪ Israel                         | ▪ New Zealand         | ▪ Solomon Islands |
| ▪ Belgium             | (National Passport holders only) | ▪ Norway              | ▪ Spain           |
| ▪ Botswana            | ▪ Italy                          | ▪ Papua New Guinea    | ▪ Swaziland       |
| ▪ Brunei              | ▪ Japan                          | ▪ Portugal            | ▪ Sweden          |
| ▪ Costa Rica          | ▪ Liechtenstein                  | ▪ Republic of Korea   | ▪ Slovenia        |
| ▪ Cyprus              | ▪ Luxembourg                     | ▪ St. Kitts and Nevis | ▪ Switzerland     |
| ▪ Denmark             | ▪ Malaysia                       |                       | ▪ United States   |
| ▪ Finland             |                                  |                       | ▪ Western Samoa   |

- B. persons lawfully admitted to the United States for permanent residence who are in possession of their alien registration card (Green card) or can provide other evidence of permanent residence.
  - C. British citizens and British Overseas Citizens who are re-admissible to the United Kingdom;
  - D. citizens of British dependent territories who derive their citizenship through birth, descent, registration or naturalization in one of the British dependent territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn, St. Helena or the Turks and Caicos Islands;
  - E. persons holding a valid and subsisting Special Administrative Region passport issued by the Government of the Hong Kong Special Administrative Region of the People's Republic of China;
  - F. persons holding passports or travel documents issued by the Holy See.
17. No vaccinations are required to enter Canada from any country.
18. Any printed matter for use at a conference or meeting is admitted free of duty but is subject to control by Canada Customs. To ensure smooth entry of your material into your country upon your return, please export it under Canada Customs supervision and register your material with your home customs office before coming to Canada.
19. Clothing and goods for personal use by the visitor during their stay in Canada are admitted free of duty. For further information, please communicate with the Canadian mission accredited to your country.

## **XII- AIR TRANSPORTATION**

20. Expert participants and most speakers are responsible for their own travel.
21. American Express Inc. Travel Agency, located in Montreal (Canada) has been appointed as the official travel agency for the Conference. We recommend that you book your travel through their services to obtain the best possible airfare. Please contact the agency at:
- American Express Inc. Travel Agency  
Attention: Toula Tsekos, Travel Consultant  
Telephone: (514) 392-4463  
Fax: (514) 392-4454  
E-mail: [toula.d.tsekos@aexp.com](mailto:toula.d.tsekos@aexp.com)

22. The Centre for International Sustainable Development Law (CISDL) prefers and encourages experts participants, speakers or chairpersons, for whom CISDL will assume eligible expenses, to book and pay for their own air transportation. Please refer to the letter of invitation from the CISDL for detailed information on reimbursements for travel and accommodation expenses. Please note in this respect that due to Canadian government requirements, reimbursement for air ticket is calculated at the most economical rate available, by the most direct route and with fixed dates (APEX if applicable), unless otherwise previously agreed. Participants will be responsible for the costs of any changes to itinerary or upgrades as well as costs of any additional participants.
23. Experts participants, speakers or chairpersons, for whom CISDL will assume eligible expenses, will have to indicate on the **CONFIRMATION OF PARTICIPATION AND ROOM RESERVATION** form if they prefer that CISDL purchase their ticket through American Express Inc. Travel Agency. We will send you a proposed itinerary, according to the information provided on the form. Upon approval of the itinerary, by you and the CISDL, the ticket will be issued. Please indicate to us if you wish to receive your ticket by courier or electronically, or if you prefer to pick it up at the airline counter of your airport.
24. In any event, indicate clearly your arrival / departure dates and flight number information on the **CONFIRMATION OF PARTICIPATION AND ROOM RESERVATION** in order for a representative of the Conference Secretariat to greet you at the airport.

### **XIII- UPON YOUR ARRIVAL**

25. There will be a Welcome Desk at Montreal-Dorval International Airport where a representative of the CISDL will meet you upon your arrival.
26. Upon your arrival in Montreal, go directly to the CISDL Conference Welcome Desk located in the international arrivals area at the Montreal-Dorval International Airport, where you will be greeted by a representative of the Canadian Commission and be given a return ticket for the shuttle bus service between the airport and downtown. The UNESCO Conference Welcome Desk will be open Wednesday, June 12, 2002 and Thursday, June 13, 2002 from 10:00 a.m. to 10:00 p.m.
27. Should you arrive outside the hours of operation of the CISDL Conference Welcome Desk, you can take the shuttle bus service between Montreal-Dorval International Airport and downtown Central Station at a cost of \$19.75 CAD return fare. From the Central Station, there is a free shuttle available that can bring you to your Hotel. Please let the driver know the name of the hotel when boarding the bus. If you wish to take a taxi directly to the Hotel, the cost will be approximately \$30.00 CAD and takes 25 minutes.

28. For your departure, a shuttle service will be available between Central Station and Montreal-Dorval International Airport. Details will be available at the Conference Registration and Information Desk at least 48 hours prior to your departure.
29. There is an Airport Improvement Fee of \$10 CAN for passengers departing from Montreal International Airport-Dorval. These tickets can be purchased at the airport at AIF counters and ticket machines conveniently located near check-in counters and security checkpoints.

#### **XIV- CURRENCY, TRAVELLERS' CHEQUES AND CREDIT CARDS**

30. There is no limit to the amount of currency a visitor can bring into Canada. The Canadian dollar is legal tender in Canada. Bills come in the following denominations: 5, 10, 20, 50, 100, 1,000 dollars. The coins in use are 1, 5, 10, 25 cents, one dollar and 2 dollars. For your information, the currency exchange as of April 2002 is:

<u>Foreign currency</u>	<u>\$ CAD (Canadian)</u>
1 USA Dollar	1.60
1 Euro	1.40
1 Pound Sterling	2.29
1 Swiss Franc	0.95

*These currencies are subject to change at any time.*

31. Travellers' cheques and all major credit cards are accepted in most hotels, restaurants, stores and boutiques.

#### **XV- CLIMATE AND TIME ZONES**

32. June is the end of spring and beginning of summer in Montreal with temperatures during the day that can vary from 12° C to 26° C.
33. Montreal is located in the Eastern Standard Time Zone (EST). When it is midnight Greenwich Mean Time (GMT), it is 7:00 p.m. in Montreal.

#### **XVI- ELECTRICITY**

34. Electrical voltage in Canada is 110 volts. An adapter is required for equipment using other voltages.

## **XVII- TAXES AND TIPPING**

35. In general, a tip of 15 percent is given to waiters, waitresses, hairdressers, taxi drivers, etc. Bellhops, doormen, porters, etc., at hotels, airports and railway stations are generally paid \$1 per item of luggage.
36. The Federal Goods and Services tax (GST) of 7% is charged on most goods and services in Canada. A Québec provincial tax (TVQ) of 7.5% is also added to all goods and services purchased in the province of Québec. Non-resident visitors can apply for a rebate of GST paid on most goods (there are exceptions) purchased for use outside Canada, as well as on short-term accommodation and most conference related services. The rebate forms and more details are included in the Canada Customs and Revenues Agency (CCRA) publications entitled, Tax Refund for Visitors to Canada and Tax Refund for Business Travel to Canada. These publications and related rebate forms will be available as well at the Conference Registration and Information Desk. You can also access the publications at [www.ccr-aadrc.gc.ca](http://www.ccr-aadrc.gc.ca) on the Internet. To receive your refund, mail your rebate application to the address shown on the back cover of the publications mentioned above. Cash refunds can be claimed in person at participating Canadian duty-free shops located at land border crossings. See the publications for a list of addresses of participating duty-free shops. A non-reimbursable hotel tax of \$2 CAN per night is in effect.

## **XIII- DIETARY REQUIREMENTS AND MOBILITY ASSISTANCE**

37. Dietary preferences can be requested. Delegates requiring mobility assistance are asked to indicate their requirements. The hotels are equipped with services and rooms for persons with disabilities. Please state your requirements on the **CONFIRMATION OF PARTICIPATION AND ROOM RESERVATION** form or in a separate letter.

## **XIX- VISITORS' INFORMATION**

38. For additional information, we suggest that you visit the Tourism Montreal web site at [www.tourism-montreal.org/index.html](http://www.tourism-montreal.org/index.html).