

24 March 2004

INFORMATION NOTE FOR PARTICIPANTS

UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**Sixtieth session
Shanghai, China, 22-28 April 2004**

GENERAL

1. The sixtieth session of the Economic and Social Commission for Asia and the Pacific (ESCAP) is scheduled to be held at the Shanghai International Convention Center (SICC) in Shanghai, China, from 22 to 28 April 2004. The session comprises two segments: a Senior Officials Segment from 22 to 24 April 2004, consisting of meetings of Committees of the Whole I, II and III and the Working Group on Draft Resolutions, and a Ministerial Segment from 26 to 28 April 2004. A High-level Visionary Meeting for Asia and the Pacific 2020, attended by the Secretary-General of the United Nations, a State leader of the host Government, former Heads of Government/State of some ESCAP members, ministers and VIPs, will be convened during the Ministerial Segment.

2. Side events relating to the work of the three thematic committees of ESCAP and one on least developed countries (LDCs), jointly organized by ESCAP and the Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States in lieu of the usual informal consultation on LDCs, will be held during the Senior Officials Segment. In addition, another side event, an Asia-Pacific Business Forum, will be jointly organized by the host Government and ESCAP. There are other special meetings/events which will be convened in parallel with the session. These include:

- an informal consultation on economies in transition;
- the ninth consultative meeting among executive heads of subregional organizations and ESCAP;
- the twenty-second session of the Standing Committee of the Bangkok Agreement;
- the first session of the Ministerial Council of the Bangkok Agreement;

- the signing ceremony of the Asia-Pacific Trade Agreement;
- the signing ceremony of the Asian Highway Agreement; and
- an exhibition on the work of ESCAP and its regional institutes.

3. The eighth session of the Special Body on Pacific Island Developing Countries, which is held prior to the Commission session, will take place on 20 and 21 April 2004.

MEETING SCHEDULE

4. The tentative meeting schedule for the session is as follows:

During the Senior Officials Segment

- (a) **The inaugural session** on 22 April 2004 in Mandarin Hall, ground floor, SICC.
- (b) **Meetings of Committees of the Whole I, II and III** from 22 to 24 April 2004 in Mandarin Hall, ground floor, and Grand Ballroom 2 and 3, 7th floor, SICC, respectively.
- (c) **Meetings of the Working Group on Draft Resolutions** from 22 to 24 April 2004 when one of the three committees is not in session, or on 26 April 2004 if needed.
- (d) **Side events on thematic committees: *Sustainable Development; Statistics; Social Issues; and the LDCs*** from 22 to 24 April 2004 in Exhibition Hall II, ground floor, SICC.
- (e) **Asia-Pacific Business Forum** from 24 to 26 April 2004 in Mandarin Hall, ground floor, SICC.
- (f) **Special meetings/events: *22nd session of the Standing Committee of Bangkok Agreement*** on 24 April 2004, its ***Ministerial Council*** and the **Signing Ceremony of the Asia-Pacific Trade Agreement** on 25 April 2004 in Exhibition Hall II, ground floor, SICC. ***Informal consultation on economies in transition*** and ***ninth consultative meeting among executive heads of subregional organizations*** on 24 April 2004 in Yangtze River Hall, 5th floor, SICC.

During the Ministerial Segment

- (g) **The inaugural meeting** on 26 April 2004 in Grand Ballroom 2 and 3, 7th floor, SICC, where all the subsequent meetings will be held.
- (h) **High-level Visionary Meeting for Asia and the Pacific 2020** on 26 April 2004 in Grand Ballroom 2 and 3, 7th floor, SICC
- (i) **Signing Ceremony of the Asian Highway Agreement** on 26 April 2004 in Grand Ballroom 2 and 3, 7th floor, SICC.
- (j) **High-level Panel on Knowledge-based Disaster Management** on 27 April 2004 in Yangtze River Hall, 5th floor, SICC.

5. Subject to approval by the Commission and except for the opening meeting, the daily meeting hours are from 0900 to 1200 hours and 1400 to 1700 hours.

CREDENTIALS

6. Members of delegations are kindly requested to bring with them their official credentials, duly signed by the appropriate authorities of their respective Governments/agencies/organizations, and hand them to the ESCAP Conference Officer at the time of registration.

REGISTRATION OF PARTICIPANTS

7. Participants attending the session, the Special Body and side events are required to register and obtain meeting badges in advance. For reasons of security and easy identification, meeting badges will be issued with the photos of the bearers and should be worn visibly at all times during the meetings and at social functions. ***Only the names of participants duly registered will be included in the list of participants.***

INTERNET registration

For the sake of convenience and smooth coordination in the issuance of badges, participants are earnestly requested to register, using the on-line registration system on the ESCAP web site at <http://www.unescap.org> well in advance, preferably on or before 20 February 2004. For this electronic registration, a digital photograph or a scanned photographic image of each individual participant will be required.

Badge distribution and on-site registration

A registration counter will be set up on the ground floor, at the entrance of SICC, between 0800 and 1600 hours from 19 to 25 April 2004 and from 0730 to 0845 hours on 26 April 2004, for the distribution of badges to participants who have pre-registered using the on-line system. During the period indicated, arrangements for on-site registration will be made for participants who have difficulty or no access to the web site of ESCAP for on-line registration.

IMMIGRATION REQUIREMENTS

8. All participants are required to possess valid passports or applicable travel documents with valid visas or permits to enter China. In line with the respective bilateral arrangements, nationals holding valid ***diplomatic or service/official/special passports*** from the following 50 countries may enter and stay in China for 30 days, with visa exempted.

1	Albania	26	Lao People's Democratic Republic
2	Argentina	27	Lithuania
3	Armenia	28	Macedonia
4	Azerbaijan	29	Maldives
5	Bangladesh	30	Mexico
6	Belarus	31	Moldova
7	Benin	32	Mongolia
8	Bolivia	33	Myanmar
9	Bosnia and Herzegovina	34	Pakistan
10	Bulgaria	35	Peru
11	Chile	36	Poland
12	Colombia	37	Romania
13	Croatia	38	San Marino
14	Cuba	39	Serbia and Montenegro
15	Cyprus	40	Seychelles
16	Democratic People's Republic of Korea	41	Slovakia
17	Ecuador	42	Slovenia
18	Georgia	43	Sudan
19	Guyana	44	Tajikistan
20	Hungary	45	Thailand
21	Islamic Republic of Iran	46	Turkey
22	Jamaica	47	Turkmenistan
23	Jordan	48	Ukraine
24	Kazakhstan	49	Venezuela
25	Kyrgyzstan	50	Viet Nam

9. In addition to the above 50 countries, holders of valid ***diplomatic passports*** from the Russian Federation and Uruguay and of ***ordinary passports*** from San Marino may enter and stay in China for 30 days.

10. Nationals of Brunei Darussalam, Japan and Singapore holding ***ordinary passports*** may enter and stay in China for a maximum period of 15 days without a visa. However, if the duration of their stay is expected to exceed 15 days, an appropriate entry visa must be obtained in advance from Chinese diplomatic or consular missions.

11. Participants from countries other than those listed above, as well as holders of a ***United Nations laissez-passer***, are required to obtain appropriate entry visas from the Chinese diplomatic or consular mission at the point of origin or en route prior to entering China.

12. All participants for whom entry visas are required may apply for visas from Chinese diplomatic or consular missions in their respective countries or regions, or in third countries or regions, by submitting valid passports, an application form and the invitation letter issued by the Executive Secretary of ESCAP.

13. ***In all cases, participants are reminded that visas will not be granted on arrival.***

WEATHER

14. The average temperature in Shanghai during April varies from 15° C to 17° C. All the conference rooms are air-conditioned at approximately 23° C.

SMOKING

15. Meeting rooms and offices in SICC are smoke-free areas. Most hotels in Shanghai have designated areas for smoking.

HEALTH AND VACCINATION

16. Participants are required to consult travel agents in their own countries at least two weeks in advance of their departure, in order to obtain up-to-date information on health requirements.

FOREIGN EXCHANGE

17. While no restrictions are imposed on the amount of foreign currency, travellers' cheques, or credit cards brought into China, non-residents carrying cash amounting to more than US\$10,000 or the equivalent in other currencies should declare it to the Customs.

18. Most internationally recognized currencies and travellers' cheques can be exchanged for Chinese currency at the prevailing rates at commercial banks, hotels and international airports. The current exchange rates are US\$1= 8.27 Yuan.

19. Normal banking hours are from 0900 to 1730 hours, Monday to Sunday. Credit cards, such as Visa, MasterCard, American Express and Diners Club, are accepted in many hotels, restaurants and major shops. Banking services will be available at SICC.

ELECTRICITY SUPPLY

20. The power supply in China is 220–240 volts, 50 hertz. Hotels provide 110- or 220-volt sockets for electric razors only.

AIRLINE RESERVATIONS

21. A number of international airlines operate regular services to and from Shanghai. Participants are advised to secure their bookings for return/onward travel prior to their departure for or on arrival at Shanghai. Travel services will be available at the conference site.

HOTEL ACCOMMODATION

22. The following hotels have been designated as official hotels for which the room rates indicated below are inclusive of service charge and value added tax :

<i>Name and address</i>	<i>Stars</i>	<i>Distance to conference site (km)</i>	<i>Room</i>	<i>Daily room rates (Yuan)</i>	<i>Number of rooms available</i>
Grand Hyatt Shanghai Jin Mao Tower 88 Century Boulevard, Pudong Tel: (86) 21-5047-1234	★★★★★	1	Grand Room	1 930	50
			Grand Bund View Room	2 080	20
			Grand Suite	3 430	10
			Grand Bund View Suite	3 580	20
Pudong Shangri-La 33 Fu Cheng Road, Pudong Tel: (86) 21-6882-8888	★★★★★	0.8	Deluxe Room	1 730	100
			Executive Suite	3 830	5
Tong Mao Hotel 257 Songlin Road, Pudong Tel: (86) 21-5830-0000	★★★★	4.5	Standard Double	760 *	50
			Suite	1 430 *	5
Supreme Tower 600 Laoshan (E) Road, Pudong Tel: (86) 21-5831-1118	★★★★	2	Standard	530 *	100
			Suite	730 *	40
Baoan Hotel 800 Dong Fang Road, Pudong Tel: (86) 21-5115-9888	★★★★	2	Standard	630 *	100
			Suite	1 130 *	5
Changhang Merrylin Hotel 818 Zhang Yang Road, Pudong Tel: (86) 21-5835-5555	★★★	3	Standard	488 *	50
			Suite	880 *	5
Shanghai Zhongdian Hotel 1029 Lao Shan (W) Road, Pudong Tel: (86) 21-5879-8798	★★★	3	Standard	445 *	50
			Suite	1 109 *	5

** Includes one complimentary breakfast*

23. Participants are requested to make their hotel reservations by completing the attached attendance information forms, in duplicate, and faxing/sending/ e-mailing one copy each to the following addressees no later than 20 March 2004. The same form may be submitted electronically when registering on-line using the ESCAP website. After the deadline, rooms at the above-listed hotels will be subject to availability and the market rate.

Ms. Beatrice Yu or Ms. Anita Wang	Mr. Chingchai Likitnukul
Coordinator	Chief
ESCAP 60 th Session Preparatory Office in Shanghai	Conference Management Unit Administrative Services Division
4/F, 599 Jiangsu Road	ESCAP
Shanghai	United Nations Building
China 200050	Rajdamnern Avenue

Tel: 86-21-62266990, 62266908	Bangkok 10200
Tel: 86-21-62524466, ext. 241 or 315	Thailand
Fax: 86-21-62267955	Tel: (66-2) 288-1174, 288-2313
E-mail: mice_sat@online.sh.cn	Fax: (66-2) 288-3022, 288-1000, 288-3077
	E-mail: likitnukul.unescap@un.org

24. Any subsequent changes in arrival plans, such as cancellation, postponement or any other changes, must be notified at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held 24 hours at the participant's expense and then released. All rooms will be assigned according to the information furnished on the enclosed forms and on a first-come, first-served basis.

25. In the event that accommodation at any of the hotels listed above is not available, every effort will be made to arrange for suitable alternative accommodation.

RECEPTION ON ARRIVAL

26. Participants are advised to wear their identity badges and affix luggage labels to their baggage in order to avoid any inconvenience or possible delay at the airport on arrival. Identity badges and luggage labels are enclosed with this note.

27. Special channels for both immigration and customs will be set up at Shanghai Pudong International Airport for participants. In addition, an information desk and transport desk will also be available before immigration and after clearance of Customs respectively. The officials manning the desks will provide assistance to participants.

28. To facilitate airport transport arrangements, the expected date and time of arrival in Shanghai and flight details should be notified as soon as possible to the addressees specified in paragraph 23. Any subsequent changes should also be similarly notified.

29. In order for the host Government to provide proper protocol arrangements for representatives at the ministerial level, **it is strongly recommended that ministerial representatives stay at one of the designated hotels.** It is requested that the flight details of all participants, especially those at the ministerial level, be notified **at least two weeks in advance** of the session to the addressees specified in paragraph 23.

30. The information should be provided in addition to any official notification sent by Governments/organizations to the Executive Secretary of ESCAP concerning the composition of delegations.

PRIVILEGES AND IMMUNITIES

31. Without prejudice to the appropriate privileges, immunities and facilities accorded to all participants, it is the duty of every participant to respect the laws and regulations of China and to refrain from interference in the internal affairs of the country.

TRANSPORT

32. The host Government will provide transport to all participants on arrival and departure and for major social events organized by the host Government. Shuttle bus service will also be available between designated hotels and SICC.

COMMUNICATIONS

33. Mail intended for participants during the session should be addressed as follows:

c/o ESCAP Conference Secretariat
Function Room 3B
Shanghai International Convention Centre (SICC)
2727 Riverside Avenue
Shanghai 200120
China

Tel: (86-21) 503-70185
Fax: (86-21) 503-70186

MEETING DOCUMENTS

34. Participants are requested to bring with them copies of the meeting documents distributed to their Governments/organizations prior to the Commission session. Only a very limited number of copies of such documents will be available at the ESCAP Conference Secretariat.

35. Participants are advised that all pre-session documents in the four official languages are electronically posted on the web site of ESCAP, <http://www.unescap.org>.

36. Documents that participants wish to circulate should be handed to Mr. Daewon Choi, Special Assistant to the Executive Secretary and Secretary of the Commission. A minimum of 200 copies are required to ensure proper distribution of a copy to each delegation. In accordance with United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or statements submitted by individual delegations unless the Commission specifically takes a decision to that effect and approves the financial implications thereof. Participants are advised to consult the Secretary of the Commission on any matter pertaining to the issuance or distribution of documents at the Commission session.

SOCIAL EVENTS

37. Delegations desiring to host receptions, luncheons or dinners are requested to notify the Secretary of the Commission, ESCAP, well in advance, in order to facilitate the secretariat's orderly coordination and notification of all social events to participants.
