SECTION A: General Information about RECI 2022

General

This document provides links to external and third-party website, for convenience of meeting participants, and for use at their discretion. ESCAP cannot vouch for the accuracy or correctness of the information contained therein.

Third Ministerial Conference on Regional Economic Cooperation and Integration in Asia and the Pacific (RECI) is scheduled to be held at the United Nations Conference Centre, Bangkok (UNCC-Room CR-1) and online from 28 to 30 September 2022.

Credentials

Each delegation is required to submit a letter of credentials, duly signed by the appropriate authority of the respective Government or organization, at the earliest convenience prior to 15 September to unescap-reci@un.org, with copy to sukpaibool@un.org. Only delegates who appear on the credentials will be recognized in the list of participants. Originals may be sent to the Trade, Investment and Innovation Division at the address below.

Trade, Investment and Innovation Division
Mezzanine Floor, Swing Space
The Economic and Social Commission for Asia and the Pacific (ESCAP)
Rajdamnern Nok Avenue, Bangkok 10200, Thailand

Each delegate who appears in the aforementioned letter of credentials is required to register online as soon as possible at https://indico.un.org/e/reci-2022. Only registration of accredited delegates will be accepted.

Registration and identification badges

Online registration and identification badge

In order to facilitate the registration process participants are REQUIRED to register online at https://indico.un.org/e/reci-2022 well in advance, but no later than 15 September.
2022 to facilitate smooth coordination of the issuance of photo badges as well as the compilation of the list of participants.

Please note that prior online registration is mandatory in line with standard security procedures to facilitate security clearance and entrance to the premises. A document containing tips on completing the online registration on behalf of another participant can be accessed on the registration portal, noted above.

Participants who have registered online can obtain photo badges at the registration counter, located on the Ground Level, UNCC, from 08:00 to 10:00 hours on the day of the event.

Participants who are not able to register online during the times indicated above are requested to do so upon their arrival at UNCC and before going to the conference room. Only the names of duly registered participants will be included in the list of participants.

For identification and security reasons, all participants are REQUIRED to wear their meeting badges at all times while they are in the UN complex, which include meetings and social functions. The loss of a meeting badge should be immediately communicated to the registration counter or the UN security, so that the incident could be recorded, and a new badge can be issued.

**Communications**

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

(Name of delegate)

c/o Trade, Investment and Innovation Division

ESCAP, United Nations Building

Rajdamnern Nok Avenue

Bangkok 10200

Thailand

E-mail: unescap-reci@un.org with a copy to sukpaibool@un.org.

**Meeting documents**

Considering the carbon footprint involved in producing papers and printing documents, it is strongly recommended to utilize soft copies at the maximum extent. If hard copies are needed, participants are requested to bring with them their own copies of the meeting documents distributed by the ESCAP secretariat to their Governments/Agencies/Organizations prior to the session. Hard copy will only be made available upon request (print on demand service) and only one set per member State delegation.

Documents for circulation or distribution at the session should be handed to Ms. Chaveemon Sukpaibool, (email: sukpaibool@un.org).

In accordance with the UN regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce a document or a statement.
submitted by individual delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

Meeting organizers are encouraged to avoid handing out print copies of documents, newsletters, flyers or other such material. As an alternative, they are urged to use innovative and eco-friendly means to deliver such information, such as using QR codes, social media, website or email.

Meeting documents from the Ministerial Conference will be uploaded on the website at: [https://www.unescap.org/events/reci-2022](https://www.unescap.org/events/reci-2022)

**SECTION B: Health/Vaccination and COVID-19 Protocol**

(Latest update: July 2022)

**Health and vaccination**

Upon arrival at the port of entry in Thailand, participants who are nationals of or have traveled from through countries listed below, which have been declared Yellow Fever infected areas, must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

The countries/areas listed below have been declared yellow fever infected areas:

1. Angola 24. Guyana  
4. Brazil 27. Mali  
5. Benin 28. Mauritania  
8. Cameroon 31. Panama  
10. Chad 33. Peru  
11. Colombia 34. Rwanda  
12. Republic of Congo 35. Sao Tome & Principe  
13. Cote d’Ivoire 36. Senegal  
15. Ecuador 38. Somalia  
16. Equatorial Guinea 39. South Sudan  
17. Ethiopia 40. Sudan  
18. French Guiana 41. Suriname  
19. Gabon 42. Tanzania  
20. Gambia 43. Togo
Zika virus
Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

In addition to the above, Medical Services Division at UNHQs advises that pregnant UN personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. For further information, please refer to the Zika virus FAQ.

Air pollution and Health
Bangkok, like many metropolitan Asian cities in the world, is periodically affected by high levels of air pollution, with haze and high concentrations of PM2.5 particularly of concern for sensitive groups.

The Tourism Authority of Thailand advises tourists to monitor Bangkok’s air pollution and take precautions when necessary. People who have existing asthma or are particularly vulnerable to the effects of air pollution should consult their treating physician as to whether a trip to Bangkok is advisable at this time.

This website is maintained by the Government of Thailand with daily information on air pollution.

COVID-19 Protocol at the UN Conference Centre, Bangkok
SPECIFIC MEASURES BEFORE & DURING THE MEETING

BEFORE THE MEETING
- Be aware of the signs and symptoms of respiratory illness and how to manage it.
- Complete the online self-declaration form prior to entering the UNCC, sharing emergency contact details and certifying that:
  - you have not tested COVID-19 symptoms in the last 7 days
  - you have not had symptoms consistent with COVID-19 in the last 7 days
  - you accept to comply with the COVID-19 infection prevention measures in place
- Upon submission of the above-mentioned online self-declaration form, you will receive a clearance email from the ESCAP team. You will be asked to show this email when picking up your meeting badge at the (UNCC) Registration Desk.
- Ensure that you have your health insurance card or information with you at all times.
Stay at home or in your accommodation if you or your household feels unwell, develop a fever and/or respiratory symptoms.

All personnel entering the UNCC, whether on foot or using their own transport, are subject to thermal screening at all entrances. This is done through self-screening using stationary thermal scanners situated in various access points. If a person has a temperature of >37.3 degrees Celsius, s/he should not enter the UNCC.

DURING THE MEETING

- Follow instructions as provided by the organizer and the support staff on the ground, especially through the video on COVID-19 for meeting participants at UNCC and signages.
- Wear face masks all the time except when taking the floor to speak in the respective conference/meeting room, sit in designated areas and keep physical distancing.
- Wash or sanitize your hands frequently – after coughing, before preparing food or eating, after toilet use, after contact with ill persons, and during exposure to high traffic public areas.
- Avoid sharing personal items.
- If you feel unwell while in the meeting, do not ignore – report immediately to the meeting organizer.

First-aid and emergency medical service
During the event first-aid and emergency medical service will be available at the First-aid room, which is located on the Ground Level of the UNCC, next to the Post Office.

When feeling unwell while in the UNCC: Anyone who develops a fever and/or respiratory symptoms while already within the UNCC is advised to call any medical service staff at +66 2288 1352/1353/1761 during business hours, for further guidance. After business hours, they are advised to call the UN Medical Officer at +66 2288 1353 for further guidance. In case of a medical emergency within the UNCC, they are advised to call UN Security at +66 2288 1102/1120 for assistance in calling an ambulance.

Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees.

SECTION C: Visa/Entry requirement, Travel/Hotel Information and Foreign currency declaration

(Latest update: July 2022)
Visa and entry requirements

Visa Requirements
Participants are REQUIRED to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, EXCEPT for those nationals listed in this link [MFA list of Visa Exemption and VOA](#).

Participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are REQUIRED to obtain an appropriate visa before entering.

To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at [https://www.thaiembassy.org](https://www.thaiembassy.org).

Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

Participants who may need further assistance from ESCAP on their visa application should contact the meeting organizer, well in advance, for necessary action.

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

1. The applicant must possess a passport with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
3. Participants may apply online at [https://www.evisathailand.com](https://www.evisathailand.com) and contact the Visa-on-Arrival counter at the airport upon arrival before proceeding for immigration procedures.
4. The applicant must provide proof of means of living expenses at the amount of THB 10,000 per person or THB 20,000 per family.

**NOTE:** The information provided above is accurate as of July 2022.

Entry Requirements

For Thailand’s entry requirements, the registration for Thailand Pass is no longer required. From 1 July 2022, Thai and foreign nationals are only required to show proof of either a certificate of vaccination or a negative RT-PCR or professional ATK test result within 72 hours of travel. Random checks will be made on arrivals at Thailand’s international airports.
Unvaccinated/not fully vaccinated travelers who are randomly checked and unable to show proof of a pre-arrival negative test will be required to undergo a professional ATK test at the point of entry.

Please find more information in the following links: A summary of Thailand’s entry procedures

Participants may consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements in preparation for and prior to their departure to Thailand.

**Travel Information**

**Travel Advisory**

Visitors are advised to be respectful of Thai customs at all times. Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.

**Transport from and to Airport**

Participants should make their own transportation arrangements from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels. For the Airport Rail Link, an express and commuter rail connecting to Makkasan Station (MRT subway Petchaburi Station) and Phayathai Station (BTS Skytrain), passengers should go to Level B. Detailed information can be found at https://www.srtet.co.th/index.php/en/.

Electric taxis (EVsociety/VIP) are currently available at the Suvarnabhumi International Airport. The counter is located next to the main taxi area. The service is available 24 hours and can be pre-booked via:

Line ID: @evsociety
Phone: +66 2039 8888
Email: taxivip@evsociety.co.th
EV Society Facebook

Metered-taxi and bus services are readily available at the airport. More information is available at https://www.bangkokairportonline.com

To use the airport limousine service, it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone. These officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination, upon request. The Suvarnabhumi International Airport limousine service counters are located on Level 2 at Baggage Claim and Arrival Hall exits, channels A, B and C. For public taxis, participants are advised to proceed to the Level 1 of the Passenger Terminal, between exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public
taxi. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge from the airport to the city. Please refer to the airport website noted above for details.

**Transport to attend meetings**
Participants should make their own transport arrangements to and from the UNCC. Metered taxis are readily available in the city and you may also book your transportation via applications such as Grab, Volt etc. Some hotels close to the UN building provide complimentary transport, according to fixed schedules, to and from the UNCC, so please check with the concierge.

**Travel agent**
The American Express Global Business Travel (AMEX-GBT) office is located on Level 1, UNCC, and is open weekdays from 08:00 to 17:00 hours, Tuesday through Thursday. Remote support is available on other days (escap_amextravel@un.org)

**Weather**
The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference and meeting rooms at the UNCC are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

**Electric plug and socket**
The electric power in Thailand is 220V running at 50Hz and the plug types used are either Type A, Type B, or Type C. A hybrid socket is almost universally found, which accepts a combination of the above plug types.

Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.

**Hotel accommodation**

**Hotels**, located relatively close to ESCAP or by mass-transit routes, may be used by participants, should they choose to. The selection of hotels at a walking distance from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic. [Click here for a list of hotels, with indicative prices.](#)

Please note that, you may have to refer to the current entry requirement to Thailand as the accommodation may require to be Sha Extra Plus (Sha++) or Alternative Quarantine (AQ). Please see the list at Sha++ accommodation.

**NOTE:** ESCAP cannot vouch for accuracy of the information or rates contained in the document. The list is meant purely for reference and for ease of participants. The special discount rates provided are effective until end of August 2022 and subject to change without notice. Please confirm the room rates with the hotel directly.
Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance. Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies.

Before departure from Bangkok, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet usage, business center usage, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

**Foreign currency declaration**

Any person who brings or takes an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence. For reference, participants may use – at their discretion – online currency conversion tool, such as [https://freecurrencyrates.com](https://freecurrencyrates.com) for indicative currency conversion rates.

**SECTION C: Financial/Administrative Arrangement (as applicable)**

**Financial & administrative arrangements**

In those cases where the participation costs are borne by the ESCAP Secretariat, the Secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:

i. All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;

ii. Salary and related allowances for the participants during the period of the meeting;

iii. Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;

iv. Compensation in the event of death or disability of participants in connection with attending the meeting;

v. Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;

vi. Any other expenses of a personal nature, not directly related to the purpose of the meeting.
Daily subsistence allowance

The Ministerial Conference is being organized in hybrid format, with the options of joining in-person as well as virtually through Zoom videoconference platform.

Participants based in Bangkok who would like to join in-person are kindly requested to submit letter of credentials and register online. Participants traveling from outside of Thailand who wish to join in-person will be on a self-financed basis and costs of travel and logistics must be borne by travelers.

ADB-sponsored delegates

For Ministerial delegates whose travel are sponsored ADB, please contact Ms. Angel Love A. Roque, ADB at email: alroque@adb.org, for information regarding travel and administrative arrangements.

SECTION D: Safety & Security

Safety and Security

For security and safety reasons, participants are reminded NOT to leave their belongings unattended. Belongings left unattended within the UNCC may be removed to the nearest Lost and Found counter or the Security Operations Centre.

All drone unmanned aircrafts are prohibited from flying over the UNCC as per the security requirements.

All occupants of the UNCC MUST comply at all times with all lawful directions given by the officers of the United Nations Security and Safety Section. Failure to do so may lead to the participant’s removal from the UNCC.

Contact numbers:
UN Security
Security Control Centre (24/7): +66.2.2881102
UN Security Emergency Number: +66.2.2881100
Mobile +66.81.8078471

Thailand Emergency Numbers:
Police general emergency call: 191
Fire: 199
Ambulance and rescue: 1669/1554
Tourism Police: 1155

Zero Tolerance towards harassment
The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly. Please refer to the
United Nations Code of Conduct and report any incident to the Security and Safety Section either in person or by phone at +66 2288 1102.

**Security protocols for UN personnel**

In line with security procedures for UN staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel. Upon notification of travel on TRIP, UN staff members will automatically receive an updated security advice for UN visitors to Thailand. Please visit [https://dss.un.org](https://dss.un.org) to apply for this travel notification.

In addition, the UN Department of Safety and Security requires all UN personnel, including interns and consultants, to complete the mandatory BSAFE Security Awareness Training. These security certifications are required to be completed, prior to having commenced official travel.
SECTION E: UNCC facilities and services

UNCC Floor plans

The UNCC floor plans are available at [https://www.unescap.org/uncc/our-rooms](https://www.unescap.org/uncc/our-rooms). The UN buildings are smoke-free. Smoking is permitted only in the designated areas outside of the buildings and in the UNCC, the designated smoking area is outside of the Public Foyer.

Accessibility support for persons with disabilities

The UNCC is fully wheelchair-accessible and houses the Accessibility Centre on Level 1. For more information, please visit the [Accessibility Centre’s webpages](https://www.unescap.org/uncc/our-rooms).

Prayer and meditation rooms

Prayer and meditation rooms are located in front of ESCAP Hall on Level 2, UNCC.

Catering services

Operating hours

Catering services are available at the following locations:

- **International Cafeteria** (Level 1, UNCC), which serves breakfast from 7.30 to 10.00 hours, and Thai, Halal and International menus for lunch from 11:00 to 14:00 hours on Monday through Friday.
- **Coffee Corner** (Level 1, UNCC), which serves assortment of bakery pastries and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.
- **Rajapruek Lounge** (Ground Level, UNCC), which serves light meals and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.

In line with the Sustainable United Nations (SUN) and Environmental Management System (EMS) principles, no single use plastic is available in the UNCC. Single-use food and drink containers have been banned within the UN compound in Bangkok. When purchasing coffee/tea at the Coffee Corner, meeting participants will be asked to pay a deposit of THB 100 for a cup, which will be returned upon return of the cup.

Dining venues at the UNCC also do not provide food storage boxes, plastic cutlery or straws for take-away orders. Diners wishing to take food away are advised to bring their own reusable food containers.

Internet services

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Please use UN-WiFi, no password is required. Use of internet at UNCC is governed by relevant Organizational policies and guidelines. Failure to adhere to policies may result in revoking of those services.
Airline reservations
Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express Global Business Travel (AMEX-GBT) office located on Level 1, UNCC.

Banking facilities
Banking services are available at the Siam Commercial Bank, United Nations Branch, located on Level 1 of the Service Building, from 08:30 to 15:30 hours during weekdays. (telephone extension 2168). Siam Commercial Bank ATMs can be found near the registration desk, on the Ground Level of UNCC, and near its UN Branch office, noted above.

Library facilities
ESCAP Library facilities are available on Level 1, Service Building from 08:00 to 16:00 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty or call extensions 1329 and 1360. Further information about the ESCAP Library can be found on its website at http://www.unescap.org/library.

Lost and Found
Please contact the Security Operations Centre, either in person or by phone at +66.2.2881102.

Postal services
Postal services are available at the United Nations branch of Thailand Post, located on the Ground Level of UNCC. It is open from 08:00 to 16:00 hours, Monday through Friday. The office can be contacted at extension 2911.

Souvenir shop
The souvenir shop is located on Level 1 of UNCC. It is open from 09:00 to 16:00 hours, Monday through Friday. The shop can be contacted at +66 2288 1295.