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**Monitoring implementation of the Asian and Pacific Ministerial Declaration  
on Population and Development**  
23-24 September 2019

**Information for Participants**

**I. General**

1. The Expert Group Meeting on *Monitoring implementation of the Asian and Pacific Ministerial Declaration on Population and Development* is scheduled to be held at the United Nations Conference Centre, Bangkok (UNCC) from 23 to 24 September 2019.
2. The meeting will open at 9:00 hours on 23 September 2019 in Meeting Room H (MR-H), UNCC.

**II. Registration and identification badges**

3. In order to enable more effective access control and speed up the screening by security personnel, photo badges are used at UNCC for meeting participants. These are requested to register and obtain meeting badges with photo at the registration counter, located on the ground floor, UNCC, from 0830 hours to 0900 hours on the opening day of the event. Participants who are not able to register during the time 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.
4. For identification and security reasons, all participants are requested to wear their meeting badges at all times in the United Nations complex such as during meetings and social functions. The loss of a meeting badge should be communicated to the Conference Management Unit, located on the ground floor of the UNCC behind the registration counter, so that a new one can be issued immediately.

**III. Travel Advisory**

5. 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.

**IV. Visa requirements**

6. Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering to Thailand, **EXCEPT** for those nationals listed below:

**Table 1. List of countries and territories entitled for visa exemption and visa on arrival**

**For Ordinary passport**

**A. Visa exemption for a maximum of 14 days**

Cambodia  
Myanmar (International Airports only)

**B. Visa exemption for a maximum of 30 days**

Andorra	Israel	Philippines
Australia	Italy	Poland
Austria	Japan	Portugal
Bahrain	Kuwait	Qatar
Belgium	Laos	Russian Federation
Brunei Darussalam	Latvia	San Marino
Canada	Liechtenstein	Singapore
Czech Republic	Lithuania	Slovak Republic
Denmark	Luxembourg	Slovenia
Estonia	Macao, China	South Africa
Finland	Malaysia	Spain
France	Maldives	Sweden
Germany	Mauritius	Switzerland
Greece	Monaco	Turkey
Hong Kong, China	Mongolia	Ukraine
Hungary	Netherlands	United Arab Emirates
Iceland	New Zealand	United Kingdom
Indonesia	Norway	United States of America
Ireland	Oman	Vietnam

**C. Visa exemption for a maximum of 90 days**

Argentina	Chile	Republic of Korea
Brazil	Peru	

**For Diplomatic / Official Passport**

**A. Visa exemption for a maximum of 30 days**

Bangladesh (Diplomatic Passport only)	Indonesia	Oman
Brunei Darussalam	Kazakhstan	Pakistan (Diplomatic Passport only)
Cambodia	Laos	Singapore
China	Macao, China	Vietnam
Ecuador	Malaysia	
Hong Kong, China	Mongolia	
	Myanmar	

**B. Visa exemption for a maximum of 90 days**

Albania	El Salvador	Latvia
Argentina	Estonia	Liechtenstein
Austria	France (Diplomatic Passport only)	Luxembourg
Belarus	Germany	Mexico
Belgium	Georgia	Montenegro
Bhutan	Hungary	Morocco
Brazil	India	Netherlands
Chile	Israel	Nepal
Colombia	Italy	Panama
Costa Rica	Japan	Peru
Croatia	Republic of Korea	Philippines
Czech Republic		Poland

Romania	South Africa	Tajikistan
Russian Federation	Spain (Diplomatic Passport only)	Tunisia
Serbia	Sri Lanka	Turkey
Seychelles	Switzerland	Ukraine
Slovak Republic		Uruguay

**Visa on arrival (for a maximum of 15 days)**

Bulgaria	Georgia	Papua New Guinea
Bhutan	India	Romania
China	Kazakhstan	Saudi Arabia
Cyprus	Malta	Uzbekistan
Ethiopia	Mexico	Vanuatu
Fiji	Nauru	

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

8. Participants who may wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy/Royal Thai 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/Consulate-General which has jurisdiction over the concerned territory. \*1

9. Participants who may need further assistance from the organizers on their visa application should contact the meeting organizers for necessary actions.

10. Application requirements for a visa on arrival at Suvarnabhumi International Airport, which is valid for 17 nationalities listed in the above table, is as follows:

- (a) The applicant must possess a passport with the validity of at least six months and must be in possession of a valid return ticket with date of departure within 15 days of the date of entry;
- (b) The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport, supply one recent passport-sized photograph and a fee of Thai Baht 2,000.

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

12. Furthermore, in line with security procedures for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply

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\*1 The information provided above is accurate as of 28 May 2019 by the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand, <https://goo.gl/Lg3F5m>. All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.

for this travel notification. United Nations staff are required to complete both the “Basic Security in the Field” and “Advanced Security in the Field” training before travelling.

## **V. Foreign currency declaration**

13. Any person who brings or takes an aggregate amount of foreign currency exceeding US\$ 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.

14. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extension 2168). The Bank opens from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

## **VI. Health and vaccination**

15. 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. Travelers must provide an International Health Certificate at the Health Control Office upon arrival before proceeding to immigration, proving that they have received a valid Yellow Fever vaccination. 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.

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

- |                                  |                         |
|----------------------------------|-------------------------|
| 1. Angola                        | 24. Guyana              |
| 2. Argentina                     | 25. Kenya               |
| 3. Bolivia                       | 26. Liberia             |
| 4. Brazil                        | 27. Mali                |
| 5. Benin                         | 28. Mauritania          |
| 6. Burkina Faso                  | 29. Niger               |
| 7. Burundi                       | 30. Nigeria             |
| 8. Cameroon                      | 31. Panama              |
| 9. Central African Republic      | 32. Paraguay            |
| 10. Chad                         | 33. Peru                |
| 11. Colombia                     | 34. Rwanda              |
| 12. Republic of Congo            | 35. Sao Tome & Principe |
| 13. Cote d’Ivoire                | 36. Senegal             |
| 14. Democratic Republic of Congo | 37. Sierra Leone        |
| 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                |
| 21. Ghana                        | 44. Trinidad & Tobago   |
| 22. Guinea                       | 45. Uganda              |
| 23. Guinea-Bissau                | 46. Venezuela           |

17. 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.

18. In addition to the above, Medical Services Division at UNHQ 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.

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

20. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings. The one nearest to UNCC is located outside of Public Foyer as shown in the layout below:



## VII. Airline reservations

21. 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 office located on the first floor, UNCC.

## VIII. Hotel accommodation

22. The following hotels have UN rates and are recommended by UN Safety and Security Services. The below room rates are inclusive of service charge and value added tax.

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road, Bangkok Tel: +66 2 281 3088 Fax: +66 2 280 1314 E-mail: benjarat@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5-15	No	Yes  According to Hotel schedule	Yes  1,400 Baht (One way)  Need advance booking	Superior	2,800 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup>
					Superior Plus	3,100 <sup>a/b/c</sup>	3,300 <sup>a/b/c</sup>
					Deluxe	3,400 <sup>a/b/c</sup>	3,600 <sup>a/b/c</sup>
<b>Novotel Bangkok on Siam Square ****</b> 392/44 Siam Square Soi 6, Rama I Road, Pathumwan, Bangkok 10330 Tel: +66 2 209 8888 Fax: +66 2 255 1824 E-mail: Jarunun.SRIPROMMA@accor.com; h1031-sl1@accor.com Website: https://www.novotelbkk.com/ Contact person: Ms. Jarunun Sripromma	20-40	2 min. walk to Siam BTS station	No	Yes  2,100 Baht (One way)  Need advance booking	Standard	3,531 <sup>a/c</sup>	3,885 <sup>a/c</sup>
					Superior	4,120 <sup>a/c</sup>	4,473 <sup>a/c</sup>
<b>The Sukosol Hotel *****</b> 477 Si Ayuthaya Road, Phayathai, Bangkok 10400 Tel: +66 2 247 0123 Fax: +66 2 247 0165 E-mail: ratchanikrit.kh@sukosolhotels.com Website: http://www.thesukosol.com/ Contact person: M.L. Ratchanikrit Khankath	20-30	5 min. walk to Phaya Thai BTS Station & Airport Rail Link	No	No	Deluxe	2,900 <sup>a/c</sup>	3,100 <sup>a/c</sup>
<b>VIE Hotel Bangkok *****</b> 117/39-40 Phaya Thai Road, Ratchathewi, Bangkok 10400 Tel: +66 2 309 3939 ext.3733 Fax: +66 2 309 3838 E-mail: waranya.t@viehotelbangkok.com Website: http://www.viehotelbangkok.com Contact person: Ms. Waranya Thamprapasasdon	20-35	1 min. walk to Ratchathewi BTS Station	Yes  1,284 Baht (One way)  Need advance booking	Yes  1,712 Baht (One way)  Need advance booking	Standard	3,250 <sup>a/c</sup>	3,600 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
<b>Anantara Siam Bangkok Hotel *****</b> 155 Rajadamri Road, Lumpini, Patumwan, Bangkok 10330 Tel: +66 2 126 8866 ext.1509 Fax: + 66 2 651 8044 E-mail: pannapa_su@anantara.com Website: <a href="https://www.anantara.com/en/siam-bangkok">https://www.anantara.com/en/siam-bangkok</a> Contact person: Ms. Pannapa Sukprem	25-40	2 min. walk to Ratchadamri BTS station	No	Yes 2,500 Baht (One way)  Need advance booking	Deluxe	3,700 <sup>a/c</sup>	4,300 <sup>a/c</sup>
<b>Centara Grand at Central World *****</b> 999/99 Rama 1 Road, Pathumwan, Bangkok 10330 Tel: +66 2 100 1234 ext.6361 Fax: + 66 2 100 6248 E-mail: nichasi@chr.co.th, cgcwsales@chr.co.th Website: <a href="https://www.centarahotelsresorts.com/centaragrand/cgcw/">https://www.centarahotelsresorts.com/centaragrand/cgcw/</a> Contact person: Ms. Nicha Singasatit	25-40	5 min. walk to Siam & Chit Lom BTS station	No	Yes 1,500 Baht (One way)  Need advance booking	Superior  Deluxe	3,000 <sup>a/c</sup>  3,500 <sup>a/c</sup>	3,400 <sup>a/c</sup>  3,900 <sup>a/c</sup>
<b>Courtyard by Marriott *****</b> 155/1 Soi Mahadlekluang 1, Lumpini, Bangkok 10330 Tel: +66 2 690 1888 Fax: +66 2 690 1899 E-mail: sukhum.t@courtyard.com Website: <a href="http://www.marriott.com/hotels/travel/bkkcy-courtyard-bangkok/">www.marriott.com/hotels/travel/bkkcy-courtyard-bangkok/</a> Contact person: Mr. Sukhum Trongcharoen	25-40	7 min. walk to Ratchadamri BTS Station	Yes  1,500 Baht (One way)  Need advance booking	Yes 1,800 Baht (One way)  Need advance booking	Deluxe  Grand Deluxe	2,900 <sup>a/c</sup>  3,200 <sup>a/c</sup>	3,300 <sup>a/c</sup>  3,600 <sup>a/c</sup>
<b>Grand Centre Point Ratchadamri *****</b> 153/2 Soi Mahatlek Luang 1, Rachadamri Road, Pathumwan, Bangkok 10330 Tel: +66 2 091 9000 Fax: +66 2 091 9001-2 E-mail: tarin.l@gcphotels.com Website: <a href="http://www.grandcentrepointratchadamri.com">http://www.grandcentrepointratchadamri.com</a> Contact person: Ms. Tarin Luechaikam	25-40	7 min. walk to Ratchadamri BTS station	Yes  850 Baht (One way)  Need advance booking	Yes 1,300 Baht (One way)  Need advance booking	Deluxe	2,996 <sup>a/c</sup>	3,424 <sup>a/c</sup>

\*The hotels are suggested by UNDSS on May 2018.

- a. *Inclusive of daily American breakfast, service charge and value added tax.*
- b. *Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening.*
- c. *Free Internet Access.*

23. Participants are advised to contact the hotel directly in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.\*<sup>2</sup> Participants may consider booking a hotel within a walking distance from the UNCC to avoid traffic and help reduce CO<sub>2</sub>.

24. Rooms are available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to the hotel at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

25. 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 use, business center use, 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.

## **IX. Transport**

26. Participants should make their own transportation arrangements from Suvarnabhumi Airport or Donmuang International Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about the airports can be found at <<https://airportthai.co.th/en/>>.

27. To avail themselves of 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 taxi, participants are advised to proceed to 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 50 Baht surcharge to be added to the meter charge from airport to the city. Please refer to the airport website noted above for details.

28. Participants should make their own transport arrangements to and from the UNCC. Metered-taxis are readily available in the city. Some hotels close to the United Nations building (indicated on paragraph 22) provide complimentary transport to and from the UNCC according to fixed schedules.

## **X. Catering services**

29. Catering services are available at the following locations within the UNCC:

- Cafeteria, which serves Thai and international lunch, located on level 1 of UNCC, is open from 1100 to 1400 hours for lunch on Monday through Friday.
- Canteen, which serves Thai lunch, located on the ground floor of the Service Building, is open from 0700 to 1300 hours on Monday through Friday.
- Coffee Corners, which serve pastries, coffee, tea and soft drinks, located on levels 1 and 2, UNCC, are open from 0700 to 1700 hours.

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\*<sup>2</sup> The rates provided in the table are as of *January 2018* and subject to change without notice. Please confirm the room rates with the hotel directly.



- Food Truck, which serves light meals and snacks, located in the garden area of the UNCC, is open from 1100 to 1400 hours on Monday through Friday.

30. From 01 October 2018, the single-use cups are no longer available within the UN compound in Bangkok. A deposit of 100 Baht fee will apply on top of the cost of drink, which will be returned once the cup is brought back.

## **XI. Meeting documents**

31. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat to their Governments/Agencies/ Organizations prior to the session. Only a limited number of copies of such documents will be available during the session.

32. Documents for circulation or distribution at the session should be handed to Mr. Paul Tacon or Ms. Sansiri Visarutwongse.

## **XII. Accessibility support for persons with special needs**

33. In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse special needs, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices are available upon request in a designated area at the Accessibility Centre, first floor, UNCC. To book use of devices or for more information, please send an email to [pirzada@un.org](mailto:pirzada@un.org).

## **XIII. Other Facilities available**

34. ESCAP Library facilities are available on the first floor, Service Building from 0730 to 1600 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty at the Library or call extensions 1329 and 1360. Further information about the ESCAP Library can be found at [www.unescap.org/library](http://www.unescap.org/library).

35. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, from 0830 to 1530 hours during weekdays. (+66 2 2882168).

36. Postal services are available at the Post Office, United Nations Branch, located on the ground floor of UNCC. It is open from 0800 to 1600 hours, Monday through Friday. The Post Office can be contacted at extension 2911.

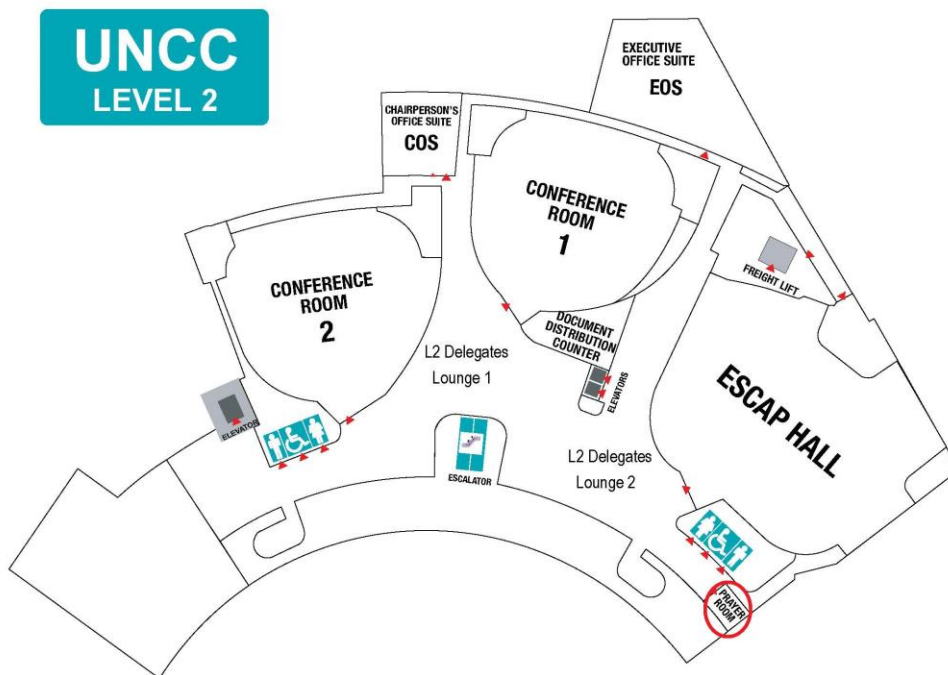
37. The souvenir shop is located on the first floor of UNCC. It is open from 0800 to 1700 hours, Monday through Friday. The shop can be contacted at extension 1295.

38. The American Express Travel (AMEX) office is located on level 1, UNCC, which is open from 0800 to 1700 hours weekdays. The AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823 from phones located around the UNCC.

## **XIV. Internet services**

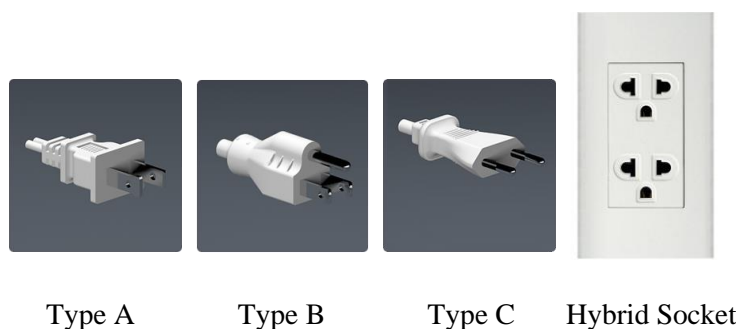
39. Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. No password is required.

40. The prayer and meditation rooms may be found on level 2 of the UNCC by the ESCAP Hall (<https://www.unescap.org/uncc/floor-plans>).



## XV. Electric Plug and Socket

41. The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C.\*<sup>3</sup> A hybrid socket is almost universally found, which accepts a combination of the aforementioned 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.



## XVI. Financial & administrative arrangements including Daily subsistence allowance (DSA) (only if applicable)

42. For those participants whose travel is sponsored by UNFPA, please be in touch with the respective UNFPA office for details on the arrangements. The contact persons are as follows;

- I. Ms. Galanne Deressa, Programme Specialist, UNFPA  
Email: [deressa@unfpa.org](mailto:deressa@unfpa.org); and

\*<sup>3</sup> <http://www.iec.ch/worldplugs/> (accessed on 19 January 2017)

- II. Ms. Chutatip Taweasuk, Program Management Assistant, UNFPA  
Email: [taweasuk@unfpa.org](mailto:taweasuk@unfpa.org)

43. Participants whose travel is sponsored by ESCAP, will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. In order to facilitate the payment of the subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room. The contact persons are as follows;

- I. Mr. Paul Tacon, Social Affairs Officer, UNESCAP  
Email: [tacon@un.org](mailto:tacon@un.org); and
- II. Ms. Sansiri Visarutwongse, Staff Assistant, UNESCAP  
Email: [visarutwongse@un.org](mailto:visarutwongse@un.org)

44. Any participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

45. In those cases where the participation costs are borne by the organizers, the organizers 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.

## **XVII. Safety and Security**

### **UN Security**

Security Control Centre (24/7): +66.2.2881102; +66.2.2881113

UN Security Emergency Number: +66.2.2881100

Mobile +66.81.8078471

### **Thailand Emergency Numbers:**

Police general emergency call: 191

Fire: 199

Ambulance and rescue: 1554

Tourism Police: 1155

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