

Economic and Social Commission for Asia and the Pacific

ESCAP-Embassy of Sweden Second Regional Workshop
“Empowering people for a sustainable future”

Bangkok, 25-26 March 2019

Information for Participants

I. General

1. A regional workshop, jointly organized by ESCAP and the Embassy of Sweden will be held at the United Nations Conference Centre (UNCC), in Bangkok, from 25 to 26 March 2019.
2. The opening of the session will take place at 0900 hours on Monday, 25 March 2019 in Conference Room 2, 2nd Floor of UNCC.

II. Registration and identification badges

3. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges 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 0800 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.

On line Registration

4. All participants are required to register online by **18 March 2019** at <http://meetings.unescap.org/events/sida2019/>, to facilitate smooth coordination of the issuance of photo badges and compilation of the list of participants. Participants are encouraged to submit their photo in advance, which will speed up the registration process. Furthermore, please kindly note that prior online registration is mandatory in line with standard United Nations security procedures to facilitate security clearance and entrance to the premises.

5. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex. 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

6. 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

7. 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.

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

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

C. Visa exemption for a maximum of 90 days

Argentina	Brazil	Chile
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For Diplomatic / Official Passport

A. Visa exemption for a maximum of 30 days

Peru	Republic of Korea	
Brunei Darussalam	Kazakhstan	Pakistan (Diplomatic
Cambodia	Laos	Passport only)
China	Macao, China	Singapore
Ecuador	Mongolia	Vietnam
Hong Kong, China	Myanmar	
Indonesia	Oman	

B. Visa exemption for a maximum of 90 days

Albania	Hungary	Poland
Argentina	India	Romania
Austria	Israel	Russian Federation
Belarus	Italy	Serbia
Belgium	Japan	Slovak Republic
Bhutan	Republic of Korea	South Africa
Brazil	Liechtenstein	Spain (Diplomatic Passport
Chile	Luxembourg	only)
Colombia	Malaysia	Sri Lanka
Costa Rica	Mexico	Switzerland
Croatia	Montenegro	Tajikistan
Czech Republic	Morocco	Tunisia
Estonia (Diplomatic	Netherlands	Turkey
Passport only)	Nepal	Ukraine
France (Diplomatic Passport	Panama	Uruguay
only)	Peru	
Germany	Philippines	

Visa on arrival (for a maximum of 15 days)

Andorra	India	Papua New Guinea
Bulgaria	Kazakhstan	Romania
Bhutan	Latvia	San Marino
China	Lithuania	Saudi Arabia
Cyprus	Maldives	Taiwan
Ethiopia	Malta	Ukraine
Fiji	Mauritius	Uzbekistan

8. 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.

9. 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

10. Participants who may need further assistance from UNESCAP on their visa application should contact the meeting organizer for necessary actions.

11. Application requirements for a visa on arrival at Suvarnabhumi International Airport, which is valid for 21 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 Baht 2,000.

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

13. 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 for this travel notification. United Nations staff is required to complete both the “BASIC SECURITY IN THE FIELD” and “ADVANCE SECURITY IN THE FIELD” training before travelling.

V. Weather

14. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

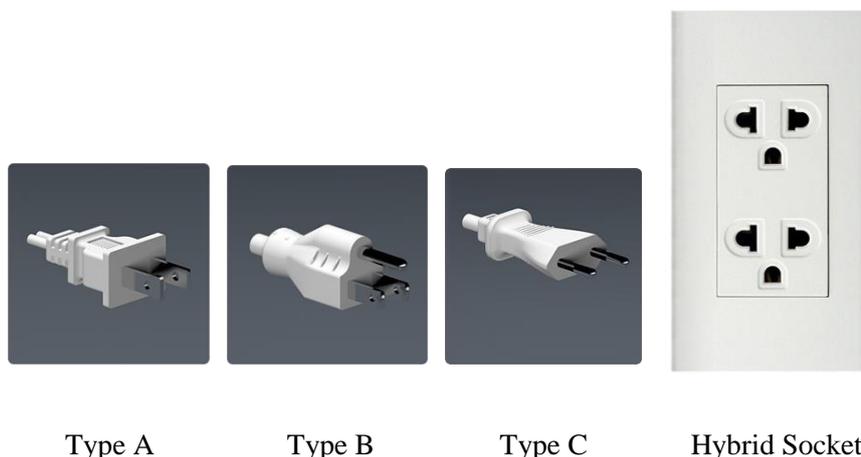
VI. Electric Plug and Socket

15. The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C². 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

¹ The information provided above is accurate as of *18 August 2018* by the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand, <https://goo.gl/Lg3FSm>. 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.

² <http://www.iec.ch/worldplugs/> (accessed on 19 January 2017)

of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.



VII. Health and vaccination

16. 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.

17. 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 |

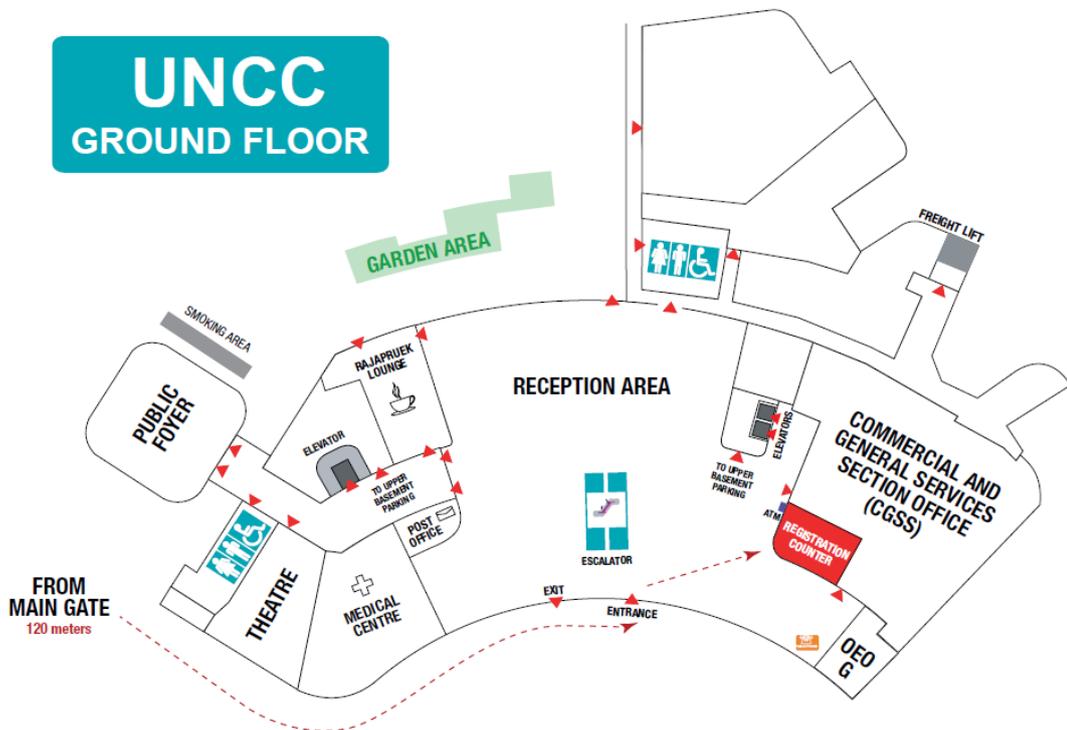
18. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

19. In addition to the above, Medical Services Division at HQ 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.

20. First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of the UNCC, during weekdays. The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch time from 1200 to 1245 hours. Appointments may be made through extensions 1352 or 1761.

21. 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.

22. 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:



VIII. Foreign currency declaration

23. Participants who bring or take 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.

24. 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.

IX. Airline reservations

25. 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, United Nations Conference Centre.

X. Hotel accommodation

26. The following hotels, located relatively close to ESCAP, have been designated as recommended hotels for which the room rates indicated below 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
Amari Watergate ***** 847 Petchburi Road, Ratchathewi, Bangkok 10400 Tel: +66.2.6539000 Fax: +66.2.6539045 E-mail: siriwan.s@amari.com Website: http://www.amari.com/watergate/ Contact person: Ms. Siriwan Sriprakhaow	20-35	15 min. walk to Ratchathewi BTS Station 12 min. walk to Ratchaprarop Station (Suvarnabhumi Airport Rail Link City Line)	Yes 1,000 Baht (One way) Need advance booking	Yes 1,600 Baht (One way) Need advance booking	Deluxe	3,100 ^{a/c}	3,400 ^{a/c}
Hotel Dé Moc *** 78 Prajatipatai Road, Bangkok Tel: +66.2. 6292100-4 Fax: +66.2.2801299 E-mail: booking@hoteldemoc.com Website: http://www.hoteldemoc.com Contact person: Mr. Nakorn Saiyawong	5-10	No	Yes (One way transfer from hotel to UNCC)	Yes 800 -1,500 Baht (One way) Need advance booking	Standard Superior	1,500 ^{a/b/c}	1,500 ^{a/b/c}
Royal Princess Larn Luang Hotel ***** 269 Larnluang Road, Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: rsvn@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com	5-15	No	Yes (One way transfer from hotel to UNCC)	Yes 1,400-1,800 Baht (One way) Need	Superior Deluxe	2,800 ^{a/b/c}	3,000 ^{a/b/c}
						3,400 ^{a/b/c}	3,600 ^{a/b/c}

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
Contact person: Ms. Benjarat Rusakul (benjarat@royalprincesslarnluang.com)				advance booking			
The Sukosol ***** 477 Si Ayuthaya Road, Phayathai, Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: sales@sukosolhotels.com Website: http://www.sukosolhotels.com Contact person: Ms. Ratchaneeekrit Khankath (ratchanikrit.ka@sukosolhotels.com)	15-30	5 min. walk to Phaya Thai BTS Station & Airport Rail Link	Yes 1,000 Baht (One way) Need advance booking	Yes 1,600 Baht (One way) Need advance booking	Deluxe	2,900 ^{a/c}	3,100 ^{a/c}
Trang Hotel *** 99/1 Wisutkasat Road, Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: reservations@tranghotelbangkok.com Website: http://www.tranghotelbangkok.com Contact person: Ms. Thongtem Lerknawapairoj	5-10	No	Yes (One way transfer from hotel to UNCC for minimum 10 pax per way)	No	Superior Superior Premium Deluxe	1,400 ^{a/b} 1,600 ^{a/b} 1,800 ^{a/b}	1,400 ^{a/b} 1,600 ^{a/b} 1,800 ^{a/b}

- 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.*

27. Participants are advised to contact the hotel directly at least 10 working days in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.³ Participants may consider booking a hotel within a walking distance from the UNCC to avoid traffic and help reduce CO².

28. 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.

29. The information above is provided for the convenience of the participants. While efforts have been made to ensure that the information is as accurate as possible, ESCAP makes no guarantee, either expressed or implied, as to the exactness of the hotel information or availability of rooms at the rates listed.

³ The rates provided in the table are as of *September 2018* and subject to change without notice. Please confirm the room rates with the hotel directly.

XI. Payment of hotel accounts

30. 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.

XII. Transport from and to the Airport

31. 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 respective airports can be found at <http://www.suvarnabhumiairport.com> and <http://www.donmuangairport.com/>.

32. 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 the second floor at Baggage Claim and Arrival Hall exits, channels A, B and C. For public taxi, participants are advised to proceed to the first floor 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.

XIII. Transport to attend meetings

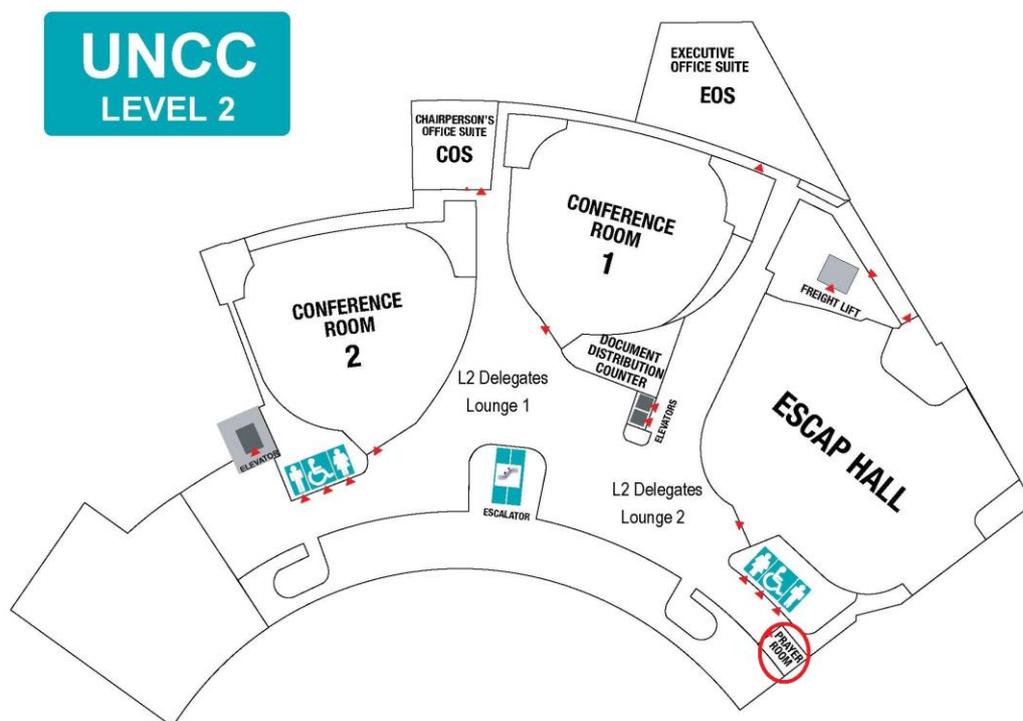
33. Participants should make their own transport arrangements to and from the UNCC. Metered-taxis are readily available in the city.

34. Some hotels close to the United Nations building (indicated on paragraph 30) provide complimentary transport, according to fixed schedules, to and from the UNCC.

XIV. Internet services

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

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



XV. Catering services

37. Catering services are available at the following locations:

- 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 Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, located on level 1, UNCC, is open from 0700 to 1700 hours.
- Rajapruek Lounge, which serves light meals and beverages, located on the ground floor of the UNCC, is open from 0700 to 1700 hours on Monday through Thursday, and from 0700 to 2000 hours on Friday.

38. 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. Participants could also bring their own reusable cup to buy a drink and get a stamp. After 9 stamps, a free drink will be offered.

39. In case lunch boxes are offered by meeting/conference organizers to participants, all these boxes need to be returned to the caterer immediately after the meal. If not, meeting/conference organizers will be charged for any losses.

40. **UNESCAP is committed to continuously improving the sustainability of its intergovernmental meetings and share best practices in the region. For this event, we are collecting participant data in order to purchase carbon offsets to make this event carbon neutral. A few days before the event we will invite you to participate in the survey.**

XVI. Communications

41. For further information, please feel free to contact the secretariat at escap-edd-edps@un.org or the following members of the secretariat:

For substantive preparation:

Overall workshop: Mr. Marco Silvestri
Programme Management Officer
Environment and Development Division (EDD)
Email: silvestrim@un.org

Ms. Sara Libera Zanetti
Consultant
Environment and Development Division (EDD)
Email: sara.zanetti@un.org

Travel arrangements (sponsor participants/speakers):

Ms. Chanerin Maneechansook
Administrative Assistant
Environment and Development Division
Email: maneechansook@un.org

XVII. Meeting documents

42. 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.

43. Documents for circulation or distribution at the session should be handed to the secretariat staff on duty at the meeting room. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by individual delegations.

XVIII. Accessibility support for persons with disabilities

44. In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse disabilities, 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.

XIX. Library facilities

45. 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.

XX. Banking facilities

46. 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).

XXI. Postal services

47. 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 extensions 1260 and 2911.

XXII. Souvenir shop

48. 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.

XXIII. Travel agent

49. The American Express Travel (AMEX) office is located on the first floor, United Nations Conference Centre, 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.

XXIV. Daily subsistence allowance (only if applicable)

50. 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 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 meeting room.

51. 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.

XXV. Financial & administrative arrangements (only if applicable)

52. 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.

XXVI. Safety and Security

Contact numbers:

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

Lost and Found

A Lost and Found desk is located on the ground floor of the UNCC by the Security scanning area.
