

## **Economic and Social Commission for Asia and the Pacific**

### **First Meeting of the Regional Steering Group for Civil Registration and Vital Statistics (CRVS)**

*28 to 30 July 2015, Bangkok*

#### **Information for participants**

##### **Note by the secretariat**

#### **I. General**

1. The First Meeting of the Regional Steering Group for Civil Registration and Vital Statistics (CRVS) is scheduled to be held at the Meeting Room G, level 1, United Nations Conference Centre (UNCC), in Bangkok, on 28-30 July 2015.

#### **II. Registration and identification badges**

2. Participants are requested to register well in advance, but no later than 3 July 2015, to facilitate smooth coordination in the issuance of name badges and compilation of the list of participants. To register, please fill in the attached registration form together with copy of your passport and an id photo for preparing meeting name badge, kindly send them to Ms Wannaporn Sridama at sridamaw@un.org with a copy to stat.unescap@un.org or fax to (66-2) 288-1082.

3. Participants are requested to register and obtain meeting badges at the registration counter, which is located on the ground floor of UNCC, between 0800-0850 hours on 28 July 2015. Participants who are not able to register during the time indicated above are requested to do so upon arrival at UNCC 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 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 UNCC behind the registration counter, so that a new one could be issued immediately.

### **III. Visa requirements**

#### **A. Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders**

5. According to the Immigration Bureau of Thailand, nationals of the following countries holding ordinary passports may enter and stay in Thailand for a period not exceeding 14 days, 30 days and 90 days, as per the list below, without a visa.

- **Visa exemption for a maximum of 14 days**

1. Cambodia

- **Visa exemption for a maximum of 30 days**

- |                                      |  |
|--------------------------------------|--|
| 1. Australia                         | 26. Macao, China   |
| 2. Austria                           | 27. Malaysia   |
| 3. Bahrain                           | 28. Monaco   |
| 4. Belgium                           | 29. Mongolia   |
| 5. Brunei Darussalam                 | 30. Netherlands  |
| 6. Canada                            | 31. New Zealand  |
| 7. Czech Republic                    | 32. Norway   |
| 8. Denmark                           | 33. Oman   |
| 9. Estonia                           | 34. Philippines  |
| 10. Finland                          | 35. Poland   |
| 11. France                           | 36. Portugal   |
| 12. Germany                          | 37. Qatar  |
| 13. Greece                           | 38. Russian Federation                                   |
| 14. Hong Kong, China                 | 39. Singapore  |
| 15. Hungary                          | 40. Slovak Republic                                      |
| 16. Iceland                          | 41. Slovenia   |
| 17. Indonesia                        | 42. South Africa   |
| 18. Ireland                          | 43. Spain  |
| 19. Israel                           | 44. Sweden   |
| 20. Italy                            | 45. Switzerland  |
| 21. Japan                            | 46. Turkey   |
| 22. Kuwait                           | 47. United Arab Emirates                                 |
| 23. Liechtenstein                    | 48. United Kingdom of Great Britain and Northern Ireland |
| 24. Lao People's Democratic Republic | 49. United States of America                             |
| 25. Luxembourg                       | 50. Vietnam  |

- **Visa exemption for a maximum of 90 days**

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- |              |                      |
|--------------|----------------------|
| 1. Argentina | 4. Republic of Korea |
| 2. Brazil    | 5. Peru              |
| 3. Chile     |                      |

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## **B. Visa exemption for a maximum of 30 days and 90 days for diplomatic/official passport holders**

6. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for a period of 30 days and 90 days, as per the list below, without a visa:

- **Visa exemption for a maximum of 30 days**

- |                                     |  |
|-------------------------------------|--|
| 1. Cambodia                         | 8. Mongolia                              |
| 2. China                            | 9. Myanmar                               |
| 3. Ecuador                          | 10. Oman                                 |
| 4. Hong Kong, China                 | 11. Pakistan (Diplomatic Passports only) |
| 5. Indonesia                        | 12. Singapore                            |
| 6. Lao People's Democratic Republic | 13. Vietnam                              |
| 7. Macao, China                     |  |

- **Visa exemption for a maximum of 90 days**

- |  |                                      |
|--|--------------------------------------|
| 1. Albania                             | 22. Luxembourg                       |
| 2. Argentina                           | 23. Malaysia                         |
| 3. Austria                             | 24. Mexico                           |
| 4. Belgium                             | 25. Nepal                            |
| 5. Bhutan                              | 26. Netherlands                      |
| 6. Brazil                              | 27. Panama                           |
| 7. Chile                               | 28. Peru                             |
| 8. Colombia                            | 29. Philippines                      |
| 9. Costa Rica                          | 30. Poland                           |
| 10. Croatia                            | 31. Romania                          |
| 11. Czech Republic                     | 32. Russian Federation               |
| 12. Estonia (Diplomatic Passport only) | 33. Slovak Republic                  |
| 13. France (Diplomatic Passport only)  | 34. South Africa                     |
| 14. Germany                            | 35. Spain (Diplomatic Passport only) |
| 15. Hungary                            | 36. Sri Lanka                        |
| 16. India                              | 37. Switzerland                      |
| 17. Israel                             | 38. Tajikistan                       |
| 18. Italy                              | 39. Tunisia                          |
| 19. Japan                              | 40. Turkey                           |
| 20. Republic of Korea                  | 41. Ukraine                          |
| 21. Liechtenstein                      | 42. Uruguay                          |

## **C. Visa on arrival for a maximum of 15-day stay**

7. Nationals of the following countries/territories holding a valid ordinary passport may apply for visa, not exceeding 15 days on arrival, at Suvarnabhumi International Airport, conditional on meeting the requirements mentioned below:

- |             |                  |
|-------------|------------------|
| 1. Andorra  | 10. Lithuania    |
| 2. Bulgaria | 11. Maldives     |
| 3. Bhutan   | 12. Malta        |
| 4. China    | 13. Mauritius    |
| 5. Cyprus   | 14. Romania      |
| 6. Ethiopia | 15. San Marino   |
| 7. India    | 16. Saudi Arabia |

- |               |                |
|---------------|----------------|
| 8. Kazakhstan | 17. Ukraine    |
| 9. Latvia     | 18. Uzbekistan |

8. The requirements for a visa on arrival are as follows:

(a) The applicant must possess a passport of at least six-month validity 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, and supply one recent passport-sized photograph. A fee of Baht 1,000 applies.

9. Participants from countries other than those listed above are requested to obtain an appropriate entry visa from the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.

10. UN staff members travelling on official business with the UN Laissez- Passer are REQUIRED to obtain appropriate visa before travelling to Thailand.

11. Furthermore, in line with security procedure 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 are required to complete the "BASIC SECURITY IN THE FIELD" training before travelling.

*NOTE: The information provided above is accurate as of December 2014. 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.*

#### **IV. Weather**

12. July in Bangkok, Thailand has identical temperatures as June – an average high of 33°C and average low of 26°C, it cloud cover in the rainy season cools the weather but you also get plenty of sunshine in between the showers. 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).

#### **V. Health and vaccination**

13. Upon arrival at the port of entry in Thailand, participants who are the 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**

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**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              |
| 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. Sudan               |
| 17. Ethiopia                     | 40. Suriname            |
| 18. French Guiana                | 41. Tanzania            |
| 19. Gabon                        | 42. Togo                |
| 20. Gambia                       | 43. Trinidad & Tobago   |
| 21. Ghana                        | 44. Uganda              |
| 22. Guinea                       | 45. Venezuela           |
| 23. Guinea-Bissau                |                         |

**In view of the current outbreak of Ebola in some west African countries, the Government of the Kingdom of Thailand also requires all individuals who have stayed in or visited Guinea, Liberia, Sierra Leone, Mali and Equator (city of the Democratic Republic of the Congo) within the past three weeks (21 days) to identify themselves at the Health Control Office at Suvarnabhumi International Airport *BEFORE* proceeding to immigration.**

**Travelers from Ebola and Yellow Fever affected countries are both required to complete a health declaration form before an immigration check. Those who fail to follow this protocol may be denied entry to Thailand (as per the Communicable Disease Act B.E.2523 and Immigration Act B.E. 2522).**

**In addition to the above, all UN staff traveling from any of the EVD-affected countries (Liberia, Guinea Sierra Leone and Mali) for the past 21 days, are also required to complete the attached MSD EXIT Clinical Assessment form. Please ensure that the form is certified by a UN Medical Officer/Physician or approved UN Examining Physician in the EVD-affected country/duty station. The certified form should be forwarded to the Medical Service in Bangkok before travel ([bkkmedservice@un.org](mailto:bkkmedservice@un.org)).**

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.

The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings.

## VI. Foreign currency declaration

15. 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.

16. 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 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

## VII. Airline reservations

17. 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 of the Service Building, adjacent to the Siam Commercial Bank.

## VIII. Hotel accommodation

18. 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.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Shangri-La Hotel *****</b> 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: <a href="mailto:thiptera.tanthasri@shangri-la.com">thiptera.tanthasri@shangri-la.com</a> Website: <a href="http://www.shangri-la.com">http://www.shangri-la.com</a> Contact person: Ms. Thiptera Tanthasri	30-40	Deluxe Room	5,300 <sup>a/c</sup>	5,900 <sup>a/c</sup>
<b>The Sukosol *****</b> 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123	15-25	Deluxe	2,700 <sup>a/c</sup>	2,900 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Fax: +66.2.2470165 E-mail: <a href="mailto:ratchanikrit@sukosolhotels.com">ratchanikrit@sukosolhotels.com</a> Website: <a href="http://www.sukosolhotels.com">http://www.sukosolhotels.com</a> Contact person: Ms. Ratchaneekrit Khankath				
<b>Amari Watergate Hotel &amp; Spa *****</b> 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Ext. 5122 Fax: +66.2.6539045 E-mail: <a href="mailto:sutrapat.k@amari.com">sutrapat.k@amari.com</a> Website: <a href="http://www.amari.com/watergate">http://www.amari.com/watergate</a> Contact person: Ms. Sutrapat Kumwan	20-30	Deluxe	3,000 <sup>a/c</sup>	3,200 <sup>a/c</sup>
<b>Pullman Bangkok Kingpower *****</b> 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi Bangkok Tel: +66.2.6809999 Ext. 2529 Fax: +66.2.6809998 E-mail: <a href="mailto:sm@pullmanbangkokkingpower.com">sm@pullmanbangkokkingpower.com</a> Website: <a href="http://www.pullmanbangkokkingpower.com">http://www.pullmanbangkokkingpower.com</a> Contact person: Ms. Orawan Jirathanasin	20-25	Superior Deluxe Executive Executive suite	3,055 <sup>a/c</sup> 3,376 <sup>a/c</sup> 4,018 <sup>a/c</sup> 5,088 <sup>a/c</sup>	3,269 <sup>a/c</sup> 3,590 <sup>a/c</sup> 4,232 <sup>a/c</sup> 5,302 <sup>a/c</sup>
<b>Anantara Siam Bangkok Hotel *****</b> 155 Rajadamri Road Bangkok Tel: +66.2.1268866 Ext. 2529 Fax: +66.2.2539195 E-mail: <a href="mailto:naruedee_sa@anantara.com">naruedee_sa@anantara.com</a> Website: <a href="http://siam-bangkok.anantara.com/">http://siam-bangkok.anantara.com/</a> Contact person: Ms. Naruedee Sahawatcharin	30	Deluxe	3,900 <sup>a/c</sup>	4,600 <sup>a/c</sup>
<b>Novotel Bangkok on Siam Square ****</b> 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: <a href="mailto:h1031-sl1@accor.com">h1031-sl1@accor.com</a> Website: <a href="http://www.novotelbkk.com/unitednations/">http://www.novotelbkk.com/unitednations/</a> Contact person: Ms. Jarunun Sripromma	30	Standard Superior Executive Premier Floor	3,414 <sup>a/c</sup> 3,767 <sup>a/c</sup> 4,238 <sup>a/c</sup>	3,414 <sup>a/c</sup> 3,767 <sup>a/c</sup> 4,238 <sup>a/c</sup>
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a>	5-10	Superior Deluxe	2,700 <sup>a/b/c</sup> 3,300 <sup>a/b/c</sup>	2,900 <sup>a/b/c</sup> 3,500 <sup>a/b/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Website: <a href="http://www.royalprincesslarnluang.com">http://www.royalprincesslarnluang.com</a> Contact person: Ms. Benjarat Rusakul				
<b>Grand China Hotel ****</b> 215 Yaowarat Road Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: <a href="mailto:sale@grandchina.com">sale@grandchina.com</a> Website: <a href="http://www.grandchina.com">http://www.grandchina.com</a> Contact person: Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 <sup>a/b/c</sup>	2,700 <sup>a/b/c</sup>
<b>Prince Palace Hotel ****</b> 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: <a href="mailto:wannajit@princepalace.co.th">wannajit@princepalace.co.th</a> Website: <a href="http://www.princepalace.co.th">http://www.princepalace.co.th</a> Contact person: Ms. Wannajit Chulamakorn	10-15	Superior	1,700 <sup>a/b</sup>	1,900 <sup>a/b</sup>
<b>Siam @ Siam Design Hotel ****</b> 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: +66.2.2173000 Ext. 1102 Fax: +66.2.2173030 E-mail: <a href="mailto:assist.dos@siamatsiam.com">assist.dos@siamatsiam.com</a> Website: <a href="http://www.siamatsiam.com">http://www.siamatsiam.com</a> Contact person: Ms. Phakaporn Chatchaisathaporn	15-20	Superior	3,300 <sup>a/c</sup>	3,600 <sup>a/c</sup>
<b>Nouvo City Hotel ****</b> 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a> Website: <a href="http://www.nouvocityhotel.com">http://www.nouvocityhotel.com</a> Contact person: Mr. Adam Phadungsilp	5-10	Superior Deluxe Grand Deluxe	1,600 <sup>a/b/c</sup> 1,900 <sup>a/b/c</sup> 2,200 <sup>a/b/c</sup>	1,800 <sup>a/b/c</sup> 2,100 <sup>a/b/c</sup> 2,400 <sup>a/b/c</sup>
<b>Trang Hotel ***</b> 99/1 Wisutkasat Road Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a> Website: <a href="http://www.tranghotelbangkok.com">http://www.tranghotelbangkok.com</a> Contact person:	5-10	Superior Superior Premium Deluxe	1,400 <sup>a/b</sup> 1,600 <sup>a/b</sup> 1,800 <sup>a/b</sup>	1,400 <sup>a/b</sup> 1,600 <sup>a/b</sup> 1,800 <sup>a/b</sup>



Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Ms. Thongtem Lerknawapairoj				
<b>Hotel Dé Moc (former Thai Hotel) ***</b> 78 Prajatipatai Road Bangkok Tel: +66.2. 6292100-5 Fax: +66.2.2801299 E-mail: <a href="mailto:sales@buddygrouphailand.com">sales@buddygrouphailand.com</a> Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a> Contact person: Ms. Chalita Sombutboon	5-10	Standard	1,300 <sup>a/b</sup>	1,500 <sup>a/b</sup>
		Superior	1,500 <sup>a/b</sup>	1,700 <sup>a/b</sup>
<b>Riva Surya – Bangkok ****</b> 23 Phra Arthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: <a href="mailto:info@rivasuryabangkok.com">info@rivasuryabangkok.com</a> Website: <a href="http://www.rivasuryabangkok.com">http://www.rivasuryabangkok.com</a> Contact person: Ms. Thannaree Ketkaew	10-15	Urban	3,220 <sup>a/c</sup>	3,520 <sup>a/c</sup>
		Riva	3,760 <sup>a/c</sup>	4,060 <sup>a/c</sup>
		Deluxe	4,160 <sup>a/c</sup>	4,460 <sup>a/c</sup>
		Premium	4,590 <sup>a/c</sup>	4,890 <sup>a/c</sup>

- a. *Inclusive of daily American breakfast, service charge and government 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.*  
*\*Hotel Dé Moc and Golden Tulip Essential VAsu Hotel have one way transfer from hotel to UNCC.*
- c. *Free Internet Access.*

19. Participants are requested 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.

20. All rooms block-booked will be available to participants on a first-come, first-served basis and in accordance with the information provided in the online attendance-hotel reservation form. Any cancellations, postponements or other changes should be notified 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.

21. The rates provided in the table are as of 1 January 2015 and subject to change without notice. Please confirm the room rates with the hotel directly.

## **IX. Payment of hotel accounts**

22. 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.

## **X. Transport from and to Airport**

23. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.suvarnabhumiairport.com>.

24. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** The officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Suvarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

## **XI. Transport to attend meetings**

25. Most hotels indicated in paragraph 17 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

## **XII. Internet services**

26. Eight personal computers (PCs) with a high-speed internet connection are available in the Internet Café on level 1 of UNCC for the use of participants free of charge. In addition, free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC.

## **XIII. Catering services**

27. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday through Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, a Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC and is open from 0700 to 1700 hours.

## **XIV. Communications**

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

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*(Name of delegate)*  
c/o ESCAP Statistics Division  
United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200  
Thailand  
Fax: +66.2.2881082, +66.2.2882593  
E-mail address: [sridamaw@un.org](mailto:sridamaw@un.org)

## **XVI. Meeting documents**

29. 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.

30. Documents for circulation or distribution at the sessions should be handed to Ms. Wannaporn Sridama, Statistics Division, extension 2593. In accordance with 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, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

## **XVII. Accessibility support for persons with disabilities**

31. In order to enhance accessibility to the UNCC for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices will be available upon request in a designated area at the registration counter, ground floor, UNCC.

## **XVIII. Library facilities**

32. ESCAP Library facilities are available on the 1st 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/unis/library](http://www.unescap.org/unis/library).

## **XIX. Postal services**

33. 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.

## **XX. Souvenir shop**

34. The souvenir shop is located on the 1st floor of UNCC.

## **XXI. Travel agent**

35. American Express Travel (AMEX) office is located on the 4th floor, Service Building, next to the UNFPA office; AMEX is open from 0800 to 1700 hours weekdays, and can be contacted at extensions 2820, 2821, 2822 and 2823.

## **XXII. Daily subsistence allowance** (only if applicable)

36. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance (DSA) 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 their passport, boarding pass, arrival/departure form together with their air tickets to the secretariat staff in the conference room.

37. 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.

## **XXIII. Financial and administrative arrangements** (only if applicable)

38. 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:

(a) 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;

(b) Salary and related allowances for the participants during the period of the meeting;

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

(d) Compensation in the event of death or disability of participants in connection with attending the meeting;

(e) 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;

(f) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

### **Contact:**

For any questions regarding participation, or in case of emergencies, please feel free to contact:

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