

8 June 2008

**UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC**

ARTNeT Research Team Meeting - Impact of IT-based Trade Facilitation Measures on Inclusive Development

29-30 July 2008
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. ARTNeT Research Team Meeting on RTAs and production networks linkages is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 29-30 July 2008.
2. The meeting will be inaugurated at (0900 hours) on 29 July 2008, in meeting room E, UNCC, where all subsequent sessions will also be held from 09:15 hours to 12:00 hours and 13:00 hours to 16:00 hours.

REGISTRATION & IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges at the Registration Counter, located on the ground floor, UNCC, between 0845-0900 hours on the opening day of the meeting. Participants who are not able to register during the time indicated above are requested to do so upon their 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 the meeting, social functions and in the United Nations complex. The loss of a meeting badge should be reported personally to the Chief, Conference Management Unit, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENTS

5. According to the Immigration Bureau of Thailand, nationals of the following countries/regions may enter and stay in Thailand for a maximum period of 30 days without a visa. However, if the duration of stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions.

- | | |
|----------------------|------------------------|
| 1. Austria | 23. Malaysia |
| 2. Australia | 24. Monaco |
| 3. Bahrain | 25. Mongolia |
| 4. Belgium | 26. Netherlands |
| 5. Brunei Darussalam | 27. New Zealand |
| 6. Canada | 28. Norway |
| 7. Denmark | 29. Oman |
| 8. Finland | 30. Philippines |
| 9. France | 31. Portugal |
| 10. Germany | 32. Qatar |
| 11. Greece | 33. Russian Federation |

Information Note for Participants

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|--------------------------------------|--|
| 12. Hong Kong, China | 34. Singapore |
| 13. Iceland | 35. South Africa |
| 14. Indonesia | 36. Spain |
| 15. Ireland | 37. Sweden |
| 16. Israel | 38. Switzerland |
| 17. Italy | 39. Turkey |
| 18. Japan | 40. United Arab Emirates |
| 19. Kuwait | 41. United Kingdom of Great Britain and Northern Ireland |
| 20. Luxembourg | 42. United States of America |
| 21. Lao People's Democratic Republic | 43. Viet Nam |
| 22. Macao, China | |

6. Nationals of the following countries may enter and stay in Thailand for a maximum period of 90 days without a visa. However, if the duration of stay is expected to exceed 90 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

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

7. Nationals holding valid diplomatic or official passport of the following countries may enter and stay in Thailand for 30 days as specified in the relevant visa waiver agreements between Thailand and the countries concerned.

- | | |
|-------------|------------|
| 1. Cambodia | 3. Myanmar |
| 2. China | |

8. Nationals holding valid diplomatic or official passport of the following countries may enter and stay in Thailand for 90 days as specified in the relevant visa waiver agreements between Thailand and the countries concerned.

- | | |
|-------------------|------------------------|
| 1. Argentina | 18. Malaysia |
| 2. Austria | 19. Mexico |
| 3. Belgium | 20. Nepal |
| 4. Bhutan | 21. Netherlands |
| 5. Brazil | 22. Panama |
| 6. Chile | 23. Peru |
| 7. Costa Rica | 24. Philippines |
| 8. Croatia | 25. Poland |
| 9. Czech Republic | 26. Republic of Korea |
| 10. Germany | 27. Romania |
| 11. Hungary | 28. Russian Federation |
| 12. India | 29. Singapore |
| 13. Israel | 30. South Africa |
| 14. Italy | 31. Switzerland |
| 15. Japan | 32. Slovak Republic |
| 16. Liechtenstein | 33. Tunisia |
| 17. Luxemburg | 34. Turkey |

9. Nationals of the following countries may be granted, by the Thai immigration authority at Suvarnabhumi Airport, a visa for a period of stay not exceeding 15 days upon arrival, conditional on meeting certain requirements:

- | | |
|-----------|---------------|
| 1. Bhutan | 10. Lithuania |
|-----------|---------------|

- | | |
|-------------------|---------------------|
| 2. China | 11. Kazakhstan |
| 3. Cyprus | 12. Maldives |
| 4. Czech Republic | 13. Mauritius |
| 5. Estonia | 14. Poland |
| 6. Hungary | 15. Saudi Arabia |
| 7. India | 16. Slovenia |
| 8. Latvia | 17. Slovak Republic |
| 9. Liechtenstein | 18. Ukraine |

These requirements are as follows:

- (a) The applicant must be in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand;
- (b) The applicant must be in possession of an air ticket valid for a return journey within 15 days;
- (c) The applicant must provide two passport-size photographs and pay a visa fee of approximately 1,000 baht.

10. 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.

11. Holders of United Nations Laissez-Passer (UNLP) travelling from countries where there is no Royal Thai Embassy/Consulate must submit, at least two weeks prior to their departure date the following information: full name, occupation, itinerary, copies of their UNLP and national passports with expiry date of at least six months beyond the date of arrival in Thailand, to the ESCAP Protocol Office (escap-protocol@un.org). The above information is required in order to process a request for visa waiver to enter Thailand for a period of stay not exceeding 15 days. They are also required to bring their national passports with them while travelling.

The information provided above is accurate as of the date of issuance of this note. All participants are advised to consult with the diplomatic mission/embassy of Thailand in their respective country regarding the latest applicable immigration requirement prior to their departure.

WEATHER

12. The weather in Bangkok is warm and humid. Light tropical clothing would be appropriate. The conference room where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (72-73 degrees Fahrenheit).

HEALTH AND VACCINATION

13. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas. Yellow fever vaccination is required for participants from countries where the disease is endemic. Participants are recommended to have had vaccinations against food-borne diseases, such as hepatitis A, tetanus and typhoid.

FOREIGN EXCHANGE

14. Any participant who brings or takes an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent out of or into the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Officer. Failure to declare upon bringing foreign currency that

information furnished on the enclosed forms and on a first-come, first-served basis.

PAYMENT OF HOTEL ACCOUNTS

20. Before departure from Bangkok, participants are expected to 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 their late arrival or rescheduled departure for which inadequate prior notice is given.

ARRIVAL AT THE AIRPORT

21. 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.airportsuvarnabhumi.com>. Please note that the Don Mueang Airport, the old Bangkok International Airport, currently handles Thai domestic flights only.

22. To avail themselves of the services of limousines and public metered-taxis 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 Survarnabhumi Airport. In addition to toll fees, there is a THB50 surcharge to be added to the meter charge.

TRANSPORT TO ATTEND SESSIONS

23. Some hotels recommended in paragraph 16 provide complimentary transport, according to fixed schedules, between the hotels and UNCC. Otherwise, participants would have to make their own transport arrangements for attending meetings.

ADDRESS AND TELEPHONE NUMBER OF ESCAP SECRETARIAT

24. The address of the ESCAP secretariat is as follows:

Trade and Investment Division
Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Telephone numbers: (662) 2881234
Facsimile number: (662) 2881000

25. Mail intended for participants should be sent c/o (Ms. Tavitra Ruyaphorn/TPS/, at the address indicated in paragraph 16 above.

ESCAP WORKING HOURS

26. The normal working hours of the ESCAP secretariat are from 07:30 to 15:45 hours, with a lunch break of 45 minutes, from Monday to Friday. However, staff members concerned with the meeting will be on duty during meeting hours.

OFFICERS CONCERNED WITH SERVICING THE MEETING

27. The substantive division concerned with the meeting is the (name of the organizing office). (name of the Chief) is the Chief of the Division (room No. and location and extension number).

28. The Administrative Services Division is responsible for the administrative and logistic arrangements for the meeting. Mr. Peter Van Laere is the Chief of the Division. The daily conference services are the responsibility of Mr. Yang Yafei, Chief, Conference Management Unit (room G090, ground floor, UNCC, extensions 2571 and 1174).

29. The office of language services is located on the first floor, block A, Secretariat Building, Mr. Christian De Sutters is the Chief of the Conference Services Section, extension 1110. The Section is responsible for the translation of meeting documents and the provision of simultaneous interpretation at the meeting.

30. The office of the United Nations Information Services (UNIS) is located on the ground floor, block A, Secretariat Building. Mr. Hak-Fan Lau is the Chief of UNIS, extension 1866.

WORKING LANGUAGE OF THE MEETING

31. Simultaneous interpretation facilities in Chinese, English, French and Russian languages will be provided at all sessions of the meeting.

32. Participants wishing to speak are requested to switch their microphone on by pressing the button on the panel. A red light will indicate that the microphone is on. Participants should press the same button again to switch off the microphone once they finish their interventions. The red light will be off.

STATEMENTS BY PARTICIPANTS

33. In order to facilitate the preparation of the draft report and any press releases, the secretariat would appreciate receiving the text of all prepared statements before delivery. **Copies of such statements may be given to the conference officer on duty in the conference room.** If necessary, the conference assistants will make photocopies and return the original to the speaker before delivery.

MEETING DOCUMENTS

34. Participants are requested to bring with them copies of the meeting documents distributed in advance by the ESCAP secretariat.

35. Documents for circulation or distribution at the session should be handed to (name of official, office location and extension number). 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 statements submitted by individual delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

INTERNET SERVICES

36. Eight PCs with high speed internet connection are available in the UNCC Internet Café on the first floor, UNCC, for the use of participants free of charge. In addition, free wireless internet access is also available in all conference/meeting rooms and public areas of the UNCC.

CATERING SERVICES

37. Catering services are available at the Cafeteria on the fourth floor of the Service Building from 11:00 to 14:30 hours. Rajapruek Lounge on the ground floor of the UNCC is open from 07:00 to 17:00 hours on Mondays to Thursdays, and from 07:00 to 20:00 hours on Fridays. The Canteen on the ground floor of the Service Building is open from 07:00 to 13:30 hours. In addition, a Coffee Corner serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 07:00 to 17:00 hours.

LIBRARY FACILITIES

38. ESCAP Library facilities are available on the first floor, Service Building from 07:30 to 16:00 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 1330 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/unis/library.

BANKING FACILITIES

39. Banking services are available at the Siam Commercial Bank, United Nations Building Branch, first floor, Service Building, from 08:30 to 15:30 hours during weekdays. The Bank is closed on Saturday and Sunday.

POSTAL SERVICES

40. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 08:00 to 16:00 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

MEDICAL SERVICES

41. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 07:30 to 15:45 hours with lunch breaks from 12:00 to 12:45 hours. Appointments should be made through the nurse at extensions 1352 or 1761. Hospitalization expenses are to be borne by each patient.

TRAVEL AGENT

42. American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank which is open from 07:30 to 16:30 hours during weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822, 2823 and 2824.

RECONFIRMATION OF RETURNING FLIGHT

46. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact American Express travel agent (paragraph 42). Airport tax is now included into the ticket price.

RESERVATION FORM**ARTNeT Research Team Meeting - Impact of IT-based Trade Facilitation Measures on
Inclusive Development
29-30 July 2008**

The room rates (inclusive of service charge and VAT, and buffet breakfast at the Prince Café of the **Royal Princess Hotel**) are:

- Superior single: 2,400.- Baht net/room/night
- Superior twin: 2,600.- Baht net/room/night

This is a special rate for participants.

Please check desired accommodation: Superior single Superior twin

(As of 1 July 2008, US\$ 1.00 approximately equals Baht 33.57).

Arrival date in Bangkok: _____ Flight No.: _____ at _____ hours

Departure date from Bangkok: _____ Flight No.: _____ at _____ hours

Mr. Mrs. Ms.

First name: _____ Last name: _____

Address: _____

City: _____ State: _____ Country: _____

Telephone: _____ Fax: _____

E-mail: _____

- Please send to:
1. Royal Princess Hotel
269 Larn Luang Road, Pomprab
Bangkok 10100, Thailand
(Attn: Ms. Duangjai Komonchaiwanich, Sales Manager)
Fax: (66-2) 280-1314, Tel: (66-2) 281-3088
E-mail: <larnluang@dusit.com>
 2. Ms. Tavitra Ruyaphorn
Team Assistance, Trade Policy Section
Trade and Investment Division
UNESCAP
The United Nations Building
Rajadamnern Avenue
Bangkok 10200, Thailand
Fax: (66-2) 288-1027 or 2883066, Tel: (66-2) 288-2087
E-mail: ruyaphorn@un.org