
Economic and Social Commission for Asia and the Pacific

Regional research priorities to advance policy making in trade related areas
25 March 2013

Pro-Poor Trade Facilitation Policies and Measures in Developing Asian Countries
26 March 2013
Bangkok, Thailand

Information for Participants

General

The Regional research priorities to advance policy making in trade related areas is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, on Monday, 25 March 2013. The opening of the session will take place at 0830 hours) on 25 March 2013 by Mr. Ravi Ratnayake, Director, Trade and Investment Division (TID) in meeting room F , first floor , UNCC. All subsequent meetings will also be held from 0845 hours to 1145 hours and 1300 hours to 1700 hours.

The Pro-poor trade facilitation policies and measures in developing Asian Countries is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, on Tuesday, 26 March 2013. The opening of the session will take place at 0900 hours on by Mr. Ravi Ratnayake, Diretor, TID, in meeting room F, first floor, UNCC. All subsequent meeting will also be held from 0915 hours to 1200 hours and 1300 hours to 1700 hours.

Registration and identification badges

Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, 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 before going to the conference room. Only the names of duly registered participants will be included in the list of participants.

For identification and security reasons, all participants are 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 contacted at the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

Visa requirements

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

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

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

1. Cambodia

- **Visa exemption for maximum 30 days**

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

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

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

B. Visa exemption for a maximum of 30 days or 90 days for

diplomatic/

official passport holders

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 | 7. Mexico |
| 2. China | 8. Mongolia |
| 3. Hong Kong, China | 9. Myanmar |
| 4. Indonesia | 10. Oman |
| 5. Lao People's Democratic Republic | 11. Viet Nam |
| 6. Macao, China | |

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

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

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

Nationals of the following countries 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 | 11. Lithuania |
| 2. Bulgaria | 12. Maldives |
| 3. Bhutan | 13. Malta |
| 4. China | 14. Mauritius |
| 5. Cyprus | 15. Romania |
| 6. Estonia | 16. San Marino |
| 7. Ethiopia | 17. Saudi Arabia |
| 8. India | 18. Ukraine |
| 9. Kazakhstan | 19. Uzbekistan |
| 10. Latvia | |

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. The application fee of Baht 1,000 applies.

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

Furthermore, in line with security procedure for United Nations staff, travel notification through the Travel Request Information Process (TRIP) (replacing the Integrated Security Emergency Tracking System (ISECT) as of 1 January 2011) 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 log on to <https://dss.un.org> to apply for this travel notification. United Nations staff and those receiving a daily subsistence allowance (DSA) from the United Nations are to complete the “BASIC SECURITY IN THE FIELD” training before travelling.

The information provided above is accurate as at 26 December 2012. 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.

Weather

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).

Health and vaccination

Upon arrival at the port of entry in Thailand, participants who have travelled from or through countries listed below which have been declared yellow fever infected areas must provide an International Health Certificate proving that they have received a yellow fever vaccination.

As nationals of the countries listed below who have not travelled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

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

1. Angola
2. Argentina
24. Guyana
25. Kenya

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|--------------------------------------|---------------------------------|
| 3. Bolivia | 26. Liberia |
| 4. Brazil | 27. Mali |
| 5. Benin | 28. Mauritania |
| 6. Burundi | 29. Niger |
| 7. Burkina Faso | 30. Nigeria |
| 8. Cameroon | 31. Panama |
| 9. Central Africa Republic | 32. Paraguay |
| 10. Chad | 33. Peru |
| 11. Columbia | 34. Rwanda |
| 12. Congo | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire | 36. Senegal |
| 14. Democratic Republic of the Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Equatorial Guinea | 39. Sudan |
| 17. Ethiopia | 40. Suriname |
| 18. French Guiana | 41. Togo |
| 19. Gabon | 42. Trinidad & Tobago |
| 20. Gambia | 43. Uganda |
| 21. Ghana | 44. United Republic of Tanzania |
| 22. Guinea | 45. Venezuela |
| 23. Guinea Bissau | |

First aid and emergency medical service are available at the Medical Centre, which is located on the fourth floor of the Service Building, 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 by calling extensions 1352 or 1353.

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

Foreign currency declaration

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 the 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.

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 extensions 2159 and 2160). The Bank opens from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

Airline reservations

Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express office located on the first floor of the Service Building, adjacent to the Siam Commercial Bank.

Hotel accommodation

Accommodation has been reserved at UN special rate for each participants at the Royal Princess Larn Luang Hotel, 269 Larn Luang Road, Pomprab, Bangkok 10100, Thailand, Tel.: (66-2) 281 3088, Fax: (66-2) 280 1314. The UN special rates are: Baht 2,500 for superior single room and Baht 2,700 for superior double room. The rates quoted represent group room rates, inclusive of daily American breakfast, service charge and government tax. Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 percent VAT.

Any subsequent changes in arrival plans should be communicated immediately to email (ruyaphorn@un.org) to Ms. Tavitra Ruyaphorn, whom will communication to the hotel directly. Cancellation, postponement or any other changes must 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.

Payment of hotel accounts

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.

Transport from and to Airport

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.suvarnabhumi.com>.

To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants approach only the authorized staff at the officials counters located in the airport arrival zone**, who upon request, 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 reach public taxi counters by exiting gates 4 or 7 of the arrival zone in Survarnabhumi Airport. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge for trips from the airport to the city.

Transport to attend meetings

Royal Princess Hotel provides complimentary transport, according to fixed schedules, to and from UNCC. Please contact hotel staff for the hotel schedule. Otherwise, participants must make their own transport arrangements in order to attending meetings.

Internet services

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 UNCC.

Catering services

Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday to 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, the 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.

Communications

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

(Name of delegate)
c/o Trade and Investment/ ESCAP secretariat
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand
Fax:(662)288-3022, (662)288-1000
E-mail address: escap-conference-management@un.org

Meeting documents

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.

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 a statement submitted by individual delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

Library facilities

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 1330 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/unis/library.

Banking facilities

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. (telephone extensions 2168 and 2169).

Postal services

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 2114.

Souvenir shop

The souvenir shop is located on the first floor of UNCC.

Travel agent

American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank which is open from 0800 to 1630 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822, 2823 and 2824.

Daily subsistence allowance (only if applicable)

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 conference room.

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.

Financial & administrative arrangements (only if applicable)

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.
