
Economic and Social Commission for Asia and the Pacific
Committee on Disaster Risk Reduction

Fourth session
Bangkok, 27-29 October 2015

Information for participants

I. General

1. The fourth session of the Committee on Disaster Risk Reduction is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok, from 27 to 29 October 2015.
2. The session will be opened by the Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP) at 1400 hours on Tuesday, 27 October 2015, in Conference Room 4, first floor, UNCC. All subsequent meetings will be held from 0900 to 1200 hours and 1400 to 1700 hours.
3. The session will be preceded by the following meetings: (a) Expert Group Meeting on Strategies towards Building Resilience to Disasters in Asia and the Pacific, from 26 to 28 October, in Meeting Room H, UNCC, (b) nineteenth session of the Intergovernmental Consultative Committee on the Regional Space Applications Programme for Sustainable Development, from 26 to 28 October, in Meeting Room F, and (c) Regional Workshop on Building Resilience in Information and Communications Technologies Infrastructure, from 26 to 28 October, in Meeting Room G. In addition, the following side events and meetings will also take place: (a) third meeting of the ESCAP Sustainable Business Network's Task Force on Disaster Risk Reduction, on 27 October in Meeting Room A, (b) Training Workshop on Information, Knowledge and Policy Gaps in Disaster Risk Reduction, on 29 October in Meeting Room G, and (c) third meeting of the Expert Group on Disaster-related Statistics in Asia and the Pacific, from 29 to 30 October, in Meeting Room A.

II. Registration and identification badges

4. In order to enable more effective access control and speed up screening by security personnel, ESCAP uses photo identification badges for meeting participants. Participants are requested to register and obtain meeting badges with a photo at the registration counter, located on the ground floor of UNCC, from 0800 hours onward on the opening day of the event. Participants who are not able to register on the first day 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 on the list of participants.

5. For identification and security reasons, all participants are requested to wear their badges at all times during meetings and social functions and in the United Nations complex. The loss of a 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 can be issued immediately.

III. Visa requirements

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

6. 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, 30 or 90 days, as per the list below, without a visa.

Visa exemption for a maximum of 14 days

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. Slovakia |
| 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. Lao People's Democratic Republic | 48. United Kingdom of Great Britain and Northern Ireland |
| 24. Liechtenstein | 49. United States of America |
| 25. Luxembourg | 50. Viet Nam |

Visa exemption for a maximum of 90 days

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

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

7. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for a period of 30 or 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. Viet Nam |
| 7. Macao, China | |

Visa exemption for a maximum of 90 days

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

C. Visa on arrival for a maximum of 15 days' stay

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

- | | |
|---------------|------------------|
| 1. Andorra | 10. Lithuania |
| 2. Bhutan | 11. Maldives |
| 3. Bulgaria | 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 |

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

(a) The applicant must be in possession of a passport with a validity of at least six months and a valid return ticket with a date of departure within 15 days of the date of entry;

(b) The applicant must submit a duly completed application form (TM.88), which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport or at Don Mueang International Airport, together with one recent passport-sized photograph. A fee of 1,000 baht applies.

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

11. United Nations staff members travelling on official business with the United Nations laissez-passer are REQUIRED to obtain the appropriate visa before travelling to Thailand.

12. 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 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.

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| <p><i>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/areas regarding the latest applicable immigration requirements prior to their departure to Thailand.</i></p> |
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IV. Weather

13. 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).

V. Health and vaccination

14. Upon arrival at the port of entry in Thailand, participants who are nationals of or have travelled 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 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.

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

- | | |
|--------------------------------------|---------------------------|
| 1. Angola | 24. Guyana |
| 2. Argentina | 25. Kenya |
| 3. Benin | 26. Liberia |
| 4. Bolivia (Plurinational State of) | 27. Mali |
| 5. Brazil | 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. Congo | 35. Sao Tome and 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. Tanzania |
| 19. Gabon | 42. Togo |
| 20. Gambia | 43. Trinidad and Tobago |
| 21. Ghana | 44. Uganda |
| 22. Guinea | 45. Venezuela |
| 23. Guinea-Bissau | |

16. In view of the current outbreak of the Ebola virus disease in some West African countries, the Government of Thailand also requires all individuals who have stayed in or visited Guinea, Liberia, Sierra Leone 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.

17. Travellers from Ebola- and yellow fever-affected countries are 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).

18. In addition to the above, all United Nations staff travelling from any of the Ebola-affected countries (Guinea, Liberia, Mali and Sierra Leone) within the previous 21 days are also required to complete the attached MSD EXIT Clinical Assessment form. Please ensure that the form is certified by a United Nations Medical Officer/Physician or approved United Nations Examining Physician in the Ebola-affected country/duty station. The certified form should be forwarded to the United Nations Medical Service in Bangkok before travel (bkkmedservice@un.org).

19. First-aid and emergency medical service is available during weekdays at the Medical Centre, which is located on the ground floor of UNCC. The 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 contacting relevant staff at extensions 1352 or 1761.

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

VI. Foreign currency declaration

21. Any person who brings into or takes out of Thailand an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent shall declare the amount to a customs official. Failure to make such a declaration or making any false declaration to a customs official is a criminal offence.

22. 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 (extension 2168). The branch is open from 0830 to 1530 hours, with no lunch break, Monday to Friday.

VII. Airline reservations

23. 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 Travel office located on the fourth floor of the Service Building. The office can be contacted on extensions 2820, 2821, 2822, 2823 and 2824.

VIII. Hotel accommodations

24. The following hotels 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 |
| Shangri-La Hotel***** 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: thiptera.tanthasri@shangri-la.com Website: www.shangri-la.com <i>Contact person:</i> Ms. Thiptera Tanthasri | 30-40 | Deluxe Room | 5,300 ^{a/c} | 5,900 ^{a/c} |
| The Sukosol***** 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: www.sukosolhotels.com <i>Contact person:</i> Ms. Ratchaneekrit Khankath | 15-25 | Deluxe | 2,700 ^{a/c} | 2,900 ^{a/c} |

| Name and address | Driving distance to UNCC (min.) | Room type | Daily room rates (baht) | |
|---|---------------------------------|---|--|--|
| | | | Single | Double |
| Amari Watergate Hotel & Spa***** 847 Petchaburi Road Bangkok Tel: +66.2.6539000 ext. 5122 Fax: +66.2.6539045 E-mail: sutrapat.k@amari.com Website: www.amari.com/watergate Contact person: Ms. Sutrapat Kumwan | 20-30 | Deluxe | 3,000 ^{a/c} | 3,200 ^{a/c} |
| Pullman Bangkok Kingpower***** 8 Rangnam Road, Kwaeng Thanon-Phayathai Rachathewi Bangkok Tel: +66.2.6809999 ext. 2529 Fax: +66.2.6809998 E-mail: sm@pullmanbangkokkingpower.com Website: www.pullmanbangkokkingpower.com Contact person: Ms. Orawan Jirathanasin | 20-25 | Superior Deluxe Executive Executive suite | 3,055 ^{a/c} 3,376 ^{a/c} 4,018 ^{a/c} 5,088 ^{a/c} | 3,269 ^{a/c} 3,590 ^{a/c} 4,232 ^{a/c} 5,302 ^{a/c} |
| Anantara Siam Bangkok Hotel***** 155 Rajadamri Road Bangkok Tel: +66.2.1268866 ext. 2529 Fax: +66.2.2539195 E-mail: naruedee_sa@anantara.com Website: http://siam-bangkok.anantara.com/ Contact person: Ms. Naruedee Sahawatcharin | 30 | Deluxe | 3,900 ^{a/c} | 4,600 ^{a/c} |
| Crowne Plaza Bangkok Lumpini Park Hotel***** 952 Rama 4 Road Bangkok Tel: +66.2.6329000 Fax: +66.2.6329001 E-mail: chalita.chokvanit@ihg.com Website: www.crowneplaza.com Contact person: Ms. Chalita Chokvanit | 30 | Superior | 3,700 ^{a/c} | 3,700 ^{a/c} |
| Novotel Bangkok on Siam Square **** 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: h1031-sl1@accor.com Website: www.novotelbkk.com/unitednations/ Contact person: Ms. Jarunon Sripromma | 30 | Standard Superior Executive Premier Floor | 3,414 ^{a/c} 3,767 ^{a/c} 4,238 ^{a/c} | 3,414 ^{a/c} 3,767 ^{a/c} 4,238 ^{a/c} |

| Name and address | Driving distance to UNCC (min.) | Room type | Daily room rates (baht) | |
|---|---------------------------------|--|--|--|
| | | | Single | Double |
| Royal Princess Larn Luang Hotel**** 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: benjarat@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com <i>Contact person:</i> Ms. Benjarat Rusakul | 5-10 | Superior Deluxe | 2,700 ^{a/b/c} 3,300 ^{a/b/c} | 2,900 ^{a/b/c} 3,500 ^{a/b/c} |
| Grand China Hotel**** 215 Yaowarat Road Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: sale@grandchina.com Website: www.grandchina.com <i>Contact person:</i> Ms. Phet-Anong Naksuthi | 15-20 | Deluxe | 2,500 ^{a/b/c} | 2,700 ^{a/b/c} |
| Prince Palace Hotel**** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: wannajit@princepalace.co.th Website: www.princepalace.co.th <i>Contact person:</i> Ms. Wannajit Chulamakorn | 10-15 | Superior | 1,700 ^{a/b} | 1,900 ^{a/b} |
| Siam @ Siam Design Hotel**** 865 Rama 1 Road Wangmai, Patumwan Bangkok Tel: +66.2.2173000 ext. 1102 Fax: +66.2.2173030 E-mail: assist.dos@siamatsiam.com Website: www.siamatsiam.com <i>Contact person:</i> Ms. Phakaporn Chatchaisathaporn | 15-20 | Superior | 3,200 ^{a/c} | 3,500 ^{a/c} |
| Nouvo City Hotel**** 2 Samsen 2, Samsen Road Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: www.nouvocityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp | 5-10 | Superior Deluxe Grand Deluxe | 1,600 ^{a/b/c} 1,900 ^{a/b/c} 2,200 ^{a/b/c} | 1,800 ^{a/b/c} 2,100 ^{a/b/c} 2,400 ^{a/b/c} |

| Name and address | Driving distance to UNCC (min.) | Room type | Daily room rates (baht) | |
|--|---------------------------------|------------------|-------------------------|-----------------------|
| | | | Single | Double |
| Trang Hotel*** 99/1 Wisutkasat Road Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: reservations@tranghotelbangkok.com Website: www.tranghotelbangkok.com <i>Contact person:</i> Ms. Thongtem Lerknawapairoj | 5-10 | Superior | 1,400 ^{a/b} | 1,400 ^{a/b} |
| | | Superior Premium | 1,600 ^{a/b} | 1,600 ^{a/b} |
| | | Deluxe | 1,800 ^{a/b} | 1,800 ^{a/b} |
| | | | | |
| Hotel Dé Moc (former Thai Hotel)*** 78 Prajatipatai Road Bangkok Tel: +66.2. 6292100-5 Fax: +66.2.2801299 E-mail: sales@buddygrouphailand.com Website: www.hoteldemoc.com <i>Contact person:</i> Ms. Chalita Sombutboon | 5-10 | Standard | 1,300 ^{a/b*} | 1,500 ^{a/b*} |
| | | Superior | 1,500 ^{a/b*} | 1,700 ^{a/b*} |
| Riva Surya – Bangkok**** 23 Phra Arthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: info@rivasuryabangkok.com Website: www.rivasuryabangkok.com <i>Contact person:</i> Ms. Thannaree Ketkaew | 10-15 | Urban | 3,220 ^{a/c} | 3,520 ^{a/c} |
| | | Riva | 3,760 ^{a/c} | 4,060 ^{a/c} |
| | | Deluxe | 4,160 ^{a/c} | 4,460 ^{a/c} |
| | | Premium | 4,590 ^{a/c} | 4,890 ^{a/c} |
| | | | | |

Notes:

- ^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 has a one way transfer from hotel to UNCC.
- ^c Free Internet access.

25. Participants are requested to contact the hotel directly to arrange reservations at least 10 working days in advance and to provide their full name, date and time of check-in and check-out, flight numbers and contact details.

26. 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

27. Before departure from Bangkok, participants should settle all accounts directly with their respective hotels, including room charges and other expenses, such as local and long-distance telephone calls, Internet use, business centre use, laundry, room and hotel transportation services and 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 the airport

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

29. For the limousine and public metered-taxi services as indicated above, **it is strongly recommended that participants contact only authorized officials at the counters located in the airport arrival zone.** The officials, upon request, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to their desired destination. Participants may access the public taxi counters by exiting gates 3 or 9 of the arrival zone in Suvarnabhumi International Airport. In addition to toll fees, a 50-baht surcharge is added to the meter fare for trips from the airport to the city.

XI. Transport to attend meetings

30. Most hotels indicated in paragraph 24 offer 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

31. Eight personal computers with a high-speed Internet connection are available in the Internet Café on the first floor 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

32. Catering services are available at the cafeteria, which is located on the first floor of UNCC, from 1100 to 1400 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours 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, a Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on the first floor of UNCC and is open from 0700 to 1700 hours.

XIV. Communications

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

(Name of the meeting participant.)
c/o Information and Communications Technology and Disaster Risk
Reduction Division, ESCAP Secretariat
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand
Fax: (66-2) 288 1085
E-mail address: escap-idd@un.org

XV. Meeting documents

34. Pre-session documents will be issued in all official languages of the Commission and will be available to download from www.unescap.org/official-documents/committee-on-disaster-risk-reduction/session/4. To facilitate downloading and access to documents, all meeting rooms and public areas will be fully equipped with Wi-Fi connections and power sources.

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

36. Documents for circulation or distribution at the session should be handed to the Conference Officer on duty within the conference 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, unless the Committee specifically takes a decision to that effect and approves the financial implications thereof.

XVI. Accessibility support for persons with disabilities

37. In order to enhance accessibility to UNCC for persons with diverse disabilities, whether visual or physical disabilities, brain lesions, or 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.

XVII. Library facilities

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

XVIII. Banking facilities

39. 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 (extensions 2168 and 2169).

XIX. Postal services

40. 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 to Friday, and can be contacted at extensions 1260 and 2911.

XX. Souvenir shop

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

XXI. Travel agent

42. The American Express Travel office is located on the fourth floor of the Service Building. It is open from 0800 to 1700 hours on weekdays and can be contacted at extensions 2820, 2821, 2822 and 2823.
