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

### **2nd meeting of the Interim Intergovernmental Steering Group on Cross-border Paperless Trade Facilitation**

Bangkok, 23-25 March 2016

## **Information for participants<sup>\*</sup>**

### **I. General**

1. The 2nd meeting of the Interim Intergovernmental Steering Group on Cross-border Paperless Trade Facilitation is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 23 to 25 March 2016.
2. The opening of the meeting will take place at 1400 hours on Wednesday, 23 March 2016, in Conference Room 4 on the 1st floor of UNCC. All subsequent meetings will be held from 0900 to 1200 hours and 1400 to 1700 hours.
3. Participants are also welcome to join the third meeting of Legal and Technical Working Groups of the Interim Intergovernmental Steering Group on Cross-border Paperless Trade Facilitation to be held at UNCC from 0900 to 1630 hours from 21 March to the morning of 23 March 2016, and the Capacity Building Workshop on Cross-border Paperless Trade Facilitation to be held at UNCC from 0900 to 1200 hours on 25 March 2016.

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

4. In order to enable more effective access control and speed up the screening by security personnel, Economic and Social Commission for Asia and the Pacific (ESCAP) uses photo badges for meeting participants, who are requested to register and obtain meeting badges with photo at the registration counter, located on the ground floor, UNCC, from 1300 to 1400 hours on 23 March 2016. 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.
5. For identification and security reasons, all participants are requested to wear their meeting badges at all times while in the United Nations complex and during meetings and social functions. The loss of a badge should be communicated to the Conference Management Unit, which is located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

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<sup>\*</sup> This document has been issued without formal editing.

### III. Meeting documents and language

6. 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 meeting. Only one printed set of the meeting documents will be distributed to each delegation during the meeting. Delegations needing more than one copy are kindly requested to bring their own additional copies. Documents may also be reproduced for an additional fee at the self-service copy centre located in UNCC. To facilitate downloading and access to documents, meeting rooms and public areas will be fully equipped with Wi-Fi connections and power sources. A limited number of laptop computers and notepads will also be available for loan to member State delegations on a first-come, first-served basis. The relevant documentation for the meeting and the workshops are available from [www.unescap.org/events/second-meeting-interim-intergovernmental-steering-group-cross-border-paperless-trade](http://www.unescap.org/events/second-meeting-interim-intergovernmental-steering-group-cross-border-paperless-trade).

7. Documents for circulation or distribution at the meeting should be handed to Mr. Yann Duval, room 0422, 4th floor, block A, Secretariat Building, extension 2252. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process or reproduce documents or statements submitted by individual delegations unless the Commission specifically takes a decision to that effect and accepts the financial implications thereof.

8. The meeting will be conducted in English. However, taking into account the special needs of landlocked developing countries from North and Central Asia, simultaneous English-Russian interpretation will be provided both during the meeting and the related workshop from 21 to 25 March.

### IV. Visa requirements

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

9. Participants are REQUIRED to obtain an appropriate entry visa from the Thai Embassy or Consulate before entering Thailand, EXCEPT for those nationals listed below.

##### Visa exemption for a maximum of 14 days

- |             |  |
|-------------|--|
| 1. Cambodia | 2. Myanmar (international airports only) |
|-------------|--|

##### Visa exemption for a maximum of 30 days

- |                      |                        |
|----------------------|------------------------|
| 1. Australia         | 27. Malaysia           |
| 2. Austria           | 28. Monaco             |
| 3. Bahrain           | 29. Mongolia           |
| 4. Belgium           | 30. Netherlands        |
| 5. Brunei Darussalam | 31. New Zealand        |
| 6. Canada            | 32. Norway             |
| 7. Czech Republic    | 33. Oman               |
| 8. Denmark           | 34. Philippines        |
| 9. Estonia           | 35. Poland             |
| 10. Finland          | 36. Portugal           |
| 11. France           | 37. Qatar              |
| 12. Germany          | 38. Russian Federation |

- |                                      |  |
|--------------------------------------|--|
| 13. Greece                           | 39. Singapore  |
| 14. Hong Kong, China                 | 40. Slovakia   |
| 15. Hungary                          | 41. Slovenia   |
| 16. Iceland                          | 42. South Africa   |
| 17. Indonesia                        | 43. Spain  |
| 18. Ireland                          | 44. Sweden   |
| 19. Israel                           | 45. Switzerland  |
| 20. Italy                            | 46. Turkey   |
| 21. Japan                            | 47. United Arab Emirates                                 |
| 22. Kuwait                           | 48. United Kingdom of Great Britain and Northern Ireland |
| 23. Lao People's Democratic Republic | 49. United States of America                             |
| 24. Liechtenstein                    | 50. Viet Nam   |
| 25. Luxembourg                       |  |
| 26. 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 or 90 days for diplomatic/official passport holders**

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

- |                                     |   |
|-------------------------------------|---|
| 1. Brunei Darussalam                | 8. Macao, China                         |
| 2. Cambodia                         | 9. Mongolia                             |
| 3. China                            | 10. Myanmar                             |
| 4. Ecuador                          | 11. Oman                                |
| 5. Hong Kong, China                 | 12. Pakistan (diplomatic passport only) |
| 6. Indonesia                        | 13. Singapore                           |
| 7. Lao People's Democratic Republic | 14. Viet Nam                            |

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

- |  |  |
|--|--|
| 1. Albania                             | 23. Mexico                             |
| 2. Argentina                           | 24. Montenegro (as of 31 October 2015) |
| 3. Austria                             | 25. Nepal                              |
| 4. Belgium                             | 26. Netherlands                        |
| 5. Bhutan                              | 27. Panama                             |
| 6. Brazil                              | 28. Peru                               |
| 7. Chile                               | 29. Philippines                        |
| 8. Colombia                            | 30. Poland                             |
| 9. Costa Rica                          | 31. Republic of Korea                  |
| 10. Croatia                            | 32. Romania                            |
| 11. Czech Republic                     | 33. Russian Federation                 |
| 12. Estonia (diplomatic passport only) | 34. Slovakia                           |
| 13. France (diplomatic passport only)  | 35. South Africa                       |
| 14. Germany                            | 36. Spain (diplomatic passport only)   |
| 15. Hungary                            | 37. Sri Lanka                          |
| 16. India                              | 38. Switzerland                        |
| 17. Israel                             | 39. Tajikistan                         |
| 18. Italy                              | 40. Tunisia                            |
| 19. Japan                              | 41. Turkey                             |
| 20. Liechtenstein                      | 42. Ukraine                            |
| 21. Luxembourg                         | 43. Uruguay                            |
| 22. Malaysia                           |  |

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

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|---------------|------------------------------|
| 1. Andorra    | 11. Maldives                 |
| 2. Bhutan     | 12. Malta                    |
| 3. Bulgaria   | 13. Mauritius                |
| 4. China      | 14. Romania                  |
| 5. Cyprus     | 15. San Marino               |
| 6. Ethiopia   | 16. Saudi Arabia             |
| 7. India      | 17. Taiwan Province of China |
| 8. Kazakhstan | 18. Ukraine                  |
| 9. Latvia     | 19. Uzbekistan               |
| 10. Lithuania |                              |

Updated as of 26 October 2015 by the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand.

10. Participants holding a United Nations Laissez-Passer (UNLP) travelling on official business to Thailand are REQUIRED to obtain an appropriate visa before entering.

11. To apply for an appropriate entry visa to Thailand, participants are required to contact the respective Thai Embassy/Consulate for accurate information regarding to their visa application procedures and required documents. The list of Thai Embassies/Consulates can be found at [www.thaiembassy.org](http://www.thaiembassy.org).

12. Participants who may wish to apply for a visa outside of their country of residence or reside in a country where there is no Thai Embassy/Consulate should check 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 elsewhere except at the Thai Embassy/Consulate that has jurisdiction over the territory. For more information, please consult with your meeting organizer.

13. Participants who may need further assistance from ESCAP on their visa application should contact their meeting organizer in order to coordinate with the Visa and Shipment Unit, Division of Administration, ESCAP, for necessary actions.

14. Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or at Don Mueang International Airport should follow the requirements below:

(a) The applicant must be in possession of a passport with a validity of at least six months and 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 the airport, supply one recent passport-sized photograph and a fee of 1,000 baht.

*NOTE: The information provided above is accurate as of December 2015. 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.*

15. 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.

## V. Weather

16. 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. Health and vaccination

17. 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 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.

18. 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                           | 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                    |                           |

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

20. 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).

21. In addition to the above, all United Nations staff traveling from any of the **Ebola-affected countries (Liberia, Guinea and Sierra Leone) 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 United Nations Medical Officer/Physician or approved UN Examining Physician in the Ebola-affected country/duty station. The certified form should be forwarded to the Medical Service in Bangkok before travel (bkkmedservice@un.org).**

22. 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.

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

## **VII. Foreign currency declaration**

24. 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.

25. 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 1st floor of the Service Building (telephone extension 2168). The branch is open from 0830 to 1530 hours, Monday to Friday.

## **VIII. Airline reservations**

26. 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 (0800 to 1630 hours on weekdays) through the American Express Travel office located on the ground floor of the Secretariat Building. The office can be contacted on extensions 2820, 2821, 2822, 2823 and 2824.

## IX. Hotel accommodations

27. 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 (minutes)	Room type	Daily room rates (baht)	
			Single	Double
<b>Royal Princess Larn Luang Hotel****</b> 269 Larn Luang Road Bangkok Tel: (66-2) 281 3088 Fax: (66-2) 280 1314 E-mail: rsvn@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com <i>Contact person:</i> Mr. Thamrong	5-10	Superior	2,800 <sup>a/b/c/d</sup>	3,000 <sup>a/b/c/d</sup>
		Superior plus	3,100 <sup>a/b/c/d</sup>	3,300 <sup>a/b/c/d</sup>
		Deluxe	3,200 <sup>a/b/c/d</sup>	3,400 <sup>a/b/c/d</sup>
<b>Nanda Heritage Hotel</b> 632 Wisut Kasat Road Pra Nakorn District Bangkok 10200 Tel: (66-2) 282 2900 Fax: (66-2) 282 2904 Email: info@nandaheritage.com Website: www.nandaheritage.com <i>Contact person:</i> Mr. Kongpang	3-5	Superior	1,800 <sup>a/c</sup>	1,800 <sup>a/c</sup>
		Deluxe	3,200 <sup>a/c</sup>	3,200 <sup>a/c</sup>
<b>Trang Hotel***</b> 99/1 Wisutkasat Road Bangkok Tel: (66-2) 281 1402-3, 282 2141-4 Fax: (66-2) 280 3610 E-mail: reservations@tranghotelbangkok.com Website: www.tranghotelbangkok.com <i>Contact person:</i> Ms. Thongtem	5-10	Superior	1,400 <sup>a/c</sup>	1,400 <sup>a/c</sup>
		Premium	1,600 <sup>a/c</sup>	1,600 <sup>a/c</sup>
		Deluxe	1,800 <sup>a/c</sup>	1,800 <sup>a/c</sup>
<b>Nouvo City Hotel</b> Samsen Soi 2, Samsen Road Banglumpoo, Bangkok 10200 Tel. (66-2) 282 7500 to 15 ext. 144 Fax. (66-2) 282 2134 Mobile. (66) 96 545 9284, (66) 89 853 2917 Email: ssm.nvc.gov@gmail.com Website: www.nouvocityhotel.com <i>Contact person:</i> Ms. Jeerapat	10-15	Deluxe Canal	1,800 <sup>a/b/c/d</sup>	2,000 <sup>a/b/c/d</sup>

*Notes:* <sup>a</sup> Inclusive of daily American breakfast, service charge and government tax.

<sup>b</sup> Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening.

<sup>c</sup> Free Internet access.

<sup>d</sup> Block-booked rooms are available.

28. **Participants are requested to contact the hotel directly at least 10 working days in advance.** To arrange a reservation, complete the hotel reservation form prepared by the secretariat and send this by email to the selected hotel with a copy to [thongprapai.unescap@un.org](mailto:thongprapai.unescap@un.org).

## **X. Payment of hotel accounts**

29. Before departure from Bangkok, participants should settle all accounts directly with their respective hotel, including room charges and other expenses, such as for 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.

## **XI. Transport from and to the airport**

30. Participants should make their own transportation arrangements from 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 [www.suvarnabhumiairport.com](http://www.suvarnabhumiairport.com).

31. To avail themselves of the limousines and public metered-taxi services as indicated above, **it is strongly recommended that participants contact only the authorized staff at the official 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 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.

## **XII. Transport to attend meetings**

32. Some of the hotels indicated in paragraph 27 offer complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

## **XIII. Internet services**

33. Free wireless Internet access is available in all conference and meeting rooms and in the public areas of UNCC.

## **XIV. Catering services**

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



## **XV. Communications**

35. Mail intended for participants during the meeting should be addressed as follows:

*(Name of delegate)*  
 c/o Mr. Yann Duval  
 Trade and Investment Division  
 ESCAP, United Nations Building  
 Rajadamnern Nok Avenue  
 Bangkok 10200, Thailand  
 Fax: (66-2) 288 1027  
 E-mail: [escap-tid@un.org](mailto:escap-tid@un.org)

## **XVI. Library facilities**

36. ESCAP Library facilities are available on the 1st floor of the 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 extension 1330 or 1360. Further information about the ESCAP Library is available at [www.unescap.org/unis/library](http://www.unescap.org/unis/library).

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

37. In order to enhance accessibility to UNCC, 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 in front of the cafeteria on the 1st floor of UNCC.

## **XVIII. Banking facilities**

38. Banking services are available at the Siam Commercial Bank, United Nations branch, located on the 1st floor of the Service Building, from 0830 to 1530 hours during weekdays (telephone extension 2168).

## **XIX. Postal services**

39. Postal services are available at the United Nations branch of Thailand Post, located on the ground floor of UNCC. The post office is open from 0800 to 1600 hours, Monday to Friday and can be contacted at extensions 1260 and 2911.

## **XX. Souvenir shop**

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

## **XXI. Travel agent**

41. The American Express Travel office is located on ground floor of the Secretariat Building. It 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)**

42. 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 the subsistence allowance, eligible participants are requested to submit copies of their passport, boarding pass, air ticket(s) to the secretariat staff in the conference room.

43. 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)

44. In cases in which participation costs are borne by ESCAP, the secretariat will provide only travel and a daily subsistence allowance 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.

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