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**Economic and Social Commission for Asia and the Pacific**  
Committee on Social Development

**Fourth session**  
Bangkok, 28-30 March 2016

**Information for participants**

**I. General**

1. The fourth session of the Committee on Social Development is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 28 to 30 March 2016.
2. The opening of the session will take place at 0930 hours on Monday, 28 March 2016, in Conference Room 3, UNCC. All subsequent meetings will be held from 0930 to 1230 hours and 1400 to 1700 hours.

**II. Registration and identification badges**

3. In order to enable more effective access control and speed up the screening by security personnel, the Economic and Social Commission for Asia and the Pacific 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 to 1400 hours 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 on the list of participants.

**Online registration**

4. Participants are requested to register online at <<http://meetings.unescap.org>> well in advance, but no later than 29 February 2016, to facilitate smooth coordination of the issuance of photo badges and compilation of the list of participants. Participants are encouraged to submit their photo in advance to speed up the registration process. Furthermore, please note that prior online registration is mandatory in line with the standard United Nations security procedures to facilitate security clearance.
5. 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 can be issued immediately.

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\* Reissued for technical reasons on 15 January 2016.

### 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 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

Cambodia

##### 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. Republic of Korea |
| 2. Brazil    | 5. Peru              |
| 3. Chile     |                      |

## **B. Visa exemption for a maximum of 30 days 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 days 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 passport only) | 33. Slovakia                         |
| 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. Liechtenstein                      | 41. Ukraine                          |
| 21. Luxembourg                         | 42. Uruguay                          |

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

8. 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 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 possess a passport valid for 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, which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport and at Don Mueang International Airport, and 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.

*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.*

#### 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.

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 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                    |                           |

15. In view of the current outbreak of 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.

16. 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 (in accordance with the Communicable Disease Act B.E. 2523 and Immigration Act B.E. 2522).

17. In addition to the above, all United Nations staff travelling from any of the Ebola-affected countries (Guinea, Liberia and Sierra Leone) for 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 Medical Service in Bangkok before travel (bkkmedservice@un.org).

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

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

## VI. Foreign currency declaration

20. 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.

21. 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, with no lunch break, from Monday to Friday.

## VII. Airline reservations

22. 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 GBT Thailand Co., Ltd. located on the 4th floor of the Service Building.

## VIII. Hotel accommodations

23. 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>The Sukosol *****</b> 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	2,800 <sup>a/c</sup>	3,000 <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: benjarat@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com <i>Contact person:</i> Ms. Benjarat Rusakul	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
<b>Prince Palace Hotel ****</b> 488/800 Bo Bae 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 <sup>a/b</sup>	1,900 <sup>a/b</sup>
<b>Amari Watergate Hotel &amp; Spa *****</b> 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 <i>Contact person:</i> 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, Kweang Thanon-Phayathai, Rachathewi Bangkok Tel: +66.2.6809999 Ext. 2529 Fax: +66.2.6809998 E-mail: sm@pullmanbangkokkingpower.com Website: www.pullmanbangkokkingpower.com <i>Contact person:</i> 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>Siam @ Siam Design Hotel ****</b> 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 <sup>a/c</sup>	3,500 <sup>a/c</sup>
<b>Hotel Dé Moc (former Thai Hotel) ***</b> 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 Superior	1,300 <sup>a/b*</sup> 1,500 <sup>a/b*</sup>	1,500 <sup>a/b*</sup> 1,700 <sup>a/b*</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>\*</sup> Hotel Dé Moc has one way transfer from hotel to UNCC.

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

25. 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.

26. The rates provided in the table are as of December 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 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 centre 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 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 Airport can be found at [www.suvarnabhumiairport.com](http://www.suvarnabhumiairport.com).

29. To avail themselves of the limousine and public metered-taxi services as indicated above, **it is strongly recommended that participants approach only 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, a 50-baht surcharge is added to the meter fare from the airport to the city.

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

30. Most hotels indicated in paragraph 23 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**

31. Free wireless internet access is available in all conference and meeting rooms and in the public areas of UNCC. No password required.

## **XIII. Catering services**

32. Catering services are available at the cafeteria, which is located on the 1st 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 from 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 1st 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 delegate)*  
c/o ESCAP secretariat  
United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200  
Thailand  
Fax: +66.2.2881030, +66.2.2881513  
E-mail address: [escap-sdd@un.org](mailto:escap-sdd@un.org)

## **XV. Meeting documents**

34. 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.

35. Documents for circulation or distribution at the session should be handed to Mr. Patrik Andersson, Chief, Social Integration Section, Social Development Division, ext. 1952. 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.

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

36. 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.

## **XVII. Library facilities**

37. ESCAP Library facilities are available on the 1st floor, Service Building from 0730 to 1600 hours, Monday to 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).

## **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 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**

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

## **XXI. Travel agent**

41. The office of American Express/GBT Travel Co., Ltd. is now located on the 1st floor, Secretariat Building. It is open from 0800 to 1700 hours on 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 subsistence allowance, eligible participants are requested to submit copies of their passports, boarding passes, arrival/departure forms and air tickets 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 & administrative arrangements** (only if applicable)

44. In those cases where the participation costs are borne by ESCAP, only travel cost and a daily subsistence allowance will be paid. The secretariat 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.

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