

15 June 2009

ENGLISH ONLY

## ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

14<sup>th</sup> Committee for the Coordination of Statistical Activities  
9-11 September 2009  
Bangkok

### INFORMATION NOTE FOR PARTICIPANTS

#### GENERAL

1. The 14<sup>th</sup> session of the Committee for the Coordination of Statistical Activities (CCSA), will be held at the United Nations Conference Centre (UNCC), Bangkok, Thailand from 9 to 11 September 2009.

#### REGISTRATION OF PARTICIPANTS

2. Registration will be open on the ground floor of the UNCC from 0800 to 0845 hours on Wednesday, 9 September 2009. Participants attending the meeting are required to register and obtain identification badges prior to proceeding to room H where the event will take place. For reasons of security, meeting badges should be worn visibly at all times when participants are on the premises of the conference venue. Only the names of duly registered participants will be included in the list of participants.

##### (a) **Participation form**

For the sake of convenience and smooth coordination in the issuance of badges and the compilation of the list of participants, every participant is requested to ensure that the secretariat receives a completed participation form well in advance, preferably by **30 July 2009**.

##### (b) **Badge distribution**

The badges of the participants who have provided their information by email may be collected at the Registration Counter, ground floor, UNCC, upon presentation of the required credentials and identification without the need to fill additional registration forms.

#### IMMIGRATION REQUIREMENTS

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

- |                      |                 |
|----------------------|-----------------|
| 1. Austria           | 23. Malaysia    |
| 2. Australia         | 24. Monaco      |
| 3. Bahrain           | 25. Mongolia    |
| 4. Belgium           | 26. Netherlands |
| 5. Brunei Darussalam | 27. New Zealand |
| 6. Canada            | 28. Norway      |

- |                                      |  |
|--------------------------------------|--|
| 7. Denmark                           | 29. Oman   |
| 8. Finland                           | 30. Philippines  |
| 9. France                            | 31. Portugal   |
| 10. Germany                          | 32. Qatar  |
| 11. Greece                           | 33. Russian Federation                                   |
| 12. Hong Kong, China                 | 34. Singapore  |
| 13. Iceland                          | 35. South Africa   |
| 14. Indonesia                        | 36. Spain  |
| 15. Ireland                          | 37. Sweden   |
| 16. Israel                           | 38. Switzerland  |
| 17. Italy                            | 39. Turkey   |
| 18. Japan                            | 40. United Arab Emirates                                 |
| 19. Kuwait                           | 41. United Kingdom of Great Britain and Northern Ireland |
| 20. Luxembourg                       | 42. United States of America                             |
| 21. Lao People's Democratic Republic | 43. Viet Nam   |
| 22. Macao, China                     |  |

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

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

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

- |                                     |             |
|-------------------------------------|-------------|
| 1. Cambodia                         | 4. Mongolia |
| 2. China                            | 5. Myanmar  |
| 3. Lao People's Democratic Republic | 6. Viet Nam |

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

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

7. Nationals of the following countries holding a valid ordinary passport may be granted upon arrival, by the Thai immigration authority at Suvarnabhumi Airport, a visa for a stay not exceeding 15 days, conditional on meeting requirements noted below:

- |                   |                  |
|-------------------|------------------|
| 1. Bhutan         | 11. Lithuania    |
| 2. China          | 12. Maldives     |
| 3. Cyprus         | 13. Mauritius    |
| 4. Czech Republic | 14. Poland       |
| 5. Estonia        | 15. Saudi Arabia |
| 6. Hungary        | 16. Slovenia     |
| 7. India          | 17. Slovakia     |
| 8. Kazakhstan     | 18. Ukraine      |
| 9. Latvia         |                  |
| 10. Liechtenstein |                  |

These requirements are as follows:

(a) The applicant must be in possession of a valid passport with at least six month validity or an appropriate travel document recognized by the Government of Thailand;

(b) The applicant must be in possession of a confirmed onward or return air ticket which is usable within 15 days since the date of entry;

(c) The applicant must provide two passport-size photographs and must fill in the application form (TM.88) which is available at the visa-on-arrival counter at Suvarnabhumi International Airport. The form together with the application fee of Baht 1,000 must be handed in at the visa-on-arrival counter. The fee is payable in Thai Baht only. Currency exchange service is available at the bank counter near the visa-on-arrival counter.

8. 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.

9. Holders of a United Nations laissez-passer (UNLP) travelling from countries where there is no Thai Embassy or Consulate must submit to the ESCAP Protocol Office ([escap-protocol@un.org](mailto:escap-protocol@un.org)), at least two weeks prior to their departure date, the following information: full name, occupation, and itinerary, as well as copies of their UNLP and national passports with an expiry date at least six months beyond the date of arrival in Thailand. The above information is required in order to process a request for a visa waiver to enter Thailand for a period of stay not exceeding 15 days. UNLP holders from such countries are also required to bring their national passports for the journey to Thailand.

*The information provided above is accurate as of the date of issuance of this Note. Prior to their departure, all participants are advised to consult with the diplomatic mission or embassy of Thailand in the country where they are based regarding the latest applicable immigration requirement.*

## **WEATHER**

10. The weather in Bangkok is usually warm and humid. Light tropical clothing will be appropriate. The conference room where the sessions will be held is air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

## HEALTH AND VACCINATION

11. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the building. Yellow fever vaccination is required for participants from countries where the disease is endemic, and participants will have to present their yellow fever certificates at the Health Control Counter which is adjacent to the Visa-on -Arrival Counter, prior to proceeding to immigration at the airport. The Health Control Counter will administer the yellow fever vaccine to those participants arriving without a valid yellow fever certificate and will issue a new certificate at a cost of 550 Thai Baht. Participants are recommended to have had vaccinations against tetanus and food-borne diseases, such as hepatitis A and typhoid. First-aid and emergency medical service is available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP Medical Officer and Nurse are available from 07:30 to 15:45 hours, with the exception of 12:00 to 12:45 hours. Appointments may be made through the receptionist at extensions 1761 or 1352.

## FOREIGN EXCHANGE

12. 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 Officer. Failure to declare upon bringing foreign currency that exceeds the amount restricted by law or its equivalent into or out of the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence.

13. Currency exchange facilities are available at hotels and at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2159 and 2160). It is open from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

## AIRLINE RESERVATIONS

14. 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

15. The following hotels have been designated as recommended hotels and are relatively close to ESCAP. The room rates indicated below are special for ESCAP delegates, and are inclusive of service charge and value added tax (VAT) and are relatively close to ESCAP.

Name and address	Approximate driving time to UNCC (Minutes)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Royal Princess Hotel (***)</b> 269 Larnluang Road Tel: (662) 281-3088 Fax: (662) 280-1314 E-mail: rsvnplb@dusit.com Contact person: Ms. Pranee R. and Ms. Duangjai K.	5-10	Superior	2,675 <sup>*/**/**</sup>	2,889 <sup>*/**/**</sup>
		Deluxe	2,996 <sup>*/**/**</sup>	3,210 <sup>*/**/**</sup>
		Suite (1 bedroom)	7,490 <sup>*/**/**</sup>	8,029 <sup>*/**/**</sup>
		Suite (2 bedrooms)	9,095 <sup>*/**/**</sup>	
<b>Hotel De' Moc (former Thai Hotel) (***)</b> 78 Prajatipatai Road Tel: (662) 282-2833 Fax: (662) 280-1299	5-10	Standard	1,050 <sup>*/**</sup>	1,250 <sup>*/**</sup>
		Superior	1,200 <sup>*/**</sup>	1,400 <sup>*/**</sup>

Name and address	Approximate driving time to UNCC (Minutes)	Room type	Daily room rates (Baht)	
			Single	Double
E-mail: booking@hoteldemoc.com Contact person: Mr. Supap S.				
<b>Trang Hotel (***)</b> 99/1 Wisutkasat Road Tel: (662) 282-2141, -2142, -2143 or -2144 Fax: (662) 280-3610 E-mail: reservation@tranghotelbangkok.com Contact person: Ms. Nongnooch S.	5-10	Superior Deluxe	1,200 <sup>*/**</sup> 1,400 <sup>*/**</sup>	1,400 <sup>*/**</sup> 1,600 <sup>*/**</sup>
<b>Prince Palace Hotel (****)</b> 488/800 Bo Bae Tower Damrongrak Road, Klomg Mahanak Tel: (662) 628-1111 Fax: (662) 628-1000 E-mail: reservation@princepalace.co.th Contact person: Ms. Siriporn P.	10-15	Superior	1,700 <sup>*/**</sup>	1,900 <sup>*/**</sup>
<b>Grand China Princess Hotel (****)</b> 215 Yaowarat Road Tel: (662) 224-9977, 224-7997 Fax: (662) 224-7999 E-mail: gcp@grandchina.com Contact person: Ms. Phet-anong N.	15-20	Deluxe	2,200*	2,400*
<b>Siam City Hotel (*****)</b> 477 Si Ayuthaya Road, Phayathai Tel: (662) 247-0123 Fax: (662) 247-0165 E-mail: siamcity@siamhotels.com, udomporn@siamhotels.com Contact person: Ms. Udomporn P.	15-25	Deluxe	2,800 <sup>*/**</sup>	3,000 <sup>*/**</sup>
<b>Amari Watergate Hotel &amp; Spa (*****)</b> 847 Petchburi Road Tel: (662) 653-9000 Fax: (662) 653-9045 E-mail: cc2@watergate.amari.com Contact person: Mr. Khajohnsak N.	20-30	Deluxe Deluxe (including round-trip transfer from hotel to UNCC)	2,800* 3,500 <sup>*/**</sup>	3,000* 4,000 <sup>*/**</sup>
<b>Shangri-La Hotel (*****)</b> 89 Soi Wat Suan Plu, New Road Bangkok Tel: (662) 236-7777 Fax: (662) 236-8579 E-mail: slbk@shangri-la.com Contact person: Ms. Jirapa C.	30-40	Deluxe room	US\$146*	US\$146*

\* Inclusive of daily American breakfast, service charge and government tax.

\*\* Complimentary transport services provided according to fixed schedules, from the hotels to UNCC in the morning and back to the hotels in the evening.

\*\*\* Free internet access.

Note: Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 per cent VAT. The hotel room rates are subject to alteration without prior notice

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

17. 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.

#### **PAYMENT OF HOTEL ACCOUNTS**

18. Before departure from Bangkok, participants are expected to settle directly with the respective hotels all accounts, 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, 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.

#### **ARRIVAL**

19. Participants who are required to obtain an entry visa from a Thai diplomatic or consular mission prior to their departure but are unable to do so can be assisted with immigration formalities on arrival at Suvarnabhumi Airport provided that a request for assistance, including passport details, is received by ESCAP at least three weeks in advance of arrival.

#### **TRANSPORT FROM AND TO AIRPORT**

20. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, public metered-taxi, and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at [www.airportsuvarnabhumi.com](http://www.airportsuvarnabhumi.com). Please note that the Don Muang Airport, the former Bangkok International Airport, currently handles Thai domestic flights only.

21. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** The officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Suvarnabhumi Airport. In addition to toll fees, there is a THB50 surcharge to be added to the meter charge from airport to the city.

#### **TRANSPORT TO ATTEND SESSIONS**

22. Most hotels indicated in the above table provide complimentary transport, according to fixed schedules, between the hotel and UNCC building. Otherwise, participants would have to make their own transport arrangements for attending meetings.

#### **INTERNET SERVICES**

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

#### **CATERING SERVICES**

24. Catering services are available in the cafeteria on the fourth floor of the Service Building from 1100 to 1400 hours. Rajapruek Lounge on the ground floor of the UNCC is open from 0700 to 1700

hours Monday through Thursday, and from 0700 to 2000 hours on Fridays. The canteen on the ground floor of the Service Building is open from 0700 to 1330 hours Monday through Friday. In addition, the Coffee Corner serves sandwiches, pastries, coffee, tea and soft drinks. It is located on level 1, UNCC, and is open from 0700 to 1700 hours.

### **BANKING FACILITIES**

25. Banking services are available at the Siam Commercial Bank, United Nations Building Branch, first floor, Service Building, from 0830 to 1530 hours during weekdays (telephone extensions 2168 and 2169 when dialing from United Nations telephones on the premises).

### **LIBRARY FACILITIES**

26. The ESCAP Library is on the first floor, Service Building; opening hours are from 0730 to 1600 hours, Monday through Friday. For details on the use of the facilities, please consult the staff on duty at the Library or use any grey in-house telephone to 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).

### **MEDICAL SERVICES**

27. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 0730 to 1545 hours with a lunch break from 1200 to 1245 hours. Appointments should be made through the nurse by using any in-house grey telephone to dial extension 1352 or 1761. Hospitalization expenses are borne by the patient.

### **POSTAL SERVICES**

28. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, continuously, Monday to Friday, except for official holidays. The Post Office may be contacted by using any grey in-house telephone to dial extension 1260 or 2114.

### **SOUVENIR SHOP**

29. The souvenir shop is located on the ground floor of UNCC.

### **TRAVEL AGENT**

30. The American Express Travel (AMEX) office is open from 0730 to 1630 hours during weekdays; it is located on the first floor, Service Building, next to the Siam Commercial Bank. The AMEX office may be contacted by using any grey in-house telephone to dial the following extensions: 2820, 2821, 2822, 2823 and 2824.

### **COMMUNICATIONS**

31. Participants wishing to purchase a local SIM card for their mobile phone can do so at several locations, including any 7-11 store.

32. Mail intended for participants during the Committee on Statistics should be addressed as follows:

*(Name of delegate)*  
c/o Ms. Haishan Fu  
Director, Statistics Division  
United Nations Building  
Rajadamnern Nok Avenue  
Bangkok 10200 Thailand

Fax: + (662) 288-1082  
E-mail address: stat.unescap@un.org

**MEETING DOCUMENTS**

33. Participants are requested to bring with them copies of the meeting documents distributed by the UNSD secretariat through the CCSA webpage as in previous meetings.

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