



INFORMATION NOTE

Regional Workshop on Data and Metadata Sharing and Exchange for Asian Countries

Bangkok, Thailand, 10-14 December 2018

United Nations Conference Center

GENERAL

The Regional Meeting will take place in the United Nations Conference Center (UNCC), which is located in the United Nations Complex, in the building adjacent to ESCAP. This is the shortest building of the three buildings within the UN complex. The address is: United Nations Building, Rajadamnoern Nok Ave, Bangkok, Thailand.

In particular, the event will be held in two different rooms:

- 1) Conference room B of the UNCC from 10-12 December, and
- 2) The Computer Lab at 3rd floor of the UN training Center on 13-14 December.

This workshop is co-organised by United Nations Statistics Division (UNSD) and UN Women, and will be an opportunity to learn from global and regional experts working in various UN Entities, including UN Women, UNSD, UNESCAP and UNICEF, how to enhance SDG and gender data reporting using SDMX.

VENUE FACILITIES AND ACCOMMODATION

Venue, hours and security

The Regional Workshop on Data and Metadata Sharing and Exchange for Asian Countries is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, Thailand, 10-14 December 2018.

The opening session will take place at 09:00 hours on Monday, December 10, 2018 in Conference Room B, UNCC. All subsequent meetings will also be held from 09:00 hours to 12:00 hours and 14:00 hours to 17:00 hours. Kindly note that on Monday the 10th, you are requested to come between 8:00 and 8:30 in the morning to ensure enough time is allocated for participant registration and security clearance.

Workshop participants are requested to send a copy of their passports to Ms. Piriya Boonsit (piriya.boonsit@unwomen.org) no later than December 3rd in order to prepare security clearance arrangements to enter the building.

Online registration and identification badges

In order to enable effective access control and speed up the screening by security personnel, UN Women (co-organiser of the Workshop) uses photo badges for meeting participants. These will be issued at the time of at the registration counter, located on the ground floor, UNCC, from 08:00 hours to 09:00 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 and before going to the conference room. Only the names of duly registered participants will be included in the list of participants. Participants are kindly reminded to bring official identification with them, duly signed by the appropriate authorities of their respective Governments/Agencies/Organizations, as these documents will have to be provided to the staff at the registration counter located on the ground floor of the UNCC along with a copy of the invitation letter for the workshop and confirmation by the UN of acceptance of participation.

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 immediately communicated to the Conference Management Unit located on the ground floor of UNCC, so that a new one can be issued.

VISA ARRANGEMENTS

Visa is the responsibility of the participant and/or his/her Government. UNSD is not responsible for requesting the visa. Visa fees and airport taxes are not reimbursable by UNSD.

TRAVEL AND TRANSPORTATION

The participant is requested to retain all original air tickets stubs (or e-ticket receipt and itinerary if applicable) and boarding passes for submission to UNSD to receive financial entitlement outlined in Daily Subsistence Allowance (DSA) section below. Please note that any expenses for partial travel or no travel due to passport and visa issues are not reimbursable by UNSD.

In the event of any unavoidable delays or cancellation of flights causing unforeseen changes/delays in itinerary and/or forced stopovers, the participant must provide original proof of the cancellation or delay from the airline. The participant will need to submit the proof of cancellation with the air tickets stubs, boarding passes, any other supporting documentation (such as hotel receipts) to UNSD. The claim must be submitted within two weeks of the participant's return to his/her home country.

Travel Advisory

Visitors are advised to be respectful of Thai customs at all times. Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.

Weather

The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

Transport from and to Airport

Participants should make their own transportation arrangements from Suvarnabhumi Airport or Donmuang International Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about the respective airports can be found at <http://www.suvarnabhumiairport.com> and <http://www.donmuangairport.com/>.

To avail themselves of the airport limousine service, it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone. These officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination, upon request. The Suvarnabhumi International Airport limousine service counters are located on the second floor at Baggage Claim and Arrival Hall exits, channels A, B and C. For public taxi, participants are advised to proceed to the first floor of the Passenger Terminal, between exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city. Please refer to the airport website noted above for details.

DAILY SUBSISTENCE ALLOWANCE (DSA)

UNSD will provide the participant DSA, for the total duration of the meeting, subject to actual time and date of arrival and departure. The DSA covers the hotel accommodation, meals and accidental expenses.

The current rate for Bangkok, Thailand is US\$215.00 per day (rate subject to change based on ICSC DSA standards). If applicable, the participant will be provided with terminal expenses for travel to and from the airport (US\$188.00).

Please note you will initially receive 75% of your entitlement before the meeting. Remaining 25% of your DSA and terminal expenses you will receive upon your return and submission of all boarding passes.

Both these payments will be made through an electronic bank transfer to the participant's bank account indicated in the F.249 Funds Transfer Request Form (submitted via email to Wailan Wu (Wu16@un.org)) as part of the participant registration.

HOTEL ARRANGEMENTS

The participant is responsible for arranging accommodation reservations with the hotel of choice. Please note that most hotels require a credit card to confirm a reservation; the participant should plan accordingly.

GENERAL INFORMATION

Administrative issues and Emergency contacts

Should you require further administrative support leading up to the workshop, please contact:

Wailan Wu (Ms.)
United Nations Statistics Division
Department of Economic and Social Affairs
Email: wu16@un.org
Tel: +1 (212) 963 0376

For emergency support in Bangkok, please contact Abdulla Gozalov (gozalov@un.org), cc Piriya Boonsit (piriya.boonsit@unwomen.org) and Wailan Wu (wu16@un.org).