

| | | |
|---|--|---|
|  UNITED NATIONS ESCAP <small>Economic and Social Commission for Asia and the Pacific</small> | | FOR PARTICIPANTS ONLY As of 7 November 2016 |
|---|--|---|

**Capacity Building Workshop on
the Framework Agreement on Facilitation of Cross-border Paperless Trade
in Asia and the Pacific
24-25 November 2016**

INFORMATION NOTE FOR PARTICIPANTS

1. GENERAL

The Capacity Building Workshop on The Framework Agreement on Facilitation of Cross-border Paperless Trade in Asia and the Pacific is scheduled to be held at the United Nations Conference Centre (UNCC), Meeting Room H (MR-H), first floor, from 24 (13.30 hours) to 25 (12.00 hours) November 2016. The Meeting will be opened at 1330 hours on 24 November 2016. Participation in the meeting is a self-financed basis, unless sponsorship is formally requested and given by the ESCAP secretariat.

Participants are also welcome to join morning session of the Meeting of the Extended UNNExT Advisory Group on Cross-border Paperless Trade Facilitation to be held at UNCC, Meeting Room H (MR-H) from 0900 to 1200 hours on 24 November 2016.

2. REGISTRATION AND IDENTIFICATION BADGES

Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, between 1300 and 1330 hours on 24 November 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 meeting room. Only the names of duly registered participants will be included in the list of participants.

For participants who also join morning session of the Meeting of Extended UNNExT Advisory Group on Cross-border Paperless Trade Facilitation are requested to register and obtain meeting badges at the registration counter between 0830 and 0900 hours on 24 November 2016.

For identification and security reasons, all participants are requested to wear their meeting badges at all times during meeting, social functions and in the United Nations complex. The loss of a meeting badge should be reported at the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

3. WORKING LANGUAGE OF THE MEETING AND DOCUMENTS

The Meeting will be conducted in English. Meeting documents will be in English and provided only in soft copies through email and/or designated meeting webpage.

4. TRAVEL ADVISORY

On 13 October 2016 the death of His Majesty King Bhumibol Adulyadej, who was highly revered by the people of Thailand, was announced. During the official mourning period of one year, Thai citizens are encouraged to wear black and others may also choose to do so. Visitors are advised to be respectful of Thai customs and may choose to wear black or plain, modest clothing out of respect. There has also been a suspension

of celebratory and many entertainment activities for the 30 day period following the King's passing. Thailand has laws against making negative comments about the institution of the monarchy. These laws are strictly enforced and are applicable to spoken, written and electronic communication, including social media, as well as gestures.

5. VISA REQUIREMENTS

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

| List of countries and territories entitled for visa exemption and visa on arrival | | |
|---|--|--|
| Ordinary passport | | |
| A. Visa exemption for a maximum of 14 days | | |
| 1. Cambodia | 2. Myanmar (International Airports only) | |
| B. Visa exemption for a maximum of 30 days | | |
| 1. Australia | 18. Ireland | 35. Poland |
| 2. Austria | 19. Israel | 36. Portugal |
| 3. Bahrain | 20. Italy | 37. Qatar |
| 4. Belgium | 21. Japan | 38. Russian Federation |
| 5. Brunei Darussalam | 22. Kuwait | 39. Singapore |
| 6. Canada | 23. Liechtenstein | 40. Slovak Republic |
| 7. Czech Republic | 24. Lao People's Democratic Republic | 41. Slovenia |
| 8. Denmark | 25. Luxembourg | 42. South Africa |
| 9. Estonia | 26. Macao, China | 43. Spain |
| 10. Finland | 27. Malaysia | 44. Sweden |
| 11. France | 28. Monaco | 45. Switzerland |
| 12. Germany | 29. Mongolia | 46. Turkey |
| 13. Greece | 30. Netherlands | 47. United Arab Emirates |
| 14. Hong Kong, China | 31. New Zealand | 48. United Kingdom of Great Britain and Northern Ireland |
| 15. Hungary | 32. Norway | 49. United States of America |
| 16. Iceland | 33. Oman | 50. Vietnam |
| 17. Indonesia | 34. Philippines | |
| C. Visa exemption for a maximum of 90 days | | |
| 1. Argentina | 3. Chile | 5. Peru |
| 2. Brazil | 4. Republic of Korea | |
| Diplomatic / Official Passport | | |
| A. Visa exemption for a maximum of 30 days | | |
| 1. Cambodia | 8. Macao, China | |
| 2. Brunei Darussalam | 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. Vietnam | |
| B. Visa exemption for a maximum of 90 days | | |

| | | |
|---|------------------------------------|--------------------------------------|
| 1. Albania | 16. India | 31. Poland |
| 2. Argentina | 17. Israel | 32. Romania |
| 3. Austria | 18. Italy | 33. Russian Federation |
| 4. Belgium | 19. Japan | 34. Slovak Republic |
| 5. Bhutan | 20. Republic of Korea | 35. South Africa |
| 6. Brazil | 21. Liechtenstein | 36. Spain (Diplomatic Passport only) |
| 7. Chile | 22. Luxembourg | 37. Sri Lanka |
| 8. Colombia | 23. Malaysia | 38. Switzerland |
| 9. Costa Rica | 24. Mexico | 39. Tajikistan |
| 10. Croatia | 25. Montenegro (as of 31 Oct 2015) | 40. Tunisia |
| 11. Czech Republic | 26. Nepal | 41. Turkey |
| 12. Estonia (Diplomatic Passport only) | 27. Netherlands | 42. Ukraine |
| 13. France (Diplomatic Passport only) | 28. Panama | 43. Uruguay |
| 14. Germany | 29. Peru | |
| 15. Hungary | 30. Philippines | |
| Visa on arrival (for a maximum of 15 days) | | |
| 1. Andorra | 11. Maldives | |
| 2. Bulgaria | 12. Malta | |
| 3. Bhutan | 13. Mauritius | |
| 4. China | 14. Romania | |
| 5. Cyprus | 15. San Marino | |
| 6. Ethiopia | 16. Saudi Arabia | |
| 7. India | 17. Taiwan | |
| 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

Participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are REQUIRED to obtain appropriate visa before entering.

To apply for an appropriate entry visa to Thailand, participants are required to contact the respective Royal Thai Embassy/Consulate-General for accurate information regarding to their visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at www.thaiembassy.org

Participants who may wish to apply for visa application outside of their country of residence or reside in a country where there is no Royal Thai Embassy/Royal Thai Consulate should check the location where it is possible for them to apply for Thai visa. Please note that certain nationality, for security reasons, is not allowed to apply for visa where else except at the Royal Thai Embassy/Consulate-General which is holding the jurisdiction over the territory. For more information, please consult with your meeting organizer.

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

Participants who wish to apply for visa on arrival at Suvarnabhumi International Airport should follow the below requirements:

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

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.

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.

6. 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).

7. FOREIGN EXCHANGE

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.

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 0830 to 1530 hours, with no lunch break, from Monday to Friday.

8. ADDRESS AND TELEPHONE NUMBER OF ESCAP SECRETARIAT

The address of the ESCAP secretariat is as follows:

United Nations Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Telephone numbers: +66 2 2881234
Facsimile number: +66 2 2881000

For further information concerning organizational and logistical aspects of the events, please contact: Ms. Chujit Thongprapai, tel: +66 2 288-1400, Email: thongprapai.unescap@un.org

9. HOTEL ACCOMMODATION

Accommodation has been done by block booking with UN rate at the hotels listed below. Please use the hotel reservation form (to be attached with this information note for participants) to reserve your accommodation.

List of hotels:

1. Royal Princess Larn Luang Hotel www.royalprincesslarnluang.com
2. Trang Hotel www.tranghotelbangkok.com
3. Nouvo City Hotel www.nouvocityhotel.com

Please indicate which hotel and room type you prefer and send email directly to the preferred hotel. Please also copy Ms. Chujit Thongprapai at email: thongprapai.unescap@un.org for information. The hotel will directly confirm you by email.

Any subsequent changes in arrival plans should be communicated immediately to email (thongprapai.unescap@un.org) or fax. +66 2 288 1027. Cancellation, postponement or any other changes must 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. All rooms will be assigned according to information furnished on the enclosed forms and on a first-come, first-served basis.

10. PAYMENT OF HOTEL ACCOUNTS

Before departure from Bangkok, participants are expected to **settle directly with the hotel** all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business center 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.

11. ARRIVAL AT THE AIRPORT

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

To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly**

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/report?reportId=5_2176

