



“Training-of-Trainer”

Capacity Building Workshop on Public-private Partnerships (PPP)

Bangkok, 21-25 March 2016

INFORMATION NOTE FOR PARTICIPANTS

A. General

1. The workshop is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 21 to 25 March 2016. The detailed programme of the meeting will be available on ESCAP website: <http://www.unescap.org/events/training-trainer-capacity-building-workshop-public-private-partnerships-ppp>
2. The address of the ESCAP/UNCC is:

Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand
Telephone numbers: (+ 662) 288 1315
Facsimile numbers: (+ 662) 288 3050

ESCAP opening hours

3. ESCAP UNCC is opened every day Monday to Friday from 07.30 hours to 17.00 hours, except for official ESCAP holidays.

Registration and identification badges

4. Participants are requested to register and obtain a visitor's badge on the first day of the meeting, i.e. Monday, 21 March 2016. This is done at the Registration Counter located on the ground floor, UNCC, between 08.00 hours and 09.00 hours. This procedure is important for security reason and will also ensure that all participants' names appear on the list of participants.
5. For identification and security reasons, *all participants are requested to wear their badges at all times when on the United Nations compound, and also during the meeting and at social functions.*

B. Travel to and stay in Bangkok

Immigration requirements

6. *Workshop participants are responsible for checking visa requirements and making all related arrangements themselves* from an official mission of the Royal Thai Government in their home country or in a third country prior to their arrival at Suvarnabhumi International Airport in Bangkok. Information relating to current visa requirements can be obtained at all embassies or

diplomatic missions of the Royal Thai Government or via:
<http://www.mfa.go.th/main/en/services/123>.

All participants are advised to consult with the nearest diplomatic mission/embassy of Thailand regarding the latest applicable immigration requirement ***prior to their journey.***

Arrival at the airport

7. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine services, public taxis (with a sign marked Taxi-Meter on the roof) and bus services are readily available at the airport. Further detailed information about the airport can be found at <http://www.airportsuvarnabhumi.com/>.
8. Limousine services and public taxis are booked at specific counters. Counters for officially-licensed limousine services are located in the luggage pickup area of the terminal. The fixed-charge payment is made at the counter where a staff will assign a vehicle.

Counters for public taxis are located on the airport ground floor and are in the form of automated taxi kiosks with “touch-screen” activation. Vehicles are parked across from the kiosks below LCD panel indicating row numbers. Upon touch-screen activation, the kiosk will issue a paper slip indicating a row number where the assigned vehicle and its driver are waiting (see annex 1). The paper slip also indicates the car registration number and the driver’s name. It is recommended that passengers keep the paper slip until arrival at their destination. Fares for meter-taxis are charged according to the distance travelled and as shown on the meter with an additional 50 Baht surcharge for airport pickup. Additional toll fees will be charged if Expressway is used. ***It is strongly recommended that participants decline offers from private individuals.*** For ease of communication with taxi drivers, the names and addresses of the hotels where participants have been booked to stay are indicated below in both English and Thai languages. Maps are given in annex 2.

Accommodation

9. If requested, reservations have been made for participants to stay at the Royal Princess Hotel:

In English language

Royal Princess Hotel
 269 Larn Luang Road
 Bangkok
 Tel. (662) 2813088

In Thai language

โรงแรม รอยัล ปรีนเซส
 269 ถนนหลานหลวง กรุงเทพฯ
 โทร (662) 281 3088

10. Participants are responsible for settling their room charges as well other incidental expenses such as telephone calls, laundry charges and other expenses directly at the reception before checking out.

Local transportation

11. The Royal Princess Hotel provides free transportation for the participants once in the morning to come to ESCAP and once in the afternoon to return to the hotel. The pick-up times will be according to the schedule of each day. Participants are invited to contact the reception to inquire about the exact time of departure. In the afternoon, pick-up will be at the end of each afternoon session outside the UNCC at ground floor level.

Participants can also choose to come to ESCAP using local transportation. Public taxis are

numerous and can be picked up outside the hotels. Please note that the hotel is within walking distance of ESCAP (10 to 15 minutes).

Daily Subsistence Allowance

12. On the first day of the meeting, participants whose travel is sponsored by ESCAP will receive a Daily Subsistence Allowance (DSA) to cover all costs associated with their participation, including accommodation, meals and local transport while in Bangkok. A voucher to be cashed at the bank located on the ESCAP premises will be given to participants. In order to facilitate payment, **eligible participants are requested to submit a copy of their passport, copy of the air-ticket and their original boarding pass for the flight to Bangkok**. To date, the DSA for Bangkok is Thai Baht 7,710 (about US\$ 216). Please note that this amount is subject to change without prior notice.
13. Participants who are unable to stay for the entire duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the DSA can be adjusted accordingly.

Reconfirmation of flights / airport tax

14. Most airlines no longer require that return flights be re-confirmed. However, ESCAP staff servicing the meeting can assist participants who may have to re-confirm their return flights.

C. Conduct of the meeting

15. The meeting will start at 09.00 hours on 21 March 2016 in Meeting Room G of the UNCC where all subsequent sessions will also be held.

Officers concerned with servicing the meeting

16. The substantive division concerned with the meeting is the Transport Division (TD). The official of the Division specifically in charge of the meeting is Mr. Mathieu Verougstraete, Tel. No.: (66-2) 288 1559; E-mail: verougstraete@un.org. Information on the arrangements made for the meeting can also be obtained from: Ms. Patcharin Sequeira, Tel. + 66-2-288 1315.

Working language

17. The working language of the meeting will be English.

D. Miscellaneous

Library facilities

18. Library facilities are available at the ESCAP Library, first floor, Service Building. The opening hours are 07.30 hours to 16.00 hours.

Internet café

19. Computers are installed on Level 1 of the UNCC. All computers offer Internet connections. The use of the computers and access to the Internet are free-of-charge. In addition, free wireless Internet access is also available in all conference and meeting rooms and public areas of the UNCC.

Medical services

20. First-aid and emergency medical services are available during weekdays at the Medical Centre located behind the post office on the ground floor of the UNCC. The ESCAP doctor is available from 07.30 hours to 12.00 hours and from 12.45 hours to 15.45 hours. Appointment should be made through the Nurse at extension 1352.

Postal services

21. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 08.00 hours to 16.00 hours, without lunch break, Monday to Friday, except for official public holidays. Services for overseas telephone calls and fax transmission are also available at the Post Office at government regulated rates.

Catering services

22. There are three venues offering hot meals in the United Nations compound:

- Cafeteria, 1st Floor, Service building (11.00 hours - 14.00 hours),
- Staff Canteen (Thai food), Ground floor, Service building (07.00 hours - 14.00 hours).

In addition, a snack bar serving sandwiches, pastries, ice-creams, coffee/tea and soft drinks is located at the Delegates' Lounge, Level 1, UNCC. It is open from 07.00 hours to 16.00 hours. A refreshment lounge offering hot and cold drinks as well as sandwiches is located on the ground floor of the UNCC. Opening hours are from 07.00 hours to 16.00 hours.

Foreign exchange

23. Exchange facilities are available at hotels as well as at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions are 1313, 1314). The opening hours are from 08.30 hours to 15.30 hours (without lunch break) from Monday to Friday, except for official public holidays.

Financial and administrative arrangements

24. In those cases where the participation costs are borne by the ESCAP secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditures, 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) cost 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.

Weather

25. The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. Some rain can be expected during the period. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 21-25.5 degrees celsius (70-78 degrees fahrenheit).

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Annex 1

Automated taxi kiosks at Bangkok Suvarnabhumi International Airport



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_4137

