

FOR PARTICIPANTS ONLY

24 June 2005

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**The First United Nations Decade for the Eradication  
of Poverty (1997-2006): Progress and the Road Ahead**

Expert Group Meeting on Poverty Eradication  
6-7 July 2005

Roundtable on Poverty and Microfinance: Building  
Inclusive financial sectors for poverty reduction  
8 July 2005

United Nations Conference Centre  
UN Building, Rajadamnern Nok Avenue  
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

General

1. The Expert Group Meeting on Poverty Eradication and the Roundtable on Poverty and Microfinance are scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 6-8 July 2005. Participants in the Expert Group Meeting will also participate in the Roundtable.

2. The expert group meeting officially starts at 0900 hours on 6 July 2005 with an opening address by Mr. Ravi Ratnayake, Chief, Poverty and Development Division, ESCAP in **Conference Room 4** at the UN Conference Centre, where all subsequent sessions will also be held from 0900 hours to 1200 hours in the morning and 1300 hours to 1600 hours in the afternoon. Mr. Kim Hak Su, Executive Secretary, ESCAP will open the Roundtable at 0900 hours on 8 July 2005 in the same venue.

Registration and identification badges

3. Participants are requested to register and obtain meeting badges at the Registration Counter, located on the ground floor, UNCC, between 0830-0900 hours on 6 July 2005. Participants who are not able to register on the opening day are requested to do so on subsequent days, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

4. For identification and security reasons, all participants are requested to wear the

meeting badges at all times during the meeting, at social functions and in the United Nations complex.

Immigration requirements

5. Nationals of the following 40 countries may enter and stay in Thailand for a maximum period of 30 days without a visa. However, if the duration of their stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

- |                      |                                                             |
|----------------------|-------------------------------------------------------------|
| 1. Austria           | 21. Macao, China                                            |
| 2. Australia         | 22. Malaysia                                                |
| 3. Bahrain           | 23. Netherlands                                             |
| 4. Belgium           | 24. New Zealand                                             |
| 5. Brazil            | 25. Norway                                                  |
| 6. Brunei Darussalam | 26. Peru                                                    |
| 7. Canada            | 27. Philippines                                             |
| 8. Denmark           | 28. Portugal                                                |
| 9. Finland           | 29. Qatar                                                   |
| 10. France           | 30. Republic of Korea                                       |
| 11. Germany          | 31. Singapore                                               |
| 12. Greece           | 32. South Africa                                            |
| 13. Hong Kong, China | 33. Spain                                                   |
| 14. Indonesia        | 34. Sweden                                                  |
| 15. Ireland          | 35. Switzerland                                             |
| 16. Israel           | 36. Turkey                                                  |
| 17. Italy            | 37. United Arab Emirates                                    |
| 18. Japan            | 38. United Kingdom of Great Britain<br>and Northern Ireland |
| 19. Kuwait           | 39. United States of America                                |
| 20. Luxembourg       | 40. Viet Nam                                                |

6. In addition to the above 40 countries, nationals holding valid diplomatic or official passport of the following 16 countries may enter and stay in Thailand for the period specified in each visa waiver agreement between Thailand and the country concerned. The periods specified in the agreements range from 30 to 90 days.

- |                                        |                  |
|----------------------------------------|------------------|
| 1. Argentina                           | 8. Liechtenstein |
| 2. Chile                               | 9. Mexico        |
| 3. China                               | 10. Mongolia     |
| 4. Croatia                             | 11. Myanmar      |
| 5. Czech Republic                      | 12. Nepal        |
| 6. Hungary                             | 13. Poland       |
| 7. Lao People's Democratic<br>Republic | 14. Romania      |
|                                        | 15. Slovakia     |
|                                        | 16. Tunisia      |

7. Nationals of the following 14 countries may be granted by the Thai immigration

authority at Bangkok International Airport, a visa for a stay not exceeding 15 days upon arrival, conditional on meeting certain requirements.

- |    |                |     |                    |
|----|----------------|-----|--------------------|
| 1. | Bhutan         | 8.  | Maldives           |
| 2. | China          | 9.  | Mauritius          |
| 3. | Cyprus         | 10. | Oman               |
| 4. | Czech Republic | 11. | Poland             |
| 5. | Hungary        | 12. | Russian Federation |
| 6. | India          | 13. | Saudi Arabia       |
| 7. | Kazakhstan     | 14. | Ukraine            |

The requirements are:

- (a) Nationals must be in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand.
  - (b) Nationals must be in possession of an air ticket valid for return journey within 15 days.
  - (c) Nationals must provide two passport-size photographs and a visa fee of approximately Baht 800.00-1,000.00
8. Participants from countries other than those listed above are requested to obtain appropriate entry visa from the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.
9. Holders of a United Nations laissez-passer are exempted from visa requirements for visits not exceeding 30 days.

#### Weather

10. The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 22-25 degrees Celsius (73-77 degrees Fahrenheit).

#### Foreign exchange

11. Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.
12. Participants may be required to declare the amount of traveller's cheques or currency in their possession on arrival at Bangkok International Airport.
13. 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 1313, 1314). It is open from 0830 to 1530 hours, without lunch break, from Monday to Friday.

Address and telephone number of ESCAP secretariat

14. The address of the ESCAP secretariat is as follows:

Economic and Social Commission for Asia and the Pacific  
The United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200  
Thailand

Telephone numbers: (662) 2881234  
Facsimile number: (662) 2881000

15. Mail intended for participants should be sent *c/o* (name of official in the meeting organizing office), at the address indicated in paragraph 14 above.

Officers concerned with servicing the meeting

16. The substantive division concerned with the meeting is the Poverty and Development Division, Mr Ravi Ratnayake is the Chief of the Division (room No. 0701, Secretariat building, extension 1610).

17. The Administrative Services Division is responsible for the administrative and logistic arrangements for the meeting. Mr. Peter van Laere, is the Chief of the Division. The daily conference services are the responsibility of Mr. Chingchai Likitnukul, Chief, Conference Management Unit (room G090, ground floor, UNCC, extensions 1174 and 2313).

18. The office of Mr. David Lazarus, Chief, United Nations Information Services, is on the second floor, Secretariat Building, extension 1866.

Hotel Accommodation

19. Accommodation has been reserved at Royal Princess Hotel which is close to ESCAP and offer special rates.

Name and address	Driving distance to conference site (minutes)	Daily room rates	
		Single	Double
Royal Princess Hotel 269 Larn Luang Road Bangkok  Tel: (662) 281-3088 Fax: (662) 2801314	5-10	1,900	2,100

The rates quoted above represent group room rates, inclusive of daily American breakfast, service charge and government tax. Charges for meals other than the American breakfast will be extra and 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.

20. To secure the hotel reservation, participants are requested to provide the following information at least 5 working days in advance to Ms Nobuko Kajiura, Fax. +66 (2) 2883007, email [kajiura.unescap@un.org](mailto:kajiura.unescap@un.org) :

- (a) Date and time of arrival;
- (b) Flight number;
- (c) Hotel accommodation requirements.

The participants are also required to inform the office above if they do not require accommodation at the above hotel.

21. Any subsequent changes in arrival plans should be communicated immediately to ESCAP. 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.

#### Arrival at the airport

22. Participants should make their own transportation arrangements from Bangkok International Airport (Don Muang Airport) to their respective hotels. Public metered-taxi, and bus services are readily available at the airport at the following prevailing rates:

- A. Thai Limousine Service:** Baht 1,000-1,500 /per car (pre-pay at the counter and obtain a coupon)
- B. Public metered-taxi:** Fare shown on meter, plus  
Baht 50 surcharge for boarding at the airport  
Toll way fee, if used for speedier driving, is charged separately
- C. Airport buses :** Baht 100/per person  
(available between  
0500 to 2300 hours,  
despatched at 15-minute  
interval)

Bus AB1 (Don Muang Airport-Silom)

In Bound Route: Don Muang Toll way, exit at Dindaeng Road, pass and, if required, stop at Century Park Hotel, Pratunam, Ratchadamri Road, Grand Hyatt Erawan Hotel, Holiday Inn Crown Plaza Hotel, and terminus

stop at Silom Road (opposite Lerdsin Hospital).

Out Bound Route: Silom Road (opposite Lerdsin Hospital), pass Ratchadamri Road, Central World Plaza, Pratunam, Indra Regent Hotel, along the same routes and stop at Don Muang Airport.

Bus AB2 (Don Muang Airport-Sanam Luang)

In Bound Route: Don Muang Toll way, exit at Dindaeng Road, pass Rachavithi Road, Victory Monument, Phayathai Road, Petchaburi Road, Larn Luang Road, Royal Princess Hotel (Larn Luang), Tanao Road, Phrasumen Road, Chakrapong Road, Banglunphu (Khaosan Road), Royal Hotel, and stop at Sanam-Luang.

Out Bound Route: Sanam-Luang, pass Rachinee Road, cross under Prapinklao Bridge, Phra-Athit Road, Phra-Sumen Road, Banglunphu (Khaosan Road), along the same routes and stop at Don Muang Airport.

Bus AB3 (Don Muang Airport-Thonglor)

In Bound Route: Don Muang Toll way, take Dindaeng Expressway, exit at Sukhumvit Road, pass Soi Nana, Ambassador Hotel, Grand Pacific Hotel, Asoke Intersection, Eastern Region Bus Terminal (Ekamai), New Petchaburi Road, Thonglor Road, and stop at Thonglor Police Station.

Out Bound Route: Thonglor Police Station, pass Thonglor Road, Sukhumvit Road, Windsor Suites Hotel, Rembrandt Hotel, Asoke Intersection, Soi Nana, along the same routes and stop at Don Muang Airport.

Bus AB4 (Don Muang-Hua Lampong)

In Bound Route: Don Muang Toll way, take Dindaeng Expressway, exit at Ploenchit Road, pass Siam Centre, Siam Square, Phayathai Road, Maboonkrong, Rama IV Road, Mandarin Hotel, Bangkok Centre Hotel, Wongwien 22 and stop at Bangkok Railway Station (Hua Lampong).

Out Bound Route: Bangkok Railway Station (Hua Lampong), pass Rama IV Road, Phayathai Road, Pathumwan Princess Hotel, Maboonkrong, Siam Centre, Siam Inter-

Continental Hotel, along the same routes and stop at Don Muang Airport.

To avail themselves of the services of limousine and public metered-taxi as indicated above, **it is strongly recommended that participants contact only the officials who are authorized to man the counters located at the airport arrival lounge.** 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 are advised that on departure, they have to pay Baht 500 each for the airport passenger services charge.

#### Local transportation

23. Transportation for participants between hotels and ESCAP will be provided for those staying in Royal Princess Hotel. Mini bus will be arranged to leave the hotel around 8:15am every morning.

#### Paper/literature for distribution

24. Participants wishing to circulate any papers or literature at the meeting are requested to consult Ms Nobuko Kajiura, Fax. +66 (2) 2883007, email [kajiura.unescap@un.org](mailto:kajiura.unescap@un.org). In this regard, participants are requested to bring sufficient copies of documents for distribution at the meeting, as reproduction services will not be available for this purpose.

#### ESCAP working hours

25. The normal working hours of ESCAP are from 0730 to 1545 hours, with a lunch break of 45 minutes, from Monday to Friday. However, staff members concerned with the meeting will be on duty during meeting hours.

#### Library facilities

26. ESCAP Library facilities are available on the first floor, Service Building from 0700 to 1515 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty or call extension No. 1360.

#### 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 0700 to 1515 hours. Appointment should be made through the Nurse at extension 1352. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas outside buildings. Yellow fever vaccination is required for participants from endemic countries. Participants are recommended to have had vaccinations against hepatitis A, tetanus and typhoid.

#### Postal services

28. Postal services are available at the Post and Telegraphic Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, Monday to Friday, except for official holidays. Phone cards for local and overseas call are also available for sales at the Post and Telegraphic Office.

#### Catering services

29. Food and beverage are served at the Delegates' Dining Room, level 1, UNCC from 1130 to 1400 hours. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Delegates' Lounge, level 1, UNCC. It is open from 0800 to 1600 hours. Catering services mainly for U.N. staff are also available at the Cafeteria and Canteen on the fourth and ground floors of the Service Building respectively. They are open from 0700 to 1400 hours.

#### Daily subsistence allowance (only if applicable)

30. Participants whose travel is sponsored by UNDESA will be provided with a daily subsistence allowance at prevailing United Nations rates in US\$. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room.

31. Any 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.

#### Financial and administrative arrangements

32. In those cases where the participation costs are borne by the United Nations, 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) 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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