



**United Nations Department for Economic and Social Affairs (UNDESA)  
In collaboration with  
Economic and Social Commission for Asia and the Pacific (UNESCAP)**

**Information Note for Participants of**

**Capacity Building Workshop on Partnerships for Improving the  
Performance of Water Utilities in the Asia and the Pacific Region**

25-27 July 2006  
UNCC, Bangkok

**GENERAL**

1. The Capacity Building Workshop on Partnerships for Improving the Performance of Water Utilities in the Asia and the Pacific region is scheduled to be held at the United Nations Conference Centre (UNCC), from 25-27 July 2006.

**SCHEDULE OF MEETINGS**

2. The inaugural session will be held at 0930 hours on Tuesday, 25 July 2006, in Meeting Room A, level 1, UNCC, where all subsequent sessions will also be held tentatively from 0900 to 1300 hours in the morning and from 1430 to 1730 hours in the afternoon.

**REGISTRATION AND IDENTIFICATION BADGES**

3. The Registration Counter is located on the ground floor, UNCC. Participants are requested to register and obtain meeting badges between 0800-0920 hours, on Tuesday, 25 July 2006. Participants, who are not able to register on the opening day, are requested to do so on the subsequent days to ensure that their names will appear on the list of participants.

4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the Workshop and in the United Nations complex.

**IMMIGRATION REQUIREMENTS**

5. Participants should obtain appropriate entry visas to Thailand from a Thai diplomatic or consular mission at their point of origin or en route to Thailand.

**WEATHER**

6. In July, the weather in Bangkok is raining season. The average temperature during this period varies from 23.9°C (75.0°F) to 32.8°C (91.0°F). Light tropical clothing will be appropriate. The conference room where the session is to be held is air-conditioned and the temperature is maintained in the range of 21°C - 25.5°C (70°F - 78°F).

### **FOREIGN EXCHANGE**

7. Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of dollar or pound sterling traveller's cheque, drafts, letters of credit or other banking instruments which may be exchanged for Thai currency which has been set floating in the international money markets since 2 July 1997.

8. Participants may be required to declare the amount of traveller's cheque or currency in their possession on arrival at Bangkok International Airport.

9. Exchange facilities are available at the hotels as well as at Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building, (telephone extension 1313). It is open from 0830 to 1530 hours, without lunch break, from Monday to Friday.

10. Postal services are available at the Post and Telegraph Office U.N. Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, from Monday to Friday, except on official holidays.

### **ADDRESS AND TELEPHONE NUMBERS OF UNESCAP AND UNDESA**

11. The address of the UNESCAP and DESA are as follows:

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

Cable address: UNESCAP BANGKOK  
Telephone numbers: (662) 288-1234, 288-1450  
Facsimile numbers: (662) 288-1048, 288 1059; 1048

United Nations Department for Economic and Social Affairs  
Water, Natural Resources and SIDS Branch  
Room No: 2020, Two United Nations Plaza  
New York, NY 10017, USA  
Telephone numbers: +1 212-963-8558, +1 212-963-4208  
Facsimile numbers: +1 212-963-4340

12. Mail intended for participants should be sent to c/o Mr. Manuel Dengo, Chief, WNR&SIDS Branch, UNDESA at the above address.

### **OFFICERS CONCERNED WITH SERVICING THE MEETING**

13. From UNDESA side, the substantive branch concerned with this meeting is the Water, Natural Resources and SIDS Branch of which Mr. Manuel Dengo is the Chief (Room No. DC2-2020, 20<sup>th</sup> Floor, Two United Nations Plaza, New York, phone number: 212-963-4208). During the period of meeting, he can be reached through Mr. Chung's address provided below. From UNESCAP side, the substantive division concerned with this meeting is the Environment and Sustainable Development Division of which Mr. Rae Kwon Chung is Director (Room No. 0524, fifth floor, Secretariat Building, extension 1510).

14. 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. Yang Yefei, Chief, Conference Services Unit (Room G090, ground floor, UNCC, extensions 1174 and 2571).

15. The office of Mr. David Lazarus, Chief, United Nations Information Service, is on the ground floor, Secretariat Building, extension 1866.

### **HOTEL ACCOMMODATION**

16. Accommodation may be reserved at the request of participants at the following hotels which are located close to UNESCAP and offer special rates.

|  |      | <u>Special room rates per day (in Baht Nett)</u> |                      |
|--|------|--|----------------------|
|  |      | <u>Single</u>                                    | <u>Double</u>        |
| <b>Royal Princess</b>  | Baht | 2,000  | 2,200 (included ABF) |
| 269 Larn Luang Road<br>Tel. 281-3088, Fax (66-2) 280-1314                                      |      |  |                      |
| <b>Prince Palace</b>   | Baht | 1,400  | 1,600 (included ABF) |
| 488/800 Bo Bae Tower<br>Damrongrak Road<br>Klong Mahanak<br>Tel. 628-1111, Fax (66-2) 628-1000 |      |  |                      |
| <b>Thai Hotel</b>  | Baht | 950  | 1,250 (included ABF) |
| 78 Prachatipatai Road<br>Tel. 282-2831, Fax (66-2) 280-1299                                    |      |  |                      |

The rates quoted above represent group room rents, inclusive of service charge and government tax. Charges for meals will be extra and are subject to a 10 per cent service charge and 7 per cent VAT. The hotel room tariffs are also subject to alteration without prior notice.

17. As hotel accommodation is much in demand in Bangkok, it is necessary to make firm reservations well in advance. To facilitate hotel reservation, participants are requested to complete and submit the attached attendance form, including hotel requirements by 30 June 2006 either at fax number: +1 212-963-4340 or by email to [chaudhry@un.org](mailto:chaudhry@un.org) and [pischke@un.org](mailto:pischke@un.org).

18. Any subsequent changes in arrival plans should be communicated immediately at the above addresses. 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 24 hours at the participant's expenses 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**

19. Participants should make their own transportation arrangements to their respective hotels. Public taxi, limousines and bus services into the city are available at the Airport.

### **LOCAL TRANSPORTATION**

20. It will not be possible for UNESCAP and UNDESA to provide transportation for participants between hotels and UNESCAP. Metered-Taxis are generally readily available.

### **WORKING LANGUAGE OF THE MEETING**

21. The Workshop will be conducted in English and all documentation will be in English. No interpretation service will be available.

22. All the microphones on the tables in the meeting room are automatically operated, before speaking; participants are requested to press the button on their microphones until the red light is on. At the end of each intervention, participants are requested to press the button again until the red light is off.

### **PAPERS/LITERATURE FOR DISTRIBUTION**

23. Participants wishing to circulate any papers or literature at the meeting are requested to consult Mr. M. Aslam Chaudhry of UN DESA or Mr. Rae Kwon Chung, Director, Environment and Sustainable Development Division, (Room No. 0524, fifth floor, Secretariat Building, extension 1510). In this regard, participants are requested to bring 100 copies for distribution, as documents reproduction services will not be available for this purpose.

### **UNESCAP WORKING HOURS**

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

### **UNESCAP LIBRARY FACILITIES**

25. The UNESCAP Library facilities are available on the first floor, Service Building. Publications can be consulted within the Library but may not be taken out from the Library.

### **MEDICAL SERVICES**

26. First-aid and medical service is available at the Medical Centre, fourth floor, Service Building. The UNESCAP doctor is available from 0700 to 1515 hours. Appointments should be made through the Nurse at extension 1352.

### **CATERING SERVICES**

27. 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 UN 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**

28. Participants whose travel is sponsored by UNDESA will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. In order to facilitate payment of subsistence allowance, eligible participants are requested to submit the arrival/departure form together with their air tickets to the secretariat staff in the meeting room.

29. 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**

30. In those cases where the participation costs are borne by the UNESCAP secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, 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 from the home country;
- (ii) Salary and related allowances for the participants during the period of the workshop;
- (iii) Cost incurred by participants in respect of travel insurance, accident insurance, medical bill or hospitalization fees in connection with attending the workshop;
- (iv) Compensation in the event of death or disability of participants in connection with attending the workshop;
- (v) Any loss or damage to personal property of participants while attending the workshop 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 workshop.

**RETURN BOOKINGS**

31. Participants are expected to secure their return bookings prior to their departure from Bangkok. If this is not possible, they are advised to make firm return bookings immediately upon arrival in Bangkok. For this purpose, they should contact the Travel Agent located on the first floor, Secretariat Building, extension 2173 and 2174.

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