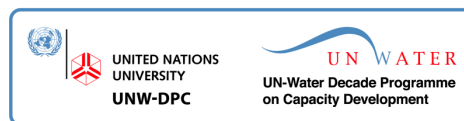




United Nations  
UN DESA



FOR PARTICIPANTS ONLY

11 December 2008

**Capacity Development Workshop on Improving Agricultural Productivity,  
Water Use Efficiency and Rural Livelihoods  
28 – 30 January 2009**

**United Nations Conference Centre, Bangkok**

**INFORMATION NOTE FOR PARTICIPANTS**

**GENERAL**

1. The Capacity Development Workshop on Improving Agricultural Productivity, Water Use Efficiency and Rural Livelihoods is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 28-30 January 2009.
2. The workshop will be inaugurated at (0900 hours) on Wednesday, 28 January 2009 in Meeting Room G, Level 1, UNCC, where all subsequent sessions will also be held from 09:00 to 13:00 and 14:30 to 18:00.

**REGISTRATION & IDENTIFICATION BADGES**

3. Participants are requested to register and obtain meeting badges at the Registration Counter, located on the ground floor, UNCC, between 0800-0845 hours on the opening day of the meeting. Participants who are not able to register during the specified time are requested to do so on subsequent days, to ensure that they meet the security requirement and that their names will 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, social functions and in the United Nations complex. Loss of meeting badges should be reported personally to the Chief, Conference Management Unit so that new ones can be issued without delay.

**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. 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 23-24 degrees Celsius (72-73 degrees Fahrenheit).

**FOREIGN EXCHANGE**

7. 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.

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

9. 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 2168 and 2169). It is open from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

#### **ADDRESS & TELEPHONE NUMBER OF ESCAP SECRETARIAT**

10. 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: (662) 2881450  
Facsimile number: (662) 2881059; 1048

11. Mail intended for participants should be sent c/o Environment and Sustainable Development Division at the above address.

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

12. The substantive division concerned with this meeting is the Environment and Development Division of which Mr. Siva Thampi is Director (Room No. 0524, fifth floor, Secretariat Building, extension 1912).

13. 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 Yafei, Chief, Conference Management Unit (Room No. G090, Ground Floor, UNCC, extensions 2571 and 1174).

14. The office of the United Nations Information Services (UNIS) is located on the ground floor, block A, Secretariat Building. Mr. Hak-Fan Lau is the Chief of UNIS, extension 1866.

#### **HOTEL ACCOMMODATION**

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

Name and address	Driving distance to UNCC (minutes)	Daily room rates (Baht)	
		Single	Double
Royal Princess Hotel, 269 Larn Luang Road Bangkok, Tel: (662) 281-3088 Fax: (662) 2801314	5-10	2,675*	2,889*
Prince Palace Hotel, 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak, Bangkok Tel: (662) 628-1111; Fax: (662) 628-1000	10-15	1,700**	1,900**
Trang Hotel, 99/1 Wisutkasat Road, Bangkok Tel: (662) 282-2141-4; Fax: (662) 280-3610	5-10	1,200	1,400
Hotel Dé Moc, 78 Prajatipatai Road, Bangkok Tel: (662) 282-2833; Fax: (662) 280-1299	5-10	1,050	1,250

\* Included Internet, daily American breakfast, service charges, government tax, shuttle van service between UNCC and Hotel during the meeting period.

\*\* Included daily American breakfast, service charges, government tax, shuttle van service between UNCC and Hotel during the meeting period.

\* included daily buffet breakfast, Internet, Shuttle van service between UNCC and Hotel during the meeting period.

16. The rates quoted above represent group room rates. Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 percent VAT. The hotel room rates are subject to alteration without prior notice

17. To facilitate hotel reservation, participants will be provided with an attendance/hotel form at an early date or, alternatively, to furnish particulars by facsimile until 15 January 2009 to:

*Mr. Siva Thampi, Director  
Environment and Development Division (EDD)  
ESCAP, United Nations Building  
Rajadamnern Nok Avenue, Bangkok 10200, Thailand  
Tel.: (662) 288-1450 and 288-2030  
Fax: (662) 288-1048 and 288-1059  
Email: siriwatananukulu@un.org*

Please indicate:

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

18. 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 a first-come, first-served basis.

#### **ARRIVAL AT THE AIRPORT**

19. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered-taxi, and bus services are readily available at the airport. Further detailed information about the new airport can be found at <http://www.airportsuvarnabhumi.com/>. Please note that the Don Mueang Airport, the old Bangkok International Airport, currently handles Thai domestic flights only.

20. For participants who avail themselves of the services of limousine and public metered-taxi, **it is strongly recommended that they contact only the officials who are authorized to man the counters located at the airport's arrival lounge.** The officials, upon contact, will issue a ticket for the assignment, as preferred, of either a limousine or a metered-taxi for transporting participants to the desired destination. Participants are advised that the charge of a limousine is fixed and that of a metered-taxi is as per shown on the meter with additional 50 Baht fee. If a toll-highway is used, the fee is additional to the charge.

#### **LOCAL TRANSPORTATION**

21. It will not be possible for ESCAP to provide transportation for participants between hotels and ESCAP. Metered-taxis are generally available.

#### **LANGUAGE INTERPRETATION AT THE MEETING**

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

## **PAPER/LITERATURE FOR DISTRIBUTION**

23. Participants wishing to circulate any papers or literature at the meeting are requested to consult Mr. Ti Le-Huu, Chief, Water Security Section, Environment and Development Division, (Room No. 0502, fifth floor, Secretariat Building, extension 1450). In this regard, participants are requested to bring sufficient copies for distribution at the meeting, as document reproduction services will not be available for this purpose.

## **ESCAP WORKING HOURS**

24. The normal working hours of the ESCAP secretariat 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.

## **MEDICAL SERVICES**

25. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 0730 to 1545 hours with lunch break from 1200 to 1245 hours. Appointment should be made through the nurse at extensions 1352 and 1761. 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 food-borne diseases such as, hepatitis A, tetanus and typhoid.

## **POSTAL SERVICES**

26. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

## **CATERING SERVICES**

27. Catering services are available at the Cafeteria on the fourth floor of the Service Building from 0800 to 1600 hours. Rajapruek Lounge on the ground floor of UNCC is open from 0700 to 1700 hours on Monday to Thursday, and from 0700 to 2000 hours on Friday, and the Canteen on the ground floor of the Service Building, from 0700 to 1400 hours. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Coffee Corner, level 1, UNCC. It is open from 0700 to 1600 hours.

## **DAILY SUBSISTENCE ALLOWANCE** (only if applicable)

28. Participants whose travel is sponsored by UNDESA / UNW-DPC will be provided with a daily subsistence allowance at prevailing United Nations rates.

29. Any participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible, so that the subsistence allowance can be adjusted accordingly.

## **FINANCIAL & ADMINISTRATIVE ARRANGEMENTS** (only if applicable)

30. In those cases where the participation costs are borne by the United Nations, the related 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 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.

**RECONFIRMATION OF RETURNING FLIGHT**

31. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact American Express Travel Agent, located on the first floor, Service Building next to Siam Commercial Bank. It is open from 0730 to 1630 hours, extensions 2820, 2821, 2822, 2823 and 2824.

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