

 <p>UNITED NATIONS <b>ESCAP</b> Economic and Social Commission for Asia and the Pacific</p>		<p>FOR PARTICIPANTS ONLY</p> <p>As of 7 January 2016</p>
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**Meeting of Legal Working Group of the Interim Intergovernmental Steering Group on  
Cross-border Paperless Trade Facilitation**  
Bangkok, 19-21 January 2016

***INFORMATION NOTE FOR PARTICIPANTS***

**1. GENERAL**

The Meeting of Legal Working Group (LWG) of the Interim Intergovernmental Steering Group on Cross-border Paperless Trade Facilitation is scheduled on 13:00 – 17:00 (Bangkok time) from 19 to 21 January 2016. Meeting facility accommodating both physical and virtual participation will be set up at the United Nations Conference Centre (UNCC), **Meeting Room G (MR-G)**, first floor. The Meeting will be opened at 1300 hours on 19 January 2016. Physical participation in the meeting is a self-financed basis, unless sponsorship is formally requested and given by the ESCAP secretariat.

**2. VIRTUAL PARTICIPATION**

Virtual participation is arranged with an WebEx session. Virtual participants can join the meeting by accessing the link ([https://webmeeting.escap.un.org/orion/joinmeeting.do?ED=LyRIE3tFAeTzxs1\\_Nzhtig==](https://webmeeting.escap.un.org/orion/joinmeeting.do?ED=LyRIE3tFAeTzxs1_Nzhtig==)). To join the meeting virtually, participants are required to have Internet connectivity and headset or computer/laptop with speakers and microphones. Those who do not have Internet connectivity may join the meeting with audio connection (+66-2288-2999 (DID)).

For smooth virtual participation during actual meeting, a pre-test WebEx session is also set up on 18 January 2016 at 13:00 – 16:00 (Bangkok time). The link to join a pre-test WebEx session is ([https://webmeeting.escap.un.org/orion/joinmeeting.do?ED=5oczSD7HGwH-IUrD\\_karZg==](https://webmeeting.escap.un.org/orion/joinmeeting.do?ED=5oczSD7HGwH-IUrD_karZg==)) Those who are using WebEx for the first time or not sure about audio/video setup of your computer/laptop are **strongly encouraged** to join the pre-test session to configure your computer/laptop settings in advance.

**3. REGISTRATION AND IDENTIFICATION BADGES FOR PHYSICAL PARTICIPANTS**

Physical participants to the Meeting are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, between 0830 and 0900 hours on 19 January 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 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.

#### 4. WORKING LANGUAGE OF THE MEETING AND DOCUMENTS

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

#### 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.

<b>List of countries and territories entitled for visa exemption and visa on arrival</b>		
<b>Ordinary passport</b>		
<b>A. Visa exemption for a maximum of 14 days</b>		
1. Cambodia	2. Myanmar (International Airports only)	
<b>B. Visa exemption for a maximum of 30 days</b>		
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	
<b>C. Visa exemption for a maximum of 90 days</b>		
1. Argentina	3. Chile	5. Peru
2. Brazil	4. Republic of Korea	
<b>Diplomatic / Official Passport</b>		
<b>A. Visa exemption for a maximum of 30 days</b>		
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>B. Visa exemption for a maximum of 90 days</b>		
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	
<b>Visa on arrival (for a maximum of 15 days)</b>		
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](http://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](mailto: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 Hotel [www.royalprincesslamluang.com](http://www.royalprincesslamluang.com)
2. Trang Hotel [www.tranghotelbangkok.com](http://www.tranghotelbangkok.com)
3. Nouvo City Hotel [www.nouvocityhotel.com](http://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](mailto: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](mailto: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

预览已结束，完整报告链接和二维码如下：

[https://www.yunbaogao.cn/report/index/云报告?reportId=5\\_3672](https://www.yunbaogao.cn/report/index/云报告?reportId=5_3672)

