

**UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC**

Expert Group Meeting on Progress made by LLDCs in Implementing
the Almaty Programme of Action

25 January 2011
Bangkok

INFORMATION NOTE FOR PARTICIPANTS

General

The Expert Group Meeting on Progress made by LLDCs in Implementing the Almaty Programme of Action is scheduled to be held at Meeting Room G of United Nations Conference Centre (UNCC), Bangkok, on Tuesday, 25 January 2011.

The Expert Group Meeting will be inaugurated at 0930 hours on Tuesday, 25 January 2011 by Mr. Nagesh Kumar, Director, Macroeconomic Policy and Development Division.

Registration and identification badges

Participants are requested to register and obtain meeting badges at the Reception Counter, ground floor, UNCC between 0900-0930 hours on 25 January 2010.

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.

Address and telephone number of the ESCAP secretariat

The address of the ESCAP secretariat is as follows:

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

Telephone number: (662) 288-1234
Facsimile number: (662) 288-1090

Officers concerned with servicing the meeting

The substantive Division concerned with the meeting is Macroeconomic Policy and Development Division. Mr. Nagesh Kumar, Director of the Division (Room No. 0701, seventh floor, Secretariat Building, extension 1637). The officer responsible for the meeting is Mr. Syed Nuruzzaman, Chief, Countries with Special Needs Section, (Room No. 0732, seventh floor, Secretariat Building, extension 1669).

The Administrative Services Division is responsible for the administrative and logistic arrangements for the meeting. Ms. Frances Kamikamica, Officer-in-Charge, a.i., Administrative Services Division. The daily conference services are the responsibility of Mr. Syed-Rizwan Raza Rizvi, Officer-in-Charge, Conference Management Unit (Room G088, ground floor, UNCC, extensions 1140).

Hotel accommodation

Accommodation has been reserved for the participants at “Royal Princess Hotel” (single room, 2,500 baht/day including breakfast), Larn Luang Road, telephone (662) 281-3088. Please let us know if you need to change hotel and require any assistance in booking hotel.

Local transport

It will not be possible for ESCAP to provide transportation for participants between hotels and ESCAP. Metered-taxis are generally available. The Royal Princess Hotel generally offer free shuttle service between the hotel and UNCC, leaving the hotel at 0745 a.m. and leaving UNCC at 0500 p.m.

ESCAP working hours

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

ESCAP Library facilities are available on the first floor, Service Building from 07:30 to 16:00 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty at the Library or call extensions 1330 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/unis/library.

Medical services

First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 07:30 to 15:45 hours with lunch breaks from 12:00 to 12:45 hours. Appointments should be made through the nurse at extensions 1352 or 1761. Hospitalization expenses are to be borne by each patient.

Postal services

Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 08:00 to 16:00 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

Banking facilities

Banking services are available at the Siam Commercial Bank, United Nations Building Branch, first floor, Service Building, from 08:30 to 15:30 hours during weekdays. The Bank is closed on Saturday and Sunday.

Catering services

Catering services are available at the Dining Room, level 1 of the UNCC from 11:00 to 14:30 hours. Rajapruek Lounge on the ground floor of the UNCC is open from 07:00 to 17:00 hours on Monday to Thursday, and from 07:00 to 20:00 hours on Fridays. The Canteen on the ground floor of the Service Building is open from 07:00 to 13:30 hours. In addition, a Coffee Corner serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 07:00 to 17:00 hours.

Daily subsistence allowance

Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. In order to facilitate the payment of subsistence allowance (DSA), eligible participants are requested to submit the arrival/departure form together with their air ticket and boarding pass to the secretariat staff concerned in the conference room. Please note that the DSA is not payable for overnight stay which is not authorized or not part of the meeting convened.

The payment of subsistence allowance, where applicable, will be made in local currency cheques which will be issued by the Cashier's Unit of the Financial Services Section and distributed by the Administrative Assistant accordingly.

Any participants who are unable to stay for the whole 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.

ESCAP will not reimburse costs for incidental expenses, insurance or medical bills or payments made in connection with accidents during the meeting and during the journey to and from Bangkok.

Return bookings

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_5725

