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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Fifty-fifth Meeting
Bangkok, 14-18 July 2008

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

The 55th Meeting of the Executive Committee will be held in Bangkok from 14 to 18 July 2008, at the United Nations Conference Centre, UNESCAP, Rajdamnern Nok Avenue, Bangkok 10200, Thailand.

2. Meeting schedule

The meeting will take place from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. in Conference Room 2 on the 2nd floor.

3. Pre-session Meeting documents

Pre-session meeting documents are posted on the website of the Multilateral Fund Secretariat four weeks before the start of the meeting. Translated documents will be posted approximately 7 days following the English posting. Participants are reminded that as stated in paragraph 19 of the report of the 54th Meeting of the Executive Committee, the Secretariat will be issuing all documents on a trial basis for the 55th Meeting in electronic format only. As there will be no dispatch of paper copies, delegates are reminded to kindly bring their own copies of the pre-session documents to the Meeting.

As per standard practice all meeting delegates could obtain the username and password through their heads of delegations to access the Multilateral Fund intranet (www.multilateralfund.org/executive_committee_intranet.htm) to download electronic documents.

4. Registration and identification name badges

Participants are requested to register and to collect their badges at the Registration counter on the ground floor of the United Nations Conference Centre on Monday 14 July 2008 starting from 8 a.m. Access to the meeting of the Executive Committee (and its subsidiary meetings) is by invitation only.

5. Security

For security reasons, the display of name badges is mandatory for admission to the United Nations Conference Centre in Bangkok, as well as to its meeting rooms. Loss of meeting badges should be reported personally to the Chief, Conference Management Unit so that new ones could be issued without delay. In addition, delegates are requested to have their valid passports and identification cards for entry into the United Nations Conference Centre.

6. Visa information and immigration

Please visit the Ministry of Foreign Affairs, Thailand official website: <http://www.mfa.go.th/web/12/php> for visa information, the contact details and locations of Royal Thai Embassies and Royal Thai Consulates-General, as well as to download the visa application form.

Reference the information from Immigration Bureau of Thailand as of July 2006, nationals of some countries and special administrative regions, holding ordinary passports, may enter without a visa and stay in Thailand for a maximum period of either 30 days or 90 days. However, if the duration of their stay is expected to exceed the respective maximum periods, appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions.

7. Service to delegates

Computers and internet service are made available to the participants to the meeting at the first floor of United Nations Conference Centre.

Coffee would be provided at no cost to the participants half an hour before the start of each meeting.

8. Postal services

Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 8 a.m to 4 p.m, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

9. 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 7.30 a.m to 3.45 p.m with lunch break from noon to 12.45 p.m. Appointments 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.

10. **Electricity**

Electricity in Bangkok is 220V/50Hz. Meeting participants are recommended to use the appropriate adaptors.

11. **Weather**

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).

12. **Local currency and foreign exchange rate**

The local currency is the Thai Baht (THB). The exchange rate to the US dollar is 1US\$ for 33.11 Thai Baht (THB) and 1 Thai Baht (THB) for 0.03US\$.

Rates are for information purposes only and are subject to change.

Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveler's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.

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

Exchange facilities are available at hotels as well as 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 8.30 a.m to 3.30 p.m, with no lunch break, from Monday to Friday.

13. **Financial & administrative arrangements**

In those cases where the participation costs are borne by the Multilateral Fund, the Secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:

- (a) 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;
- (b) Salary and related allowances for the participants during the period of the meeting;
- (c) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (d) Compensation in the event of death or disability of participants in connection with attending the meeting;

- (e) 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;
- (f) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

14. **Arrival at the airport**

Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered-taxi, and bus service 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.

For participants who wish to 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.

15. **Local transportation**

It will not be possible for the Multilateral Fund Secretariat to organise transportation for participants between hotels and ESCAP. Metered-taxis are generally available. The hotels listed in paragraph 16 generally offer free shuttle service between the hotel and United Nations Conference Centre. Participants can check directly with the hotel management on the provision of the shuttle service.

16. **Reconfirmation of returning flight**

Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they could contact American Express Travel Agent, located on the first floor, service Building next to Siam Commercial Bank. It is open from 7.30 a.m to 4.30 p.m, extensions 2820, 2821, 2822, 2823 and 2824. Airport tax in Bangkok Airport has been included into the airfare.

17. Hotel information

Participants to the meeting are advised to make hotel bookings as early as possible to secure accommodation during the meeting. Participants are invited to quote ESCAP rates below: *Rates are inclusive of service charges and value added taxes.*

Name and Address	Driving distance to UNCC (min.)	Room type	Daily room rates US\$/or Thai Baht	
			Single	Double
Shangri-La Hotel (*****) 89 Soi Wat Suan Plu, New Road Bangkok Tel: (662)236-7777 Fax: (662)236-8579 E-mail: slbk@shangri-la.com Contact person: Ms. Phatcharanan S. (phatcharanan.sriruangchai@shangri-la.com)	30-40	Horizon Club Room	US\$200	US\$200
Siam City Hotel (*****) 477 Si Ayuthaya Road, Phayathai Bangkok Tel: (662) 247-0123 Fax: (662) 247-0165 Email: siamcity@siamhotels.com Contact person: Ms. Udornporn P. (udornporn@siamhotels.com)	15-25	Deluxe single (complimentary transport services provided if total accommodation exceeds 10 rooms)	2,800 ^{*/***}	3,400 ^{*/***}
Amari Watgate Hotel & Spa (*****) 847 Petchburi Road Bangkok Tel: (662) 653-9000 Fax: (662) 653-9045 E-mail: cc2@watgate.amari.com Contact person: Mr. Khajohnsak N.	20-30	Deluxe	2,800 [*]	3,000 [*]
		Deluxe (inclusive of round trip transfer from hotel to UNCC)	3,500 ^{*/***}	4,000 ^{*/***}
Royal Princess Hotel (****) 269 Larnluang Road Bangkok Tel: (662)281-3088 Fax: (662)280-1314 E-mail: rsvnplb@dusit.com Contact persons: Ms. Pranee R. and Ms. Duangjai K.	5-10	Superior	2,400 ^{*/***}	2,600 ^{*/***}
		Deluxe	2,700 ^{*/***}	2,900 ^{*/***}
		Suite (1 bed room)	7,000 ^{*/***}	7,500 ^{*/***}
		Suite (2 bed rooms)	9,000 ^{*/***}	9,000 ^{*/***}

Grand China Princess Hotel (****) 215 Yaowarat Road Bangkok Bangkok Tel: (662)224-9977, 224-7997 Fax: (622) 224-7999 E-mail: gcp@grandchina.com Contact person: Ms. Phet-anong N.	15-20	Deluxe	2,000*	2,200*
Prince Palace Hotel (****) 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (662)628-1111 Fax: (662)628-1000 E-mail: reservation@princepalace.co.th Contact person: Ms. Siriporn P.	10-15	Superior	1,600 ^{*/**}	1,800 ^{*/**}
Trang Hotel (***) 99/1 Wisutkasat Road Bangkok Tel: (662)282-2141-4 Fax: (662)280-3610 E-mail: reservation@tranghotelbangkok.com Contact person: Ms. Nongnooch S.	5-10	Superior Deluxe	1,200 ^{*/**} 1,400 ^{*/**}	1,400 ^{*/**} 1,600 ^{*/**}
Best Western Swana Bangkok Hotel 332 Visuttkasat Road Pranakorn Bangkok 10200 Tel : (662) 282-8899 Fax : (662) 281-7816 E-mail : Info@swanabangkok.com Website : www.swanabangkok.com	5-10	Standard Superior Deluxe Twin Deluxe	2,400 ^{*/**} 2,800 ^{*/**} 3,200*	 3,200*
Hotel Dé Moc (former Thai Hotel) (***) 78 Prajatipatai Road Bangkok Tel: (662)282-2833 Fax: (662)280-1299 E-mail: booking@hoteldemoc.com Contact person: Mr. Supap S.	5-10	Standard Superior	950 ^{*/**} 1,200 ^{*/**}	1,250 ^{*/**} 1,400 ^{*/**}

* Inclusive of daily American breakfast, service charge and government tax.

** Complimentary transport services provided according to fixed schedules, from the hotels to United Nations Conference Centre in the morning and back to the hotels in the evening.

Note: Other charges for additional services in the hotels 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.

Cancellation, postponement or any other changes must be notified at least 48 hours in advance. Rooms not occupied will be held for 24 hours at the participant's expense and then released. All rooms will be assigned on a first-come, first-served basis.

