



# Asia Regional Joint Preparatory Meeting for CITES CoP 17 and CBD COP 13, COP/MOP 8 and COP/MOP 2

Bangkok, Thailand, 1-5 August 2016

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## Information Note for Participants

### I General

1. The Asia regional joint preparatory meeting for the seventeenth meeting of the Conference of the Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora and the thirteenth meeting of the Conference of the Parties to the Convention on Biological Diversity and the associated meetings of the Parties to the Protocols of the Convention on Biological Diversity is scheduled to be held at the United Nations Conference Centre (UNCC), Rajdamnern Nok Avenue, Bangkok, Thailand from 1-5 August 2016.

The meeting is organized by the Secretariats of CITES and CBD, through funding provided by the European Union. Technical and organizational support, including meeting logistics and travel arrangements for participants, will be provided by the UNEP Regional Office for Asia and the Pacific (ROAP) and Regional Office for West Asia (ROWA).

2. The meeting will commence at 09:00 hours on Monday, 1 August 2016 in Meeting Room A, Level 1, UNCC.

### II Registration of participants

1. Participants are requested to provide passport-sized photos to Ms Saranya by email at [saranya.rojananuangnit@unep.org](mailto:saranya.rojananuangnit@unep.org) by 27 July 2016. On the day of the event, participants are requested to register and obtain meeting badges at the registration counter located on the ground floor, UNCC, between 08:00 and 08:45 hours on the opening day of the event, before going to the conference room. Only the names of duly registered participants will be included in the list of participants.
2. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings/social functions in the United Nations complex. The loss of meeting badges should be reported to the Conference Management Unit, located on the ground floor of UNCC behind the registration counter, so that new badges can be issued immediately.

### III Visa requirements

1. The following information is based on information available on the official web site of the Ministry of Foreign Affairs, the Government of Thailand ([www.mfa.go.th/main/en/services/123](http://www.mfa.go.th/main/en/services/123)), which is stated as follows:

- Nationals of certain countries are required to apply for a visa at the Royal Thai Embassy or the Royal Thai Consulate-General in the applicant's country of residence, or at the Royal Thai Embassy that has jurisdiction over his or her country of residence. Travellers are advised to enquire about visa issuance at the Royal Thai Embassy or Royal Thai Consulate-General nearest to them well before their proposed date of departure. Information on visa issuance as well as locations of Royal Thai embassies and Royal Thai consulates is available from: [www.mfa.go.th/main/en/services/123/15398-Issuance-of-Visa.html](http://www.mfa.go.th/main/en/services/123/15398-Issuance-of-Visa.html) and [www.thaiembassy.org](http://www.thaiembassy.org). Participants will need to submit the following documents: duly completed visa application form, passport or travel document that is valid for at least six months, photograph (4 cm x 6 cm) of the applicant taken within the past six months and an official letter stating the objective of the visit to Thailand.

Please note that the consular officers reserve the right to request additional documentation as deemed necessary. Nationals of countries who are required to have a visa to enter Thailand are urged to adhere strictly to the requirement and ensure that they have obtained the appropriate and valid visa before leaving their countries of residence in order to avoid problems such as being detained at airports.

- National of countries who are required to apply for a visa at the Royal Thai Embassy in another country that has jurisdiction over his or her country are strongly advised to contact the relevant Royal Thai Embassy well in advance of their proposed travel date and contact UNEP Regional Office for Asia and the Pacific (attention: Ms. Saranya, [saranya.rojananuangnit@unep.org](mailto:saranya.rojananuangnit@unep.org), tel.: +662 288 2608), if any additional supporting documentation is required by the embassy.
- For further information about the Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand, please visit <http://www.consular.go.th/main/th/customize/62281-Summary-of-Countries-and-Territories-entitled-for.html>.

2. United Nations staff members travelling on official business with a United Nations Laissez-Passer are required to obtain the appropriate visa before travelling to Thailand. Furthermore, in line with security procedures for United Nations staff, travel notifications through the Travel Request Information Process (TRIP) are required prior to any official travel. Upon notification of travel on TRIP, United Nations staff members will automatically receive updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for travel notification. United Nations staff members are required to complete the 'Basic security in the field' training before travelling.

#### IV Weather

1. The daily average temperature for Bangkok in August is usually around 30°C with soaring heat, humidity and a few showers. Light tropical clothing would be appropriate. The meeting rooms in UNCC are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

#### V Health and vaccination

1. The Ministry of Public Health has issued regulations instructing that applicants who have travelled from or through the countries which have been declared Yellow Fever Infected Areas must provide an International Health Certificate proving that they have received a Yellow Fever vaccination. Please visit <http://www.mfa.go.th/main/en/services/4908/15384-List-of-countries-which-require-International-Heal.html> for list of countries that have been declared Yellow Fever infected areas.
2. The International Health Certificate must be submitted together with the visa application form. The traveller will also have to present the said certificate to the Immigration Officer upon arrival at the port of entry in the Kingdom. For any national of a country listed on the above-indicated website who has not travelled from or through that country, such a certificate is not required. However, he or she should possess concrete evidence showing that his or her domicile is not in a yellow fever infected area, so as to prevent unnecessary inconvenience.
3. Participants are also advised to have vaccinations against food-borne diseases such as hepatitis A, tetanus and typhoid.
4. Travellers from countries affected by the Ebola Virus Disease and yellow fever are also requested to fill in a health declaration form at the Health Control Centre **prior to proceeding to immigration**. Any traveller who fails to follow this protocol will be denied entry to Thailand (as per the Communicable Disease Act B.E.2523 and Immigration Act B.E. 2522). All participants from the Ebola Virus Disease-affected areas will be registered in the Thai Ministry of Public Health surveillance system. Participants who have been in the affected countries within 21 days of their arrival in Thailand will be contacted on a regular basis by the local public health authority while staying in Thailand. If any traveller develops any symptom that could possibly be related to the Ebola Virus Disease (such as fever, weakness, muscle pain, headache, sore throat, vomiting, diarrhoea, rash or bleeding) while staying in Thailand, he or she should seek medical attention as soon as possible and inform the physician or other health official of his or her recent travel history immediately. This is for the benefit of all participants and public health as a whole. Your cooperation in complying with this regulation is highly appreciated. For more information please contact the Ministry of Public Health, Department of Disease Control either on the hotline no.: 1422, or by email: [vichpw@health2.moph.go.th](mailto:vichpw@health2.moph.go.th).
5. First-aid and emergency medical service are available at the Medical Centre, which is located on the ground floor of the United Nations Conference Centre (UNCC) Building, next to the Post Office, during weekdays. The Medical Officer and Nurse are available from 07:30 to 15:45 hours, with the exception of lunch time from 12:00 to 12:45 hours. Appointments may be made by calling extensions 1352 or 1353.
6. The United Nations buildings are smoke-free areas. Participants may only smoke in the designated areas outside buildings.

## **VI Declaration of foreign currency**

1. 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 official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence.
2. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extensions 2159 and 2160). The Bank opens from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

## **VII Hotel arrangements**

1. Participants are kindly requested to make their own hotel reservation. The list of recommended hotels in the vicinity of the UNCC where the meeting is taking place is available in Annex I attached.

## **VIII Travel and administrative arrangements (only if applicable)**

1. UNEP and the CITES and CBD Secretariats will not assume responsibility for participant expenditures, including the following:
  - 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;
  - Salary and related allowances for the participants during the period of the meeting;
  - Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
  - Compensation in the event of death or disability of participants in connection with attending the meeting;
  - Any loss 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; and
  - Any other expenses of a personal nature, not directly related to the purpose of the meeting.
2. For participants who have been officially nominated as representatives of CITES and CBD Parties, and whose travel is sponsored by the organizers, the most direct economy roundtrip air ticket (home country/Bangkok/home country) to arrive in Bangkok at best possible on 31 July and depart on 6 August 2016 would be issued and sent via email at the earliest. Questions regarding travel arrangements may be directed as follow:

Participants from Afghanistan, Bangladesh, Bhutan, Cambodia, PR China, India, Indonesia, Iran, Lao PDR, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Timor Leste and Viet Nam, please contact: UNEP Regional Office for Asia and the Pacific (ROAP) (**attention: Ms Saranya, e-mail: [saranya.rojananuangnit@unep.org](mailto:saranya.rojananuangnit@unep.org), tel: +662 288 2608**).

Participants from Iraq, Jordan, Lebanon, Syrian Arab Republic and Yemen, please contact UNEP Regional Office for West Asia (ROWA), (**attention: Awatif Al-Hammadi, e-mail: [awatif.buchiri@unep.org](mailto:awatif.buchiri@unep.org), tel.: + 973 17 812 788**).

Participants from Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan, please contact CBD Secretariat (**attention: Ms Chantal Robichaud, e-mail: [chantal.robichaud@cbd.int](mailto:chantal.robichaud@cbd.int), tel.: +1 514 522-7643**).

3. Where changes are made to the travel schedule provided by UNEP, the sponsored participants are requested to inform UNEP Regional Office for Asia and the Pacific as soon as possible after arrival.

## **IX Transport to and from the airport**

1. 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. Detailed information about Suvarnabhumi Airport can be found at: <http://www.suvarnabhumiairport.com>.
2. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants approach only the authorized staff at the official counters located in the airport arrival zone**, who, upon request, will issue a ticket for the assignment of either a limousine or a public metered taxi for transporting passengers to the desired destination. Participants may reach public taxi counters by exiting gates 4 or 7 of the arrival zone at Suvarnabhumi Airport. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge for trips from the airport to the city.

## **X Transport to attend meeting**

1. Some hotels provide complimentary transport to and from UNCC, according to fixed schedules. Otherwise, participants must take public or other transportation.

## **XI Meeting documents**

1. Documents related to the meeting will be made available through relevant CITES and CBD Webpages.

CITES: <https://cites.org/eng/news/calendar.php> (click on "more information" on the meeting item)

CBD: <https://www.cbd.int/doc/?meeting=PREPCOP-2016-01>

## **XII Internet services**

1. Eight personal computer (PCs) with high-speed Internet connection are available in the Café on level 1 of UNCC for the use of participants free of charge. In addition, free wireless Internet access is available in all conference and meeting rooms and in the public areas of UNCC.

## **XIII Catering services**

1. Arrangements for lunch will be announced. Other catering services are available at the cafeteria on level 1 of UNCC from 11:00 to 14:00 hours. Rajapruet Lounge, on the ground floor of UNCC, is open from 07:00 to 17:00 hours on Monday to

Thursday, and from 07:00 to 19:00 hours on Friday. The Canteen, on the ground floor of the Services Building, is open from 07:00 to 13:00 hours. The Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC, and is open from 07:00 to 17:00 hours.

#### **XIV Postal services**

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

#### **XV Souvenir shop**

1. A souvenir shop is located on the first floor of UNCC.

#### **XVI Officers concerned with servicing the meeting**

1. For information concerning the arrangements for the meeting, please contact the following staff members:

*For substantive preparation:*

Ms Makiko Yashiro

Programme Officer  
UNEP/ROAP  
Tel: +662 288 1256  
[makiko.yashiro@unep.org](mailto:makiko.yashiro@unep.org)

*For logistic arrangements:*

Ms Saranya Rojananuangnit

Programme Assistant  
UNEP/ROAP  
Tel: +662 288 2608  
Fax: +662 280 3829  
[saranya.rojananuangnit@unep.org](mailto:saranya.rojananuangnit@unep.org)

## Annex I

### Accommodation

The following hotels, located relatively close to UNCC, have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Thai Baht)	
			Single	Double
<b>Nanda Heritage Hotel</b> 632 Wisut Kasat Road, Pranakorn, Bangkok Tel: +66 2282 2900 Email: <a href="mailto:info@nandaheritage.com">info@nandaheritage.com</a> Website: <a href="http://nandaheritage.com/contact.php">http://nandaheritage.com/contact.php</a> Contact person: Mr. Kong-pang Ounsri	5-10	Superior	2,000 <sup>a/b</sup>	2,000 <sup>a/b</sup>
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road, Bangkok Tel: +66 2281-3088/ Fax: +66 2280-1314 Email: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a> Website: <a href="http://www.royalprincesslarnluang.com">http://www.royalprincesslarnluang.com</a> Contact person: Mr. Thamrong	10-15	Superior	2,700 <sup>a/b/c</sup>	2,900 <sup>a/b/c</sup>
		Deluxe	3,300 <sup>a/b/c</sup>	3,500 <sup>a/b/c</sup>
<b>Prince Palace Hotel ****</b> 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak, Bangkok Tel: +66 2628-1111/ Fax: +66 2628-1000 Email: <a href="mailto:wannajit@princepalace.co.th">wannajit@princepalace.co.th</a> Website: <a href="http://www.princepalace.co.th">http://www.princepalace.co.th</a> Contact person: Ms Wannajit Chulamakorn	10-15	Superior	1,700 <sup>a/b</sup>	1,900 <sup>a/b</sup>
<b>Trang Hotel ***</b> 99/1 Wisutkasat Road, Bangkok Tel: +66 2282-2141-4/ Fax: +66 2280-3610 Email: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a> Website: <a href="http://www.tranghotelbangkok.com">http://www.tranghotelbangkok.com</a> Contact person: Mr. Prasarn Thaitae	5-10	Superior	1,400 <sup>a/b</sup>	1,400 <sup>a/b</sup>
		Premium Superior	1,600 <sup>a/b</sup>	1,600 <sup>a/b</sup>
		Deluxe	1,800 <sup>a/b</sup>	1,800 <sup>a/b</sup>
<b>Hotel Dé Moc (former Thai Hotel) ***</b> 78 Prajatipatai Road, Bangkok Tel: +66 2629 2100/ Fax: +66 2280-1299 Email: <a href="mailto:rsvn@buddygrouphailand.com">rsvn@buddygrouphailand.com</a> cc: <a href="mailto:sales@buddygrouphailand.com">sales@buddygrouphailand.com</a> Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a> Contact person: Mr. Nakorn	5-10	Standard	1,300 <sup>a/b</sup>	1,500 <sup>a/b</sup>
		Superior	1,500 <sup>a/b</sup>	1,700 <sup>a/b</sup>
<b>Nouvo City Hotel ****</b> 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn, Bangkok Tel: +66 2282-7500 Ext: 130/ Fax: +66 2282-2134 Email: <a href="mailto:dosm@nouvocityhotel.com">dosm@nouvocityhotel.com</a> Website: <a href="http://www.nouvocityhotel.com">http://www.nouvocityhotel.com</a> Contact person: Ms Jeerapat Santikraivinit	5-10	Sup. Classic	1,600 <sup>a/b/c</sup>	1,800 <sup>a/b/c</sup>
		Deluxe	1,900 <sup>a/b/c</sup>	2,100 <sup>a/b/c</sup>
		Grand Deluxe	2,200 <sup>a/b/c</sup>	2,400 <sup>a/b/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Thai Baht)	
			Single	Double
<b>The Sukosol *****</b> 477 Si Ayuthaya Road, Phayathai, Bangkok Tel: +66 2247-0123/ Fax: +66 2247-0165 Email: <a href="mailto:reservations@siamhotels.com">reservations@siamhotels.com</a> Website: <a href="http://www.siamhotels.com/siamcity">http://www.siamhotels.com/siamcity</a> Contact person: Ms. Ratchaneekrit Khankath	15-25	Deluxe	2,700 <sup>a/b/c</sup>	2,900 <sup>a/b/c</sup>
<b>Amari Watergate Hotel &amp; Spa *****</b> 847 Petchaburi Road, Bangkok Tel: +66 2653-9000/ Fax: +66 2653-9045 Email: <a href="mailto:kanokwan.t@amari.com">kanokwan.t@amari.com</a> Website: <a href="http://www.amari.com/watergate">http://www.amari.com/watergate</a> Contact person: Ms Kanokwan Tangkiattrakul	20-30	Deluxe	2,800 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup>

- a. *Inclusive of daily American breakfast, service charge and government tax.*
- b. *Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening. Note: Hotel Dé Moc and Trang Hotel have one way transfer from hotel to UNCC.*
- c. *Free Internet Access.*