
Economic and Social Commission for Asia and the Pacific

Regional workshop of ‘Understanding data needs for inclusive development’
28 - 30 November 2017, Bangkok, Thailand

Information for Participants

I. General

1. The Regional workshop of ‘Understanding data needs for inclusive development’ organized by the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is scheduled to be held at **Meeting Room A, located on the first floor of United Nations Conference Centre (UNCC), in Bangkok, from 28-30 November 2017.**

2. The meeting will start at 0900 hours and finish at 1700 hours every day from 28-30 November 2017.

II. Registration and identification badges

3. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges for meeting participants. These are requested to register and obtain meeting badges with photo at the registration counter, located on the ground floor, UNCC, from 0800 hours to 0845 hours on the first day of the training. 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 conference room. Only the names of duly registered participants will be included in the list of participants.

4. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex. The loss of a meeting badge should be communicated to the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

III. Visa requirements

5. 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.

List of countries and territories entitled for visa exemption and visa on arrival		
Ordinary passport		
A. Visa exemption for a maximum of 14 days		
1. Cambodia	2. Myanmar (International Airports only)	
B. Visa exemption for a maximum of 30 days		
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	

*<http://www.iec.ch/worldplugs/> (accessed on 16 June 2016)

C. Visa exemption for a maximum of 90 days		
1. Argentina	3. Chile	5. Peru
2. Brazil	4. Republic of Korea	
Diplomatic / Official Passport		
A. Visa exemption for a maximum of 30 days		
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. Visa exemption for a maximum of 90 days		
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	
Visa on arrival (for a maximum of 15 days)		
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

6. Participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are REQUIRED to obtain appropriate visa before entering.

7. 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

8. 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.

9. 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.

10. 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 issuance of this note. 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.

11. 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.

IV. Financial & administrative arrangements

(only if applicable)

12. As the participation costs are borne by ESCAP, the organizer will provide the DSA including accommodation and the terminal expenses 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 workshop;

(c) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the workshop;

(d) Compensation in the event of death or disability of participants in connection with attending the workshop;

(e) Any loss of or damage to personal property of participants while attending the workshop 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 workshop.

V. Daily subsistence allowance (only if applicable)

13. 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, eligible participants are requested to submit a copy of the passport and boarding pass to Ms. Nasikarn Nitiprapathananun during morning or afternoon coffee breaks on 28 November 2017 in front of meeting room A.

14. Any participants who are unable to stay for the 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.

VI. Financial & administrative arrangements (only if applicable)

15. In those cases where the participation costs are borne by the ESCAP Secretariat, the 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.

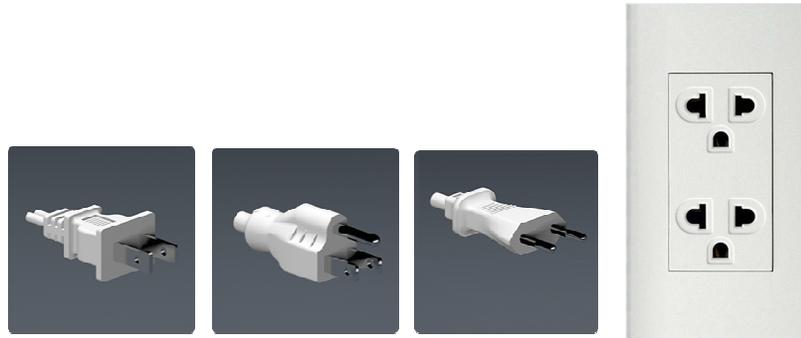
VII. Weather

16. 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).

V. Electric Plug and Socket

17. The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C*. A hybrid socket is almost universally found which accepts a combination of the above plug types. Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of

need, adapters can be purchased from shops in the city dealing in electronic and electrical items.



Type A

Type B

Type C

Hybrid Socket

VI. Health and vaccination

18. Upon arrival at the port of entry in Thailand, participants who are the nationals of or have traveled from/through countries listed below which have been declared Yellow Fever infected areas must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

19. The countries/areas listed below have been declared yellow fever infected areas:

- | | |
|-----------------------------|----------------|
| 1. Angola | 24. Guyana |
| 2. Argentina | 25. Kenya |
| 3. Bolivia | 26. Liberia |
| 4. Brazil | 27. Mali |
| 5. Benin | 28. Mauritania |
| 6. Burkina Faso | 29. Niger |
| 7. Burundi | 30. Nigeria |
| 8. Cameroon | 31. Panama |
| 9. Central African Republic | 32. Paraguay |

*<http://www.iec.ch/worldplugs/> (accessed on 16 June 2016)

- | | |
|----------------------------------|-------------------------|
| 10. Chad | 33. Peru |
| 11. Colombia | 34. Rwanda |
| 12. Republic of Congo | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire | 36. Senegal |
| 14. Democratic Republic of Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Equatorial Guinea | 39. Sudan |
| 17. Ethiopia | 40. Suriname |
| 18. French Guiana | 41. Tanzania |
| 19. Gabon | 42. Togo |
| 20. Gambia | 43. Trinidad & Tobago |
| 21. Ghana | 44. Uganda |
| 22. Guinea | 45. Venezuela |
| 23. Guinea-Bissau | |

20. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

21. In addition to the above, Medical Services Division at HQ advises that pregnant UN Personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area.

22. First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of the UNCC, during weekdays. The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch time from 1200 to 1245 hours. Appointments may be made through extensions 1352 or 1761.

23. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings.

VII. Foreign currency declaration

24. 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 such 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.

25. 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 extension 2168). The Bank opens from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

VIII. Airline reservations

26. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express office located on the ground floor of the Secretariat Building.

IX. Hotel accommodation

27. The following hotels, located relatively close to ESCAP, 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 (Baht)	
			Single	Double
Shangri-La Hotel ***** 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: thiptera.tanthasri@shangri-la.com Website: http://www.shangri-la.com <i>Contact person:</i> Ms. Thiptera Tanthasri	30-40	Deluxe Room	3,600 ^{a/c}	4,100 ^{a/c}
The Sukosol ***** 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: http://www.sukosolhotels.com <i>Contact person:</i> Ms. Ratchaneeekrit Khankath	15-25	Deluxe	2,700 ^{a/c}	2,900 ^{a/c}
Amari Watergate Hotel & Spa ***** 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Ext. 5122 Fax: +66.2.6539045 E-mail: sutrapat.k@amari.com Website: http://www.amari.com/watergate <i>Contact person:</i> Ms. Sutrapat Kumwan	20-30	Deluxe	3,000 ^{a/c}	3,200 ^{a/c}
Pullman Bangkok Kingpower ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi Bangkok Tel: +66.2.6809813 Fax: +66.2.6809998 E-mail: ssm@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com <i>Contact person:</i> Ms. Darunee Khongbhakdee	20-25	Superior Deluxe Executive Executive suite	3,055 ^{a/c} 3,376 ^{a/c} 4,018 ^{a/c} 5,088 ^{a/c}	3,269 ^{a/c} 3,590 ^{a/c} 4,232 ^{a/c} 5,302 ^{a/c}
Anantara Siam Bangkok Hotel ***** 155 Rajadamri Road Bangkok Tel: +66.2.1268866 Fax: +66.2.2539195 E-mail: sarochinee_na@anantara.com Website: http://siam-bangkok.anantara.com/ <i>Contact person:</i> Ms. Sarochinee Napapong	30	Deluxe	3,900 ^{a/c}	4,600 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Crowne Plaza Bangkok ***** Lumpini Park Hotel 952 Rama 4 Road Bangkok Tel: +66.2.6329000 Fax: +66.2.6329001 E-mail: chalita.chokvanit@ihg.com Website: http://www.crowneplaza.com <i>Contact person:</i> Ms. Chalita Chokvanit	30	Superior	3,700 ^{a/c}	3,700 ^{a/c}
Novotel Bangkok on Siam Square **** 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: h1031-sl1@accor.com Website: http://www.novotelbkk.com/unitednations/ <i>Contact person:</i> Ms. Jarunun Sripromma	30	Standard Superior Executive Premier Floor	3,414 ^{a/c} 4,002 ^{a/c} 5,179 ^{a/c}	3,767 ^{a/c} 4,355 ^{a/c} 5,179 ^{a/c}
Royal Princess Larn Luang Hotel **** 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: benjarat@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com <i>Contact person:</i> Ms. Benjarat Rusakul	5-10	Superior Deluxe	2,800 ^{a/b/c} 3,400 ^{a/b/c}	3,000 ^{a/b/c} 3,600 ^{a/b/c}
Grand China Hotel **** 215 Yaowarat Road Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: phetanong@grandchina.com Website: http://www.grandchina.com <i>Contact person:</i> Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 ^{a/b/c}	2,700 ^{a/b/c}
Prince Palace Hotel **** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: wannajit@princepalace.co.th Website: http://www.princepalace.co.th	10-15	Superior	1,700 ^{a/b}	1,900 ^{a/b}

*<http://www.iec.ch/worldplugs/> (accessed on 16 June 2016)

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<p><i>Contact person:</i> Ms. Wannajit Chulamakorn</p>				
<p>Siam @ Siam Design Hotel **** 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: +66.2.2173000 Ext. 1103 Fax: +66.2.2173030 E-mail: assist.dos2@siamatsiam.com Website: http://www.siamatsiam.com <i>Contact person:</i> Ms. Natkhanit Chirawacharanant</p>	15-20	Superior	3,200 ^{a/c}	3,500 ^{a/c}
<p>Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: http://www.nouvocityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp</p>	5-10	Superior Deluxe Grand Deluxe	1,600 ^{a/b/c} 1,900 ^{a/b/c} 2,200 ^{a/b/c}	1,800 ^{a/b/c} 2,100 ^{a/b/c} 2,400 ^{a/b/c}
<p>Riva Surya – Bangkok **** 23 Phra Arthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: info@rivasuryabangkok.com Website: http://www.rivasuryabangkok.com <i>Contact person:</i> Ms. Thannaree Ketkaew</p>	10-15	Urban Riva Deluxe Premium	3,340 ^{a/c} 3,902 ^{a/c} 4,347 ^{a/c} 4,647 ^{a/c}	3,630 ^{a/c} 4,222 ^{a/c} 4,667 ^{a/c} 5,027 ^{a/c}
<p>Trang Hotel *** 99/1 Wisutkasat Road Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: reservations@tranghotelbangkok.com Website: http://www.tranghotelbangkok.com <i>Contact person:</i> Ms. Thongtem Lerknawapairoj</p>	5-10	Superior Superior Premium Deluxe	1,400 ^{a/b} 1,600 ^{a/b} 1,800 ^{a/b}	1,400 ^{a/b} 1,600 ^{a/b} 1,800 ^{a/b}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Nanda Heritage Hotel**** 632 Wisut Kasat Road. Pranakorn Bangkok Tel: + 66 2 282 2900 Fax. +66 2282 2904 E-mail: info@nandaheritage.com Website: http://www.nandaheritage.com/index.php <i>Contact person:</i> Mr. Kongpang Ounsri	5 walking distance	Superior	2,000 ^{a/c}	2,000 ^{a/c}
		Superior family	4,000 ^{a/c}	4,000 ^{a/c}

- 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.*
- c. *Free Internet Access.*

28. Participants are requested to contact the hotel directly at least 10 working days in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

29. Rooms are available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to the hotel 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.

30. The rates provided in the table are subject to change without notice. Please confirm the room rates with the hotel directly.

X. Payment of hotel accounts

31. Before departure from Bangkok, participants should settle directly with the respective hotels 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

*<http://www.iec.ch/worldplugs/> (accessed on 16 June 2016)

remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

XI. Transport from and to Airport

32. 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>.

33. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** The officials, upon contact, 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 access public taxi counters by exiting gates 3 or 9 of the arrival zone in Survarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

XII. Transport to attend meetings

34. Most hotels indicated in paragraph 17 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

XIII. Internet services

35. Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Password is not required.

XIV. Catering services

36. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday through Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, a Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC and is open from 0700 to 1700 hours.

XV. Accessibility support for persons with disabilities

37. In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices are available upon request in a designated area at the Accessibility Centre, first floor, UNCC. For more information please email escap-conference-management@un.org or call +66.2.2881601.

XVI. Library facilities

38. ESCAP Library facilities are available on the first floor, Service Building from 0730 to 1600 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 1329 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/unis/library.

XVII. Banking facilities

39. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, from 0830 to 1530 hours during weekdays. (telephone extension 2168).

XVII. Postal services

40. Postal services are available at the Post Office, United Nations Branch, located on the ground floor of UNCC. It is open from 0800 to 1600 hours, Monday through Friday. The Post Office can be contacted at extensions 1260 and 2911.

XVIII. Souvenir shop

41. The souvenir shop is located on the first floor of UNCC.

XIX. Travel agent

42. American Express Travel office is located on the ground floor, Secretariat Building, which is open from 0800 to 1700 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823.

XX. Contact Information

43. For further information on the content and the logistics of the meeting please contact:

Logistics matters

Ms. Nasikarn Nitiprapathananun
Statistics Division, ESCAP
Tel: +66-(0) 2288 2409
Fax: +66 (0) 2288 1082
E-mail: nitiprapathananun@un.org

Substantive matters

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Statistics Division, ESCAP
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E-mail: serrao@un.org

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