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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventieth Meeting
Bangkok, 1-5 July 2013

INFORMATION NOTE FOR PARTICIPANTS

1. **Venue**

The 70th meeting of the Executive Committee will be held in Bangkok, Thailand, from 1 to 5 July 2013, at the United Nations Conference Centre (UNCC) located at 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. **Meeting documents**

- (a) All pre-session meeting documents will be posted on the website of the Multilateral Fund Secretariat four weeks before the start of the meeting as they become available. Translated documents will be posted approximately seven days following the English posting. Delegates are reminded that the physical dispatch of meeting documents in hard copies is discontinued since the Fifty-fifth meeting of the Executive Committee in support of efforts towards international paperless meetings. All meeting documents are now accessible on line through the Secretariat's website. Documents with restricted distribution, such as the production sector documents, will be posted on the restricted area of the website. Delegates should continue obtaining, through their heads of delegations, their username and password to access the restricted area of the website (the log in link can be found at the top right-hand side of the home page). For any queries on password to access the restricted area, please contact Mr. Mulu Alem Syoum by e-mail at alem@unmfs.org.
- (b) Executive Committee participants are kindly reminded to bring their own laptops to enable access and reference to documents on line. A stable and fast wireless internet connection to access all meeting documents from the Executive Committee Meeting conference room and from any point in the premises will be secured.

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

- (c) It is anticipated that Conference Room Papers (CRPs) and the draft meeting report will be accessible through the restricted area of the Secretariat's website. All CRPs must be sent to Ms. Martha Leyva by e-mail at mleyva@unmfs.org.

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 UNCC on Monday 1 July 2013 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 UNCC in Bangkok, as well as to its meeting rooms. Loss of meeting badges should be reported personally to the Multilateral Fund Secretariat at the Registration Counter so that new ones can be issued without delay. In addition, delegates are requested to have their valid passports and identification cards for entry into the UNCC.

6. **Visa information and immigration**

Please visit the official website of the Ministry of Foreign Affairs of the Government of Thailand: <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.

Per the information from the Immigration Bureau of Thailand, 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. Please visit the Immigration Bureau of Thailand official website: <http://www.immigration.go.th> for more details.

7. **Service to delegates**

An IT Help Desk is made available to the participants to the meeting at the second floor of UNCC. Coffee will 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, United Nations Branch, on the ground floor of the 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 extension 1260.

9. **Medical services**

First-aid and medical services are available at the Medical Centre, fourth floor of the Service Building, during weekdays. The UNESCAP 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 the buildings. Yellow fever vaccination is required for participants from countries which have been declared Yellow Fever Infected areas or if they are travelling through those 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. Plugs are either type A, B or C - 2 parallel prongs (French type).

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 US \$1 for 29.71 Thai Baht (THB) and 1 Thai Baht (THB) for US \$0.03. 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 at 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 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-tax, and bus service are readily available at the airport. Further detailed information about the airport can be found at <http://www.airportsuvarnabhumi.com>.

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 UNCC. Metered-taxis are generally available. The hotels listed in paragraph 17 generally offer free shuttle service between the hotel and UNCC. 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 flight bookings are confirmed soon after their arrival in Bangkok. For this purpose, they can contact American Express Travel Agent, located on the first floor, Service Building, next to the Siam Commercial Bank branch. It is open from 8.00 a.m. to 5.00 p.m. Its telephone extensions are 2820, 2821, 2822, 2823 and 2824. Airport tax in Bangkok Airport is 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 and to also use the list of hotels published in the Ozone Secretariat's information note for the 33rd meeting of the Open-ended Working Group, taking place at UNCC, from 24 - 28 June 2013. Participants are invited to quote ESCAP rates as stated in the table below. Rates are inclusive of service charges and value added taxes.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Centara Grand at Central World 999/99 Rama 1 Road, Pathumwan, Bangkok 10330, Thailand Tel: +66.2.1001234 ext. 6735 Fax: +66.2.1001235 E-mail: Yasinthornbu@chr.co.th Contact person: Yasinthorn Burusanont	40	Superior	3,300 ^{a/c}	3,600 ^{a/c}
Shangri-La Hotel ***** 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: kussarin.amonthakonsuwet@shangri-lacom Website: http://www.shangri-la.com Contact person: Ms. Kussarin Amonthakonsuwet	30-40	Deluxe	5,300 ^{a/c}	5,900 ^{a/c}
		Executive River View	5,500 ^{a/c}	6,100 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
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. Ratchaneekrit Khankath	15-25	Deluxe	2,700 ^{a/c}	2,900 ^{a/c}
Amari Watergate Hotel & Spa ***** 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Fax: +66.2.6539045 E-mail: kanokwan.t@amari.com Website: http://www.amari.com <i>Contact person:</i> Ms. Kanokwan Tangkiattrakul	20-30	Deluxe	3,600 ^{a/b/c}	4,100 ^{a/b/c}
Pullman Hotel and Resort ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi Bangkok Tel: +66.2.6809999 Fax: +66.2.6809998 E-mail: ados-corp@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com <i>Contact person:</i> Ms. Ranithsorn Nitinopparatt	20-25	Superior	2,800 ^{a/c}	3,000 ^{a/c}
Royal Princess Larn Luang Hotel **** 269 Lamluang 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 Suite 1 bed	2,500 ^{a/b/c} 2,800 ^{a/b/c} 7,500 ^{a/b/c}	2,700 ^{a/b/c} 3,000 ^{a/b/c} 7,500 ^{a/b/c}
Grand China Princess **** 215 Yaowarat Road Bangkok Tel: +66.2.2249977 / +66.2.2247997 Fax: +66.2.2247999 E-mail: sale@gradchina.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}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
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 Contact person: Ms. Wannajit Chulamakorn	10-15	Superior	1,700 ^{a/b}	1,900 ^{a/b}
Siam @ Siam Design Hotel & Spa **** 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: +66.2.2173000 Fax: +66.2.2173030 E-mail: dos@siamatsiam.com Website: http://www.siamatsiam.com Contact person: Ms. Prapaphan Chanapokakul	15-20	Leisure Class	3,000 ^{a/c}	3,300 ^{a/c}
Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext: 130 Fax: +66.2.2822134 E-mail: dosm@nouvocityhotel.com Website: http://www.nouvocityhotel.com Contact person: Ms. Papatsara Sintanaporn	5-10	Deluxe/ Grand Deluxe	2,100 ^{a/b/c}	2,300 ^{a/b/c}
Riva Surya Bangkok Hotel **** 23 Phra Arthit Road, Pranakorn Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: stay@rivasuryabangkok.com Website: http://www.rivasuryabangkok.com Contact person: Ms. Onanong Sutthanee	5-10	Urban Riva Deluxe Riva Premium Riva	3,060 ^{a/c} 3,580 ^{a/c} 3,810 ^{a/c} 4,250 ^{a/c}	3,360 ^{a/c} 3,880 ^{a/c} 4,110 ^{a/c} 4,550 ^{a/c}
Golden Tulip Essential Vasu Hotel *** <i>(Trang Hotel)</i> 99/1 Wisutkasat Road Bangkok Tel: +66.2.2822141 / 4 Fax: +66.2.2803610 Email: reservations@tranghotelbangkok.com Website: http://www.tranghotelbangkok.com Contact person: Mr. Prasarn Thaitae	5-10	Superior Premium Superior 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
Hotel Dé Moc (former Thai Hotel) *** 78 Prajatipatai Road Bangkok Tel: +66.2.2822833 Fax: +66.2.2801299 E-mail: rsn@buddygroupthailand.com Cc : chaloem@buddygroupthailand.com Website: http://www.hoteldemoc.com Contact person: Mr. Chaloe Phiranont	5-10	Standard	1,300 ^{a/b}	1,500 ^{a/b}
		Superior	1,500 ^{a/b}	1,700 ^{a/b}

- 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. Hotel Dé Moc and Trang Hotel have one way transfer from hotel to UNCC; and,*
- c. *Free Internet access.*

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 change without prior notice.