



**United Nations
Environment
Programme**

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**Open-ended Working Group of the Parties to
the Montreal Protocol on Substances that
Deplete the Ozone Layer**
Twenty-eighth meeting
Bangkok, 7 – 11 July 2008

INFORMATION NOTE FOR PARTICIPANTS

(I) Venue

The Twenty-eighth Open-ended Working Group of the Parties to the Montreal Protocol will be held in Bangkok from 7 to 11 July 2008, at the following venue:

United Nations Conference Centre
UNESCAP, Rajdamnern Nok Avenue
Bangkok 10200,
Thailand
Tel: +66 2 - 288 1234 / 2882112 / 2882571 / 2881174
Fax: +66 2 - 288 3022

(II) Registration and identification name badges

The registration for the meeting will start on Monday, 7 July through to Friday, 11 July 2008, from 8 a.m. at the Registration counter on the ground floor of the United Nations Conference Centre.

Delegates are encouraged to pre-register on-line through the Secretariat's website (<http://ozone.unep.org>) from 1 May 2008. Based on the duly completed pre-registration forms received by the Secretariat, name badges will be issued on site upon the presentation of a valid passport or an identification card with a photograph.

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. In addition, delegates are requested to have their valid passports and identification cards for entry into the United Nations Conference Centre.

(III) Financial assistance to developing countries

Limited funds are available to assist the participation of representatives from developing countries and countries with economies in transition, Parties to the Montreal Protocol. Should your Government require such assistance, please submit the official government's written request to the Secretariat. In order to facilitate timely action on requests for funding, please make such requests before 15 May 2008, and include in the request the details of the participant to be assisted. Please note that only one participant's travel using the most appropriate economical fares and United Nations daily subsistence allowance may be covered for each country selected for assistance. For further enquiries regarding the financial assistance to be provided to one representative of your Government, please contact Ms. Ruth Batten (e-mail: ruth.batten@unep.org and fax nos. +254 20 7624691, 7624692, 7624693).

(IV) Opening of the meeting

The official opening of the Twenty-eighth Open-ended Working Group of the Parties to the Montreal Protocol will take place at 10 a.m. on Monday, 7 July 2008. The formal sessions of the meeting will be held daily from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

(V) Pre-session meeting documents

All official pre-session documents will be sent to the Parties and others in the official address list of the Ozone Secretariat. The documents may also be downloaded from the Ozone Secretariat website (<http://ozone.unep.org>). Delegates are kindly reminded to bring their own copies of the pre-session documents for the meeting.

(VI) Visa information for Thailand

The following information has been based on information available at the official website of the Ministry of Foreign Affairs of the Government of Thailand: <http://www.mfa.go.th/web/12.php> .

Nationals of certain countries are required to apply for a visa only at the Royal Thai Embassy or the Royal Thai Consulate-General in the applicant's country of residence, or at the Royal Thai Embassy which has jurisdiction over his or her country of residence. Travellers are advised to enquire about visa issuance at any Royal Thai Embassy or Royal Thai Consulate-General before departure.

In general you will need to submit the visa application form duly completed, passport or travel document with validity of not less than 6 months, a photograph (4cm x 6 cm) of the applicant taken within the past six months and official letter stating the objective of the visit to Thailand. Please note that the consular officers reserve the right to request for additional documents as deemed necessary.

Please visit the Government website for more 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. Nationals of certain countries do not require a visa if they meet visa exemption requirements as follows:

(1) Nationals of countries which are exempted from visa requirements when entering Thailand for tourism purposes. Such nationals will be permitted to stay in the Kingdom for a period of not exceeding 30 days. For more information, please see Tourist Visa Exemption information, in the summary of countries entitled for visa exemption and visa on arrival.

(2) Nationals of countries which hold bilateral agreements with Thailand on the exemption of visa requirements. For more information, please see List of Countries which have Concluded Agreements with Thailand on the Exemption of Visa Requirements, in the summary of countries entitled for visa exemption and visa on arrival.

Nationals of certain countries may apply for visa upon arrival in Thailand. Travellers with this type of visa are permitted to enter and stay in Thailand for a period not exceeding 15 days. For more information, please see Visa on Arrival, in the summary of countries entitled for visa exemption and visa on arrival.

Holders of a United Nations laissez-passer (UNLP) are required to bring their national passports with them. If they are not nationals of countries that are eligible for waiver of visa, they shall obtain appropriate entry visa prior to entering Thailand. Only in an exceptional case where obtaining appropriate entry visa prior to entering Thailand is not possible or uncommonly difficult, could UNLP holders obtain visa waiver for a maximum stay of 15 days (not extendable) through special arrangements by the ESCAP Protocol Office. Any UNLP holder opting for this special arrangement must contact Mr. Krishna Suthero, Protocol Office, at e-mail address: suthero@un.org, phone number: (662) 288-1771, for a request form that need to be completed and sent back to the ESCAP Protocol Office. This arrangement must be made at least two weeks prior to their departure for Bangkok.

The Ministry of Public Health, Thailand, has issued regulations that applicants who have traveled 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.

The International Health Certificate must be submitted together with the visa application form. The traveler will also have to present the said certificate to the Immigration Officer upon arrival at the port of entry in the Kingdom. As for those nationals of the countries listed below but who have not traveled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

The following are the countries which are declared to be Yellow Fever Infected Areas:
 Angola, Benin, Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Democratic Republic of the Congo, Cote d'Ivoire, Ecuador, Equatorial Guinea, Ethiopia, Guinea, Gabon, Gambia, Ghana, Guinea-Bissau, Guyana, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Peru, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Somalia, Sudan, Suriname, United Republic of Tanzania, Togo, Trinidad and Tobago, Uganda, Venezuela.

Summary of countries entitled for visa exemption and visa on arrival

Ordinary Passport					Diplomatic/Official Passport	
Nationals of the following countries may apply for Visa on Arrival	Nationals of the following countries may enter Thailand without a visa				Nationals of the following countries may enter Thailand without a visa	
	Tourist Visa Exemption Scheme		Bilateral Agreement		Bilateral Agreement	
Period of stay	Period of stay		Period of stay		Period of stay	
15 days	30 days	90 days	30 days	90 days	30 days	90 days
Bhutan China (including Taiwan) Cyprus Czech Republic Estonia Hungary India Kazakhstan Latvia Liechtenstein Lithuania Maldives Mauritius Oman Poland Russia Saudi Arabia Slovakia Slovenia Ukraine	Australia Austria Belgium Bahrain Brunei Canada Denmark Finland France Germany Greece Iceland Indonesia Ireland Israel Italy Japan Kuwait Luxembourg Malaysia Monaco The Netherlands New Zealand Norway Oman The Philippines Portugal Qatar Singapore Spain South Africa Sweden Switzerland Turkey UAE UK USA Vietnam	Brazil Korea (ROK) Peru	Laos Mongolia Russia Vietnam	Argentina Brazil Chile Korea (ROK) Peru	Cambodia China Laos Mongolia Myanmar Oman Vietnam	Argentina Austria Belgium Bhutan Brazil Chile Costa Rica Croatia Czech Republic Germany Hungary India Israel Italy Japan Korea (ROK) Luxembourg Malaysia Mexico The Netherlands Nepal Panama Peru The Philippines Poland Romania Russia Singapore Slovakia South Africa Switzerland Liechtenstein Tunisia Turkey

(VII) Hotel information

The following hotels are close to ESCAP and offer special rates, 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: (662)236-7777 Fax: (662)236-8579 E-mail: slbk@shangri-la.com <i>Contact person:</i> 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 E-mail: siamcity@siamhotels.com <i>Contact person:</i> 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 <i>Contact person:</i> Mr. Khajohnsak N.	20-30	Deluxe Deluxe (inclusive of round trip transfer from hotel to UNCC)	2,800 [*] 3,500 ^{*/**}	3,000 [*] 4,000 ^{*/**}
Royal Princess Hotel (****) 269 Larnluang Road Bangkok Tel: (662)281-3088 Fax: (662)280-1314 E-mail: rsvnplb@dusit.com <i>Contact persons:</i> Ms. Pranee R. and Ms. Duangjai K.	5-10	Superior Deluxe Suite (1 bed room) Suite (2 bed rooms)	2,400 ^{*/**} 2,700 ^{*/**} 7,000 ^{*/**} 9,000 ^{*/**}	2,600 ^{*/**} 2,900 ^{*/**} 7,500 ^{*/**} 9,000 ^{*/**}
Grand China Princess Hotel (****) 215 Yaowarat Road Bangkok Tel: (662)224-9977, 224-7997 Fax: (662)224-7999 E-mail: gcp@grandchina.com <i>Contact person:</i> Ms. Phet-anong N.	15-20	Deluxe	2,000 [*]	2,200 [*]

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
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: reservations@tranghotelbangkok.com Contact person: Ms. Nongnooch S.	5-10	Superior	1,200 ^{*/**}	1,400 ^{*/**}
		Deluxe	1,400 ^{*/**}	1,600 ^{*/**}
Best Western Swana Bangkok Hotel 332 Visuttikasat Road Pranakorn Bangkok 10200 Tel : (662) 282-8899 Fax : (662) 281-7816 E-mail : Info@swanabangkok.com Website : www.swanabangkok.com	5-10	Standard	2,400 [*]	
		Superior	2,800 [*]	
		Deluxe	3,200 [*]	
		Twin Deluxe		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	950 ^{*/**}	1,250 ^{*/**}
		Superior	1,200 ^{*/**}	1,400 ^{*/**}

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

** Complimentary transport services provided according to fixed schedules, from the hotels to UNCC 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.

(VIII) Health

First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 0730 to 1545 hours with lunch break from 1200 to 1245 hours. Appointment 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. (*please refer to VI above for the list of endemic countries*). Participants are recommended to have had vaccinations against food-borne diseases such as, hepatitis A, tetanus and typhoid.

(IX) Weather and local time information

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).

(X) Local Currency and Foreign Exchange Rates

Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveller'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 traveller'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 0830 to 1530 hours, with no lunch break, from Monday to Friday.

(XI) Departure Tax

Airlines tend to now include the tax in the air fare. If your departure tax has been included in your ticket price, it will be reflected on your ticket.

(XII) Side events and promotional material

Requests for side events should be made completing the attached form (Annex A) and sent to the Secretariat by e-mail (ozoneinfo@unep.org) or by fax (254 20 7624691, 7624692, 7624693). Please be informed that the rental of equipment will be borne by the requesting Organization.

Promotional material for display and publications for distribution may be sent to the meeting venue labelled as follows:

28th Open-Ended Working Group Meeting

c/o United Nations Conference Centre
UNESCAP, Rajdamnern Nok Avenue
Bangkok 10200, Thailand

Attention: **Mr. Yang Yafei**

Tel: +66 2 - 288 1174

Fax: +66 2 - 288 3022

(NO COMMERCIAL VALUE - FOR CONFERENCE DISTRIBUTION ONLY)

(XIII) Post and Telecommunications Services

Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.
