

**ESCAP/WMO Typhoon Committee
18TH INTEGRATED WORKSHOP / 4TH TRCG FORUM**

**" Early Warnings for All Through Enhancement of
Typhoon Standard Operating Procedures (SOP) "
&
" Towards a Typhoon Resilient Society "**

28 November – 01 December 2023
ESCAP - UN Conference Center, Bangkok, Thailand

Information for Participants
Notes by the Secretariats (TCS & ESCAP)

I. GENERAL

1. The 18th Integrated Workshop in conjunction with the 4th Training and Research Coordination Group (TRCG) Forum of the ESCAP/WMO Typhoon Committee (TC) is scheduled to be held at the United Nations Conference Centre (UNCC), United Nations Building, Rajdamnern Nok Avenue, Bangkok, on 28 November-01 December 2023.
2. The opening of the Workshop will take place at 9:00 hours on Tuesday 28 November 2023, in Meeting Room CR-4 at UNCC.

II. REGISTRATION AND IDENTIFICATION BADGES

3. In order to facilitate the registration process participants are **REQUIRED** to register online at <https://indico.un.org/event/1007038/> well in advance, but no later than **06 November 2023**, to facilitate smooth coordination of the issuance of photo badges as well as the compilation of the list of participants.
4. Please note that prior online registration is mandatory in line with standard security procedures to facilitate security clearance and entrance to the premises. A document containing tips on completing the online registration on behalf of another participant can be accessed on the registration portal, noted above.
5. Participants who have registered online can obtain photo badges at the registration counter, located on the Ground Level, UNCC, from 08:00 to 09:00 hours on the opening day of the event.
6. Participants who are not able to register online during the times indicated above are requested to do so upon their arrival at UNCC and before going to the conference room. Only the names of duly registered participants will be included in the list of participants.
7. For identification and security reasons, all participants are **REQUIRED** to wear their meeting badges at all times while they are in the UN complex, which include meetings and social functions. The loss of a meeting badge should be immediately communicated to the registration counter or the UN security, so that the incident could be recorded, and a new badge can be issued.

III. TRAVEL

8. The participants are advised to purchase airline tickets from their place of departure to the Bangkok, Thailand.

IV. VISA/ENTRY REQUIREMENTS

9. Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, EXCEPT for those nationals listed below:

Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand

Ordinary Passport					Diplomatic/Official Passport					
Passport holders of the following countries/ territories may apply for Visa on Arrival	Passport holders of the following countries/ territories may enter Thailand without a visa					Passport holders of the following countries/ territories 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			14 days	30 days	90 days	30 days	90 days		
Bulgaria	Andorra	Norway	Brazil*	Cambodia	Hong Kong**	Argentina	<u>Bangladesh</u>	Albania	Nepal	
Bhutan	Australia	Oman	Korea (ROK)*	Myanmar	Laos	Brazil*	<i>(Diplomatic pp. only)</i>	Argentina	Panama	
China	Austria	The Philippines	Peru*	<i>(International Airports only)</i>	Macau	Chile	Brunei	Austria	Peru	
Cyprus	Belgium	Poland Portugal	Hong Kong**		Mongolia	Korea (ROK)*	Cambodia	Belarus	The Philippines	
Ethiopia	Bahrain	Qatar	Vietnam**		Russia(&VoA)	Peru*	China	Belgium	Poland	
Fiji	Brunei	San Marino			Vietnam**		Ecuador	Bhutan	Romania	
Georgia	Canada	<u>Saudi Arabia (&VoA)</u>					Hong Kong	Brazil	Russia	
India	Czech Republic	Singapore					Indonesia	Bulgaria	Serbia	
Kazakhstan	Denmark	Slovak					Kazakhstan	Chile	Seychelles	
Malta	Estonia	Slovenia					Laos	Colombia	Slovakia	
Mexico	Finland	Spain					Macau	Costa Rica	South Africa	
Nauru	France	South Africa					Malaysia	Croatia	<u>Spain</u>	
Papua New Guinea	Germany	Sweden					Mongolia	Czech Republic	<i>(Diplomatic pp. only)</i>	
Romania	Greece	Switzerland					Mozambique	El Salvador	Sri Lanka	
Uzbekistan	Hungary	Turkey					Myanmar	Estonia	Switzerland	
Vanuatu	Iceland	Ukraine					Oman	Finland	Tajikistan	
	Indonesia	UAE					<u>Pakistan</u>	France	Tunisia	
	Ireland	UK					<i>(Diplomatic pp. only)</i>	<i>(Diplomatic pp. only)</i>	Turkey	
	Israel	USA					Singapore	Germany	Ukraine	
	Italy						Timor-Leste	Georgia	UAE	
	Japan						Vietnam	<u>Greece</u>	Uruguay	
	Kuwait							<i>(Diplomatic pp. only)</i>		
	Latvia							Hungary		
	Liechtenstein							India		
	Lithuania							Israel		
	Luxembourg							Italy		
	Malaysia							Japan		
	Maldives							Korea (ROK)		
	Mauritius							Kosovo		
	Monaco							Kuwait		
	The Netherlands							Latvia		
	New Zealand							Liechtenstein		
								Luxembourg		
								Mexico		
								Montenegro		
								Morocco		
								The Netherlands		

Remarks

* Passport holders of Brazil, Korea (ROK) and Peru are entitled for tourist visa exemption scheme. Meanwhile, Thailand also holds bilateral agreements on visa exemption for holders of diplomatic, official and ordinary passports for a visit of not exceeding 90 days with Brazil, Korea (ROK) and Peru.

** Passport holders of Vietnam and Hong Kong are entitled for tourist visa exemption scheme. Meanwhile, Thailand also holds bilateral agreements on visa exemption for holders of diplomatic, official and ordinary passports for a visit of not exceeding 30 days with Vietnam and Hong Kong.

10. Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also **REQUIRED** to obtain an appropriate visa before entering.
11. To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at <https://www.thaiembassy.org>.
12. Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.
13. Participants who may need further assistance from ESCAP on their visa application should contact the meeting organizer, well in advance, for necessary action.
14. Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:
 1. The applicant must possess a passport from the list of countries whose nationals are eligible to apply for visa on arrival (List of countries entitled for Visa on Arrival) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
 2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
 3. An online application is available at Visa On Arrival (immigration.go.th). Upon presentation of printed Transaction Reference Number (TRN) the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.
 4. The applicant must provide proof of means of living expenses at the amount of THB 10,000 per person or THB 20,000 per family.

Entry Requirements for COVID-19 (as of 1 March 2023)

15. Thai Department of Disease Control (DDC), Ministry of Public Health (MoPH) issued “Public Health Measures for Foreign Travellers Entering Thailand”, which is effective from 1 March 2023 until further notice, as per the following:
 - a. Proof of vaccination is **No longer required**.
 - b. Proof of health insurance is **No longer required**.
 - c. Any passenger having symptoms of COVID-19 on arrival shall be recommended to get COVID-19/RT-PCR test at arrival.

V. HEALTH AND VACCINATION

16. Upon arrival at the port of entry in Thailand, participants who have traveled from or through countries listed below which have been declared yellow fever infected areas must provide an International Health Certificate proving that they have received a yellow fever vaccination.

17. As nationals of the countries listed below 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 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. Burundi | 29. Niger |
| 7. Burkina Faso | 30. Nigeria |
| 8. Cameroon | 31. Panama |
| 9. Central Africa | 32. Paraguay |
| 10. Chad | 33. Peru |
| 11. Columbia | 34. Rwanda |
| 12. Congo Republic | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire | 36. Senegal |
| 14. Democratic Republic of Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Ethiopia | 39. Sudan |
| 17. Equatorial Guinea | 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 | |

18. First-aid and emergency medical service is available at the Medical Centre, which is located on the fourth floor of the Service Building, 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.

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

VI. TRANSPORT FROM AND TO AIRPORT

20. Participants need to make their own transportation arrangements from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels. For the Airport Rail Link, an express and commuter rail connecting to Makkasan Station (MRT subway Petchaburi Station) and Phayathai Station (BTS Skytrain), passengers should go to Level B. Detailed information can be found at <https://www.srtet.co.th/index.php/en/>.

21. 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.

VII. TRANSPORT TO ATTEND 18th IWS/4th TRCG FORUM

22. Participants need to make their own transport arrangements to and from the UNCC. Metered taxis are readily available in the city and you may also book your transportation via applications such as Grab and Volt. Some hotels close to the UN building may provide complimentary transfer service on fixed schedule, to and from the UNCC, so please check with the hotel concierge. (Refer to point X)

VIII. AIRFARE & DAILY SUBSISTENCE ALLOWANCE (DSA) SUPPORT

23. Please refer to the specific guidelines and instructions provided by the Typhoon Committee Secretariat (TCS) for comprehensive details and ensure compliance with requirements:

Flight Bookings

- a. Participants are advised to secure their return bookings to Bangkok before their departure.
- b. If unable to do so, participants should make firm return bookings immediately upon arrival in Bangkok.
- c. Travel services are available through the American Express office located on the first floor of the Service Building, adjacent to the Siam Commercial Bank.

Financial Support for Active Participants

- a. Participants actively involved in the Advisory Working Group (AWG), the three Working Groups (WGs), or TRCG are eligible for financial support.
- b. The Typhoon Committee provides this support through the Typhoon Committee Trust Fund (TCTF) for **1 (one) participant of each specified WGs** above.

Airfare Approval Process

- a. To seek approval for airfare, submit the air ticket quotation for the TCS to lisa@typhooncommittee.org/info@typhooncommittee.org.
- b. Wait for approval from the TCS.
- c. Once approved, sponsored participants from TC Members are required to purchase their own flight tickets.
- d. The tickets should be for economy class and cover the most direct route to Bangkok, Thailand.

Coverage by TCTF

- a. The TCTF covers travel expenses for participants, including economy class airfare for the most direct route to Bangkok, Thailand.
- b. Additionally, participants are entitled to a Daily Subsistence Allowance (DSA) of US\$130 per day for the workshop's duration. (Please refer to point VII for reimbursement)
- c. TC Members are encouraged to explore alternative funding sources to sponsor the attendance of their participants.

IX. REIMBURSEMENT OF AIRFARE

24. After the 18th IWS/4th TRCG Forum, participants are **REQUIRED** to submit original or validated copies of supporting documents, such as the air ticket invoice and boarding pass stubs, for reimbursement purposes. The reimbursement will be done through a bank transfer by TCS, so eligible

participants must complete the "Request Form for Financial Support from Typhoon Committee Trust Fund (TCTF)" and provide their bank and account details.

25. It is important to note that the TCTF will cover all the bank charges related to the reimbursement process. However, there is a possibility that your correspondent bank may impose inward remittance charges, which would be the responsibility of the participant.

X. HOTEL ACCOMMODATION

IMPORTANT NOTE:

During the 18th IWS/4th TRCG Forum, the Local Organizing Committee (LOC) will not assist participants with hotel reservations. Therefore, it is crucial for participants to take responsibility for making their own hotel arrangements. It is recommended that participants directly contact hotels to secure their reservations. By doing so, participants can ensure they have accommodations during the meeting period.

26. Participants must 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.
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.

Special discounts by hotels to ESCAP (Effective 01 Jul - 31 Dec 2023)			
Hotel name	Royal Princess	The Sukosol	Amari Watergate
Single Room + American breakfast (ABF)/pax/day*	USD 75	USD 84	USD 93
<i>e.g. Cost Estimate for 7 nights for ONE pax</i>	<i>USD 451.39</i>	<i>USD 503.47</i>	<i>USD 555.56</i>
Shuttle to UN Free of Charge (FOC)	FOC	FOC (at least 15 persons - Group booking only)	N/A
Distance to UN	1.6 km	3.5 km	3.9 km
	7 min car 19 min walk	11 min car 45 min walk	15 min car 55 min walk
Internet	Free	Free	Free
Special menu: Halal option	N/A	Available but should inform hotel in advance	Available but should inform hotel in advance
Room with accessibility features	Available	Available	Available
Cancellation policy	Free cancellation within 15 days prior to arrival	Free cancellation within 7 days prior to arrival	Free cancellation within 7 days prior to arrival
No-show charge	If cancelled on the date of arrival, no show charge for 1 night	If cancelled on the date of arrival, no show charge for 1 night	If canceled on the date of arrival, no show charge for 1 night
Contact details	Ms. Bussara Luilao Telephone: + 66 (0) 2281 3088 Email: bussara@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com	Ms. Ratchanikrit Khankath Telephone: + 66 (0) 2247 0123 Email: tsb.ados@sukosolhotels.com Website: www.sukosolhotels.com	Ms. Merin Leetikul Telephone: + 66 (0) 2653 9000 Email: merin.l@amari.com Website: www.amari.com

Special discounts by hotels to ESCAP (Effective 01 Jul - 31 Dec 2023)		
Hotel name	Novotel Bangkok Platinum Pratunam	Pullman - King Power
Single Room + American breakfast (ABF)/pax/day*	USD 95	USD 97
<i>e.g. Cost Estimate for 7 nights for ONE pax</i>	<i>USD 572.92</i>	<i>USD 581.42</i>
Shuttle to UN Free of Charge (FOC)	N/A	N/A
Distance to UN	4 km	3.9 km
	15 min car	15 min car
	55 min walk	55 min walk
Internet	Free	Free
Special menu: Halal option	Available but should inform hotel in advance	N/A
Room with accessibility features	N/A	Available
Cancellation policy	Free cancellation within 7 days prior to arrival	Free cancellation within 7 days prior to arrival
No-show charge	If canceled on the date of arrival, no show charge for 1 night	If canceled on the date of arrival, no show charge for 1 night
Contact details	Ms. Ployraee Sukploypan Telephone: +66 (0) 2 209 1700 Email: H7272-SL2@accor.com Website: Novotelbangkokplatinum.com	Ms. Wareepohn Chai-in Telephone: +66 (0) 680 9999 ext.2510 Email: H6323-SM6@accor.com Website: www.pullmanbangkokkingpower.com

*The room rate is inclusive of VAT tax

28. Any cancellations, postponements or other changes should be notified 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.
29. The rates provided in the table are as of 01 July – 31 December 2023 and subject to change without notice. Please confirm the room rates with the hotel directly.

XI. PAYMENT OF HOTEL ACCOUNTS

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

XII. MEALS & CATERING SERVICES

IMPORTANT NOTE:

This important information regarding the arrangements for meals during the 18th IWS/4th TRCG Forum. Participants should be aware that there will be NO welcome/farewell dinners, as well as NO provided lunch and coffee breaks. Instead, participants are advised to purchase their own lunch and coffee breaks at the ESCAP cafeteria/canteen. This ensures that participants are prepared to manage their own meals and refreshments during the meeting.

31. Catering services are available at the following locations:

- a. International Cafeteria (Level 1, UNCC), which serves breakfast from 7.30 to 10.00 hours, and Thai, Halal and International menus for lunch from 11:00 to 14:00 hours on Monday through Friday.
- b. Coffee Corner (Level 1, UNCC), which serves assortment of bakery pastries and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.
- c. Rajapruek Lounge (Ground Level, UNCC), which serves light meals and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.

32. In line with the Sustainable United Nations (SUN) and Environmental Management System (EMS) principles, no single use plastic is available in the UNCC. Single-use food and drink containers have been banned within the UN compound in Bangkok. When purchasing coffee/tea at the Coffee Corner, meeting participants will be asked to pay a deposit of THB 100 for a cup, which will be returned upon return of the cup.

33. Dining venues at the UNCC also do not provide food storage boxes, plastic cutlery or straws for take-away orders. Diners wishing to take food away are advised to bring their own reusable food containers.

XIII. WEATHER

34. 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).

XIV. INTERNET SERVICES

35. Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Please use UN-WiFi, no password is required. Use of internet at UNCC is governed by relevant Organizational policies and guidelines. Failure to adhere to policies may result in revoking of those services.

XV. BANKING FACILITIES

36. 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).

XVI. FOREIGN CURRENCY

37. 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.

XVII. ELECTRICITY

38. 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.
39. 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.

XVIII. WORKING LANGUAGE

40. The working language of the workshop will be English.

XIX. LOCAL ORGANIZING COMMITTEE (LOC)

41. For additional information and assistance concerning the registration and local arrangements for the workshop, please contact the Local Organizing Committee (LOC)

TCS

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