

FOR PARTICIPANTS ONLY

25 October 2007

UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

UNECE/UNESCAP Workshop on United Nations electronic Documents (UNeDocs) for Single Window Facilities in Asia and the Pacific

10 – 14 December 2007

Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

General

1. The UNECE/UNESCAP Workshop on United Nations electronic Documents (UNeDocs) for Single Window Facilities in Asia and the Pacific is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 10 to 14 December 2007. The workshop is jointly organized by the secretariats of the United Nations Economic Commission for Europe (UNECE) and the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) under the 4th Tranche of the United Nations Development Account project on “Interregional partnership for promoting trade as an engine of growth through knowledge management and information and communication technologies”.
2. The Workshop is composed of two segments. During the first segment, the Workshop, to be held from 10-11 December 2007, participants will learn about the latest international standards, tools and best practices developed by the United Nations and other international organizations such as the World Customs Organization (WCO). They allow efficient information exchange between traders and government. The segment will also explain to decision makers the relevance and the use of the latest release of the UNeDocs standard and user guide for the cross border data exchange. The objective of the Workshop is to endorse launching of the United Nations electronic Trade Documents Network of Experts (UNeDocs NEXT) in Asia Pacific under the auspices of UNESCAP and UNECE and seek participants’ views on modalities of this network. The purpose of the UNeDocs NEXT is to establish a network of experts to transfer knowledge in the use and implementation of UNeDocs, as a tool to simplify and harmonize trade documents and data for electronic single window and paperless trade systems in the region.
3. The second segment, the Technical Training, to be held on 12-14 December 2007, is aimed at technical experts. It will provide them with the skills to use international standards and tools to harmonize trade and government data at the national and sub regional level. Participants will develop an example for an electronic document solution using the latest electronic business standards, such as UN/CEFACT Core Components, the UNeDocs data model for digital documents and the tools to generate XML messages. This technical training will also outline the integration of customs data requirements and the revised Kyoto Convention of the WCO.
4. The workshop will be inaugurated at 0900 hours on Monday, 10 December 2007, by Mr. Xuan Zengpei, Director, Trade and Investment Division, in Room 3, United Nations Conference Centre (UNCC), where all subsequent sessions of the first segment will be held from 0830 hours to 1200 hours in the morning and 1330 hours to 1630 hours in the afternoon. The second segment, the Technical Training, will be held in the IT Room of the Learning Centre in the UNCC building (3rd Floor), starting on Wednesday, 12 December 2007, at 0900 hours and adjourning on Friday, 15 December 2007, at 1300 hours.

Participation

5. Participation in the first segment, the Workshop is open to governmental officials dealing with trade facilitation, customs officials, trade facilitators, business representatives, e-business solution providers and training and research institutes of the UNESCAP members and associate members. Due to the format of the second segment, the Technical Training, the number of participants shall be limited to **20 experts** and therefore requires approval of the organizers (UNESCAP and UNECE). **Participants in the Technical Training need to have a strong practical background in customs procedures, ICT applications for customs, electronic business and/or data processing.**

Working language of the meeting

6. The working language of the Workshop will be English.

Registration and identification badges

7. Participants are requested to register and obtain identification badges at the Registration Counter, located on the ground floor, UNCC, from 0800 – 0830 hours on Monday, 10 December 2007. Participants who are not able to register during the above time are requested to do so upon their arrival at UNCC before going to the meeting room. Only the names of participants duly registered will be included in the list of participants and only these participants will be eligible to obtain the identification badge.

Address and telephone number of UNESCAP secretariat and UNCC

8. The address of the UNESCAP secretariat and UNCC is as follows:

United Nations Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand

Telephone numbers: (+662) 2881234
Facsimile number: (+662) 2881027

9. Mail intended for participants should be sent c/o (name of official in the meeting organizing office), at the address indicated in paragraph 14 above.

Officers involved in servicing the workshop

10.

Ms. Tiziana Bonapace
Officer-in-Charge, a.i.
Trade Efficiency and Facilitation Section
Trade and Investment Division

Tel: (66-2) 288-1430
Fax: (66-2) 288-1027, 288-3066
e-mail: bonapace.unescap@un.org

Ms. Maria Misovicova
Economic Affairs Officer
Trade Efficiency and Facilitation Section

Tel: (66-2) 288-2118
Fax: (66-2) 288-1027, 288-3066
e-mail: misovicova@un.org

Ms. Tarnkamon Suwantee
Team Assistant
Trade Efficiency and Facilitation Section

Tel: (66-2) 288-1674
Fax: (66-2) 288-1027, 288-3066
e-mail: suwantee.unescap@un.org

11. The Administrative Services Division is responsible for the administrative and logistic arrangements for the meeting. Mr. Peter Van Laere is the Chief of the Division. The daily conference services are the responsibility of Mr. Yang Yafei, Chief, Conference Management Unit (room G090, ground floor, UNCC, extensions 2571 and 1174).

UNESCAP working hours

12. The normal working hours of UNESCAP are from 0730 to 1545 hours, with a lunch break of 45 minutes, from Monday to Friday. However, staff members concerned with the meeting will be on duty during meeting hours.

Immigration requirements

13. Nationals of the following 41 countries and 2 special administrative regions who hold ordinary passport may enter and stay in Thailand for a maximum period of 30 days or 90 days without a visa. However, if the duration of their stay is expected to exceed the maximum period, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

30 Days (37 Countries with 2 Special Administrative Region)

1	Austria	21	Macao, China*
2	Australia	22	Malaysia
3	Bahrain	23	Netherlands
4	Belgium	24	New Zealand
5	Brunei Darussalam	25	Norway
6	Canada	26	Oman
7	Denmark	27	Philippines
8	Finland	28	Portugal
9	France	29	Qatar
10	Germany	30	Singapore
11	Greece	31	South Africa
12	Hong Kong, China*	32	Spain
13	Indonesia	33	Sweden
14	Ireland	34	Switzerland
15	Israel	35	Turkey
16	Italy	36	United Arab Emirates
17	Japan	37	United Kingdom of Great Britain and Northern Ireland
18	Kuwait		
19	Luxembourg	38	United States of America
20	Lao People's Democratic Republic	39	Viet Nam

* Special Administrative Region

90 Days (4 Countries)

1	Brazil	3	Republic of Korea
2	Chile	4	Peru

14. In addition to the above, nationals holding valid diplomatic or official passport of the following countries may enter and stay in Thailand for the period specified in each visa waiver agreement between Thailand and the country concerned.

30 Days (Diplomatic Passport only)

1 Cambodia

30 Days (Diplomatic or Official Passport)

1	China	4	Lao People's Democratic Republic
2	Mongolia	5	Viet Nam
3	Myanmar		

90 days (Diplomatic or Official Passport)

1	Austria	17	Mexico
2	Argentina	18	Nepal
3	Belgium	19	Netherlands
4	Brazil	20	Peru
5	Bhutan	21	Philippines
6	Chile	22	Poland
7	Croatia	23	Oman
8	Czech Republic	24	Romania
9	Germany	25	Russia
10	Hungary	26	Republic of Korea
11	Israel	27	Singapore
12	Italy	28	South Africa
13	India	29	Switzerland
14	Japan	30	Slovak Republic
15	Luxembourg	31	Tunisia
16	Malaysia	32	Turkey

15. Nationals of the following 13 countries may apply and be granted by the Thai immigration authority at Bangkok International Airport, a visa for a stay not exceeding 15 days upon arrival, conditional on meeting certain requirements.

1	Bhutan	8	Maldives
2	China	9	Mauritius
3	Cyprus	10	Poland
4	Czech Republic	11	Russia
5	Hungary	12	Saudi Arabia
6	India	13	Ukraine
7	Kazakhstan		

The requirements are:

- (a) **The applicants must be in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand.**

- (b) The applicants must be in possession of an air ticket valid for return journey within 15 days.
- (c) The applicants must provide two passport-size photographs and a visa fee of approximately Baht 1,000.00

16. Participants from countries other than those listed **above are requested to obtain appropriate entry visa from the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.**

17. All participants are requested to consult Royal Thai Embassy or Thai Consulate located in their respective countries before departing for Bangkok. For more information regarding the Thai visa, please visit Ministry of Foreign Affairs <http://www.mfa.go.th/web/2482.php?id=2487>

18. Participants are also advised to obtain, where necessary, a transit visa for places en route to Bangkok, Thailand before the commencement of their journey.

19. Holders of a United Nations laissez-passer 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.

20. Only in an exceptional case where obtaining appropriate entry visa prior to entering Thailand is not possible or uncommonly difficult, UNLP holders could obtain visa waiver for the entry to Thailand for the maximum stay of 15 days (not extendable) with special arrangement from UNESCAP Protocol Office. Any UNLP holder opting for this special arrangement must contact Mr. Krishna Sutheero, Protocol Office, at sutheero@un.org, extension 1771, for a request form that need to be completed and sent back to the UNESCAP Protocol Office by the participant. This arrangement must be made at least two weeks in advance prior to their departure to Bangkok.

Travel arrangements

21. For the UNESCAP funded participants, the UNESCAP secretariat will authorize the Country Office of the United Nations Development Programme (UNDP) to provide participant with the most direct economy class return flight ticket to travel from the country/ city of your residence to Bangkok.

Arrival at the airport

22. Participants should make their own transportation arrangements from Suvarnabhumi Airport (new Bangkok Airport), to their respective hotels. Limousine, metered-taxi, and bus services are readily available at the airport.

23. To avail themselves of the services of limousine and public metered-taxi as indicated above, it is strongly recommended that participants contact only the officials who are authorized to man the counters located at the airport arrival lounge. The officials, upon contact, will issue a ticket for the assignment of either a limousine for transporting passengers to the desired destination.

Hotel Accommodation

24. **All UNESCAP sponsored participants are required to stay at the Royal Princess Hotel.** The cost of a single room (breakfast included) will be covered by UNESCAP at this hotel only for the entire duration of the event. **Accommodation expenses for sponsored participants staying at a different location will not be reimbursed or compensated.**

The hotel address is as follows:

Royal Princess Hotel
269 Larn Luang Road
Pomprab
Bangkok 10100
Thailand
Tel: +66 (0) 2281 3088
Fax: +66 (0) 2280 1314
<http://bangkok-larnluang.royalprincess.com/>

Suggested hotels and hotel reservation form for other self-financed participants can be found in Annex 1.

25. To facilitate hotel reservation, participants are requested to complete and submit the attached attendance/hotel form at an early date or, alternatively, to furnish particulars by facsimile or e-mail at least 10 working days in advance to (name of the staff in charge of accommodation arrangements), indicating:

- (a) Full Name;
- (b) Date and time of arrival;
- (c) Flight number.

26. Any subsequent changes in arrival plans should be communicated immediately to UNESCAP. Cancellation, postponement or any other changes must 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. All rooms will be assigned according to information furnished on the enclosed forms and on a first-come, first-served basis.

Daily subsistence allowance (only if applicable)

27. Participants whose travel is sponsored by UNESCAP will be provided with a daily subsistence allowance (DSA) for the entire duration of the event at the prevailing United Nations rate in December 2007. In order to facilitate the payment of DSA, **eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room.** Ms. Tarnkamon Suwadee from TID will be available to assist UNESCAP sponsored participants in this process.

28. Any participants who are unable to stay for the duration of the meeting are requested to inform the UNESCAP secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

Financial and administrative arrangements (only if applicable)

29. In those cases where the participation costs are borne by the UNESCAP secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditures, 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.

Reconfirmation of Returning Flight

30. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact the travel agent (American Express) located on the first floor, Service Building next to Siam Commercial Bank, extensions 2173, 2174, 2318 and 2468.

Local transportation

31. The Royal Princess Hotel will provide the free shuttle service during the meeting period (Hotel-UNCC-Hotel). Participants are requested to gather information about the departure time from the hotel to UNESCAP at the reception desk when checking in.

Library facilities

32. UNESCAP Library facilities are available on the first floor, Service Building from 0700 to 1600 hours, Monday through Friday. For details on the use of the UNESCAP Library facilities, please consult the staff on duty or call extensions 1330 and 1360. Further information about ESCAP library can be found at <http://www.unescap.org/unis/library/>.

Medical services

33. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The UNESCAP 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. Participants are recommended to have had vaccinations against food-borne diseases such as, hepatitis A, tetanus and typhoid.

Postal services

34. Postal services are available at the Post and Telegraphic Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, Monday to Friday at extensions 1260 and 2114, except for official holidays.

Catering services

35. Catering services are available at Cafeteria on the fourth floor of the Service Building, open from 0800 to 1600 hours, Refreshment Lounge on the ground floor of UNCC, open from 0700 to 1900 hours and Canteen on the ground floor of the Service Building, open from 0700 to 1400 hours. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Coffee Corner, level 1, UNCC. It is open from 0700 to 1600 hours.

Weather

36. The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate outdoors. However, 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).

Foreign exchange

37. 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.

38. Participants may be required to declare the amount of traveler's cheques or currency in their possession on arrival at Bangkok International Airport.

39. 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, from Monday to Friday.

HOTEL RESERVATION FORM at ROYAL PRINCESS HOTEL
(for sponsored participants only)

**UNECE/UNESCAP Workshop on United Nations electronic Documents (UNeDocs) for
 Single Window Facilities in Asia and the Pacific
 10 – 14 December 2007
 Bangkok, Thailand**

Mr. [] Ms. [] Name: _____		
First	Middle	Last
Functional title and full street address: _____		

Tel: _____ Fax: _____		
e-mail (for confirmation): _____		
Arrival date at Bangkok: _____ Flight: _____ at: _____ hours		
Departure date from Bangkok: _____ Flight: _____ at: _____ hours		
Period of stay		
Check-in date: _____ Check-out date: _____		

After completing this form, please fax or email it to the indicated number/email addresses below.

To: Ms. Tarnkamon Suwandee
 Trade and Investment Division
 UNESCAP Secretariat
 Bangkok, Thailand

Tel: (66-2) 288-1674
 Fax: (66-2) 288-1027, 288-3066
 e-mail: suwandee.unescap@un.org

Note: For flight information, upon receipt of UNESCAP confirmation (acceptance letter) on their participation UNESCAP-sponsored participants are kindly requested to contact local UNDP office to make their flight booking in advance.

ARRIVAL/DEPARTURE FORM

1. All participants are requested to fill in and return this form along with **air tickets** to the UNESCAP staff present in the meeting room **on the first day of the Seminar** (morning), for seat reconfirmation.
2. In addition to item 1. above, UNESCAP-sponsored participants are also requested to provide the secretariat with their **passports and copies of inbound boarding passes**, for payment of daily subsistence allowance.

NAME: _____

COUNTRY: _____

AIR TICKET NUMBER: _____

ARRIVAL AT BAGNKOK: DATE: _____

FLIGHT NUMBER: _____

TIME: _____

DEPARTURE FROM BANGKOK: DATE: _____

FLIGHT NUMBER: _____

TIME: _____

HOTEL ADDRESS IN BANGKOK: _____

ROOM NUMBER: _____

SIGNATURE: _____

DATE: _____

Annex 1**Hotel Reservation Form**
(for self-financed participants only)**UNECE/UNESCAP Workshop on United Nations electronic Documents (UNeDocs)**
for Single Window Facilities in Asia and the Pacific
10 – 14 December 2007
Bangkok, Thailand

Royal Princess Hotel 269 Larn Luang Road Bangkok Tel: (662) 281-3088 Fax: (662) 2801314	Single 2,200	Double 2,400
Prince Palace Hotel 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (662) 628-1111 Fax: (662) 628-1000	Single 1,500	Double 1,700

Hotel: Royal Princess Hotel
 Prince Palace Hotel

Mr/Mrs/Ms – Last Name: _____ Name : _____

Accompanying Person/s : _____

Delegate's Position : _____

Institution: _____

Address: _____

Business Phone: _____ Fax Number : _____

E-Mail Address: _____

Arrival Date : _____ Arrival Flight : _____

Departure Date : _____ Departure Flight : _____

Smoking Room : _____ Non-smoking Room : _____

Check-in time : _____ p.m. Check-out time : _____ p.m.

Please fill up this form and return to

Ms. Tarnkamon Suwandee
Trade and Investment Division
UNESCAP Secretariat
Bangkok, Thailand

Tel: (66-2) 288-1674
Fax: (66-2) 288-1027, 288-3066
e-mail: suwandee.unescap@un.org