

FOR PARTICIPANTS ONLY

ASIAN DEVELOPMENT BANK (ADB)
UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE
PACIFIC (UNESCAP)

**ADB/UNESCAP Concluding Workshop on Enhancing Social and Gender Statistics
24-27 June 2003, Bangkok, Thailand**

INFORMATION NOTE

I. Meeting-related information

Venue and opening session

1. The ADB/UNESCAP Concluding Workshop on Enhancing Social and Gender Statistics is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 24 to 27 June 2003. The UNCC is located in the UNESCAP premises, Rajdamnern Avenue, Bangkok 10200, Thailand.
2. The opening session will be convened at 0900 hours on Tuesday, 24 June 2003 in Meeting Room G, level 1, UNCC, where all subsequent sessions will also be held.

Registration and identification badges

3. Participants are requested to register and obtain meeting badges at the Registration Counter, located on the ground floor, UNCC, between 0800 and 0850 hours on 24 June. Participants who are not able to register on the opening day are requested to do so on subsequent days, to ensure that their names appear on the list of participants.
4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting, at social functions and in the United Nations complex.

Working language of the meeting

5. The workshop will be conducted in English. No translation/interpretation services will be provided. All documentation will also be in English.

Meeting documents

6. Since the number of copies of meeting documents is limited, participants are requested to bring with them all documents that have been distributed to them or which they have downloaded.

The web sites for the workshop are:

ADB: http://www.adb.org/statistics/reta_6007.asp

UNESCAP: <http://www.unescap.org/stat/>

Papers/literature for distribution

7. Participants wishing to circulate papers or literature at the meeting other than those required by ADB and UNESCAP are requested to consult the secretariat. In this regard, participants are requested to bring sufficient copies for distribution at the meeting, as document reproduction services will not be available for this purpose.

UNESCAP working hours

8. UNESCAP currently has staggered working hours, from 0700 to 1600 with a lunch break of 45 minutes, from Monday to Friday. Core hours are 0800 to 1500. However, staff members concerned with the meeting will be on duty during meeting hours.

UNESCAP library facilities

9. The UNESCAP library facilities are available at the Library, first floor, Service Building, currently from 0700 to 1600 hours. Publications can be consulted within the Library but may not be taken out.

Internet and e-mail services

10. There are several Internet-connected computers at the Internet Café near the snack bar, level 1, UNCC, which participants can use free of charge during breaks to access the Internet, including their personal web-based email accounts.

Catering services

11. Light refreshments will be served during session breaks. Lunch and dinner will be on the participants' own account.

12. Food and beverages are available at the Dining Room, level 1, UNCC from 1130 to 1400 hours. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Delegates' Lounge, level 1, UNCC. It is open from 0800 to 1600 hours. Catering services mainly for U.N. staff are also available at the Cafeteria and Canteen on the fourth and ground floors of the Service Building respectively. They are open from 0700 to 1400 hours, and provide meals at quite reasonable prices.

Officers concerned with servicing the meeting

13. The workshop is organized jointly by ADB and the Statistics Division of UNESCAP. For any information regarding the workshop, participants may contact:

Ms. Dalisay S. Maligalig

Statistician

Development Indicators and Policy Research Division

Economics and Research Department

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II. Travel

Airtickets

14. ADB will send prepaid roundtrip tickets to eligible participants. They can secure the airline ticket as soon as they are notified by either the ADB Secretariat and/or the concerned airline.

Payment of per diem

15. Each participant will be given a daily subsistence allowance (DSA) of \$40 per day. This will be paid to them during registration on 24 June 2003. Ms. Eva Olanda will be responsible for disbursing the DSA. ADB will pay the standard hotel accommodation directly (see below).

16. Apart from the DSA, ADB provides travel allowance to participants which may be used for transportation, expenses incurred for visa application, etc. This will also be paid upon registration.

Hotel accommodations

17. A block booking for all the participants has been made by ADB at the Royal Princess Hotel:

Royal Princess Hotel
269 Larn Luang Road
Pomprab, Bangkok
Thailand
Tel: (66-2) 2813088
Fax: (66-2) 2801314

18. Accommodation includes a single deluxe room at the Princess Floor for 5 nights beginning 23 June 2003, one way pick-up from the airport to the hotel, daily buffet breakfast at the Princess Café, and shuttle bus service from the hotel to UNESCAP and back to the hotel during Workshop days. ADB will pay the hotel directly for these services. However, other meals and expenses will be charged against the participant's personal account.

19. Participants are also entitled to 10% discount on food and beverage at the Royal Princess restaurant. Early check-in is at 8:00 a.m. and late check-out at 5:00 p.m.

Immigration requirements

20. ADB has sent Note Verbales to the Royal Thai Embassy in participating countries with visa requirements. Participants should check and follow up with the Embassy. A copy of the letter has been sent to the participants for reference.

Arrival at the airport

21. The Royal Princess Hotel is providing a one-way transport service to all participants from Bangkok International Airport (Don Muang Airport). A hotel staff member will meet the participant at the Airport with the participant's name shown on a sign board. In cases where participants cannot locate the hotel staff/ driver, contact the hotel at Tel No.: 02 2813088.

III. Other information

Weather

22. The weather in Bangkok in late June is warm with the temperature ranging between 25 and 33 degrees Celsius and averaging 29 degrees Celsius. As the rainy season (June-October) starts, there may be some rain. Light tropical clothing will be appropriate when outdoors. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained between 21 and 26 degrees Celsius (70-78 degrees Fahrenheit).

Local transportation

23. Metered taxis are generally available. It is advisable to ask the hotel staff to write down the destination in Thai as not all drivers understand English.

Foreign exchange

24. Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of travellers' cheques, drafts, letters of credit or other banking instruments which may be exchanged for Thai currency. The current exchange rate is around Thai Baht 42 to 1 US Dollar.

25. Participants may be required to declare the amount of travellers' cheques or currency in their possession upon arrival at Bangkok International Airport.

26. Exchange facilities are normally 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 1313, 1314). It is open from 0830 to 1530 hours, without lunch break, from Monday to Friday.

Financial and administrative arrangements

27. ADB and UNESCAP will not assume responsibility for expenditures such as:

- (i) Salary and related allowances for the participants during the period of the workshop;
- (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the workshop;
- (iii) Compensation in the event of death or disability of participants in connection with their attending the workshop;
- (iv) Any loss or damage to personal property of participants while attending the workshop or losses or damages claimed by third parties as a result of negligence on the part of the participants;
- (v) Any other expenses of a personal nature, not directly related to the purpose of the workshop.

Postal services

28. Postal services are available at the Post and Telegraphic Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, Monday to Friday, except for official holidays. Overseas telephone calls and fax transmissions can also be made from the Post and Telegraphic Office at government regulated charge rates.

Medical services

29. First aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The UNESCAP Doctor is available during working hours. Appointment should be made through the Nurse at extension 1352.

Electrical Systems in Thailand

30. The standard voltage in Thailand is 220 VAC at 50Hz. Plugs are Type A (flat blade attachment plug) and Type C (round pin attachment plug).

Return bookings

31. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact Ms. Eva Olanda (eolanda@adb.org) who will be assisting this workshop.

32. Participants are required to pay an airport tax of 500 Baht on their departure from Bangkok International Airport.