



# ADMINISTRATIVE INFORMATION

SENDAI MONITORING WORKSHOP  
5-6 MARCH 2018, BANGKOK

## 1. BACKGROUND

Training will be conducted only in English and will be practical in nature. Participants will have opportunities to enter data and use a training version of the Monitor system to increase their familiarity and skill in using the actual system. This will also enable them to return to their country and boost their national capacity in monitoring and reporting of DRR.

Overall, the workshop will focus on:

- Using the Sendai Framework Monitor System including uploading and entering data, analytical capabilities of the system as well as levels of application (global, regional, national, local);
- Reviewing Global (obligatory) and Custom (optional) Sendai Framework Indicators and links with SDG Indicators; and
- Reporting expectations, dates and next steps.

A detailed agenda will be sent in February to confirmed participants. In the meantime, an interactive version of the Sendai Framework Online Monitor for familiarization is available at: <http://www.unisdr.org/go/sfm>

### Required participants:

UNISDR invites you to send up to two (2) officials to attend the workshop.

- One (1) program or technical officer from the National Disaster Management Office; and
- One (1) program or technical officer from the National Statistics Office or equivalent office responsible for collection of national data for reporting.

It is important that the officers selected should be from positions that will use the online Sendai Framework Monitor to report your country's progress on the Sendai Framework, and if possible show others how to use it on return to their country.

## 2. SCHEDULE AND VENUE OF THE MEETING

The Sendai Monitoring Workshop will be held on 5-6 March 2018 in Bangkok.

The venue of the meeting is:

**United Nations Conference Centre (UNCC)**  
Laboratory Room#6, Learning Center, 3<sup>rd</sup> floor  
Rajdamnern Nok Avenue, Bangkok 10200  
Tel. +66 (0) 2 288 1181  
Fax. +66 (0) 2 288 3022  
<http://www.unescap.org/uncc>  
GPS: 13.764019, 100.508555 (Map below)

Map: Location of United Nations Conference Center

## แผนที่แสดงที่ตั้ง ศูนย์ประชุมสหประชาชาติ UNITED NATIONS CONFERENCE CENTRE



### UNITED NATIONS องค์การสหประชาชาติ

Rajadamnern Nok Avenue, Bangkok 10200, Thailand  
ถ.ราชดำเนินนอก แขวงบางขุนพรหม เขตพระนคร กรุงเทพฯ 10200  
Tel. 02-288-1174 Fax : 02-288-3022

### 3. PARTICIPATION

#### 1) Meeting Website

All information concerning the Sendai Monitoring Workshop can be accessed at [www.preventionweb.net/go/55818](http://www.preventionweb.net/go/55818). (Should we create a page on Prevention Web for this?)

#### 2) Registration

This is a close workshop targeted to specific group of countries from South and East Asian countries. Participation is done by DRR/Sendai Framework focal point from governments.

#### 3) Working Language

The official working language of the meeting is English with no simultaneous interpretation. All the meeting documents will be provided in English only.

## 4. TRAVEL ARRANGEMENTS

### 4.1. UNISDR sponsorship

UNISDR will provide travel and daily subsistence allowance (DSA) for TWO meeting participants nominated by DRR/Sendai Framework focal point from governments. This will be provided according to the UN rules and regulations and will include:

- Round trip air ticket by the most economical route only
- DSA at the current UN rate
- Airport terminal expenses

UNISDR will directly contact sponsored participants for travel arrangements. Air ticket will be issued by the UN Travel Agent. It is recommended that participants should arrive in Bangkok on Sunday, 4 March 2018 and depart from Bangkok on Wednesday, 7 March 2018.

Sponsored participants **are not** authorized to purchase their own tickets without approval from Travel Unit UNESCAP. **Reimbursement of air tickets bought by sponsored participants without approval by UNISDR is not permissible under UN rules.**

After the ticket is issued, participants should contact the airline themselves for any changes. Any additional cost for such changes in itinerary or air travel will be borne by participants.

#### 3.2.2 Allowances

DSA and terminals will be paid to the sponsored participants according to the UN rules and regulations. DSA paid to the participant covers all related costs of hotel accommodation and meals and miscellaneous expenses (i.e. visa fee, airport transfer, airport tax, etc) during the period of the meeting. Any additional expenses (e.g. room service, laundry, telephone, mini bar, etc.) are at personal expense of the participant. Participants who wish to stay beyond the official mission dates must bear any additional costs related to travel and accommodation.

DSA will be paid in THB (cash) on Monday, 5 March 2018 in the morning during coffee break in front of the meeting room.

To collect your DSA, please submit the following documents to Ms. Kamolwan Thaninkitiwong in the morning of 5 March for document verification:

- Copy of passport
- Copy of air ticket/e-ticket
- Original boarding pass(es)
- Copy of Passport with Immigration Stamp

DSA will be paid to each sponsored participant upon submitting the complete documents listed above. Your signature will be required upon receipt.

### 4.2. Visa

Participants must hold a passport valid for at least six months from the final date of travel. Participants requiring a visa should apply to the consular office or embassy of the Thailand in your respective countries. The official invitation letter will be sent to a provided email address if requested.

#### 4.3. Travel Insurance

All participants are strongly recommended to buy travel insurance before travelling. UNISDR will **NOT** be liable to pay any costs towards hospital/medical claims in case of an accident or illness.

### 5. ACCOMMODATION ARRANGEMENTS

#### 5.1. Accommodation booking

Please contact the hotel directly to make your reservation informing them that you are a participant of a United Nations meeting in order to receive the rates below. Also, please copy Ms. Kamolwan Thaninkitiwong, UNISDR at [thaninkitiwong@un.org](mailto:thaninkitiwong@un.org) your communication with the hotel for ease of follow-up. The rates indicated below are for reference only. Please confirm with the hotel the actual rate being offered. Breakfast and taxes are included in the prices unless stated differently. But do confirm with the hotel at the time of reservation.

Hotel name and address	Room rates	Booking contact
<b>Nanda Heritage Hotel</b> 632 Wisut Kasat Road, Pranakorn, Bangkok 10200  around 600 metres / 8 minutes walk to UNCC	Standard room THB 2,200  Deluxe Double THB 2,700	Tel. +(66) 2 282 2900 Fax: +(66) 2 282 2900 Website: <a href="http://www.nandaheritage.com/">http://www.nandaheritage.com/</a> E-mail: <a href="mailto:info@nandaheritage.com">info@nandaheritage.com</a>
<b>Royal Princess Larn Luang Hotel</b> 269 Larn Luang Road, Pomprab, Bangkok 10100 Thailand  (around 1.2 km / 15 minutes walk to UNCC)	Single room THB 2,800  Twin/Double room THB 3,000	Tel. +(66) 2 281 3088 Fax: +(66) 2 280 1314 Website: <a href="http://www.royalprincesslarnluang.com/index.html">http://www.royalprincesslarnluang.com/index.html</a> E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a> <a href="mailto:rsvnsup@royalprincesslarnluang.com">rsvnsup@royalprincesslarnluang.com</a>  *Reservation must be made by 19 February otherwise the room might not be available.

Standard Check-in and Check-out Time:

- Check-in time at 12:00 hrs. and check-out time at 12:00 hrs.
- 50% of the room rate will be applied for check in before 12:00 hrs.
- 100% of the room rate will be applied for check in before 08:00 hrs.
- 50% of the room rate will be applied for late check out until 18:00 hrs.
- 100% of the room rate will be applied for late check out after 18:00 hrs.

Early Departure: To avoid an early departure fee, kindly reconfirm your departure date prior to the date of arrival. An early departure charge at room rate will be applied if the departure date is earlier than the original committed date of check in.

No-Show Policy: 100 percent of the total payment will be charged.

## 5.2. Payment Method

Participants are responsible for all hotel expenses. At the check-out, please contact the Reception/Front Office Desk and settle your bill accordingly. The hotel accepts payments in cash or major credit/debit cards.

## 5.3. Transportation Options to/from the Hotel:

UNISDR will **NOT** provide local transportation to participants. From the airport, the journey to the hotel takes around 30-45 minutes (35 km). Options below are available for meeting participants

- **Taxi from Suvarnabhumi International Airport:** 30-45 minutes by car via expressway which costs around THB 500 / USD 16.
- **Airport pick-up by hotel:** you can request for airport pick-up from the hotel. The trip will cost THB 1,500 per car per way. Please contact hotel directly for this.

## 6. ABOUT THAILAND

Thailand is located at the centre of the Indochinese peninsula in Southeast Asia. It has a total area of approximately 513,000 km<sup>2</sup> (198,000 sq mi) and is the 20th-most-populous country in the world, with around 69 million people. Bangkok is the capital and most populous city of the Kingdom of Thailand.

### 6.1. Language

Thai, the official language of the country, is the principal language of education and government and spoken throughout the country. English is widely spoken and understood in Bangkok.

### 6.2. Time Zone

UTC+7

### 6.3. Currency and Credit Cards

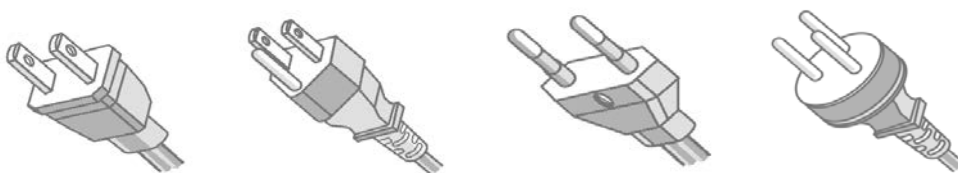
Thailand uses Thai Baht (THB) as the currency.

UN Exchange Rate as of Mar 2018: 1 USD = THB 31.42.

Most credit/debit cards are widely accepted. There are several ATMs dispensing local currency around the city.

### 6.4. Electricity

Thailand uses 220 volts, 50 Hz electricity. The power sockets are of type A, B, C, F and O. Power outlets most commonly feature two-prong round or flat sockets. The following plugs are used:



### 6.5. Security

The security situation in Thailand is good and the police are present, ready to provide support or help. Registered taxis are available at all places. Usual precautions at public places and hotels are advised.

#### **6.6. Weather**

The weather in Bangkok is dominated by a tropical monsoon climate with three main seasons: hot season from March to June, rainy season from July to October and cool season between November and February. Despite being the winter season, average temperature in mid-December is expected to be in the range of 23-33 deg. C. with moderate to high humidity levels.

### **CONTACT PERSONS**

For further information, please contact the following staff in the UNISDR Regional Office for Asia and the Pacific:

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Programme Management Officer

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