



UNDRR

UN Office for Disaster Risk Reduction

ADMINISTRATIVE & LOGISTIC INFORMATION

**ASIA-PACIFIC PARTNERSHIP FOR
DISASTER RISK REDUCTION (APP-DRR) FORUM**

31 MARCH – 1 APRIL 2020

HOLIDAY INN BANGKOK SUKHUMVIT, BANGKOK, THAILAND

1. SCHEDULE AND VENUE OF THE MEETING

The **Asia-Pacific Partnership for Disaster Risk Reduction (APP-DRR) Forum** will be held on Tuesday 31 March – Wednesday 1 April 2020 in Bangkok, Thailand.

Meeting venue:

Holiday Inn Bangkok Sukhumvit

Ballroom (for Plenary Session)

Address: 1 Soi Sukhumvit 22, Klongton, Klongtoey, Bangkok 10110

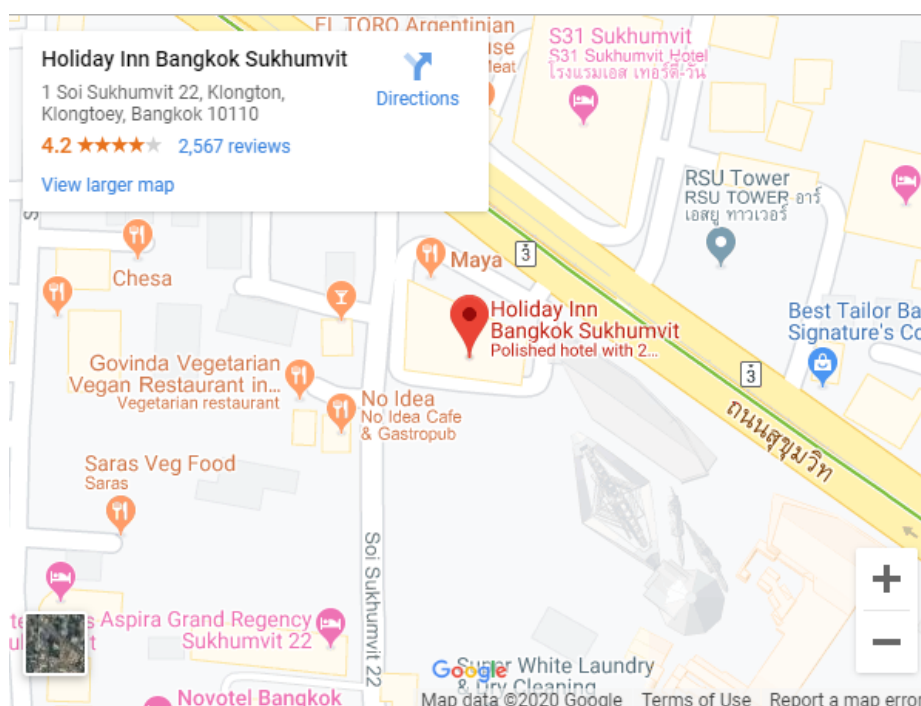
Website: <https://www.ihg.com/holidayinn/hotels/us/en/bangkok/bkkhi/hoteldetail>

Tel: +66 2 683 4888

Email: info.bkkhi@ihg.com

GPS: 13.7328557,100.5654788 (Map below)

Nearest BTS Stations: Phrom Phong (600 m) and Asoke (750m)



2. PARTICIPATION

2.1 Meeting Website

All information concerning the Asia-Pacific Partnership for Disaster Risk Reduction (APP-DRR) Forum can be accessed at <https://www.preventionweb.net/go/70238>.

2.2 Registration

The APPDRR Forum is a meeting by invitation only. Invited participants are required to register by sending the completed registration form (available on PreventionWeb link above) by email to undrr-ap@un.org, copying Ms. Kamolwan Thaninkitwong (thaninkitwong@un.org) for Government officials and Mr. Jiradej Mahawannakij (mahawannakij@un.org) for all other participants.

2.3 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.

3. TRAVEL ARRANGEMENTS

3.1 Self-Sponsored participants

All self-sponsored participants are requested to make their own travel arrangements.

3.2 UNDRR-Sponsored participants

3.2.1 Sponsorship Inclusions

UNDRR will provide travel and daily subsistence allowance (DSA)/per diem to nominated delegates from LDCs, LLDCs and SIDS. This will be provided according to the UN rules and regulations and will include:

- Round trip air ticket by the most economical class and route
- DSA at the current UN rate¹
- Airport terminal expenses

UNDRR 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, Thailand on **Monday, 30 March 2020** and depart from Bangkok on **Thursday, 2 April 2020**.

Sponsored participants ***are not*** authorized to purchase their own tickets without approval from UNDRR and reimbursement of air tickets bought by sponsored participants without approval by UNDRR is not permissible under UN rules. However, participants can request for self-ticketing option in case this is considered practical for arrangement. In order to process for self-ticket, ***participants must receive confirmation from UNDRR on the maximum amount of reimbursement before buying the ticket***. Participants should bear in mind the maximum amount of reimbursement given by UNDRR when making a purchase. The reimbursable amount is the actual amount paid by meeting participant for air tickets (as indicated on the receipt). The amount in currency other than USD will be converted using the current UN operational rates of exchange. If the actual paid amount is higher than the approved maximum amount, UNDRR will reimburse only the approved maximum amount.

For self-ticket option, receipt of the ticket must be to the name of meeting participant only. UNDRR cannot reimburse the cost of the ticket if it is purchased by participant's organisation.

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 have to bear any additional costs related to travel and accommodation.

DSA will be paid in USD (cash) on Tuesday, 31 March 2020 in the afternoon during coffee break in front of the meeting room (Plenary room).

To collect your DSA, please submit the following documents to Ms. Kamolwan Thaninkitwong in the morning of 31 March 2020 for document verification:

- Copy of passport
- Copy of air ticket/e-ticket
- Original boarding pass(es)

¹ Current DSA rate for Bangkok is USD 252 and may change in March 2020.

- Copy of Passport with Immigration Stamp
- Original receipt for air ticket (for authorised self-ticket only)

Please note that:

- UNDRR will process together ticket and allowance for participants. Participants are requested to provide all required documents at once.
- Sponsored participants **whose nominations are submitted after 15 February 2020**, will receive **100% of DSA after they return to their duty station** via bank transfer after completely providing above mentioned documents.
- The request to change of nomination after 15 February 2020 will be considered as new nomination, of which the DSA will be processed after they return to their duty station and provide completely the required documents mentioned above.
- The participants, who have received travel advance but cannot finally attend the meeting, have to return their travel advance received to UNDRR.

3.3 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 Thailand in their respective countries. The official invitation letter will be sent to a provided email address if requested.

3.4 Travel Insurance

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

4. LOGISTIC ARRANGEMENTS

4.1 Accommodation

As the meeting will be held at Holiday Inn Bangkok Sukhumvit, UNDRR would recommend this hotel for accommodation.

UNDRR can facilitate a hotel reservation for participants upon request. Meeting participants are requested to contact **Mr. Surachai Srisa-ard, UNDRR at srisa-ard@un.org by Wednesday, 18 March 2020** for room reservation.

Room rates at Holiday Inn Bangkok Sukhumvit varies from **THB 2,800 to THB 5,500** per room per night depending on the selected room type. Breakfast and internet WIFI are included in the room rate.

4.2 Payment Method

The hotel reservation for all participants will be made under the participant's name. 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 cards.

4.3 Airport pick up

UNDRR will **NOT** provide local transportation to participants. From the airport, the journey to the hotel takes around 1 hour. Participants can choose the following options for public transportation.

A. Airport rail link + BTS skytrain

Bangkok Airport Rail Link is a commuter rail line connecting Suvarnabhumi Airport to Phaya Thai (BTS) station via Makkasan Station (MRT Phetchaburi).

The Airport Rail link operates daily from 06:00 to 24:00, with commuter City Line trains departing every 10 minutes during peak hours (06:00-09:00 and 16:00-20:00) and 15 minutes off peak and weekends.

Fare from Suvarnabhumi Airport to Phaya Thai Station (BTS – skytrain interchange) is 45 baht and the estimated time is 26 minutes. Then from Phaya Thai Station participants can take BTS skytrain (Sukhumvit line) from Phaya Thai Station (N2) to Phrom Phong Station (E5). Fare is 40 baht and the estimated time is 13 minutes. At Phrom Phong Station please use exit no.2 or no.6.

For more information, please check on <http://www.srtet.co.th/index.php/en/> (Airport rail link) and <https://www.bts.co.th/eng/index.html> (BTS Skytrain).

B. Public taxi

Public taxi from the airport should cost around THB 500-1,000. Participants can request the hotel for the airport pick up, the cost is approximately THB 1,600-2,000 per car per way.

5. ABOUT THAILAND

Thailand is located at the centre of the Indochinese peninsula in Southeast Asia. It has a total area of approximately 513,000 km² (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.

5.1 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.

5.2 Time Zone

UTC+7

5.3 Currency and Credit Cards

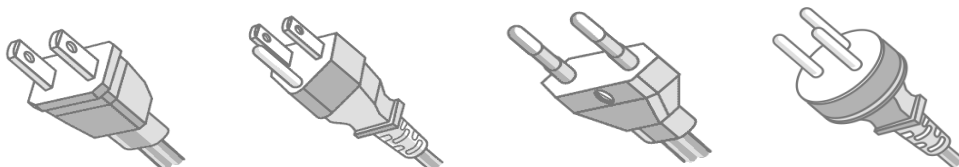
Thailand uses Thai Baht (THB) as the currency.

UN Exchange Rate as of Feb 2020: 1 USD = THB 31.17.

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

5.4 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:



5.5 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.

5.6 Weather

The weather in Bangkok is characterized 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 March-April is expected to be in the range of 30-35 deg. C. with moderate to high humidity levels.

6. INFORMATION ABOUT NOVEL CORONAVIRUS FOR MEETING PARTICIPANTS

6.1 Information of the Novel Coronavirus

The information of the Novel Coronavirus Prevention Recommendation issued by the United Nations Medical Director dated 28 January 2020 is available as Annex II.

If you are experiencing fever, cough and difficulty breathing and have recently travelled to or are a resident of an area where 2019-nCoV has been reported, seek MEDICAL CARE IMMEDIATELY if you begin to develop fever or respiratory symptoms such as shortness of breath or cough.

6.2 List of contact hospitals in Bangkok

In case you develop symptoms, please contact the hospital nearby at the earliest. Please also find the list of hospitals in Bangkok below for information.

1. Bangkok Adventist Hospital (aka Mission Hospital) / Tel: 0-2282-1100; 0-2281-1422
2. Bangkok Hospital / Tel: 0-2310-3000
3. BNH Hospital / Tel: 0-2686-2700
4. Bumrungrad Hospital / Tel: 0-2667-1000; 0-2667-1555
5. Phyathai 1 Hospital / Tel: 0-2640-1111
6. Phyathai 2 Hospital / Tel: 0-2617-2444
7. Samithivej Sukhumvit Hospital / Tel: 0-2711-8181
8. Samithivej Srinakarin Hospital / Tel: 0-2378-9000
9. Vichaiyut Hospital / Tel: 0-2265-7777

7. CONTACT PERSONS

For further administrative information, registration and travel arrangements, please contact the following staff in the UNDRR Regional Office for Asia and the Pacific:

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Staff Assistant

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For any additional information, in particular, on substantive and agenda matters, please contact:

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