

Information Note for Participants

Second meeting of the Open-ended intergovernmental ad hoc expert group (AHEG2) established pursuant to paragraph 48 of ECOSOC Resolution 2015/33

24-28 October 2016

United Nations Conference Centre (UNCC), Bangkok, Thailand

I. General Information

The Second meeting of the Open-ended intergovernmental ad hoc expert group (AHEG2) established pursuant to paragraph 48 of ECOSOC Resolution 2015/33 is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, from 24-28 October 2016. All meetings will be held from 0900 hours to 1200 hours and 1400 hours to 1700 hours.

II. Working language

The working language of the Open-ended intergovernmental ad hoc expert group meeting will be **English only**.

III. Documents

Documents for this meeting include:

- a) Provisional agenda and annotations (E/CN.18/AHEG/2016/4)
- b) Revised proposal of the Co-Chairs of the expert group on the Strategic Plan for the period 2017-2030, and the quadrennial programme of work for the period 2017-2020
- c) Report of the first meeting of the Open-ended intergovernmental ad hoc expert group established pursuant to paragraph 48 of Economic and Social Council resolution 2015/33 (E/CN.18/2016/AHEG/3)
- d) Provisional organization of work

All meeting documents will be made available online on the UN Forum on Forests website, at www.un.org/esa/forests/forum/aheg/iaf-strategic-plan-ii-2016/index.html

Participants are requested to bring with them copies of the meeting documents distributed by the UNFF secretariat to their Governments/Agencies/ Organizations prior to the session. Only a limited number of copies of such documents will be available during the session.

In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by

individual delegations, unless the Forum specifically takes a decision to that effect and approves the financial implications thereof.

IV. Registration and identification badges

Registration

Member States of the Forum that have not yet done so are requested to nominate by 7 October 2016, their government-designated experts, by sending a Note Verbale from their respective Permanent Mission to the UN in New York, to the UNFF Secretariat at: unff@un.org, with copy to Ms. Ninon Williams at: thermidor@un.org

UN Specialized Agencies, Inter-governmental Organisations (IGOs) with observer status to the UN, International and regional entities with observer status to the UNFF, and members of the Collaborative Partnership on Forests should register their representatives by sending the UNFF Secretariat (unff@un.org, cc: thermidor@un.org) an official letter on the organization's letter-head and signed by the head of organisation listing the names and contact information of each representative being nominated to attend the expert group meeting.

Major groups organizations that are accredited with the Economic and Social Council of the UN (ECOSOC) and the former Commission on Sustainable Development (CSD) should register their representatives by sending the UNFF Secretariat (unff@un.org, cc: thermidor@un.org) an official letter on the organization's letter-head and signed by the head of organisation listing the names and contact information of each representative being nominated to attend the expert group meeting.

All participants are requested to submit a passport-size digital photograph in advance of the meeting, which will speed up the issuance of meeting photo-badges. Please send the image file in jpeg format to Ms. Ninon Williams at: thermidor@un.org by **7 October 2016**.

Identification badges

To access the UN Conference Centre (UNCC) premises where AHEG2 will be held, participants should enter from the UNESCAP main entrance and approach the UNCC Registration Counter on the ground floor of UNCC. Participants will be requested to present formal government-issued identification (ID card or National Passport/ UNLP) in order to be issued with the meeting photo-badges. If participants have not provided digital photos in advance, their photos can be taken on site at the UNCC Registration Counter.

For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex. The loss of a meeting badge should be communicated to the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

V. Hotel accommodation

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.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Shangri-La Hotel ***** 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: thiptera.tanthasri@shangri-la.com Website: www.shangri-la.com Contact person: Ms. Thiptera Tanthasri	30-40	Deluxe Room	3,600 ^{a/c}	4,100 ^{a/c}
The Sukosol ***** 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: www.sukosolhotels.com Contact person: Ms. Ratchaneekrit Khankath	15-25	Deluxe	2,700 ^{a/c}	2,900 ^{a/c}
Amari Watergate Hotel & Spa ***** 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Ext. 5122 Fax: +66.2.6539045 E-mail: sutrapat.k@amari.com Website: www.amari.com/watergate Contact person: Ms. Sutrapat Kumwan	20-30	Deluxe	3,000 ^{a/c}	3,200 ^{a/c}
Pullman Bangkok Kingpower ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi, Bangkok Tel: +66.2.6809813 Fax: +66.2.6809998 E-mail: ssm@pullmanbangkokkingpower.com Website: www.pullmanbangkokkingpower.com Contact person: Ms. Darunee Khongbhakdee	20-25	Superior Deluxe Executive Executive suite	3,055 ^{a/c} 3,376 ^{a/c} 4,018 ^{a/c} 5,088 ^{a/c}	3,269 ^{a/c} 3,590 ^{a/c} 4,232 ^{a/c} 5,302 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Anantara Siam Bangkok Hotel ***** 155 Rajadamri Road Bangkok Tel: +66.2.1268866 Fax: +66.2.2539195 E-mail: sarochinee_na@anantara.com Website: siam-bangkok.anantara.com/ <i>Contact person:</i> Ms. Sarochinee Napapong	30	Deluxe	3,900 ^{a/c}	4,600 ^{a/c}
Crowne Plaza Bangkok ***** Lumpini Park Hotel 952 Rama 4 Road Bangkok Tel: +66.2.6329000 Fax: +66.2.6329001 E-mail: chalita.chokvanit@ihg.com Website: www.crowneplaza.com <i>Contact person:</i> Ms. Chalita Chokvanit	30	Superior	3,700 ^{a/c}	3,700 ^{a/c}
Novotel Bangkok on Siam Square ***** 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: h1031-sl1@accor.com Website: hwww.novotelbkk.com/unitednations/ <i>Contact person:</i> Ms. Jarunun Sripromma	30	Standard Superior Executive Premier Floor	3,414 ^{a/c} 4,002 ^{a/c} 5,179 ^{a/c}	3,767 ^{a/c} 4,355 ^{a/c} 5,179 ^{a/c}
Royal Princess Larn Luang Hotel ***** 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: benjarat@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com <i>Contact person:</i> Ms. Benjarat Rusakul	5-10	Superior Deluxe	2,800 ^{a/b/c} 3,400 ^{a/b/c}	3,000 ^{a/b/c} 3,600 ^{a/b/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Grand China Hotel **** 215 Yaowarat Road Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: phetanong@grandchina.com Website: http://www.grandchina.com <i>Contact person:</i> Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 ^{a/b/c}	2,700 ^{a/b/c}
Prince Palace Hotel **** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: wannajit@princepalace.co.th Website: http://www.princepalace.co.th <i>Contact person:</i> Ms. Wannajit Chulamakorn	10-15	Superior	1,700 ^{a/b}	1,900 ^{a/b}
Siam @ Siam Design Hotel **** 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: +66.2.2173000 Ext. 1103 Fax: +66.2.2173030 E-mail: assist.dos2@siamatsiam.com Website: http://www.siamatsiam.com <i>Contact person:</i> Ms. Natkhanit Chirawacharanant	15-20	Superior	3,200 ^{a/c}	3,500 ^{a/c}
Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: http://www.nouvocityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	Superior Deluxe Grand Deluxe	1,600 ^{a/b/c} 1,900 ^{a/b/c} 2,200 ^{a/b/c}	1,800 ^{a/b/c} 2,100 ^{a/b/c} 2,400 ^{a/b/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Riva Surya – Bangkok **** 23 Phra Arthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: info@rivasuryabangkok.com Website: http://www.rivasuryabangkok.com Contact person: Ms. Thannaree Ketkaew	10-15	Urban	3,340 ^{a/c}	3,630 ^{a/c}
		Riva	3,902 ^{a/c}	4,222 ^{a/c}
		Deluxe	4,347 ^{a/c}	4,667 ^{a/c}
		Premium	4,647 ^{a/c}	5,027 ^{a/c}
Trang Hotel *** 99/1 Wisutkasat Road Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: reservations@tranghotelbangkok.com Website: http://www.tranghotelbangkok.com Contact person: Ms. Thongtem Lerknawapairoj	5-10	Superior	1,400 ^{a/b}	1,400 ^{a/b}
		Superior Premium	1,600 ^{a/b}	1,600 ^{a/b}
		Deluxe	1,800 ^{a/b}	1,800 ^{a/b}
Hotel Dé Moc (former Thai Hotel) *** 78 Prajatipatai Road Bangkok Tel: +66.2. 6292100-5 Fax: +66.2.2801299 E-mail: sales@buddygrouphailand.com Website: http://www.hoteldemoc.com Contact person: Ms. Chalita Sombutboon	5-10	Standard	1,300 ^{a/b*}	1,500 ^{a/b*}
		Superior	1,500 ^{a/b*}	1,700 ^{a/b*}

a. Inclusive of daily American breakfast, service charge and government tax.

b. Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening.

*Hotel Dé Moc has one way transfer from hotel to UNCC.

c. Free Internet Access.

Participants are requested to 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.

Rooms are available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to the hotel 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.

The rates provided in the table are as of December 2015 and subject to change without notice. Please confirm the room rates with the hotel directly.

VI. Payment of hotel accounts

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.

VII. Transport from and to Airport

Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.suvarnabhumiairport.com>.

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 Suvarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

VIII. Transport to attend meetings

Most hotels indicated in paragraph 17 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

IX. Weather

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).

X. Visa requirements

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

List of countries and territories entitled for visa exemption and visa on arrival		
Ordinary passport		
A. Visa exemption for a maximum of 14 days (Ordinary passport)		
1. Cambodia	2. Myanmar (International Airports only)	
B. Visa exemption for a maximum of 30 days (Ordinary passport)		
1. Australia	19. Israel	36. Portugal
2. Austria	20. Italy	37. Qatar
3. Bahrain	21. Japan	38. Russian Federation
4. Belgium	22. Kuwait	39. Singapore
5. Brunei Darussalam	23. Liechtenstein	40. Slovak Republic
6. Canada	24. Lao People's Democratic Republic	41. Slovenia
7. Czech Republic	25. Luxembourg	42. South Africa
8. Denmark	26. Macao, China	43. Spain
9. Estonia	27. Malaysia	44. Sweden
10. Finland	28. Monaco	45. Switzerland
11. France	29. Mongolia	46. Turkey
12. Germany	30. Netherlands	47. United Arab Emirates
13. Greece	31. New Zealand	48. United Kingdom of Great Britain and Northern Ireland
14. Hong Kong, China	32. Norway	49. United States of America
15. Hungary	33. Oman	50. Vietnam
16. Iceland	34. Philippines	
17. Indonesia	35. Poland	
18. Ireland		
C. Visa exemption for a maximum of 90 days (Ordinary passport)		
1. Argentina	3. Chile	5. Peru
2. Brazil	4. Republic of Korea	

Diplomatic / Official Passport		
A. Visa exemption for a maximum of 30 days		
1. Cambodia	6. Indonesia	11. Oman
2. Brunei Darussalam	7. Lao People's Democratic Republic	12. Pakistan (Diplomatic Passport only)
3. China	8. Macao, China	13. Singapore
4. Ecuador	9. Mongolia	14. Vietnam
5. Hong Kong, China	10. Myanmar	
B. Visa exemption for a maximum of 90 days		
1. Albania	16. India	31. Poland
2. Argentina	17. Israel	32. Romania
3. Austria	18. Italy	33. Russian Federation
4. Belgium	19. Japan	34. Slovak Republic
5. Bhutan	20. Republic of Korea	35. South Africa
6. Brazil	21. Liechtenstein	36. Spain (Diplomatic Passport only)
7. Chile	22. Luxembourg	37. Sri Lanka
8. Colombia	23. Malaysia	38. Switzerland
9. Costa Rica	24. Mexico	39. Tajikistan
10. Croatia	25. Montenegro (as of 31 Oct 2015)	40. Tunisia
11. Czech Republic	26. Nepal	41. Turkey
12. Estonia (Diplomatic Passport only)	27. Netherlands	42. Ukraine
13. France (Diplomatic Passport only)	28. Panama	43. Uruguay
14. Germany	29. Peru	
15. Hungary	30. Philippines	

Visa on arrival (for a maximum of 15 days)	
1. Andorra	11. Maldives
2. Bulgaria	12. Malta
3. Bhutan	13. Mauritius
4. China	14. Romania
5. Cyprus	15. San Marino
6. Ethiopia	16. Saudi Arabia
7. India	17. Taiwan
8. Kazakhstan	18. Ukraine
9. Latvia	19. Uzbekistan
10. Lithuania	

Updated as of 26 October 2015 by the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand

Participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are REQUIRED to obtain appropriate visa before entering.

To apply for an appropriate entry visa to Thailand, participants are required to contact the respective Royal Thai Embassy/Consulate-General for accurate information regarding to their visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at www.thaiembassy.org

Participants who may wish to apply for visa application outside of their country of residence or reside in a country where there is no Royal Thai Embassy/Royal Thai Consulate should check the location where it is possible for them to apply for Thai visa. Please note that certain nationality, for security reasons, is not allowed to apply for visa where else except at the Royal Thai Embassy/Consulate-General which is holding the jurisdiction over the territory. For more information, please consult with your meeting organizer.

Participants who may need further assistance from UNESCAP on their visa application should contact their meeting organizer in order to coordinate with Visa and Shipment Unit, Division of Administration, UNESCAP for necessary actions.

Participants who wish to apply for visa on arrival at Suvarnabhumi International Airport should follow the below requirements:

(a) The applicant must possess a passport with the validity of at least six months and must be in possession of a valid return ticket with date of departure within 15 days of the date of entry;

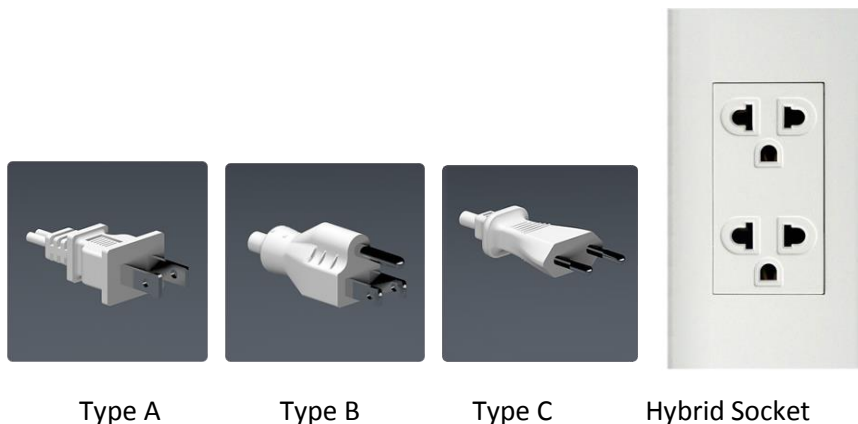
(b) The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport, supply one recent passport-sized photograph and a fee of Baht 1,000.

*NOTE: The information provided above is accurate as of **December 2015**. All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.*

Furthermore, in line with security procedure for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification. United Nations staff are required to complete the “BASIC SECURITY IN THE FIELD” training before travelling.

XI. Electric Plug and Socket

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. 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.



XII. Health and vaccination

Upon arrival at the port of entry in Thailand, participants who are the nationals of or have traveled from/through countries listed below which have been declared Yellow Fever infected areas must provide an International Health Certificate proving that they have received a valid Yellow Fever

vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

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

Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

In addition to the above, Medical Services Division at HQ advises that pregnant UN Personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. For further information, please read the attached Zika virus FAQ.

First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of the UNCC, 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.

Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees.

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

XIII. Foreign currency declaration

Any person who brings or takes an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence.

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.

XIV. Airline reservations

Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express office located on the ground floor of the Secretariat Building.

XV. Internet services

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Password is not required.

XVI. Catering services

Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday through Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, a Coffee Corner, which serves

sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC and is open from 0700 to 1700 hours.

XVII. Accessibility support for persons with disabilities

In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices are available upon request in a designated area at the Accessibility Centre, first floor, UNCC. For more information please email escap-conference-management@un.org or call +66.2.2881601.

XVIII. Banking facilities

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).

XIX. Postal services

Postal services are available at the Post Office, United Nations Branch, located on the ground floor of UNCC. It is open from 0800 to 1600 hours, Monday through Friday. The Post Office can be contacted at extensions 1260 and 2911.

XX. Souvenir shop

The souvenir shop is located on the first floor of UNCC.

XXI. Travel agent

American Express Travel office is located on the ground floor, Secretariat Building, which is open from 0800 to 1700 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823.
