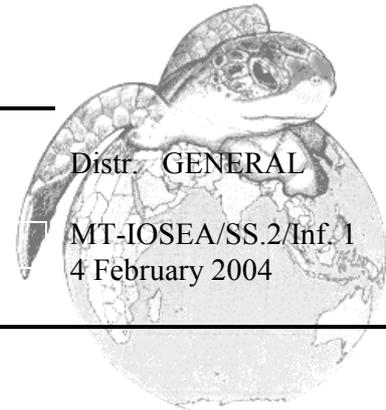

Memorandum of Understanding on the
Conservation and Management of Marine Turtles and
their Habitats of the Indian Ocean and South-East Asia



SECOND MEETING OF THE SIGNATORY STATES
Bangkok, 16-19 March 2004

INFORMATION NOTE FOR PARTICIPANTS

General

1. The Second Meeting of the Signatory States to the *Memorandum of Understanding on the Conservation and Management of Marine Turtles and their Habitats of the Indian Ocean and South-East Asia* is scheduled to be held at the United Nations Conference Centre (UNCC), Rajdamnern Nok Ave, Bangkok, from 16 to 19 March 2004.
2. The meeting will be opened at 0900 on 16 March 2004, in Meeting Room H of the UNCC, where all subsequent sessions will also be held from 0900 to 1200 in the morning and from 1400 to 1700 in the afternoon (subject to amendment).

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 0900 on Tuesday, 16 March 2004. 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. Without registration, names of participants will not be included in the list.
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.

Credentials

5. Representatives of Signatory States and potential Signatory States are reminded of the need to present their credentials, preferably prior to the meeting, or at the latest upon registration. This is particularly important for those countries intending to sign the Memorandum of Understanding in Bangkok. In such case, a copy of the Letter of Credentials should be sent to the IOSEA MoU Secretariat by fax (+66 2 280 3829) for review *at least 10 working days prior to the meeting*, and the original brought to Bangkok. A sample letter of credentials and explanation of arrangements for signing the Memorandum of Understanding were enclosed with the First Announcement (of 18 December 2003).

Immigration requirements

6. Participants are advised to check with Thai diplomatic or consular missions regarding visa requirements. As of the date of issuance of this Note, nationals of the following 40 countries may enter and stay in Thailand for a maximum period of 30 days without a visa. However, if the duration of their stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

- | | |
|----------------------|---|
| 1. Austria | 21. Macao, China |
| 2. Australia | 22. Malaysia |
| 3. Bahrain | 23. Netherlands |
| 4. Belgium | 24. New Zealand |
| 5. Brazil | 25. Norway |
| 6. Brunei Darussalam | 26. Peru |
| 7. Canada | 27. Philippines |
| 8. Denmark | 28. Portugal |
| 9. Finland | 29. Qatar |
| 10. France | 30. Republic of Korea |
| 11. Germany | 31. Singapore |
| 12. Greece | 32. South Africa |
| 13. Hong Kong, China | 33. Spain |
| 14. Indonesia | 34. Sweden |
| 15. Ireland | 35. Switzerland |
| 16. Israel | 36. Turkey |
| 17. Italy | 37. United Arab Emirates |
| 18. Japan | 38. United Kingdom of Great Britain
and Northern Ireland |
| 19. Kuwait | 39. United States of America |
| 20. Luxembourg | 40. Viet Nam |

7. In addition to the above 40 countries, nationals holding *valid diplomatic or official passport* of the following 16 countries may enter and stay in Thailand for the period specified in each visa waiver agreement between Thailand and the country concerned. The periods specified in the agreements range from 30 to 90 days.

- | | |
|-------------------------------------|--------------|
| 1. Argentina | 9. Mexico |
| 2. Chile | 10. Mongolia |
| 3. China | 11. Myanmar |
| 4. Croatia | 12. Nepal |
| 5. Czech Republic | 13. Poland |
| 6. Hungary | 14. Romania |
| 7. Lao People's Democratic Republic | 15. Slovakia |
| 8. Liechtenstein | 16. Tunisia |

8. Nationals of the following 14 countries may 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. Oman |
| 4. Czech Republic | 11. Poland |
| 5. Hungary | 12. Russian Federation |
| 6. India | 13. Saudi Arabia |
| 7. Kazakhstan | 14. Ukraine |

The requirements are:

- (a) Nationals must be in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand.
- (b) Nationals must be in possession of an air ticket valid for return journey within 15 days.

- (c) Nationals must provide two passport-size photographs and a visa fee of approximately Baht 300.00.

9. 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.

10. Holders of a United Nations laissez-passer are exempted from visa requirements for visits not exceeding 30 days.

Weather

11. The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 22-25 degrees Celsius (73-77 degrees Fahrenheit).

Foreign exchange

12. Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.

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

14. 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 1313, 1314). It is open from 0830 to 1530 hours, without lunch break, from Monday to Friday.

Conference organization and arrangements for sponsored delegates are being handled by the IOSEA MoU Secretariat in Bangkok:

IOSEA Marine Turtle MoU Secretariat
c/o UNEP Regional Office for Asia and the Pacific
United Nations Building, Rajdamnern Nok Ave.
Bangkok 10200
Thailand

Contact person: Ms. Wanapa Chanvirat
Tel: (+66 2) 288 2621
Telefax: (+66 2) 280 3829
Email: chanvirat@un.org
Website: <http://www.ioseaturtles.org>

Hotel Accommodation

15. Accommodation may be reserved at the request of participants at the following hotels which are close to ESCAP and offer special rates.

Name and address	Driving distance to conference site (minutes)	Daily room rates	
		Single	Double
Royal Princess Hotel 269 Larn Luang Road Bangkok Tel: (662) 281-3088 Fax: (662) 2801314	5-10	1,750	1,950
Trang Hotel 99/1 Wisutkasat Road Bangkok Tel: (662) 282-2141-4 Fax: (662) 280-3610	5-10	800	900
Thai Hotel 78 Prajatipatai Road Bangkok Tel: (662) 282-2833, 629-2100-5 Fax: (662) 280-1299	5-10	700	900

The Royal Princess Hotel and Thai Hotel provide transportation for participants to/from the UNCC free of charge. The Trang Hotel and Thai Hotel are walking distance to the UNCC. The rates quoted above represent group room rates, inclusive of daily American breakfast, service charge and government tax. Charges for meals other than the American breakfast will be extra and are subject to a 10 per cent service charge and 7 per cent VAT. The hotel room rates are subject to alteration without prior notice.

Details of other hotels are given in **Annex 1**.

16. **Delegates whose participation is not being sponsored by CMS/IOSEA are requested to make their own arrangements directly with a hotel of their choice.** Reservation arrangements for other sponsored delegates will be communicated separately.

Arrival at the airport

17. Participants should make their own transportation arrangements from Bangkok International Airport (Don Muang Airport) to their respective hotels. Public metered-taxi, and bus services are readily available at the airport at the following prevailing rates:

- A. Thai Limousine Service:** Baht 650/per car (pre-pay at the counter and obtain a coupon)
(Convenient)

- B. Public metered-taxi:** Fare shown on meter, plus
(Economical, Convenient) Baht 50 surcharge for boarding at the airport
Toll way fee, if used for speedier driving, is charged separately (Baht 70 extra, for tolls)

To avail themselves of the services of public metered-taxi as indicated above, **it is strongly recommended that participants contact only the officials who are authorized to man the booths located just outside the terminal building (and not anyone soliciting within the terminal)**. The officials, upon contact, will issue a ticket for the assignment of a public metered-taxi for transporting passengers to the desired destination.

- C. Airport buses :** Baht 100/per person
(available between (Slightly cheaper, but less convenient)
0500 to 2300 hours,
despatched at 15-minute
interval)

Bus AB1 (Don Muang Airport-Silom)

In Bound Route: Don Muang Toll way, exit at Dindaeng Road, pass and, if required, stop at Century Park Hotel, Pratunam, Ratchadamri Road, Grand Hyatt Erawan Hotel, Holiday Inn Crowne Plaza Hotel, and terminus stop at Silom Road (opposite Lerdsin Hospital).

Out Bound Route: Silom Road (opposite Lerdsin Hospital), pass Ratchadamri Road, World Trade Centre, Pratunam, Indra Regent Hotel, along the same routes and stop at Don Muang Airport.

Bus AB2 (Don Muang Airport-Sanam Luang)

In Bound Route: Don Muang Toll way, exit at Dindaeng Road, pass achavithi Road, Victory Monument, Phayathai Road, Petchaburi Road, Larn Luang Road, **Royal Princess Hotel (Larn Luang)**, Tanao Road, Phrasumen Road, Chakrapong Road, Banglunphu (Khaosan Road), Royal Hotel, and stop at Sanam- Luang.

Out Bound Route: Sanam-Luang, pass Rachinee Road, cross under Prapinklao Bridge, Phra-Athit Road, Phra-Sumen Road, Banglumphu (Khaosan Road), along the same routes and stop at Don Muang Airport.

Bus AB3 (Don Muang Airport-Thonglor)

In Bound Route: Don Muang Toll way, take Dindaeng Expressway, exit at Sukhumvit Road, pass Soi Nana, Ambassador Hotel, Grand Pacific Hotel, Asoke Intersection, Eastern Region Bus Terminal (Ekamai), New Petchaburi Road, Thonglor Road, and stop at Thonglor Police Station.

Out Bound Route: Thonglor Police Station, pass Thonglor Road, Sukhumvit Road, Windsor Suites Hotel, Rembrandt Hotel, Asoke Intersection,

Soi Nana, along the same routes and stop at Don Muang Airport.

Bus AB4 (Don Muang-Hua Lampong)

In Bound Route: Don Muang Toll way, take Dindaeng Expressway, exit at Ploenchit Road, pass Siam Centre, Siam Square, Phyathai Road, Maboonkrong, Rama IV Road, Mandarin Hotel, Bangkok Centre Hotel, Wongwien 22 and stop at Bangkok Railway Station (Hua Lampong).

Out Bound Route: Bangkok Railway Station (Hua Lampong), pass Rama IV Road, Phyathai Road, Pathumwan Princess Hotel, Maboonkrong, Siam Centre, Siam Inter-Continental Hotel, along the same routes and stop at Don Muang Airport.

Participants are advised that on departure, they have to pay Baht 500 each for the airport passenger services charge.

Library facilities

18. ESCAP Library facilities are available on the first floor, Service Building from 0700 to 1515 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty or call extension No. 1360.

Medical services

19. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 0700 to 1515 hours. Appointment should be made through the Nurse at extension 1352. 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 hepatitis A, tetanus and typhoid.

Postal services

20. 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. Phone cards for local and overseas call are also available for sales at the Post and Telegraphic Office.

Catering services

21. Food and beverage are served at the Delegates' 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.

Daily subsistence allowance (only if applicable)

22. Participants whose travel is sponsored by CMS/IOSEA will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, and arrival/departure form together with their air tickets to the Secretariat staff in the conference room.

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

Financial and administrative arrangements (only if applicable)

24. In those cases where the participation costs are borne by CMS/IOSEA, 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.

Return bookings

25. 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 located on the first floor, Secretariat Building, extensions 2173 and 2174.

Alternative hotel accommodation

Name and address	Driving distance to conference site (minutes)	Daily room rates	
		Single	Double
Grand China Princess Hotel 215 Yaowarat Road Bangkok Tel: (662) 224-9977, 224-7997 Fax: (662) 244-7999	15-20	1,500	1,700
Prince Palace Hotel 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (662) 628-1111 Fax: (662) 628-1000	10-15	1,300	1,500
Siam City Hotel 477 Si Ayuthaya Road, Phayathai Bangkok Tel: (662) 247-0123 Fax: (662) 247-0165	15-25	2,000	2,200
Viengtai Hotel 42 Tanee Road Bangkok Tel: (662) 280-5434-5 Fax: (662) 281-8153	10-15	900	1,100