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

Distr. GENERAL

MT-IOSEA/SS.1/Inf. 1
9 December 2002

FIRST MEETING OF THE SIGNATORY STATES
Bangkok, 22-24 January 2003

INFORMATION NOTE FOR PARTICIPANTS

General

1. The First 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 Ave, Bangkok, from 22 to 24 January 2003.
2. The meeting will be opened at 0900 on 22 January 2003, in Meeting Room A 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 Wednesday, 22 January. 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 CMS Secretariat by fax (+49 228 815 2449) 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 15 November 2002).

Immigration requirements

6. Participants should obtain appropriate entry visas to Thailand from a Thai diplomatic or consular mission at their point of origin or en route to Thailand.
7. Participants are advised to check with Thai diplomatic or consular missions regarding visa requirements. As at the date of the issuance of this Note, nationals of the following 58 countries may enter the Kingdom of 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 in their respective countries.

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|----------------------|--|
| 1. Argentina | 30. Mexico |
| 2. Australia | 31. Morocco |
| 3. Austria | 32. Myanmar |
| 4. Bahrain | 33. Netherlands |
| 5. Belgium | 34. New Zealand |
| 6. Brazil | 35. Norway |
| 7. Brunei Darussalam | 36. Oman |
| 8. Canada | 37. Papua New Guinea |
| 9. Chile | 38. Philippines |
| 10. Cyprus | 39. Portugal |
| 11. Denmark | 40. Qatar |
| 12. Djibouti | 41. Republic of Korea |
| 13. Egypt | 42. Samoa |
| 14. Fiji | 43. Saudi Arabia |
| 15. Finland | 44. Senegal |
| 16. France | 45. Singapore |
| 17. Germany | 46. Slovenia |
| 18. Greece | 47. South Africa |
| 19. Iceland | 48. Spain |
| 20. Indonesia | 49. Sweden |
| 21. Ireland | 50. Switzerland |
| 22. Israel | 51. Tunisia |
| 23. Italy | 52. Turkey |
| 24. Japan | 53. United Arab Emirates |
| 25. Kenya | 54. United Kingdom of Great Britain and Northern Ireland |
| 26. Kuwait | 55. United States of America |
| 27. Luxembourg | 56. Vanuatu |
| 28. Malaysia | 57. Viet Nam |
| 29. Mauritania | 58. Yemen |

8. Nationals of the following 96 countries may be granted a permit to stay for a period of 15 days upon arrival by the Thai immigration authority at Bangkok International Airport, conditional on meeting certain requirements.

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|-----------------------------|-------------------------------|
| 1 Albania | 49 Liberia |
| 2 Andorra | 50 Liechtenstein |
| 3 Antigua and Barbuda | 51 Lithuania |
| 4 Armenia | 52 Malawi |
| 5 Azerbaijan | 53 Maldives |
| 6 Bahamas | 54 Mali |
| 7 Barbados | 55 Malta |
| 8 Belarus | 56 Mauritius |
| 9 Belize | 57 Monaco |
| 10 Bhutan | 58 Nauru |
| 11 Bolivia | 59 Niger |
| 12 Botswana | 60 Panama |
| 13 Bulgaria | 61 Paraguay |
| 14 Burkina Faso | 62 People's Republic of China |
| 15 Burundi | 63 Peru |
| 16 Cameroon | 64 Poland |
| 17 Cape Verde | 65 Republic of Moldova |
| 18 Central African Republic | 66 Romania |
| 19 Chad | 67 Russian Federation |

20	Colombia	68	Rwanda
21	Comoros	69	Saint Christopher and Nevis
22	Costa Rica	70	Saint Lucia
23	Cote D'Ivoire	71	Saint Vincent and the Grenadines
24	Croatia	72	San Marino
25	Czech Republic	73	Sao Tome and Principe
26	Dominica	74	Seychelles
27	Dominican Republic	75	Sierra Leone
28	Ecuador	76	Slovak Republic
29	Equatorial Guinea	77	Solomon Islands
30	Estonia	78	Somalia
31	Ethiopia	79	Suriname
32	Gabon	80	Swaziland
33	Gambia	81	Tajikistan
34	Georgia	82	Tanzania
35	Grenada	83	Togo
36	Guatemala	84	Tonga
37	Guinea	85	Trinidad and Tobago
38	Guinea Bissau	86	Turkmenistan
39	Haiti	87	Tuvalu
40	Honduras	88	Uganda
41	Hungary	89	Ukraine
42	India	90	Uruguay
43	Jamaica	91	Uzbekistan
44	Kazakhstan	92	Vatican City State
45	Kiribati	93	Venezuela
46	Kyrgyzstan	94	Zaire
47	Latvia	95	Zambia
48	Lesotho	96	Zimbabwe

The requirements are:

- (a) must be in possession of a valid passport or an appropriate travel document recognized by Thailand.
- (b) must be in possession of an air ticket valid for return journey within 15 days.
- (c) two passport size photographs and a visa fee of Baht 300.

9. Participants from countries other than those mentioned above are requested to obtain information on entry visas from the Thai diplomatic or consular missions at the point of origin or en route prior to entering the Kingdom of Thailand.

10. Holders of a United Nations laissez-passer are exempted from visa requirements for stays not exceeding 15 days.

11. In all cases, participants are reminded that the transit visa granted on arrival is not extendable.

Weather

12. 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

13. 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.

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

15. 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 CMS Secretariat in Bonn:

UNEP/CMS Secretariat
United Nations Premises in Bonn
Martin-Luther-King-Str. 8
D-53175 Bonn
Germany

Contact person: Ms. Jeanybeth Mina
Tel: (+49 228) 815 2406 or 2401
Telefax: (+49 228) 815 2449
Email: jmina@cms.unep.de or cms@unep.de
Website: <http://www.wcmc.org.uk/cms>

Address and telephone number of the UNEP/Regional Office for Asia and the Pacific:

The address of UNEP/ROAP (located in the ESCAP building, near to the UNCC) is as follows:

UNEP Regional Office for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Telephone numbers: (+662) 288 1234
Facsimile number: (+662) 280 3829

Hotel

16. Accommodation may be reserved at the request of participants at the following hotels which are close to UNCC and offer special rates. Block bookings have been arranged by UNEP/ROAP.

Special room rates, per day (in Baht)
(approx. exchange rate: US\$1.00 = Baht43.00)

	<u>Single</u> (Nett)	<u>Double</u> (Nett)
Royal Princess Hotel 269 Larn Luang Road Bangkok Tel. (662) 2813088 Fax. (662) 2801314 E-mail: rsvnplb@dusit.com	1,750	1,950

Prince Palace Hotel 488/800 Bo Bae Tower Damrongrak Road Bangkok Tel. (662) 6281111 Fax. (662) 6281000	1,400	1,500
Thai Hotel 78 Prachatipatai Road Bangkok Tel. (662) 2822831-3 Fax. (662) 2801299	800	1,000

The Royal Princess Hotel and Prince Palace Hotel provide transportation for participants to/from the UNCC free of charge. The Thai Hotel is 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.

17. **Delegates whose participation is not being sponsored by CMS 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

18. 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)
- B. **Public metered-taxi:** Fare shown on meter, plus
Baht 50 surcharge for boarding at the airport
Toll way fee, if used for speedier driving, is charged separately
- C. **Airport buses :** Baht 100/per person
(available between
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 Rachavithi 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, Phayathai 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, Phayathai Road, Pathumwan Princess Hotel, Maboonkrong, Siam Centre, Siam Inter-Continental Hotel, along the same routes and stop at Don Muang Airport.

To avail themselves of the services of limousine and public metered-taxi as indicated above, **it is strongly recommended that participants contact only the officials who are authorized to man the counters located at the airport arrival lounge.** 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.

Departure Tax

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

Local transportation

20. The Royal Princess Hotel and Prince Palace Hotel provide transportation for participants to/from the UNCC free of charge. The Thai Hotel is walking distance to the UNCC. The organizers do not offer to provide transportation for participants between other hotels and the UNCC. Metered-taxis are generally available for local transportation of participants (at their own cost).

Working language of the meeting

21. The working language of the meeting will be English. As there will be no simultaneous interpretation into other languages, participants should have a good working knowledge of English.

22. All the microphones on the tables in the meeting room are automatically operated. Before speaking, participants are requested to press the button on their microphones until the red light is on. At the end of each intervention, participants are requested to press the button again until the red light is off.

Medical services

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

Postal services

24. 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. Services of overseas telephone calls and fax transmission are also available at the Post and Telegraphic Office at government regulated charge rates.

E-mail, Computer, and Photocopy Facilities

25. Delegates requiring photocopying of documents relevant to the meeting should address themselves to the secretariat. Limited computer/printing and e-mail facilities will also be available on-site (5-6 computers are located near Meeting Room A) for use by delegates. In addition, there are inexpensive internet cafes in the vicinity.

Catering services

26. 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)

27. Participants whose travel is sponsored by CMS 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, the arrival/departure form together with their air tickets to the secretariat staff in the conference room.

28. 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)

29. In those cases where the participation costs are borne by the CMS secretariat, 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

30. 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.