



**CBD**



**CONVENTION ON  
BIOLOGICAL  
DIVERSITY**

Distr.  
GENERAL

8 December 2004

ENGLISH ONLY

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ASIA AND THE PACIFIC REGIONAL WORKSHOP ON THE CLEARING-HOUSE MECHANISM  
3-5 February 2005, Bangkok, Thailand

**and**

INFORMAL ADVISORY COMMITTEE FOR THE CLEARING\_HOUSE MECHANISM  
6 February 2005 - Bangkok, Thailand

**Information for Participants**

**1. Venue**

Asia and the Pacific Regional Workshop on the Clearing-House Mechanism (CHM-AP) and the Meeting of the Informal Advisory Committee Clearing-house Mechanism of the Convention on Biological Diversity (CHMIAC 2005 1) shall be held back-to-back in Bangkok, Thailand from 3-5 February 2005 and 6 February 2005 respectively. Both meetings will be held at:

United Nations Conference Centre (UNCC)  
Rajadamnern Nok Avenue  
Bangkok 10200  
Thailand  
Tel.: + 66-2-288-1174 / 66-2-288-1140/66-2-288-2008

Fax: + 66-2-288-3022/66-2-288-1000  
e-Mail: [likitnukul.unescap@un.org](mailto:likitnukul.unescap@un.org)  
Website: <http://www.unescap.org/uncc>

## **2. Registration and identification name badges**

### **2.1 CHM-AP meeting**

Registration for the **CHM-AP** will commence on *Thursday, 3 February 2005* from **8:00 a.m. to 9:00 a.m.**

For security reasons, the display of name badges is mandatory for admission to the UNCC premises as well as to its meeting rooms. In addition, delegates are requested to have their valid passports and identification cards for entry into the UNCC.

Information pertaining to room allocations for the plenary and the working groups as well as regional group meeting rooms will be made available at the meeting venue.

## **3. Official opening**

### **3.1 CHM-AP meeting**

The official opening for CHM-AP will take place at **9 a.m.** on *Thursday, 3 February 2005* at the main plenary hall.

### **3.2 CHMIAC-2005-01 meeting**

The official opening of the CHMIAC-2005-01 meeting will take place on *Sunday, 6 February 2005 at 9:30 a.m.* The formal sessions of the meeting will be held from **9:30 a.m. to 1:00 pm** and from **2 to 6 p.m.**

## **4. Documents**

Delegates are kindly reminded to bring their own copies of the pre-session documents for both CHM-AP and CHMIAC-2005-01 meetings, including the Information documents.

## 5. Services to Delegates

UNCC offers a variety of services including a restaurant, a cafeteria, medical unit facilities, a bank, a post office, coin and card-operated telephones, Cyber Café and a Business Centre. The Business Centre will provide, on **commercial basis**, the following services: photocopying, facsimile (incoming and outgoing), and the sale of pre-paid telephone cards. Upon request, delegates may obtain a receipt for services rendered.

Delegates may also access their e-mail, **free of charge**, at the Cyber Café situated on Level 1 of the UNCC.

## 6. Arrival/Departure at/from Bangkok International Airport (BKK)

The Royal Thai Government will set-up at Bangkok International Airport a special clearly marked **Customs Counter** dedicated for SBSTTA-10 and ABS-3 delegates.

A **Help Desk** will also be set up to provide delegates with information on taxis and limousines and the respective applicable fares from the airport to the hotels. Taxis with meters starting at Thai Baht (TB) 35 (approx. US\$ 0.90) charge about 700-800 TB (approx. US\$ 17-50 - 20). Limousines charge much higher fares, which are at fixed rates of 900 TB (approx. US\$ 22). Toll fee for expressway is additional. The Help Desk will be operational on **3 and 4 February 2005, for those attending the CHM-AP meeting** and on **6 February 2005, for those attending the CHMIAC-2005-01 meeting**.

For more information on taxis, please go to: <http://www.thailandguru.com/transport-taxi.html>.

To facilitate baggage clearance, delegates are kindly requested to attach clearly marked labels on their luggage with the words “**CBD CHM-AP and/or CHMIAC-2005-01 Meetings**”.

**It should be noted that delegates will have to pay, in local currency, upon departure an airport tax of 500 TB.**

## 7. Transportation to the Conference Centre

Most of the hotels offer free-of-charge shuttle services to/from UNCC at dedicated times. Please refer to Annex C below for additional information on the hotel courtesy shuttle service. Delegates who choose to stay at hotels other than those listed in Annex C should make their own transportation arrangements to /from UNCC.

## **8. Hotel information**

**Delegates are responsible for making their own hotel bookings.** The month of February being a peak season, it is recommended that delegates arrange their hotel accommodation as early as possible, but **no later than 20 December 2004**. Please refer to Annex C on hotel information provided by the Royal Thai Government on hotels in the vicinity of the UNCC, the meeting venue.

Credit cards or cash deposits are required for hotel reservations. However this requirement may be waived for non-holders of credit cards upon the provision of an *official letter* issued by the respective Government confirming that the participant(s) is/are the country's official delegate(s) to the SBSTTA-10 and ABS-3 meetings. Delegates should ensure that the said official letter is provided at the time the hotel reservation is made.

The Royal Thai Government has negotiated special room rates for delegates attending SBSTTA-10 and ABS-3 meetings. In order to benefit from these favourable rates, delegates must advise the hotels upon making their reservations that they are attending the CBD SBSTTA-10 and / or ABS-3 meetings.

## **9. Official language**

The official language in Thailand is Thai . However, English and Chinese are widely spoken and understood in hotels and restaurants.

## **10. Weather and time zone information**

In February, daytime temperatures in Bangkok range between a maximum of 30° C and a minimum of 23° C. The standard time zone is GMT + 7 hours.

## **11. Electricity**

220 volts, 50 Hertz [two-pin, flat and vertical, connection]

## 12. Currency

The Thai currency is the Thai Baht (TB). The current exchange rate is approximately 40 Thai Baht to 1 US\$. Facilities in currency exchange are readily available in banks and hotels.

## 13. Travel

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure prior to departure international medical insurance for the period of participation.

## 16 Visas

Delegates from countries listed in **Annex F** attached hereto **require** an entry visa for Thailand and are **strongly advised** to approach the nearest Thai Diplomatic/Consular Missions in order to secure the required entry visa prior to departure.

Visas will be issued to delegates upon submission of an official letter from their respective Government nominating them as official representatives to SBSTTA-10 and or ABS-3 meetings.

Information on visa related issues is available on the website of the Ministry of Foreign Affairs of Thailand at:  
<http://www.mfa.go.th/web/12.php>.

Delegates experiencing difficulties to access this web site and /or requiring any visa-related assistance are requested to *directly* contact the designated Thai Government focal point at the following coordinates:

Ms. Nirawan Pipisombat  
Senior Environmental Officer  
Office of Natural Resources and Environmental Policy and Planning  
Telephone: + 66-2-271-3251 / 279-7186-9 Ext. 227  
Fax: + 66-2-279-8088  
E-mails: [nirawan\\_p@hotmail.com](mailto:nirawan_p@hotmail.com); [sirikb@yahoo.com](mailto:sirikb@yahoo.com)

## 17. Health Requirements

The Ministry of Health has laid down regulations that applicants who traveled from or through the countries which have been declared yellow fever infected areas must provide an International Health Certificate indicating that they have received a yellow fever vaccination.

The International Health Certificate must be submitted together with the visa application form. The traveler will also have to present the said certificate to the Immigration Officer upon arrival at the port of entry in the Kingdom. As for those nationals of the countries listed below but who have not traveled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent undue inconvenience.

**Following are countries which are declared yellow fever areas:**

Yellow fever vaccination certification is required for nationals residing in the countries listed below:

- |  |                                |                       |
|--|--------------------------------|-----------------------|
| <b>A</b><br>Angola   | <b>K</b><br>Kenya              | <b>U</b><br>Uganda    |
| <b>B</b><br>Benin<br>Bolivia<br>Brazil<br>Burkina Faso<br>Burundi                              | <b>L</b><br>Liberia            | <b>V</b><br>Venezuela |
| <b>C</b><br>Cameroon<br>Central African Republic<br>Chad<br>Colombia<br>Congo<br>Cote d'Ivoire | <b>M</b><br>Mali<br>Mauritania | <b>Z</b><br>Zaire     |
| <b>E</b><br>Ecuador<br>Equatorial Guinea<br>Ethiopia   | <b>N</b><br>Niger<br>Nigeria   |                       |
|  | <b>P</b><br>Panama<br>Peru     |                       |
|  | <b>R</b><br>Rwanda             |                       |
|  | <b>S</b>                       |                       |

**F**  
French Guyana

**G**  
Gabon  
Gambia  
Ghana  
Guinea-Bissau  
Guinea  
Guyana

Sao Tome & Principe  
Senegal  
Sierra Leone  
Somalia  
Sudan  
Suriname

**T**  
Tanzania

Exchange rate: 1 US\$ = 40 Thai Baht

**Annex A**

**LIST OF HOTELS WITH INDICATIVE ROOM RATES**

**Note:** (1) Delegates should make their bookings and indicate that they are attending CBD SBSTTA-10 and ABS-3 meetings. The room rates quoted below are net, inclusive of government tax and service charge.

<b>A. FIVE-STAR HOTELS</b>	<b>Number of rooms</b>	<b>Room rates</b>	<b>Distance to UNCC</b>	<b>Shuttle to/from UNCC</b>
<p><b>1. Pan Pacific</b>            952 Rama IV Road, Suriyawongse, Bangrak            Bangkok 10500, Thailand            Tel: +66 (0) 2632-9000            Fax: +66 (0) 2632-9001            E-mail: <a href="mailto:bangkok@panpacific.com">bangkok@panpacific.com</a>            Website: <a href="http://www.panpacific.com">www.panpacific.com</a></p>	N/A	<ul style="list-style-type: none"> <li>• Superior Atrium: Single US\$ 120++ /Double US\$ 130++</li> <li>• Deluxe Atrium (booking on request): Single US\$ 130++ /Double US\$ 140++</li> <li>• Junior Suite (booking on request): Single US\$ 185++ /Double US\$ 195++</li> </ul> <p><b>NB.</b> Room rates are inclusive of breakfast  <b>Cut-off-date: 17 December 2004</b></p>	9 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel at 8.00 a.m. and 5.30 p.m. with minimum guaranteed 10 persons.)
<p><b>2. Nai Lert Park Bangkok</b>            2 Wireless Road            Bangkok 10330, Thailand            Tel: + 66 (0) 2253 0123            Fax: +66 (0) 2254 8740            E-mail: <a href="mailto:sales@nailertpark.swissotel.com">sales@nailertpark.swissotel.com</a>            Website: <a href="http://www.nailertpark.swissotel.com">www.nailertpark.swissotel.com</a></p>	130	<p>Room Rates:</p> <ul style="list-style-type: none"> <li>• Swiss Deluxe: Single US\$ 110 net/Twin US\$ 125 net</li> <li>• Executive Deluxe: Single US\$ 165 net/Twin US\$ 180 net</li> </ul> <p><b>NB.</b> Room rates are inclusive of breakfast</p>	10 km	(Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel) Reservation preferred by 30 December 2004



<b>Cut-off-date: 5 January 2005</b>				
<b>B. FOUR-STAR HOTELS</b>	<b>Number of rooms</b>	<b>Room rates</b>	<b>Distance to UNCC</b>	<b>Shuttle to/from UNCC</b>
<b>3. Siam City Hotel, Bangkok</b> 477 Si Ayuthay Road, Phayathai Bangkok 10400, Thailand Tel: + 66 (0) 2247 0123 Fax: +66 (0) 2247 0165 E-mail: <a href="mailto:siamcity@siamhotels.com">siamcity@siamhotels.com</a> Website: <a href="http://www.siamhotels.com">www.siamhotels.com</a> <b>Please use the attached Reservation Form for your booking.</b>	120	<ul style="list-style-type: none"> <li>• Single Bht 2,800 nett/US\$ 70 nett</li> <li>• Double Bht 3,000 nett/US\$ 75 nett</li> </ul> <b>NB.</b> Room rates are inclusive of breakfast  <b>Cut-off date: January 21, 2005</b>	8 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel
<b>4. Radisson Hotel Bangkok</b> 92 Soi Saengcham, Rama 9 Road, Huay Kwang Bangkok 10320, Thailand Tel: + 66 (0) 2641 4777 Fax: +66 (0) 2641 5029 E-mail: <a href="mailto:pornchai@radisson.co.th">pornchai@radisson.co.th</a> Website : <a href="http://www.radisson.co.th">www.radisson.co.th</a>	100	<ul style="list-style-type: none"> <li>• Superior: Single US\$ 70 nett/Double US\$ 75 nett</li> <li>• Business Suite: Single USD 140 nett/Double US\$ 145 nett</li> </ul> <b>NB.</b> Room rates are inclusive of breakfast:  <b>Cut-off-date: January 2005</b>	6 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel
<b>C. THREE-STAR HOTELS</b>	<b>Number of rooms</b>	<b>Room rates</b>	<b>Distance to UNCC</b>	<b>Shuttle to/from UNCC</b>
<b>5. Royal Princess Hotel, Larn Luang, Bangkok</b> 269 Larn Luang Road, Pomprab Bangkok 10100, Thailand Tel: + 66 (0) 2281 3088 Fax: +66 (0) 2280 1314 E-mail: <a href="mailto:pranee@dusit.com">pranee@dusit.com</a> , <a href="mailto:smplb@dusit.com">smplb@dusit.com</a> Website: <a href="http://www.dusit.com">www.dusit.com</a>	100	<ul style="list-style-type: none"> <li>• Superior: Single Bht 1,800 (US\$ 45) net/Double Bht 2,000 (US\$ 50) (US\$ 50) net                Deluxe: Single Bht 2,000 (US\$ 50) net/Double Bht 2,200 (US\$ 55) net</li> <li>• Suite: Single Bht 6,000 (US\$) 150net/Double Bht 6,500 (US\$ 162.50) net</li> </ul>	2 km (10-15 minutes walk)	N/A

		<b>NB.</b> Room rates are inclusive of breakfast  <b>Cut-off-date: 7 January 2005</b>		
<b>C. THREE-STAR HOTELS</b>	<b>Number of rooms</b>	<b>Room rates</b>	<b>Distance to UNCC</b>	<b>Shuttle to/from UNCC</b>
<b>6. Prince Palace Hotel</b> 488/800 Bo Bae Tower, Damrongrak Rod, Klong Mahanak, Pomprab, Bangkok 10100, Thailand Tel: + 66 (0) 628 1111 Fax: +66 (0) 628 1000 Please use this website for booking: <a href="http://www.thebangkoktimes.com/Bangkok/princepalace/">www.thebangkoktimes.com/Bangkok/princepalace/</a>	130	<ul style="list-style-type: none"> <li>• Single Bht 1,300 (US\$ 32.50) net/Double Bht 1,500 (US\$ 37.50) net inclusive of breakfast</li> </ul> <b>Cut-off-date: 20 December 2004</b>	8 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel
<b>7. Viengtai Hotel</b> 42 Tanee Road, Banglambu Bangkok 10200, Thailand Tel: + 66 (0) 2280 5435-45 Fax: +66 (0) 2281 8153 E-mail: <a href="mailto:info@viengtai.co.th">info@viengtai.co.th</a> Website: <a href="http://www.viengtai.co.th">www.viengtai.co.th</a>	N/A	<ul style="list-style-type: none"> <li>• Standard: Single Bht 1,000 (US\$ 25) net/Double Bht 1,100 (US\$ 27.50)net/Triple Bht 1,400 net (US\$ 35)</li> <li>• Deluxe Single Bht 1,200 (US\$ 30) net/Double Bht 1,400 (US\$ 35) net</li> </ul> <b>NB.</b> Room rates are inclusive of breakfast	1.5 km	Shuttle services one daily roundtrip transfer from Hotel-UN-Hotel
<b>8. Golden Horse Hotel</b> 5/1-2Dumrong Rak Road Bangkok 10100, Thailand Tel: + 66 (0) 2280 1920-9 Fax: +66 (0) 2280 3404	50	<ul style="list-style-type: none"> <li>• Single Bht 700 (US\$ 17.50)++/Double Bht 800 (US\$ 20) ++ inclusive of breakfast</li> </ul> <b>Cut-off-date: 20 December 2004</b>	800 m	N/A

**HOTEL RESERVATION FORM FOR SIAM CITY HOTEL**

**CHM-AP “Asia and the Pacific Regional Workshop on the Clearing-House Mechanism on 3-5 February 2005 ”**

Please fax or e-mail the completed form by **January 10, 2005** to Siam City Hotel at:

Fax : (662) 247-0165 or E-mail : [sales@siamhotels.com](mailto:sales@siamhotels.com)

Name : .....

Title : .....

Country.....

Telephone ..... E-mail .....

Room requirement (please tick the appropriate box)

Room Type	Single	Twin
Run of House	<input type="checkbox"/> Bht 2,800.- or approx. \$US 70.-	<input type="checkbox"/> Bht 3,000.- or approx. \$US 75.-

**\*\* The above rate are nett, inclusive of breakfast, taxes and transfer from hotel to UN to hotel  
\*\***

Smoking Non- Smoking

**Flight Details**

Arrival date \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

Departure date \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

**Method of payment**

Credit Card type:  Amex  Visa  Master Card

Card Holder \_\_\_\_\_ Expire date \_\_\_\_\_

Card Number \_\_\_\_\_ Signature \_\_\_\_\_

Cancellation Policy : Kindly inform 3 days before arrival. The hotel reserve the right to charge one night accommodation for no show guest.

Final Reservation : **By January 21, 2005**

**IMPORTANT NOTE:**

The above special rate is only available to participants who book directly through the Conference Organizer or our Reservations Office. When bookings are made direct to the hotel, the name of the conference **MUST** be mentioned otherwise the special rate will not be offered.

Conference participants who do not use the above methods of booking or arrange their booking through other means **will not be entitled to a rebate.**

Hotel contact person  
Ms. Nathathai Pisalsinthu  
Senior Sales Manager  
Siam City Hotel, Bangkok  
Tel 66-2-2470123 / Fax: 66-2-2470165

**www: [siamhotels.com](http://siamhotels.com)**

## Annex B

### VISA AND ENTRY REQUIREMENTS FOR THAILAND (according to information provided by the host country)

#### COUNTRIES WHOSE CITIZENS DO NOT REQUIRE A VISA TO ENTER THAILAND

##### 1. TOURIST VISA EXEMPTION

According to the Interior Ministerial Announcements dated 6 February B.E. 2538 (1995), 8 December B.E. 2541 (1998), 1 October B.E. 2545 (2002) and 20 December B.E. 2545 (2002), passport holders from 39 countries do not require a visa when entering Thailand for tourism purposes if their stay in the Kingdom does not exceed 30 days.

The applicant must possess instrument of means of living expenses 10,000 Baht per person and 20,000 Baht per family accordingly.

Please be advised that ordinary passport holders of 39 countries who intend to engage in certain activities are eligible to apply for a visa when entering the Kingdom if their qualifications meet the conditions set forth by the Office of Immigration Bureau. For more information, please contact the Office Of Immigration Bureau, Soi Suan Plu, off South Sathorn Road, Bangkok 10120, Tel. (626) 287-3101-10 or at website <http://police.go.th>.

##### **A**

Australia  
Austria

##### **B**

Belgium  
Brazil  
Bahrain  
Brunei Darussalam

##### **C**

Canada

##### **D**

Denmark

##### **F**

Finland  
France

##### **G**

Germany  
Greece

##### **H**

Hong Kong

##### **I**

Indonesia  
Ireland  
Israel  
Italy

##### **J**

Japan

##### **K**

Korea  
Kuwait

##### **L**

Luxembourg

##### **M**

Malaysia

##### **N**

The Netherlands  
New Zealand  
Norway

##### **P**

Peru  
The Philippines  
Portugal

##### **Q**

Qatar

##### **S**

Singapore  
Spain  
South Africa  
Sweden  
Switzerland

##### **T**

Turkey

##### **U**

United Arab Emirates  
United Kingdom  
United States of America

##### **V**

Vietnam

## 2. TEMPORARY TOURIST VISA: VISA ON ARRIVAL

According to the Interior Ministerial Announcements, passport holders from 14 countries may apply for visas at the immigration checkpoints for the purpose of tourism for the period of not exceeding 15 days.

The applicant must possess instrument of means of living expenses 10,000 Baht per person and 20,000 Baht per family accordingly.

The applicant must produce instrument of means of transport (full paid ticket), which is usable within 15 days since the date of entry.

Visa on arrival is provided at 23 designated international checkpoints and applicants should produce the application form to which his/her recent photograph (2 ½ inches) is attached. The application fee is 1,000 Baht.

Visitors who enter the Kingdom with Visa on Arrival generally cannot file an application for extension of stay except in special cases such as illness which prevents them from traveling, etc. They can submit an application at the Office of Immigration Bureau, Immigration Division 1, Soi Suan Plu, Sathorn Road, Bangkok 10120. Tel. (662) 287-3127 or 287-3101-10 ext. 3364-5 or at website <http://www.police.go.th/frconten.htm>.

### List of 14 countries are as follows:

- |                   |                        |
|-------------------|------------------------|
| 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            |

## 3. LIST OF COUNTRIES THAT HAVE CONCLUDED AGREEMENTS ON THE EXEMPTION OF VISA REQUIREMENTS WITH THAILAND

### I. Country which has concluded agreement on the exemption of visa requirement for holders of diplomatic passport with Thailand and permitted to stay for 30 days

The Kingdom of Cambodia

### II. List of countries which have concluded agreement on the exemption of visa requirement for holders of diplomatic or official passport or service/special passport with Thailand and permitted to stay for 30 and 90 days

#### 90 Days

- |                   |                     |
|-------------------|---------------------|
| 1. Argentina      | 15. Luxembourg      |
| 2. Austria        | 16. Malaysia        |
| 3. Belgium        | 17. Mexico          |
| 4. Bhutan         | 18. The Netherlands |
| 5. Brazil         | 19. Nepal           |
| 6. Chile          | 20. The Philippines |
| 7. Croatia        | 21. Poland          |
| 8. Czech Republic | 22. Romania         |

9. Germany
10. Hungary
11. India
12. Israel
13. Italy
14. Republic of Korea

23. Russian Federation
24. Singapore
25. Slovak Republic
26. South Africa
27. Switzerland (including Liechtenstein)
28. Tunisia
29. Turkey

**30 Days**

1. Mongolia
2. Laos
3. China
4. Myanmar
5. Vietnam

**III. Country which has concluded agreement on the exemption of visa requirement for holders of diplomatic, official and ordinary passports with Thailand and permitted to stay for 90 days**

Republic of Peru

**IV. List of countries which have concluded agreement on the exemption of visa requirement for holders of national passport with Thailand and permitted to stay for 30 to 90 days**

**90 Days**

1. Brazil
2. Republic of Korea
3. Chile

**30 Days**

1. Hong Kong SAR
2. Vietnam
3. Macao Special Administrative Region

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