



ADMINISTRATIVE ARRANGEMENTS

1st ASEAN Environmental Rights Working Group Meeting

21- 22 August 2023
Bangkok, Thailand

Date and Venue

The 1st ASEAN Environmental Rights Working Group Meeting will be held as a physical event during **21-22 August 2023** at **United Nations Conference Center (UNCC, Bangkok)**.

Eligible participants to the Meeting include the members and the alternate/representative of the member of the ASEAN Environmental Rights Working Group.

The venue's information is as following:

United Nations Conference Center (UNCC, Bangkok)

Address: The United Nations Building, Rajadamnern Nok Avenue, Bangkok

Phone: +(66-2) 288-1234

Fax: +(66-2) 288-1000

Website: <https://www.unescap.org/uncc>

Logistical Information

1. TRAVEL

With support by UNEP to this project, eligible participants will be sponsored, including travel expenses for economy class airfare, Daily subsistence allowance (DSA), and Terminal expenses. For flight booking purposes, the organising team will require a scanned copy of the participant's passport and filled registration form. The e-ticket will be sent to each participant via e-mail. The DSA and Terminal expenses will be given to participants at the Meeting venue. Participants shall be contacted on this matter in due time.

DAILY SUBSISTENCE ALLOWANCE

Participants whose travel is sponsored by UNEP 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, together with their air tickets to the secretariat staff in the meeting room.

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.

2. HOTEL

Participants are kindly requested to arrange for hotel room accommodation from their side.

3. AIRPORT TRANSFER

Each participant shall be responsible for their own transportation arrangement from airport to the hotel and from the hotel to the airport.

4. MEALS AND OTHER INCIDENTAL EXPENDITURE

Coffee breaks on the meeting days are pre-arranged for all participants. Other meals and incidental expenditures shall be borne by the participants.

5. VISA AND INSURANCE

Participants are required to take care of any personal visa requirements and any travel and health insurance at their own cost. We advise that insurance should cover health and medical issues, travel insurance (such as unexpected cancellations or delays) and luggage insurance.

6. PERSON IN CHARGE and QUERIES

Should you have any queries regarding logistical matters, do not hesitate to address in the first instance to: Mr. Jharas Boonrak (bestjharas@gmail.com)
