

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

ESCAP-ASEAN Investment Promotion and Attraction Workshop

20-21 March 2024
UNCC, Bangkok/Thailand

Information for participants

I. GENERAL

1. The United Nations Economic and Social Commission for Asia and the Pacific will be offering a targeted capacity building workshop for ASEAN investment promotion agencies (IPAs) as a part of its work programme with the ASEAN Coordinating Committee on Investment (CCI) on investment promotion and attraction.

The ESCAP-CCI work programme formally began in 2023 and consists of three components:

- Tailored capacity building through in-person and virtual investment promotion workshops.
- Development of an ASEAN FDI Action Plan, focused on practical actions ASEAN IPAs can take to attract FDI across the value chain in 3 sectors valuable to sustainable development.
- Annual ASEAN Investment Forums (AIF) with ASEAN IPAs and investors at the ASEAN Business and Investment Summits (ABIS) to showcase investible opportunities in ASEAN.

In its first year of operation (2023), the ESCAP-ASEAN CCI work programme delivered the first AIF at ABIS in Jakarta, Indonesia, and the first ASEAN IPA workshop. Building on this, the focus of 2024 will be on delivering 3 in-person workshops (on topics already pre-approved through the CCI); drafting the ASEAN FDI Action Plan; and organization of the second AIF at ABIS in October 2024 Lao PDR. The ASEAN FDI Action Plan will be launched at the AIF in Lao PDR.

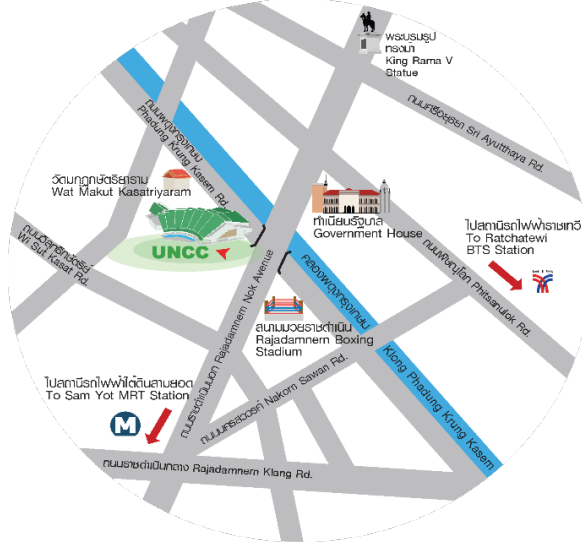
2. **Against this background**, the first ASEAN IPA workshop of 2024, “**ESCAP-ASEAN Investment Promotion and Attraction Workshop**” will be held in Bangkok at United Nations Conference Center (UNCC) on 20-21 March in Meeting room A.

The workshop will provide the foundations for the ASEAN FDI Action Plan and will include both a training component as well as a consultative component. The training component will focus on building capacity to promote FDI as a region using best practices examples from other regions. The consultative component will include 1-on-1 consultations with each IPA present to discuss their investment promotion and attraction capacity and priorities. These 1-on-1 consultations are critical to begin drafting the ASEAN FDI Action Plan, and the consultations will also be open for virtual participation from staff located in the capitals of each IPA.

II. ADDRESS OF THE MEETING VENUE

3. The event will take place at the United Nations Conference Centre (UNCC), address and map

UNITED NATIONS CONFERENCE CENTRE (UNCC) UNITED NATIONS BUILDING RAJDAMNERN NOK AVENUE BANGKOK 10200, THAILAND	ศูนย์ประชุมองค์การสหประชาชาติ ถนนราชดำเนินนอก, บางขุนพรหม เขตพระนคร, กรุงเทพฯ
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III. REGISTRATION AND IDENTIFICATION BADGES

4. **All participants** are required to complete the online registration at <https://indico.un.org/event/1010061/> and all pertinent information necessary for the processing of your documents and logistical requirements. Documents should be submitted **no later than 23 March 2024** to facilitate timely administrative and travel arrangements.
5. Please note that prior online registration is mandatory in line with standard security procedures to facilitate security clearance and entrance to the premises. Only duly registered participants will be permitted to attend the sessions.
6. Participants registered online can obtain photo badges at the registration counter, located on the Ground Level, UNCC, from 08:00 to 10:00 hours on the session's opening day.
7. Participants who are not able to register online during the times or facing any difficulties with the portal, please contact Ms. Phadnalin Ngernlim at ngernlim.unescap@un.org.
8. For identification and security reasons, all participants are **REQUIRED** to always wear their meeting badges while they are in the UN complex, which applies to meetings and social functions. The loss of a meeting badge should be immediately communicated to the registration counter or the UN security, so that the incident could be recorded, and a new badge can be issued.

IV. IMMIGRATION REQUIREMENTS

9. Participants need to check whether they need to apply entry visa from **the Royal Thai Embassy or the Royal Thai Consulate-General** located in their respective countries prior to their departure before entering Thailand; EXCEPT for those nationals listed at [List of Countries entitled for Visa Exemption and Visa on Arrival](#).

10. All participants are advised to consult with the accredited Royal Thai Embassy/Consulate in their respective country regarding up-to-date immigration requirements prior to their departure.
11. **Participants are responsible for obtaining all necessary visas, including transit visas, if any, before departure from your home country.** Please note that you may need a multiple entry visa as your visa could be forfeited by a stop-over. **The costs of obtaining visas are to be borne by participant** (Please see VI. Daily Subsistence Allowance and Terminal Expense).

V. TRAVEL ARRANGEMENT

(APPLICABLE TO ESCAP SPONSORED PARTICIPANTS ONLY)

12. To facilitate and expedite your sponsorship and travel arrangements, the ESCAP sponsored participant is requested to complete the online registration and attach a copy of your passport bio page to the form. In case of any difficulty in attaching your passport bio page to the online registration form, please send an electronic file of your passport to Ms. Phadnalini Ngernlim <ngernlim.unescap@un.org> at your earliest convenience, preferably one month prior to your travel date.
13. Upon receipt of the passport bio page, the ESCAP secretariat will send a provisional itinerary, i.e., an economy class round trip air ticket by the most economical route from the city of your origin (as indicated in the registration form) to Bangkok for confirmation to issue the ticket.
14. The ESCAP sponsored participant is authorized to arrive in Bangkok one day prior to the meeting date and depart one day after the meeting finishes, depending on availability of flights. The authorized arrival date at Bangkok is Monday 19 March 2024, and the authorized departure date is Thursday 22 March 2024.
15. The traveler could adjust the itinerary according to their request. However, unmatched origin/return cities and dates different to the authorized itinerary, will be considered as a personal deviation. **Such personal deviation could lead to increased costs or additional fees that must be borne by the traveler.**
16. ESCAP secretariat will arrange your flight ticket through American Express Travel Agency, Bangkok office by one or two weeks prior to the meeting. You will be directly contacted via the email provided in the registration form with a provisional itinerary determined by UN official travel rules and regulations, and the confirmed eTicket.
17. The traveler must confirm to issue the eTicket within the deadline set by the Travel Agent.
18. **Participants should NOT purchase their own tickets unless prior written approval on “self-ticket arrangement” has been obtained from the ESCAP secretariat, otherwise the organizer will not refund such ticket costs.**
19. If the participants would like to arrange their own ticket and apply for the reimbursement of their airfare from ESCAP, please send your request to <ngernlim.unescap@un.org>, requesting for **“self-ticket arrangement (SFT)”**.
20. Once the self-ticket arrangement is approved, NO further change in travel arrangement can be made. The reimbursed amount will be the actual cost of the most economical route from the city of origin to Meeting venue (Bangkok), but not more than the "ESCAP SFT amount". The SFT amount will be communicated when your request is approved by ESCAP Travel Unit.

21. To facilitate the payment of airfare from the option of self-ticket arrangement, the ORIGINAL OFFICIAL RECEIPT of airfare (with indication of “method of payment”) and copy of actual itinerary used for the trip (as itineraries are subject to change by airlines) is required to be provided to the ESCAP secretariat. We appreciate the receipt of an advance copy of receipt and air ticket to be sent to <ngernlim.unescap@un.org> at your earliest convenience.

An invoice is unacceptable and not considered as a receipt. If a participant does not submit the original receipt, they will not be reimbursed.

22. The reimbursement will be deposited to the participant’s account **AFTER** the meeting; unless the advance copy of the receipt of airfare is shared with ESCAP secretariat 10-15 working days prior to the travel date and is verified by Financial Unit of ESCAP; reimbursement in cash (United States Dollars) will be an option.

VI. DAILY SUBSISTENCE ALLOWANCE AND TERMINAL EXPENSE

(APPLICABLE TO ESCAP SPONSORED PARTICIPANTS ONLY)

23. ESCAP sponsored participant will be provided with Daily Subsistence Allowance (DSA) in Bangkok at prevailing United Nations rates of USD 260/day¹ for the 3 days, from 19 to 21 March 2024, to cover the cost of accommodation and other incidental expenses. The DSA will be calculated according to the actual arrival and departure date and be disbursed in **THAI baht only**, calculated from the UN exchange rate.
24. Terminal expenses (TE) of USD 252 will also be provided to cover all the local transportation from your place-airport-hotel-meeting venue-hotel-airport and other related costs, e.g., visa fees, airport fees, left-luggage, etc. This TE will also be disbursed in **THAI baht only**, calculated from the UN exchange rate.
25. To disburse of DSA and TE, the sponsored participant is required to present their passport and submit the **original boarding passes and air-ticket/itinerary** (actual itinerary of the trip as itineraries are subject to change by airlines) to the secretariat staff on **20-21 March 2024 upon attendance of the event in front of MR-A**. These documents are mandatory proof of travel, which are required to release any payment.
26. Any sponsored participants unable to stay for the meeting are asked to inform the secretariat as soon as they arrive, so the subsistence allowance can be adjusted.

VII. ACCOMMODATION

27. Hotels located close to ESCAP or by mass-transit routes may be used by participants, should they choose the selection of hotels from walking distance from the UNCC is encouraged to reduce participants’ local travel emissions and their exposure to traffic. Here is [a list of hotels, with indicative prices](#).

ESCAP cannot vouch for accuracy of information or rates contained in the document. The list is meant purely for reference and for ease for participants. The special discount rates provided are subject to change without notice. Please confirm the room rates with the hotel directly.

28. Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance. Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel’s policies.

¹ The above-mentioned DSA rate is as of 1 February 2024, it is subject to change without prior notice.

29. 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 usage, business center usage, 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.

VIII. ADDITIONAL INFORMATION

30. Information on below topics is provided at <[INFORMATION NOTE](#)>

- Health and vaccination
- Visa on arrival & entry requirements
- Accessibility support for persons with disabilities
- Travel agent and Travel Advisory
- Transport to attend meetings
- Transport from and to airport
- Safety and Security
- Prayer and meditation rooms
- Airline reservations
- Library facilities
- Internet services
- Foreign currency declaration
- UNCC Floor plans
- Financial & administrative arrangements
- Electric plug and socket
- Catering services
- Banking facilities
- Weather

IX. MEETING FOCAL POINTS:

➤ *For substantive issues:*

Ms. Heather Lynn Taylor-Strauss

Economic Affairs Officer
Innovation, Enterprise, and Investment Section
Trade, Investment and Innovation Division, ESCAP
E-mail: taylor21@un.org

Ms. Madelyn Joy Almazora

Programme Management Officer/Regional Adviser on South-East Asia
Subregional Office for South-East Asia, ESCAP
Email: madelyn.almazora@un.org

➤ *For administrative issues, sponsorship and travel arrangements:*

Ms. Phadnalim Ngerlim

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Innovation, Enterprise, and Investment Section
Trade, Investment and Innovation Division, ESCAP
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