**Regional Access and Benefit-Sharing Workshop**

**11-12 March 2025**

**Bangkok, Thailand**

**Logistics Note**

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| **Thai visa:** | Please check Thailand’s arrival requirements [here](https://image.mfa.go.th/mfa/0/zE6021nSnu/%E0%B9%80%E0%B8%AD%E0%B8%81%E0%B8%AA%E0%B8%B2%E0%B8%A3/VOA.pdf) |
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| **DSA/ Terminals** | For funded ‘international’ participants, your country office focal point will calculate your **‘actual’** DSA and arrange your air ticket based on these estimates**:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Estimated DSA calculation** | | | | | | **Arrival date**  **10 Mar.** | **Meeting Day 1**  **11 Mar** | ***Departure date***  **Meeting Day 2 12 Mar** | **Terminal Allowance** | **Total DSA / person** | | 274 | 274 | - | 252 | 800 |   *DSA = UN DSA rate (as of 1 Feb.2025); No DSA on the departure date*   * The itinerary must be approved before issuing an air ticket. Any deviations from this entitlement /approval will be at a personal expense; * If the participant’s departure flight is **only available the next day (13 Mar), no evening flight on 12 Mar,** the air ticket and an additional 1-day DSA (for 12 Mar) will be covered by the organizer; * Participant must arrange & pay for their own accommodation, meals, and transportation while in Bangkok. For UNDP hotel rate, please check [here](https://undp.sharepoint.com/:x:/r/teams/RBAP/T-STation/_layouts/15/Doc.aspx?sourcedoc=%7B85483250-2E9F-44A3-9FDB-FE76C593FBDA%7D&file=Detail%20Price%20List%20for%20hotels.xlsx&action=default&mobileredirect=true) * AM/PM coffee breaks will be provided during the meeting. Lunch will be at own expenses |
| **For Country office’s Travel Arranger** | **COA for air tickets and DSA**  Please create a Travel Request (TR) in UNALL for the partial DSA and terminal expenses chargeable to the below COA and send it to Thitima:  Travel Processer**:**  Ms. Thitima Phuavong E: [thitima.phuavong@undp.org](mailto:thitima.phuavong@undp.org) ,  Please CC: Nittaya Saengow , E: [nittaya.saengow@undp.org](mailto:nittaya.saengow@undp.org) |
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| **Meeting Venue:** | Tues.11-Wed. 12 March 2025 (1.5 days)  Meeting Room G, UN Conference Center  United Nations Economic and Social Commission for Asia & the Pacific (UNESCAP)  Rajadamnern Nok Avenue, Bangkok (Map: [here](https://www.google.com/maps/place/United+Nations+ESCAP/@13.7625878,100.5059542,17z/data=!3m1!4b1!4m6!3m5!1s0x30e29941bdf18c63:0xa2d6cec8442e98e2!8m2!3d13.7625878!4d100.5085291!16s%2Fg%2F12hqndt5j?entry=ttu&g_ep=EgoyMDI1MDEyOS4xIKXMDSoASAFQAw%3D%3D)) |
| **Registration required** | Online and onsite participants must register at this link: [here](https://indico.un.org/event/1016315) |
| **Local Currency** | Exchange rate USD 1 = approx. THB 34 ([link](https://www.bangkokbank.com/en/Personal/Other-Services/View-Rates/Foreign-Exchange-Rates?_source_stat_=%7B%22page_id%22%3A%22hotsite%22%7D)) |
| **Wifi, Power supply and plug type** | Participants must bring their own laptops. Wi-Fi internet will be provided at the meeting. Thailand Wall Outlet Voltage: 220V. Thailand power outlets support one of these power plugs: A, B, C, or a modern Thai power outlet (most popular type). |
| **Weather** | Please check the updated weather [here](https://tmd.go.th/en) |