



Administrative Information

Directors-General Forum of ASEAN Countries on Development Cooperation

22-23 August 2019, Bangkok, Thailand

1. GENERAL

The Royal Thai Government, through Thailand International Cooperation Agency (TICA), Ministry of Foreign Affairs, will organise the **‘Directors-General Forum of ASEAN Countries on Development Cooperation’** on 22-23 August 2019, at the Amari Watergate Hotel in Bangkok, Thailand. Recognising the importance of inter-agency coordination in advancing development cooperation, this Forum aims to provide an informal platform for development cooperation agencies and relevant actors in ASEAN to come together and discuss opportunities and challenges, share their experiences and good practices, and suggest practical ideas that would enhance coordination and leverage the benefit of technical and development cooperation and South-South cooperation within ASEAN.

2. VENUE OF THE MEETING

The Amari Watergate Hotel
Room C@7, 7th Floor
847 Petchburi Road, Pratunam Sub-District
Ratchathewi District
Bangkok 10400
☎ : +66 (0) 2653-9000
<https://th.amari.com>

3. IMMIGRATION AND VISA

Valid passports **with at least six-month validity** and other travel documents, if applicable, are required upon entering the Kingdom of Thailand.

Participants holding **diplomatic/official/normal passports** of Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar (via air only), the Philippines, Singapore, and Viet Nam may enter Thailand without a visa. For the full list of eligible countries and more information, please visit <http://www.mfa.go.th/main/en/services/4908/15405-General-information.html>.

4. TRANSPORTATION

Sponsored participants (2 delegates from each country) will be provided with standard local transportation between Suvarnabhumi International Airport and the Hotel upon their arrival and departure. All participants will be provided with transportation arranged by the host between the Hotel and the venue of the field visit on 23 August 2019.

Sponsored participants can proceed to the Hotel from Suvarnabhumi International Airport by using **Airport of Thailand (AOT) Limousine Service**. Upon arrival, please look for TICA sign and show your passport and a copy of this Note at the AOT Limousine Service counter, which is located in the arrival hall on the 2nd Floor of the Airport (AOT tel.: 66 2 134 2323 to 5). Kindly note that sponsored participants are not requested to make any payment to the AOT Limousine Service.

Non-sponsored participants who are travelling in the same delegation with sponsored participants and with the same flights may also use the same **Airport of Thailand (AOT) Limousine Service** provided for sponsored participants. Kindly indicate the preference with TICA when submitting Registration Form so that appropriate type of transportation can be arranged accordingly.

Please kindly note that participants should allow a minimum of two hours for the trip from hotel to the airport and vice versa, excluding immigration procedures at the airport.

5. ACCOMMODATION

Accommodation for **sponsored participants** (2 delegates from each country) will be reserved at the Amari Watergate Hotel, which is also the venue of the meeting. The sponsored duration of stay is **three nights from 21-24 August 2019**. Please note that expenses such as telephone calls, mini-bar, laundry services or any other expenses that regular hotel services do not entail will not be handled by TICA. Check-in time will be arranged for the participants' convenience; check-out time is at 12.00 hrs on 24 August 2019.

Non-sponsored participants will be responsible for the entirety of their expenses, including hotel accommodations and local expenses, during their stay in Thailand (except for the Lunch and Dinner Reception hosted by TICA on 22 August 2019 and the Lunch on 23 August 2019, which will be provided for all participants). Non-sponsored participants who would like to stay at the Amari Watergate Hotel and wish to receive the **special room rate** are requested to reserve the room through TICA. Accordingly, non-sponsored participants' accommodation details should be relayed to TICA via the Registration Form provided at the earliest convenience to ensure room availability.

6. PROGRAMME

Date and Time	Event
Wednesday 21 August 2019	Arrival / Hotel check-in
Thursday 22 August 2019	Directors-General Forum from 9.30 to 17.30 hrs
	Reception dinner hosted by TICA from 18.00 hrs onward
Friday 23 August 2019	Field Visit
Saturday 24 August 2019	Hotel check-out / Departure

7. LOCAL EXPENSES

While TICA shall be responsible for all sponsored participants' standard local expenses, please note that the organisers will **not** assume responsibility for the following:

- Expenses in the participant's duty station for overseas travel: passports, medical examinations, immunisations, baggage handling etc.;
- Expenses for excess baggage (additional baggage or baggage exceeding the authorised weight/volume established by each individual airline);

- Extra expenses incurred by the participant during the course of the travel or stay at the hotel, such as telephone calls, mini-bar, internet, alcoholic drinks, laundry and housekeeping services, and other costs;
- Extra expenses incurred by the participants during their stay in Thailand, such as the purchase of goods and additional meals consumed beside the pre-arranged meals at the Hotel and Field Visit's venue, which are hosted by TICA;
- Expenses incurred for the travel, hotel accommodation and other costs incurred by accompanying dependants;
- Expenses with respect to travel insurance, accident insurance, medical bills and hospital fees incurred by participants in connection with their attendance at the Forum;
- Loss or damage to personal property while attending the Forum.

8. REGISTRATION

All participants are required to complete and submit the attached Registration Form together with a copy of passport to the meeting coordinators at sirithonw@mfa.go.th, paveenas@mfa.go.th and nawinee@mfa.go.th or fax no. +66 2 143 9328 **no later than 2 August 2019**.

9. MEETING LANGUAGE

The Forum will be conducted in English. Interpretation services are not available.

10. FIELD VISIT

Primary venue of the field visit to development cooperation project on Friday, 23 August 2019, will be at the Asia-Pacific Development Center on Disability (APCD) located in Bangkok. Participants are requested to gather at the Lower Lobby (LL) level by 9.20 hrs.

11. DRESS CODE

Please consult the **Provisional Agenda** for more information regarding dress code.

12. MEALS

For all participants, lunch will be provided on 22 August 2019 at the Amaya Food Gallery on 4th Floor, Amari Watgate Hotel. On 23 August 2019, lunch will be provided nearby the venue of the field visit.

All participants are also invited to the Welcome Dinner, hosted by TICA, in the evening of 22 August 2019 at Ayudha Room and Garden, 8th Floor, Amari Watgate Hotel.

For **sponsored participants** (2 delegates from each country), additional to the above-mentioned arrangement e.g. dinners on 21 and 23 August 2019, meal coupons for the CASCADE Café, Lobby Floor, Amari Watgate Hotel, will be provided.

13. INSURANCE

Participants are advised to attain adequate travel and health insurance before leaving their respective countries.

14. GENERAL INFORMATION

- **Weather**

The weather in Bangkok in August is usually warm and humid with occasional rain, while the temperature is usually between 28-35 degrees Celsius (82-95 degrees Fahrenheit).

- **Local Time**

Thailand standard time is GMT +7. Thailand does not observe daylight savings.

- **Electricity**

The electricity voltage in Bangkok is 220V, 50Hz. Please note that plug adapters may be necessary. The plug in Thailand has not been standardized and the following types are available.



- **Water**

Tap water in Bangkok is generally not suitable for drinking. It is better to drink bottled water or water provided from the hotel or at the meeting room.

- **Smoking**

Smoking is not permitted in indoor public places, including public service vehicles, museums, libraries, lift, theatres, cinemas, air-conditioned restaurants, non air-conditioned eating houses, outdoor restaurants and markets, hair salons, supermarkets, department stores, and government offices. In line with efforts to improve the nightlife experience for all, there are smoking restrictions on entertainment outlets. Smoking is no longer allowed in all pubs, discos, karaoke bars and nightspots, unless within approved smoking rooms or smoking corners. Offenders can be fined up to THB 20,000.

- **Foreign exchange & Banking service**

Currency exchange facilities are available at the hotel and nearby the hotel. It is open from 08:30 to 16:00 hours, with no lunch break, from Monday to Friday. In addition, you may exchange for the Thai Baht at most commercial banks or at authorized money changers. Automated Teller Machines (ATMs) are also available throughout Thailand, and most will accept cards issued by the major international banking networks (Plus, Cirrus, etc.).

The exchange rate is THB 30.82 per USD 1 (as of 28 June 2019) <https://www.bot.or.th/english/layouts/application/exchangerate/exchangerate.aspx>) Coins come in denominations of; 1, 2, 5 and 10 baht, as well as 25 and 50 satang (100 satang = 1 Baht), Banknotes come in denominations of; 20, 50, 100, 500 and 1,000 Baht) Thai baht is the only acceptable currency in all shopping centers and department stores.

- **Credit Cards**

Visa, MasterCard, JCB, American Express and UnionPay credit cards are widely accepted at most hotels, restaurants and upscale merchants.

- **Language**

Thai is the national and the only official language in Thailand. Although majority of people in Bangkok, particularly in the tourism-related area can speak English. Here are some basic Thai phrases that will help you earn smiles:

Hello – Sawaddee Krab (for a male speaker)/ Sawaddee Kha (for a female speaker)

Thank you – Khob Khun Krab (for a male speaker)/ Khob Khun kha (for a female speaker)

Good bye – La Gorn

- **IT and Internet connection**

There will be an internet access in the meeting room as well as the hotel provides free-of-charge wireless internet connection within the hotel area, including in the guestrooms and all hotel outlets for all in-house hotel guests.

- **TIPPING**

It is customary to tip hotel personnel who have given personal service. A 10% tip is highly appreciated in restaurants, particularly where service charge is not included.

- **Others**

➤ **Metered-taxis** are available at all time. Please be sure that the driver turns on the meter when you are on board (start at THB 35).

➤ Country and city code for call: +66 2

- Emergency Services Telephone Numbers:
- | | |
|-------------|----------------------------------|
| 191 | Emergency Call / Police |
| 1155 | Tourist Police |
| 1672 | Tourist Service Center |
| 1691 | Ambulance Service Center |
| 02-132-1888 | Suvarnabhumi Airport Call Center |

15. CONTACT DETAILS OF TICA IN BANGKOK

For any queries regarding this Forum, please kindly contact us through:

Ms. Sirithon Wairatpanij,
Counsellor,
Partnership for Development Bureau,
Thailand International Cooperation Agency (TICA)
Ministry of Foreign Affairs of Thailand
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