



Seeding a Nutrient Pollution Reduction Strategy for the
coastal waters of Thailand
Global Environment Facility Clean and Healthy Oceans Integrated Programme

Information Note for the Inception Meeting

Date: 30 May 2024, Thursday

Time: 10h00 – 16h00

Venue: Meeting Room H, United Nations Conference Center, UN Building, Ratchamaneek Avenue, Bangkok

Website: [Inception Meeting for Thailand GEF Clean and Healthy Oceans | Coordinating Body on the Seas of East Asia \(COBSEA\) \(unep.org\)](https://unep.org/clean-oceans)

General Information

This document provides links to external and third-party website, for convenience of meeting participants, and for use at their discretion. ESCAP cannot vouch for the accuracy or correctness of the information contained therein.

The Inception Meeting for the Project “*Seeding a Nutrient Pollution Reduction Strategy for the coastal waters of Thailand*” is scheduled to be held in **Meeting Room H, Level 1, at the United Nations Conference Centre, Bangkok (UNCC)** and **online, on 30 May 2024, Thursday, 10h00 – 16h00 Indochina Time**.

Morning snacks will be available at 09h30 during registration.

This workshop is organized by the Coordinating Body on the Seas of East Asia (COBSEA) of the UN Environment Programme and the Thailand Pollution Control Department of the Ministry of Natural Resources and Environment.

Registration and identification badges

To gain access to UNCC, all participant must self-register in Indico using the following link: [Seeding a Nutrient Pollution Reduction Strategy for the coastal waters of Thailand \(30 May 2024\): Overview · Indico.UN](#).

Kindly register your participation by 28 May 2024 at the latest.

Refer to this guide on how to register: [Registration – Indico Help \(unog.ch\)](#)

Please note that **photo badges** are used at UNCC for meeting participants. Participants can obtain photo badges at the registration counter, located on the Ground Level, UNCC, **from 08:00 hours** during the event. Please arrive 30 minutes prior to the event to allow for badge registration.

Please note that only the names of nominated participants to the event will be included in the list of participants.

For identification and security reasons, all participants are **REQUIRED** to wear their meeting badges at all times while they are in the UN complex, which include meetings and social functions. 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.

Online Participations

Online participants shall connect using MS Teams through the following link:

[MS Teams](#)

Meeting documents

Considering the carbon footprint involved in producing papers and printing documents, it is strongly recommended to utilize soft copies to the maximum extent. If hard copies are needed, participants are requested to bring with them their own copies of the meeting documents distributed by the event organizer prior to the session.

Prior to attending the meeting and to ensure productivity, participants are requested to have a general idea on the project based on the following meeting documents:

[Agenda](#)

[Project Concept Note approved by GEF](#)

[Overview of the Clean and Healthy Oceans](#)

Accommodation and Allowance

Accommodations and allowance are only provided to participants coming from outside of Bangkok, specifically those identified as part of the project sites. These participants are already selected, and no additional accommodation and allowance will be provided to other participants unless communicated to UNEP-COBSEA before 03 May.

Hotels, located relatively close to ESCAP or by mass-transit routes, may be used by participants, should they choose to. The selection of hotels at a walking distance

from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic. [Click here for a list of hotels, with indicative prices.](#)

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.

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.

Safety and Security

For security and safety reasons, participants are reminded NOT to leave their belongings unattended. Belongings left unattended within the UNCC may be removed to the nearest Lost and Found counter or the Security Operations Centre.

All drone unmanned aircrafts are prohibited from flying over the UNCC as per the security requirements.

All occupants of the UNCC MUST comply at all times with all lawful directions given by the officers of the United Nations Security and Safety Section. Failure to do so may lead to the participant's removal from the UNCC.

Zero Tolerance towards harassment

The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly. Please refer to the United Nations Code of Conduct and report any incident to the Security and Safety Section either in person or by extension at 1102.

UNCC Floor plans

The UNCC floor plans are available at <https://www.unescap.org/uncc/our-rooms>. The UN buildings are smoke-free. Smoking is permitted only in the designated areas outside of the buildings and in the UNCC, the [designated smoking area is outside of the Public Foyer](#).

Accessibility Centre and Support for persons with disabilities

The UNCC is fully wheelchair-accessible and houses the Accessibility Centre on Level 1. For more information, please visit the [Accessibility Centre's webpages](#).

Prayer/meditation rooms

Prayer/meditation rooms are located in front of ESCAP Hall on Level 2, UNCC.

Catering services

Operating hours

Catering services are available at the following locations:

- International Cafeteria (Level 1, UNCC), which serves breakfast from 07:30 to 10:00 hours, and Thai, Halal and International menus for lunch from 11:00 to 14:00 hours on Monday through Friday.
- Coffee Corner (Level 1, UNCC), which serves assortment of bakery pastries and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.
- Rajapruek Lounge (Ground Level, UNCC), which serves light meals and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.

In line with the Sustainable United Nations (SUN) and Environmental Management System (EMS) principles, no single use plastic is available in the UNCC. Single-use food and drink containers have been banned within the UN compound in Bangkok. When purchasing coffee/tea at the Coffee Corner, customers are asked to pay a deposit of THB 100 for a cup, which will be returned upon return of the cup.

Dining venues at the UNCC also do not provide food storage boxes, plastic cutlery or straws for take-away orders. Customers wishing to take food away are advised to bring their own reusable food containers.

Water dispensers are available throughout UNCC. We encourage all participants to use reusable bottles to avoid waste.

Internet services

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Please use UN-WiFi, no password is required. Use of internet at UNCC is governed by relevant Organizational policies and guidelines. Failure to adhere to policies may result in revoking of those services.

Banking facilities

Banking services are available at the Siam Commercial Bank (SCB), United Nations Branch, located on Level 1 of the Service Building, from 08:30 to 15:30 hours during weekdays. Siam Commercial Bank ATMs can be found in front of the above-mentioned SCB Branch and next to the Registration desk on the Ground Level of UNCC.

Lost and Found

Please contact the Security officer or call extension 1102.

Souvenir shop

The souvenir shop is located on Level 1 of UNCC. It is open from 09:00 to 16:00 hours, Monday through Friday.

Contact persons for logistical questions:

UNEP:

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