



***Ad Hoc* Intersessional Open-Ended Expert Groups meetings  
Intergovernmental Negotiating Committee to develop an international legally binding  
instrument on plastic pollution, including in the marine environment**

**Information Note to participants**

This note provides practical information for nominated experts participating in the work of the *ad hoc* intersessional open-ended expert groups. This note will be continuously updated with the necessary practical and logistical information. Updated text will be highlighted in **yellow**, and revisions will be dated.

All information regarding the meetings will be regularly updated on the *ad hoc* intersessional open-ended expert groups meetings [website](#).

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## 1. THE AD HOC INTERSESSIONAL OPEN-ENDED EXPERT GROUPS

In its [mandate](#), the ad hoc intersessional open-ended expert groups were requested to commence their work using electronic means and, subject to availability of financial resources, the Secretariat was requested to organize an in-person meeting for the expert groups.

In this regard, **up to three virtual meetings** and **one in-person meeting per expert group** will take place during the intersessional period before INC-5. The in-person expert groups meetings are scheduled to take place at the United Nations Conference Centre, Bangkok (UNCC) from 24 to 28 August 2024.

More information on the organization and conduct of the intersessional work can be found in the [concept note](#) prepared by the Secretariat, under the guidance of the expert groups' Cochairs and in consultation with the INC Chair.

## 2. NOMINATION OF EXPERTS FROM MEMBERS OF THE COMMITTEE

**Nominations of experts is now closed.**

**The final deadline was 04 July 2024, 23:59 East Africa Time.** (Updated 10 July 2024)

As decided by the Committee, both expert groups will be open to the participation of all Members of the Committee.

Therefore, State Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations are invited to nominate experts and to communicate their details, through their national focal points, to the Secretariat.

**Nominations must be submitted via the Indico link provided in Annex A of the letter of the Executive Secretary, dated 30 May.** In doing so, a single Note Verbale or formal letter with all the nominations must be uploaded through the portal. The Note Verbale or letter should clearly indicate the name of the nominated expert(s), their title, affiliation and contact information as well as the expert group to which each expert is nominated. The link is not publicly available and needs to be accessed through the notification sent by the Secretariat to INC National Focal Points on 30 May.

To ensure efficient and consistent work of the groups, it is strongly encouraged that the nominated experts participate throughout the entire process of the expert groups.

## 3. WORK VIA ELECTRONIC MEANS

The Committee requested the two expert groups to commence their work using electronic means.

**Expert Group 1 will meet virtually three times ahead of the in-person meeting scheduled for 24 – 28 August 2024 in Bangkok, Thailand:**

- Virtual meeting 1: 16 July 2024, 14.00-17.00 EAT.
- Virtual meeting 2: 1 August 2024, 14.00-17.00 EAT.
- Virtual meeting 3: 15 August 2024, 14.00-18.00 EAT.

The work programme outlining the modalities, methodology and proposed outputs of the intersessional work of Expert Group 1 is available here: [Work Programme EG 1](#).

**Expert Group 2** will meet virtually three times ahead of the in-person meeting scheduled for 24-28 August 2024 in Bangkok, Thailand:

- Virtual meeting 1: 18 July 2024, 14.00-18.00 EAT.
- Virtual meeting 2: 30 July 2024, 14.00-18.00 EAT.
- Virtual meeting 3: 13 August 2024, 14.00-17.00 EAT.
- 

The work programme outlining the modalities, methodology and proposed outputs of the intersessional work of Expert Group 2 is available here: [Work Programme EG 2](#).

The virtual meetings will take place on the Interactio platform. Virtual trainings on how to use Interactio are planned for 15 July 2024. Separate calendar invitations to the training sessions and to the virtual meetings will be sent directly from Interactio to the email address you used to register for the in-person meeting on the Indico platform, or to the email address provided in the Note Verbale for the experts not participating in the in-person meeting.

(Updated 11 July 2024)

## 4. DOCUMENTATION FOR THE INTERSESSIONAL WORK

Information will be provided in due time.

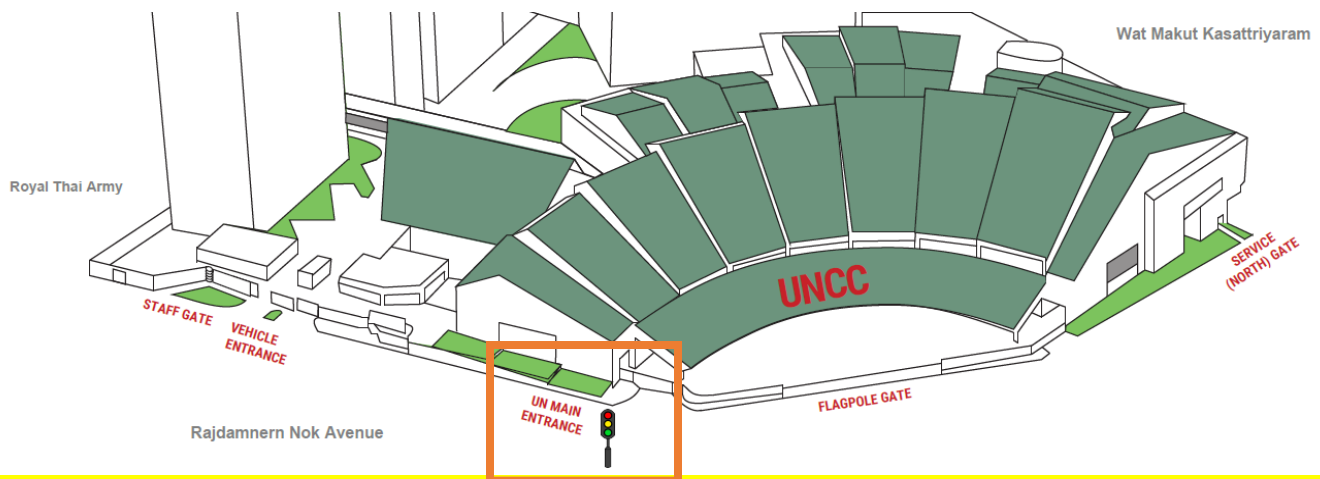
## 5. IN-PERSON MEETINGS OF THE AD HOC INTERSESSIONAL EXPERT GROUPS

The in-person meetings of the *ad hoc* intersessional open-ended expert groups **will take place at the United Nations Conference Centre, Bangkok (UNCC) from 24 to 28 August 2024.**

## 6. THE VENUE

The UNCC is located in Rajadamnern Nok Avenue Bangkok 10200, Thailand.

**Access to the *ad hoc* intersessional open-ended expert groups meetings venue is subject to the presentation of a valid meeting badge.** Registered participants will be screened upon entry. Any form of weapons, ammunition, flammable items, or sharp objects is strictly forbidden. To facilitate security screening, delegates are kindly discouraged from bringing luggage into the center. There will also be no facilities to store luggage.



Experts should be dropped off and enter through the UN Main Entrance for pedestrians (highlighted in orange) near the traffic lights on Rajadamnern Nok Avenue and inform the security that you are attending a meeting at the UNCC. Then, please follow UNCC Entrance signs to the UNCC entrance and proceed to obtain the meeting participant badge. Experts are requested to carry their event passes with them. Participants without badges will not be allowed to enter the UN Compound until the UNCC registration counter is open and functional. All occupants of the UNCC are requested to comply at all times with every lawful direction given by the officers of the Security and Safety Section. For identification and security reasons, all participants are requested to visibly wear their badges at all times while they are within the UNCC. The loss of a meeting badge should be promptly communicated to the registration counter or the Security officers on the ground floor of UNCC.

Please be aware that the ESCAP Hall has capacity for 900 participants and CR2 has capacity for 370 participants. The UNCC floor plans are available [here](#).

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.

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 are on Level 2 of the UNCC.

## 7. REGISTRATION

**Registration for the in-person meeting is now closed.**

The final deadline was 04 July 2024, 23:59 East Africa Time. (Updated 10 July 2024)

Registration for States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations for the ad hoc intersessional open-ended expert groups meetings is open.

Each expert designated to attend the in-person meetings must register individually through INDICO. No registrations can be processed via email.

The **registration link** is not in the public domain and was circulated to all Members in Annex A of the invitation letter from the Executive Secretary of the Secretariat of the Intergovernmental Negotiating Committee, dated 30 May 2024. The letter and respective annexes were circulated to the nominated INC Focal Points and Permanent Missions accredited to UNEP.

For the registration, nominated experts will be requested to upload a Note Verbale or a formal letter with the nominations, as well as a passport-size colour photograph and the biographical page of the passport. Delegates must ensure that the passport is valid when uploading.

Please note that the review and verification process is not automatic and can take up to a few days.

Once the registration has been processed by the INC Secretariat, an automatic INDICO email will be sent to the email provided upon registration. Registrants must therefore submit the right e-mail address for correspondence when registering on INDICO, which will also be used to relay other important information regarding the meetings.

**On-site registration is not available.**

**All formalities regarding registration are free of charge.**

**To ensure equal opportunity and balanced representation among Members and due to space limitations in the venue, Members of the Committee are encouraged to consider the number of experts designated to attend the in-person meeting. Should the number of nominated experts per group exceed the existing capacity of the rooms, floating badges will be issued.**

Please be informed that the registration for the in-person meetings of the ad hoc intersessional open-ended expert groups and the application for travel support are two separate processes and delegates must have their registration approved before submitting their request for travel support.

All information regarding registration is detailed under the Registration tab in the ad hoc intersessional open-ended expert groups [website](#). Additional queries related to registration should be addressed to [unep-incplastic.registration@un.org](mailto:unep-incplastic.registration@un.org).

## **8. ISSUANCE OF BADGES**

The meeting badge will be issued at venue upon presentation of the UN EVENT PASS and the QR code. These documents will be sent automatically to the email address of the registrants once their pre-registration is approved. Delegates are requested to have the following ready on arrival:

- Printed or electronic copy of your UN event pass.

- Valid passport or identification card with a photograph.

**Should the number of nominated experts per group exceed the existing capacity of the rooms, floating badges will be issued, to comply with the security and safety regulations.**

Badge issuance will take place on the ground floor of the UNCC. The hours for badge issuance are:

Date	Time
23 August	08:00 – 17:00
24 August	07:30 – 17:00
25 August	08:00 – 17:00
26 August	08:00 – 17:00
27 August	08:00 – 17:00
28 August	08:00 – 13:00

(Updated 22 July 2024)

(Experts are strongly encouraged to carry their own lanyards to promote reuse, in the spirit of the UNEA resolution 5/14.

For security reasons, the display of badges is mandatory at all times to access the venue and meeting rooms. Loss of a badge should be reported immediately to the badging centre.

## 9. TRAVEL SUPPORT FOR MEMBER STATES DELEGATES

**Application for travel support is now closed.**

The final deadline was 04 July 2024, 23:59 East Africa Time. (Updated 10 July 2024)

For the in-person meetings, funding has been made available from the voluntary contributions made by donors to support the participation of a maximum of two (2) nominated experts i.e. (one (1) expert per group), from developing countries and countries with economies in transition, with priority given to Least Developed Countries and Small Island Developing States.

Please be informed that the registration and the application for travel support are two separate processes. Therefore, experts designated to receive financial support **are kindly requested to submit an additional online form through INDICO**. In doing so, they will be requested to upload the Note Verbale or formal letter confirming their nomination for travel support.

The **registration link** is not in the public domain and was circulated to all delegations in Annex A of the invitation letter from the Executive Secretary of the Secretariat of the Intergovernmental Negotiating Committee, dated 30 May 2024.



Applications for travel support will only be approved after registration for the in-person meetings is approved.

For the necessary travel arrangements to comply with the United Nations rules and regulations, **no requests after the deadline of 04 July 2024 will be accommodated**. Please be kindly reminded that the Secretariat is also not in a position to accommodate last minute changes or cancellations after a ticket has been issued as this results in financial loss.

The funding will cover economy-class round-trip air tickets, as well as daily subsistence allowance and terminal expenses in accordance with the United Nations rules and regulations:

- The round-trip air tickets will be processed and issued directly by the INC Secretariat. The normal route for all official travel shall be the most economical route available for the travel dates.
- The daily subsistence allowance (DSA) comprises the total contribution of the INC Secretariat towards such charges as lodging, meals and other such payments made for services rendered during official travel. Funded experts are thus responsible for making their own hotel bookings.

Disbursement of the DSA will be made on-site, at the meeting venue, via physical prepaid cards for experts. Sponsored experts will be requested to present to the designated staff, the original arrival boarding ticket and the physical travel identification document used to enter Thailand.

The INC Secretariat has transitioned to a new Daily Subsistence Allowance (DSA) payment system, whereby funded experts will receive new cards. The allowances on the cards will be reflected in **United States Dollars (USD)** as per the signed roster.

To ensure an efficient set-up of the DSA account, funded experts are encouraged to have WhatsApp installed on their smart phones.

To ensure a smooth transition, the INC Secretariat will be registering details of funded experts in the system. Funded experts will receive an email from [support@toq.io](mailto:support@toq.io)

Once the e-mail is received, funded experts should click on the link provided to create an account from where they can manage their debit cards. A User ID, a Password, and a PIN will need to be created.

It is important to remember these details, as funded experts will use them to activate the card. Please remember to choose an easy-to-remember PIN. We kindly request cooperation in completing this process within the given timeframe (48 hours from receipt of e-mail) to ensure a smooth transition to the new DSA system.

Funded experts are invited to reach out to [unep-incplastic.adminfinance@un.org](mailto:unep-incplastic.adminfinance@un.org) should they have questions regarding the DSA pre-paid cards. (Updated 9 July 2024)

## DSA schedule (Date and Time)

23 August 2:00 pm – 5 pm

24 August 9:00 am – 12 pm and from 1 pm – 5 pm

25 August 9:00 am – 12 pm and from 1 pm – 5 pm

26 August 9:00 am – 12 pm and from 1 pm – 5 pm

27 August 9:00 am – 12 pm and from 1 pm – 5 pm

28 August 9:00 am – 12 pm (Updated on 22 July 2024)

## 10. ORGANIZATION OF WORK AND SEATING ARRANGEMENTS

Further information on the organization of work will be shared in due time.

There will be no plenary meetings and seating will be accommodated on a “first come first served” basis.

**Due to space limitations in the venue, delegations are encouraged to consider the number of experts designated to attend the in-person meeting. Should the number of nominated experts exceed the existing capacity of the venue, floating badges will need to be issued to comply with the security and safety regulations.**

## 11. INTERPRETATION

The meetings will be conducted in English only and no interpretation will be provided.

## 12. OTHER MEETING ROOMS

No delegation rooms, nor regional meeting rooms are available (updated 10 July 2024).

## 13. EVENTS DURING THE IN-PERSON MEETINGS

There will be no side events during the ad hoc intersessional open-ended expert groups meetings.

## 14. MEDIA ARRANGEMENTS AND SERVICES

There will be no live-streaming coverage via UN Web TV for the in-person meetings of the *ad hoc* intersessional open-ended expert groups.

Questions on media accreditation should be referred to the UNEP News and Media Unit: [unep-](#)

## 15. CATERING SERVICES

Operating hours for the Catering services 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 an 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.

## 16. 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.

## 17. SECURITY

Access to UNCC Bangkok will be strictly limited to persons registered to the in-person meetings of the *ad hoc* intersessional open-ended expert groups. Therefore, meeting badges must be worn visibly at all times within the venue.

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 always comply 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.

**Contact numbers:**

UN Security Control Centre (24/7): +66.2.2881102

UN Security Emergency Number: +66.2.2881100 Mobile +66.81.8078471

**Thailand Emergency Numbers:**

Police general emergency call: 191

Fire: 199 Ambulance and rescue: 1669/1554

Tourism Police: 1155

## 18. ZERO TOLERANCE TOWARDS HARASSMENT

The United Nations has a zero-tolerance policy for any form of harassment, including sexual misconduct, sexual harassment and sexual exploitation and abuse, and will deal with such complaints promptly.

Please refer to the [United Nations Code of Conduct](#) and report any incident to the INC Secretariat and/or Security and Safety Section either in person or by extension at 1102.

## 19. PLASTIC FREE MEETINGS

These meetings are plastic-free.

**Experts are strongly encouraged to bring their own water bottles and mugs to the meetings. Water dispensers for refilling will be provided. There will be no provision of disposable water cups nor coffee/tea mugs at the meetings venue.**

Participants are also encouraged to bring their own lanyards for the meetings badges to promote multiple use.

## 20. MEDICAL SERVICES AND INSURANCE

Participants attending the in-person meetings of the *ad hoc* intersessional open-ended expert groups meetings are not covered by insurance for any illness or injury resulting from any situation or action not connected to their participation.

**Travel Insurance is not provided by the United Nations and all participants are strongly encouraged to ensure that they have appropriate insurance coverage, that covers both health and accident, for the full stay in Thailand prior to departure from the country of residence.**

**The INC Secretariat will not be responsible for travel or health insurance coverage.**

## a) Medical services

**In case of medical emergency, please call 1669.**

**All medical costs incurred in Thailand will be directly borne by the participant.** It is therefore strongly recommended that participants arrange for their own travel health insurance that covers both health and accident, prior to departure from the country of residence.

The nearest hospital to the UNCC is Mission Hospital, which has English speaking medical support staff (+662-282-1100).

Anyone who feels unwell while already within the UNCC is advised to call any medical service staff at +66 2288 1352/1353/1761 during business hours, for further guidance. After business hours, they are advised to call the UN Medical Officer at +66 2288 1353 for further guidance. In case of a medical emergency within the UNCC, they are advised to call UN Security at +66 2288 1102/1120 for assistance in calling an ambulance

## b) Health and Vaccination:

- **Yellow Fever Vaccination International Certificate**

Upon arrival at the port of entry in Thailand, participants who are nationals of, or have traveled from/through, countries or areas listed below must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days (about 1 and a half weeks) prior to travel to the affected country. **The International Health Certificate must also be submitted together with the visa application form.**

**The list of countries/areas can be found here: [declared yellow fever infected areas](#).**

- **Zika Virus**

The Zika virus is endemic in Thailand and cases have been reported amongst tourists. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time. In addition to the above, Medical Services Division at UNHQs advises that pregnant UN personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. For further information, please refer to the [Zika virus FAQ](#).

- **Preventable diseases:**

Information on other non-vaccine preventable diseases to watch out for while in Thailand can be found here: [Thailand - Traveler view | Travelers' Health | CDC](#).

- **Air pollution and Health:**

Bangkok, like many metropolitan Asian cities in the world, is periodically affected by high levels of air pollution, with haze and high concentrations of PM2.5 particularly of concern for sensitive groups. The Tourism Authority of Thailand advises tourists to monitor Bangkok's air pollution and take precautions when necessary. People who have existing asthma or are particularly vulnerable to the effects of air pollution should consult their treating physician as to whether a trip to Bangkok is advisable at this time. Information on the Air pollution can be found [Air4Thai website](#), maintained by the government of Thailand with daily information on air pollution.

## 21. TRAVEL ADVISORY

Visitors are advised to be respectful of Thai customs at all times.

Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.

## 22. TRANSPORTATION FROM AND TO THE AIRPORT

**Participants must organise their own transportation from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels.**

For the Airport Rail Link, an express and commuter rail connecting to Makkasan Station (MRT subway Petchaburi Station) and Phayathai Station (BTS Skytrain), passengers should go to Level B. Detailed information can be found at <https://www.srtet.co.th/index.php/en/>

Electric taxis (EVSociety/VIP) are currently available at the Suvarnabhumi International Airport. The counter is located next to the main taxi area. The service is available 24 hours and can be pre-booked via:

Line ID: @evsociety  
Phone: +66 2039 8888  
Email: taxivip@evsociety.co.th  
EV Society Facebook

Metered taxi and bus services are readily available at the airport. More information is available at <https://www.bangkokairportonline.com>

To use the airport limousine service, participants should only contact the authorized officials at the counters located in the airport arrival zone. These officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination, upon request. The Suvarnabhumi International Airport limousine service counters are located on Level 2 at Baggage Claim and Arrival Hall exits, channels A, B and C.

For public taxis, participants are advised to proceed to the Level 1 of the Passenger Terminal, between

exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge from the airport to the city. Please refer to the airport website noted above for details.

## 23. TRANSPORTATION TO THE VENUE

Participants need to make their own transport arrangements to and from the UNCC.

Metered taxis are readily available in the city, and you may also book your transportation via applications such as Uber, Grab and Bolt. Some hotels close to the UN building may provide complimentary transfer service on fixed schedule, to and from the UNCC, so please check with the hotel concierge.

## 24. ACCOMODATION

**A non-exhaustive list of hotels and guest houses near the venue can be found in Annex A.** The selection of hotels at a walking distance from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic.

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 centre 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.

## 25. VISA

### a) Applying for an entry visa to Thailand

**It is strongly recommended to apply to the Thai visa well in advance, preferably 8 weeks (about 2 months) before traveling to Thailand**

For those participants who are not eligible for an e-visa and where there is no Thai Embassy/Consulate in their country of residency, the Secretariat of the INC on Plastic Pollution has requested the distinguished authorities of the Kingdom of Thailand to issue you a visa exemption. Those delegates will not have to apply for a visa. The communication was shared directly with the specific participants. (Updated 9 July 2024)

Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, **EXCEPT** for those nationals listed at [List of Countries entitled for Visa Exemption and Visa on Arrival](#).

Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also **REQUIRED** to obtain an appropriate visa before entering.

To apply for an appropriate entry visa to Thailand, participants are required to contact the nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. Information on location and contact number of Thai Embassies and Consulates-General is available at <https://www.thaiembassy.org/>

Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meetings organizer for the location where it is possible for them to apply for a Thai visa.

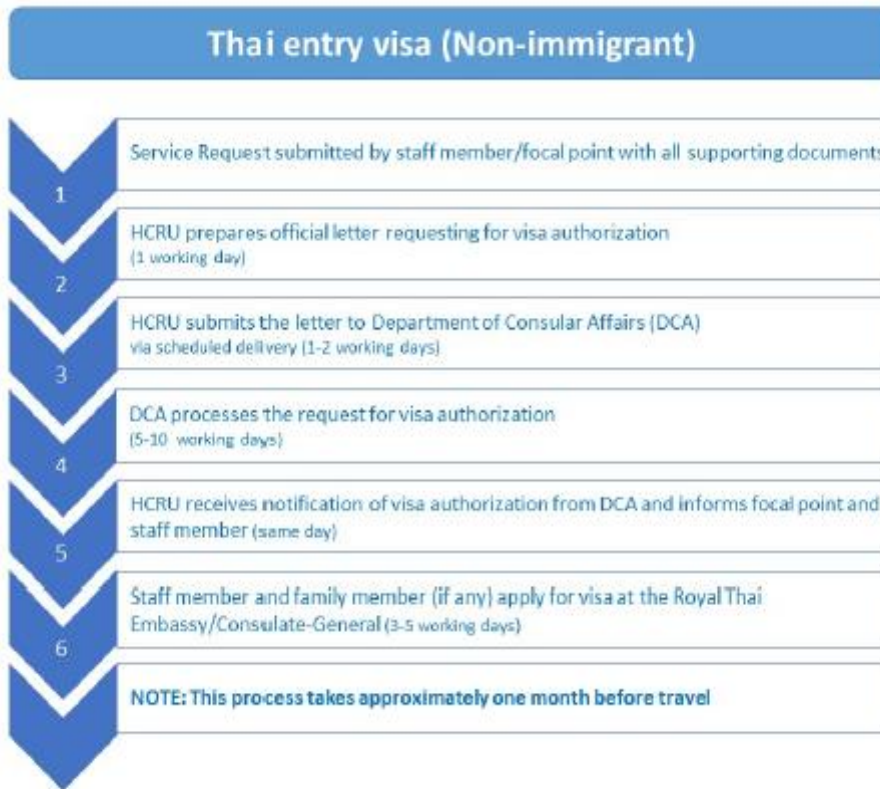
Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

#### **b) Required supporting documents for requesting visa authorization**

1. Clear color scan copy of passport bio page with validity of more than 6 months (Must capture all details including 2 stripes at the bottom – If using camera, picture must be without fingers).
2. Invitation letter issued by host organization.
3. Residence Permit of country where applicant will lodge visa application (if not citizen).



## What are procedures to obtain authorization for Thai Entry Visa?



### Who requires security background check

It is important to note that there are citizens of certain nationalities who may need to undergo security background check by the National Intelligence Agency of Thailand before visa authorization can be granted. With this additional process, it may take up to 6 weeks to obtain visa authorization for Thai entry visa.

Staff member can check with HCRU team for more information on a case-by-case basis.

### Once you receive notification of visa authorization, please take note of the following:

1. Please allow a few days after the date of authorization before contacting the Embassy/Consulate-General for visa application.
2. Authorization does **NOT** imply that the Embassy/Consulate-General will be issuing a visa within the same day. The visa processing time varies from one Embassy/Consulate-General to the other. Applicant is advised to contact the respective Embassy/Consulate-General on the visa application procedures, list of required documents and processing time to avoid delays or denial of visa application.
3. Authorization does NOT imply that the applicant is exempted from regular visa application procedures and visa fees. The applicant must comply with ALL rules, regulations and requirements of the Embassy/Consulate-General, otherwise application may be rejected, or visa may not be granted.

4. The issuance of visas is at the sole discretion of each Embassy/Consulate-General, neither ESCAP nor the INC Secretariat can influence or alter the decision of the respective Embassy/Consulate-General.
5. Authorization is issued in the name of ESCAP, so be cautious when contacting the Embassy/Consulate-General.

#### **c) What to do when you submit visa application**

Each RTE/RTCG may have different visa submission procedures, either on-line or in person, you are therefore kindly requested to explore their websites at Thai Embassy and Consulates for more information.

Once you have learned all necessary information and procedures, you may proceed to contact the RTE/RTCG to submit your visa application together with the attached Request for Visa Authorization Letter issued by ESCAP.

Recently, Ministry of Foreign Affairs of Thailand has launched Thai e-visa application system which is available for 47 RTEs/RTCGs around the world at <http://thaievisa.go.th>. To apply for Thai entry visa through e-visa platform, please follow the guideline as shown below.

#### **d) If you need support from ESCAP and the INC Secretariat**

Participants who may need further assistance from ESCAP and the INC Secretariat on their visa application should fill out the following form: Submission of information form on visa application for INC Ad Hoc Intersessional Open-Ended Expert Groups or send an email to [escap-da-hcru@un.org](mailto:escap-da-hcru@un.org), Cc [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org), well in advance, for necessary action.

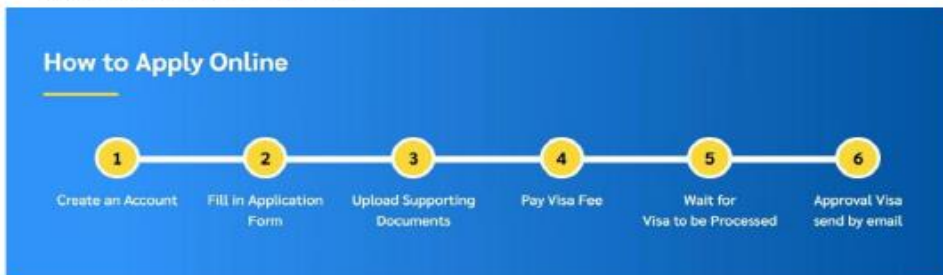
## e) Guide to the Thailand e-Visa Application for Meeting Participants

As of 20 November 2023

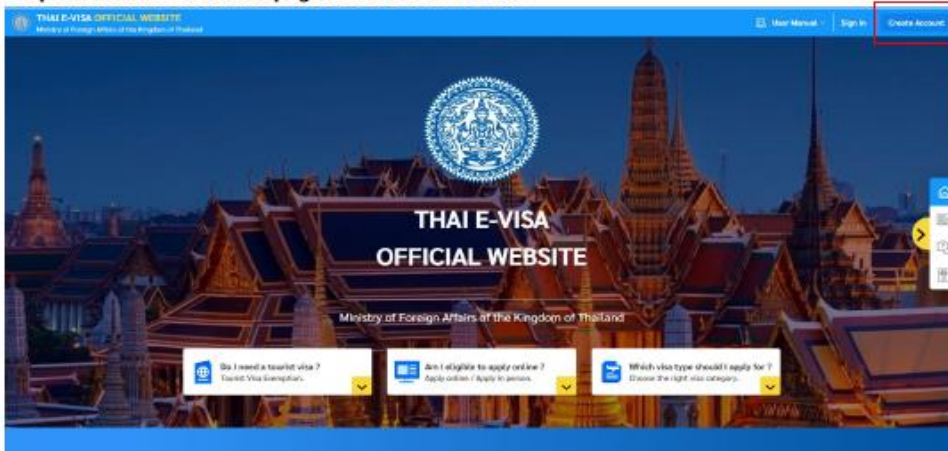


This document will show information of how to apply for visa online step by step.

1. Create account
2. Fill in Application Form
3. Upload supporting documents
4. Pay Visa Fee
5. Wait for Approval
6. Stickerless visa sent by email



### Step 1: Visit website homepage and create account



- (1) Select 'Individual' and fill in all required information
- (2) Fill in your email and password.
  - Password requirement
    - Use a minimum length of 8 characters.
    - Include at least one lowercase letters (a-z)
    - Include at least one uppercase letters (A-Z)
    - Include at least one number (0-9)

- (3) Read the terms and policy carefully and click the checkbox.
- (4) Enter the code.
- (5) Click 'Create Account'.

- (6) The verification link will be sent to your email. Please check your inbox to verify your account.
- (7) Once you sign in, you will be directed to e-Visa Dashboard
- (8) Select 'Apply for new visa'

Reference No.	Visa Type	Full name	Date of Birth	Nationality	Travel Doc No.	Submit to
<input type="checkbox"/> NYC001-202110-147096	Non-Immigrant Visa(F)	-	-	-	-	Royal Thai Consulate-General New York

**STEP 2: Fill in Application Form**

- (1) Please input your nationality
- (2) Please input location where you will apply for visa
- (3) Select Royal Thai Embassy/Consulate-General in your location

Check Your Eligibility

**(1)** Travel Document Holder of \*

Ghana

A country or a nationality may be referred to a country or to a territory with its own passport-issuing authority.

**(2)** Permanent Residency / Current Location \*

United States

Your resident status in a country of which you are granted a residence visa to stay for more than six months.

**(3)** Submit to \*

Royal Thai Consulate-General, New York

If applicant applies for a visa at the Embassy/Consulate in the country where the applicant does not have permanent residency, the visa approval process may take at least 1 month. (Permanent Residency is the resident status in a country of which you are granted a residence visa to stay for more than six months.)

- (4) Select passport type that you will apply for visa with
- (5) Select purpose of visit: Depending on your answer to the previous section (4), different drop-down menus will appear. Below is the recommended purpose of visit for meeting participants and the type of the visa that is granted accordingly:

Passport Type	Purpose of Visit	Visa Type
Ordinary passport holders	Attending workshop, training or seminar organized by International Organization	Non-Immigrant Visa (ED)
Official/Service passport holders	On official mission	Official Visa (F)
Diplomatic passport holders	On diplomatic mission	Diplomatic Visa (F)
Blue UNLP holders	Non Posting UN Mission	Official Visa (F)
Red UNLP holders	Non Posting UN Mission	Diplomatic Visa (F)

- (6) Select 'Single' or 'Multiple' under Number of Entries

Purpose of Visit

**(4)** Passport Type \*

Blue UNLP

**(5)** Purpose of Visit \*

Non Posting UN mission

Applicant must travel within 2 months from the date of visa issuance.

Visa Type \*

Official Visa(F)

**(6)** Number of Entries \*

Multiple

If you are applying for Multiple Entries, you need to prove that you have a genuine reason to visit Thailand on a regular basis. The difference entries will not be refunded, if the officer grants a Single Entry Visa instead of the Multiple Entries Visa you applied for.

Next

### STEP 3: Upload supporting documents

#### (1) Upload copy of passport and photo

THAI E-VISA OFFICIAL WEBSITE  
Ministry of Foreign Affairs of the Kingdom of Thailand

E-Visa Dashboard | User Manual | The E-visa (Individual)

Applicant Information

1. Check Your Eligibility | 2. Applicant Information | 3. Travel Information | 4. Supporting Documents

**Upload Biometric Page of Passport**

Please upload the biometric page of your travel document. After successful completion of the upload, your biographic information will be populated in the corresponding fields of the application. For accurate results, make sure the MRZ is contained within the full width of the photograph and the photograph is not blurry.

Drag and drop file or browse from computer

CJPG, JPEG, PDF, Limit Size is 3 MB

**International Passport**

NO	TY	DOB	ISSUE DATE	EXPIRES	ISSUING AUTHORITY
1	2	3	4	5	6

**Upload Photograph**

Please upload appropriate photograph taken within six month. Failure to do so may result in rejection of visa request.

Download Example Photograph

Drag and drop file or browse from computer

LJPG, JPEG, PDF, Limit Size is 3 MB

(1)

#### (2) Fill in personal information

Personal Information

Please provide all responses in English. Required fields are indicated by an asterisk.

Title *	Gender *	
<input type="text"/>	<input type="text"/>	

First Name *	Middle Name	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Former Name

Full Name in Native Alphabet

Contact No. *	E-mail *
<input type="text"/>	<input type="text"/>

Country of Nationality \*

Do you hold any other nationality than the one indicated? \*  Yes  No

Country of Nationality at Birth \*

Place of Birth *	City of Birth *
<input type="text"/>	<input type="text"/>

Date of Birth *	Marital Status *
<input type="text"/>	<input type="text"/>

(2)

(3) Fill in travel document information (system can automatically generate this information after you upload copy of your passport)

**Travel Document**

Type of Travel Document \*  
PASSPORT

Travel Document No. \*  
AB1000300

Place of Issue \*  
GHANA

Date of Issue \*  
05 Sep 2018

Date of Expiry \*  
04 Oct 2023

(3)

(4) Fill in address information

**Address Information**

Home Address \*  
XXXXXXXXXXXXXXXXXX

City \*  
New York

Country \*  
United States

Is your permanent address same as your current address? \*  Yes  No

Home Address \*  
323 XXXXXX

City \*  
Ghana

Country \*  
Ghana

(4)

(5) Fill in employment details

**Employment Detail**

Occupation \*  
Employee

Company/Institute \*  
UNESCAP

Annual Income \*  
60,001 - 80,000 US\$

(5)

(6) Please indicate the planned dates of arrival and departure (\* tentative dates are acceptable) and provide information on the previous visit to Thailand and the visa.

**Travel Information**

Applicant should not apply for visa more than 3 months before the date of intended arrival.

Intended Date of Arrival \*  
29 May 2023

Intended Date of Departure \*  
02 Jun 2023

Duration of stay: 5 day

Port of Arrival \*  
International Airport

Type of Flight \*  
Schedule (Commercial)

Flight No. \*  
TG661

Have you ever visited Thailand? \*  Yes  No  
Have you ever applied for Thai visa? \*  Yes  No  
Are you travelling as part of a tour group? \*  Yes  No

(6)

(7) Please indicate the hotel in which you will be staying after your first arrival.

Place of Stay in Thailand

Accommodation Type \*

Hotel  Hostel  Guesthouse  Private Property  Dormitory (7)

Accommodation Name \*

Anantara

City \* Bangkok Postal Code \* 10120

Additional Place of Stay in Thailand \*  Yes  No

Back Save Next

(8) Item 1 and 2 is automatically generated.

(9) Please upload proof indicating your current location

(9.1) For Non-Chinese staff and household members, please upload photo of immigration arrival stamp that proves your current location under item 3.

(9.2) For Chinese national, please follow the instructions under item 3.

(10) Upload note verbale or invitation letter received from event organizer in Bangkok under item 4.

(11) Click 'Save' and 'Done'

1 Check Your Eligibility 2 Applicant Information 3 Travel Information 4 Supporting Documents

Support Document (JPG, JPEG, .PDF file, Limit Size is 3 MB)

1. Biodata page of Passport or Travel Document \*

Document-1.jpg (8)

2. Photograph taken within the last six months. \*

Document-10.jpg

3. Document indicating current location \*

Drag and drop file or browse from computer (9.1)

3. Document indicating current location. Chinese applicant residing in Mainland China is required to submit an Entry-Exit record, issued by the National Immigration Administration of the People's Republic of China, indicating the applicant's travel record in the past 1 year. The record can be downloaded at <https://s.nia.gov.cn/mps/login.html> \*

Drag and drop file or browse from computer (9.2)



4. Note verbale from sending State and international organization or Invitation letter \*

Drag and drop file or [browse](#) from computer (10)

Back (11) Save Done

(12) After clicking 'Done', system will prompt a new window displaying details of your application and declaration statement for your acceptance and confirmation.

(13) Click 'Accept & Confirm'

Confirm your application

Reference No.: OTT001-202308-1692221  
Visa Submission to: Royal Thai Embassy, Ottawa  
First Name: [REDACTED]  
Middle Name: [REDACTED]  
Family Name: [REDACTED]  
Nationality: India  
Travel Document No.: [REDACTED]  
Gender: Female  
Date of Birth: [REDACTED]  
Date of Issue: 05 Jul 2023  
Date of Expiry: 08 Aug 2029  
Place of Issue: DHANU  
Place of Birth: Thailand  
Visa Type: Non-Immigrant Visa(F)  
Marital Status: [REDACTED]

(12)

Declaration

I have read and understood the question in this application and ensure that my answers and all supporting documents are true and correct. Any false or misleading information may result in the permanent visa refusal or the denial of entry into the Kingdom of Thailand. In addition, I consent that all applications are subjected to approval and the Embassy/Consulate may request for additional interview or document (s) when necessary. Submission of a visa application does not necessarily mean that a visa will be granted and the visa processing fee cannot be refunded in any circumstance.

I consent to the collection, use, and disclosure of my personal information, which I have provided for the processing of my visa application through the e-Visa system, by the Thai authorities or any authorized person or entity acting on behalf of the Thai authorities to the extent that such collection, use, and disclosure is for the purposes of immigration. I understand that the confidentiality of my personal information will be protected and any use or disclosure of such information will be in accordance with relevant Thai laws and regulations.

I hereby confirm that I have recognized responsibility for environmental matters and local culture when travelling in the Kingdom of Thailand, and that I shall be carried out with due regard to all appropriate and relevant legislation and regulatory considerations and associated compliance obligations regarding environment and the local culture.

Name: [REDACTED]  
Applicant's Signature: [REDACTED]  
Date: 08 Aug 2023

Kasikorn Bank is the merchant entity entrusted with the responsibility by MFA to provide the applicant with e-visa processing by the MFA

(13)

Cancel Accept & Confirm

(14) After clicking 'Accept & Confirm', system will prompt a new window offering options for you to submit the application or to add more applicant(s) to your submission.

✓ Your application has been successfully created.

(14) Apply More Submit Now

#### STEP 4: Pay Visa Fee

- (1) Once application form is completed, you will be directed back to dashboard
- (2) Click "Ready to Submit" tab, you will find your application
- (3) Select your application by clicking the box
- (4) Click proceed to payment

THAI E-VISA OFFICIAL WEBSITE  
Ministry of Foreign Affairs of the Kingdom of Thailand

E-Visa Dashboard User Manual Individual

Manage Visa Application (2) Apply for new visa

Incomplete Ready to Submit Check Status Reference No./... All Start Date End Date Proceed to Payment (4)

Reference No.	Visa type	Full name	Date of Birth	Nationality	Travel Doc No.
(3) CH001-202108-012668	Tourist Visa(TR)	MARIANA TRACHENKO	24 Aug 1991	Ukraine	XX000000

#### STEP 5: Wait for approval

- (1) Status of application can be found under tab 'Check Status'

THAI E-VISA OFFICIAL WEBSITE  
Ministry of Foreign Affairs of the Kingdom of Thailand

E-Visa Dashboard User Manual Individual

Manage Visa Application (1) Apply for new visa

Incomplete Ready to Submit Check Status Available All Status Booking No.

Booking No.	Submit to	Paid Date	Status	Total Applications
CH050218011-001129	Consulate General in Chicago	13 Aug 2023	Processing	1

**STEP 6: Sticker-less e-Visa sent by email (sample)**



Royal Thai Embassy,  
London  
29-30 Queen's Gate,  
London, SW7 5JB

28 September 2021

Dear Xxxxxx Xxxxx

We would like to inform you that your e-Visa application has been approved, with the following data

**A. VISA DATA:**

- |                                |  |
|--------------------------------|--|
| • Transaction reference number | LON001-202109-10XXXX   |
| • Visa number                  | E1913XXX   |
| • Visa type                    | Non-Immigrant F  |
| • Travel                       | Single   |
| • Visa conditions              | Issued with reference to the Ministry of Foreign Affairs telex dated 1 September 2021. |
| • Date of grant                | 27 September 2021  |
| • Visa must be used by         | 26 December 2021   |
| • Length of stay in Thailand   | 90 days  |

**B. APPLICANT DATA:**

- |   |               |
|---|---------------|
| • Name  | Xxxxx Xxxxx   |
| • Gender  | M             |
| • Date of birth                                   | XX April 199X |
| • Nationality                                     | GBR           |
| • Passport (or other travel Document) number      | 52242XXXX     |
| • Passport (or other travel Document) expiry date | 27 March 2024 |

**INFORMATION:**

1. Airlines might ask for details in this e-mail so they can carry out checks to allow you to board the plane.
2. To enter the Kingdom of Thailand, foreign nationals are required to comply with the Regulation issued under Section 9 of the Emergency Decree on Public Administration in Emergency Situation B.E. 2548(No.1) dated 25 March B.E. 2563(2020) and its amendments.
3. This e-mail is automatically generated. As it is an automated notification we are unable to receive replies. Do not respond to this e-mail address.
4. For further inquiries regarding the issuance of this e-Visa, please contact the visa section of Royal Thai Embassy, London.

Yours sincerely,  
Royal Thai Embassy, London

*This e-mail was sent to [xxxxx@gmail.com](mailto:xxxxx@gmail.com) on 28 September 2021*



19RG5NOME10494640

## f) Visa on arrival

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

1. The applicant must have a passport from the list of countries whose nationals are eligible to apply for visa on arrival ([List of countries entitled for Visa on Arrival](#)) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
3. Advanced online application information is available at [visa on arrival](#). Upon presentation of printed Transaction Reference Number (TRN), the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.
4. The applicant must provide proof of means of living expenses of THB 10,000 per person or THB 20,000 per family.

## g) What to do when arriving in Thailand?

Once arriving in Bangkok, the Immigration Officer will put an arrival stamp on your passport. The arrival stamp will indicate date of arrival in Thailand and the last day you are initially allowed to stay in Thailand. Following observations should be made when you receive arrival stamp on your passport:

1. Please ensure you are granted the correct type of visa. Please refer to the above section on the type of visa you should obtain.
2. Upon arrival in Thailand, please ensure that immigration arrival stamp correlates with the type of visa granted for you (Non 'ED', Non 'F').



3. If you are eligible to enter under visa exemption scheme, you will receive the arrival stamp indicating 'W 30':



## 26. TIME ZONE

Thailand is located in the Indochina (GMT+7hours) time zone.

## 27. WEATHER

Participants should come prepared for warm and rainy weather. The weather in Thailand in August is hot and rainy. The average temperature range is 26–32°C (79–89°F). The average rainfall is 219 mm (9 inches), and there are 18–23 rainy days. There are only 5 sunny days on average. Rainfall is at its peak across much of Thailand in August. Humidity levels are high.

## 28. ELECTRICITY

The electric power in Thailand is 230V running at 50Hz and the plug types used are either Type A, Type B, or Type C. A hybrid socket is almost universally found, which accepts a combination of the above plug types.

Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.

## 29. BANKING, CURRENCY, TIPPING

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.

Any person who brings or takes an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence. For reference, participants may use – at their discretion – online currency conversion tool, such as <https://freecurrencyrates.com> for indicative currency conversion rates.

## 30. LOST AND FOUND

Please contact the Security officer or call extension 1102.

## Annex A: List of Recommended Hotels in Bangkok

### **CENTARA LIFE PHRA NAKHON**

**Address:** 78 Prajatipatai Road, Ban Phan Thom, Phra Nakhon, Bangkok 10200 Thailand:

<https://goo.gl/maps/MjitM74U6v4vUynj9>

**Tel:** +66 (0) 2022 6336

**Email:** cbp@chr.co.th

**Cost per night:** between 50-100 USD average per night

**Link:** [centarahotelsresorts.com](http://centarahotelsresorts.com)

### **ROYAL PRINCESS LARN LUANG, BANGKOK**

**Address:** 269 Larn Luang Road, Pomprab, Bangkok 10100

**Tel:** +66-22813088

**Email:** info@royalprincesslarnluang.com

**Cost per night:** between 62-165 USD average per night

**Link:** [Royal Princess Hotel Larn Luang - Luxury Hotel Bangkok \(royalprincesslarnluang.com\)](http://Royal Princess Hotel Larn Luang - Luxury Hotel Bangkok (royalprincesslarnluang.com))

### **THE SUKOSOL**

**Address:** 477 Si Ayuthaya Road, Phaya Thai, Bangkok 10400, Thailand

**Tel:** +66 2 247 0123

**Email:** thesukosol@sukosolhotels.com

**Cost per night:** between 87-206 USD average per night

**Link:** [Bangkok City Hotel near Airport Rail Link | The Sukosol Hotel, Bangkok](#)

### **AMARI BANGKOK**

**Address:** 847 New Petchburi Road, Ratchatewi, Bangkok 10400 Thailand

**Tel:** +66 2653 9000

**Email:** merin.l@amari.com

**Cost per night:** between 83-209 USD average per night

**Link:** [Contact Us | Amari Bangkok Enquiry Form](#)

### **PULLMAN BANGKOK KING POWER**

**Address:** 8/2 Rongnam Road, Thanon-Phayathai, Ratchathewi, 10400 Bangkok

**Tel:** +66 (0)2 680 9999

**Email:** Waleeporn.CHA-IN@accor.com

**Cost per night:** between 103-189 USD average per night

**Link:** [Pullman Bangkok King Power \(Official Website\)](#)

A more comprehensive list of hotels can be found at: [The official website of Tourism Authority of Thailand \(tourismthailand.org\)](http://The official website of Tourism Authority of Thailand (tourismthailand.org))