

Regional Workshop on the FAO Data Collection, Processing and Dissemination System of Food and Agriculture Statistics

28 March – 1 April 2011 Bangkok, Thailand

Organized by



Food and Agriculture Organization
of the United Nations (FAO)



Agricultural and Food Marketing Association
for Asia and the Pacific (AFMA)

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE AND DATES

The venue of the regional workshop will be held in Bangkok, Thailand at the Novotel Bangkok on Siam Square , a 4-star hotel in the city centre.

Address:

Novotel Bangkok on Siam Square
Siam Square Soi 6
Bangkok 10330
Thailand
Tel: (66-2) 209-8888
Fax: (66-2) 255-2445
Website: www.novotelbkk.com

2. WORKSHOP ARRANGEMENTS

The normal working hours of the Workshop will be 08.30 to 17.00 hours, unless otherwise decided by the Secretariat. The Provisional Agenda has been circulated with the invitation letter.

Working Languages

The workshop will be conducted in English.

Country reports

Before arrival each delegation should fill out and submit a survey on METADATA "Country metadata, data availability and quality survey". The survey will be distributed to the participants ahead of the workshop. Country surveys should be submitted not later than close of working hours of **8 March 2011** for preparation of a summary presentation at the workshop. Delaying to do so, please contact AFMA, Ms. Nattawan at nattawan@afmaasia.org

3. ACCOMODATION

FAO has secured booking of accommodation at the Novotel Bangkok on Siam Square for participants staying for this regional workshop. Accommodation is inclusive of daily breakfast plus special privileges for participants including unlimited use of wireless internet in their rooms.

Check-in/Check-out time:

Check-in 27 March 2011 after 14.00 hours

Check-out 02 April 2011 before 12.00 hours

Note: If you are expecting to check in early or check out late due to the flight availability, please contact AFMA before your arrival for special reservation

4. REGISTRATION

Monday, 28 March 2011 from 08.00 – 08.30 hours at the venue.

5. LOGISTIC ARRANGEMENTS

AFMA/FAO will cover the expenses for participants which include economic air ticket and accommodation. In addition, participants will receive a reduced Daily Subsistence Allowance (DSA) for Bangkok rate, as some meals will be provided by the organizer, plus a flat sum for terminal expenses (local transportation is already included in this sum).

Air ticket arrangement

Participants are requested to follow this procedure;

- 1) Purchasing air tickets from your country.
- 2) Sending AFMA the receipts of air ticket and flight detail via email Ms. Nattawan (nattawan@afmaasia.org) in order to make hotel booking and reimbursement.
- 3) Reimbursement for the ticket cost will be provided in cash (USD) to participants on your arrival. In case, participants prefer transferring to local currency, please give bank detail (same name as participant only) in the registration form.
- 4) Due to many routine during the workshop, organize is not responsible for any change of flight or flight confirmation. Delegate is advised to confirm flight before arrival and manage their own changes of time schedule.

Accommodation / DSA / transportation / visa expense

- 1) A lump sum of US\$100 for local transportation will be provided on your arrival in cash. Visa should be responsibility of participants' organizations, not AFMA/FAO.
- 2) The accommodation cost will be borne and settle directly by FAO, extra stay shall be borne by participant at rate THB2500/night.
- 3) Participants will be paid for reduced DSA (16.80% of Bangkok DSA/day) + meals if it is not provided (10.08% of Bangkok DSA/meal). DSA rate and rate calculation are regularly updated time to time, please ignore previous calculation from organizers.
- 3) In the case of early arrival and late departure (see 3.), due to the flight. AFMA/FAO will cover the cost of additional nights.

Note: No cash will be compensated to participant who does not take meals and accommodation provided by organizers.

6. FORMALITIES FOR ENTRY INTO THAILAND

Any foreigners seeking entry into the Kingdom of Thailand must possess a passport or travel document with validity not less than 6 months. Participants are advised to contact a Thai Embassy or Consulate-General at their point of origin regarding their visa requirements to Thailand. Holding a diplomatic/official passport, you may enter Thailand without a visa. Please check with the Thai Embassy or Consulate in your country for the most up-to-date information on visa requirements. For more information, please refer to the following websites: <http://www.thaiembassy.org/> or <http://www.mfa.go.th/web/2637.php>

7. TRANSPORTATION BETWEEN THE SUWANNABHUMI AIRPORT AND THE HOTEL

No airport pick up arrange for delegates as there is huge crowd on arrival and sometimes flight delay, thus it is difficult to arrange the man-power and meeting point for big group. Please read bellowing instruction carefully.

Suvarnabhumi International Airport (BKK) is located approximately 45 minutes from the city and is primarily serviced by taxis.

Public Taxi
















Located on the 2nd level of the Arrival Hall of Suvarnabhumi International Airport, taxis from the airport are readily available. As most taxi drivers do not speak English, it is advisable to contact the taxi hiring station to assist you communicating with the driver. The one-way fare from the airport to the city is approximately 300 - 400 Baht plus 50 Baht surcharge for the driver and highway toll charges are additional (around 25 - 70 Baht from Suvarnabhumi-Novotel depend on how many tolls TAXI takes).

This is a new rapid transit rail line (started operate in late 2010) which serves as an airport rail link from Suvarnabhumi International Airport via Makkasan city air terminal to Phaya Thai BTS station (Bangkok mass transportation system). The Novotel Bangkok is located only five minutes walk from Siam BTS Station, 2nd stop after Phaya Thai station. A Single-journey ticket on the Express Line (15 minutes direct from Suwannabhumi Airport to Makkasan) will cost Baht 150. Besides, the City Line (30 minutes from Suwannaphumi Airport to Phaya Thai BTS station) will cost 45 Baht, but stopping at 6 stops. Service hour is between 6.00-24.00 hrs. For more information, please visit http://www.suvarnabhumiairport.com/to_from_airport_link_en.php

The map illustrates the Bangkok Mass Transit System (BMTS) with the following details:

- Lines and Stations:**
 - Blue Line:** Includes stations like Phra Pradaeng, Ratchaburi, and Phra Pradaeng.
 - Green Line:** Includes stations like Siam, Chit Lom, Phloen Chit, Nana, Ratchadamri, Sala Daeng, Sathorn, Surasak, Saphan Taksin, and On Nut.
 - Yellow Line:** Includes stations like Ratchaphruek, Wongwian Yai, Krung Thon Buri, and Wat Sathorn.
 - Orange Line (Airport Rail Link):** Connects Suvarnabhumi Airport to the city center via stations like Phra Pradaeng, Ratchaburi, and Phra Pradaeng.
- Key Locations and Landmarks:**
 - Siam:** A major hub station highlighted with an orange circle.
 - Chit Lom:** A major hub station highlighted with an orange circle.
 - Phloen Chit:** A major hub station highlighted with an orange circle.
 - Chao Phraya River:** Shown flowing through the city.
 - Landmarks:** Such as Wat Sathorn, Wat Phnom, and Wat Sathorn.
- Service Hours:** 06.00 - 24.00 น./hrs.

เวลาให้บริการ
Service Hours 06.00 - 24.00 น./hrs.

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|---|--|---|--|---|--|
|  | เส้นทางรถไฟฟ้ามหานคร สายสีลม
BTS SkyTrain Sukhumvit Line |  | เส้นทางรถไฟฟ้ามหานคร
Mass Rapid Transit Route (MRT) |  | สถานีเชื่อมต่อรถไฟฟ้ามหานคร เรลลิงก์กับรถไฟฟ้ามหานคร
Interchange between Airport Rail Link and Mass Rapid Transit (MRT) |
|  | เส้นทางรถไฟฟ้ามหานคร สายสีลม
BTS SkyTrain Silom Line |  | เส้นทางรถไฟฟ้ามหานคร สายสีลม
Bus Rapid Transit Route (BRT) |  | จุดเปลี่ยนเส้นทางไปเรือข้ามฟาก
Interchange with Chao Phraya Express Boat |
|  | เส้นทางรถไฟฟ้ามหานคร เรลลิงก์ (เอ็กซ์เพรส)
Airport Rail Link (Express Line) |  | จุดเปลี่ยนเส้นทางไปรถโดยสารด่วนพิเศษ
Interchange with Bus Rapid Transit (BRT) |  | สถานีเชื่อมต่อรถไฟฟ้ามหานครสายสีลมกับสายสีลม
Interchange with Sukhumvit Line and Silom Line |
|  | เส้นทางรถไฟฟ้ามหานคร เรลลิงก์ (ซิตี)
Airport Rail Link (City Line) |  | จุดเปลี่ยนเส้นทางไปรถไฟฟ้ามหานคร
Interchange with Mass Rapid Transit (MRT) |  | ศูนย์บริการนักท่องเที่ยว
BTS Tourist Information Centers |
|  | เส้นทางรถไฟ
Railway Train |  | จุดเปลี่ยนเส้นทางไปรถไฟฟ้ามหานคร เรลลิงก์ (ซิตี)
Interchange with Airport Rail Link (City Line) |  | ท่าเรือสาธารณะ
River Pier |

ปรับปรุงข้อมูลเมื่อ กันยายน 2553
Last Update September 2010

8. CURRENCY AND FOREIGN EXCHANGE SERVICES

The monetary unit of Thailand currency is the Thai Baht. The current exchange rate (1 Mar. 2011) is approximately: USD1 = Baht 30. All major credit cards are accepted in Thailand. US dollar traveller cheques can be conveniently cashed at the banks and authorized money changers. Exchange service is available at the bank branch at the airport, Hotel and in many exchange shops in shopping area at relatively the same rate.

9. CLIMATE

Thailand has a tropical climate with 3 distinct seasons: summer from March – May, rainy season from June – October and cool season from November – February. The climate in March of Bangkok should be very warm and humid. Temperature ranges from 25°C to 38°C.

10. ELECTRICITY



The electricity voltage is 220 Volt AC (50 cycle) throughout the country. There are many plugs and sockets in use. Traveler with difference plugs type and voltage appliances should carry a plug-adaptor kit.

11. CONTACT

All correspondence concerning the workshop should be sent to AFMA Workshop coordinator

Ms. Nattawan Ek-in
Program Assistant
AFMA 39 Phra Athit Road, Bangkok 10200, Thailand
Tel: (66-2) 697-4350-2 Mobile: (66-8) 678-4255
Fax: (66-2) 697-4406
E-mail: nattawan@afmaasia.org

and copy to FAO-RAP
Mr. Jairo Castano, Senior statistician FAO-RAP
Tel: (66-2) 697-4250, Fax: (66-2) 697-4445, E-mail: jairo.castano@fao.org

Ms. Juejan Tangtermthong
Executive Director, AFMA
Tel: (66-2) 697-4351, Fax: (66-2) 697-4406, E-mail: juejan.tangtermthong@afmaasia.org

All update information such as agenda, registration form, circulated document, METADATA, hotel map etc., visit www.afmaasia.org/FAOSTAT/

Prepared by: Juejan Tangtermthong, Executive Director, AFMA
Based on updated UN-FAO information 14 March 2011

*******Important note*******

Delegates need to fill out METADATA (submit one data per each country), arrange VISA, air ticket and submit registration form or inform any change to AFMA soonest. Although, organizers is trying to response any issue or email coming each day, however, please do not expect any action/arrangement to be taken due to late contact or changes made by delegates after Wednesday 23rd March 2011 and office will be closed on the weekend.

For any emergency, please contact Ms. Juejan, AFMA Executive Director at mobile +66 84388 7750 / +668 4678 4255