



**Regional Training Workshop
Supply Utilization Accounts (SUAs) / Food Balance Sheet (FBS)
3 - 7 March 2014
Pullman Pattaya Hotel G, Pattaya Thailand**

INFORMATION NOTE FOR PARTICIPANTS

1. DATES and VENUE

The Regional Training Workshop (RTW) on Supply and Utilization Accounts (SUAs) / Food Balance Sheet (FBS) will be held at Bua Kwan meeting room in **Pullman Pattaya Hotel G, Pattaya** from 3 to 7 March 2014.

2. WORKSHOP ARRANGEMENTS

The normal working hours of the RTW will be 08.30 to 17.00 hours, except on the last day – 7 March 2014 – when the RTW will come to a close at 12:00.

The Provisional Agenda is attached.

3. COUNTRY'S INPUTS

As already been instructed, country's participants need to bring all available agricultural data including all crops, fisheries and livestock since 2008. Relevant documentations such as published agricultural reports, data source details of surveys, censuses etc. are also essential and important to the training workshop.

The data should relate to the following:

- ✓ Production (commercial and subsistence)
- ✓ Trade (imports and exports)
- ✓ Seeds
- ✓ Feed
- ✓ Waste
- ✓ Processing (industrial)
- ✓ Other uses
- ✓ Stocks (public/private and household), include local government.

Kindly bring also any Food Composition Table (FCT) of your country or of the region which is currently being used for nutritional studies in your country.

4. PARTICIPANTS' INPUTS

The RTW is very practical and participants are required to work on computers and it is advisable to bring a laptop at least one per country. Please confirm the laptop availability to Seeva Ramasawmy; (E-mail: seevalingum.ramasawmy@fao.org) before 28 Feb. 2014.

5. WORKING LANGUAGES

The RTW will be conducted in English.

6. ACCOMODATION

FAORAP has arranged a block accommodation at Pullman Pattaya Hotel G, where the RTW will take place.

Pullman Pattaya Hotel G
445/3 Wongamart Beach,
Pattaya-Naklua Rd., Soi 16,
Pattaya, Chonburi 20150 Thailand
T. +66 (0)38 411 940-8
F. +66 (0)38 411 949
<http://www.pullmanpattayahotelg.com/>

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 is at 14.00 hours on the day of arrival. Early arrival will be accommodated on prior advice from guests.

Check-out is at 12.00 hours on day of departure. Late departure is subject to space availability.

Late check-out till 6:00pm is at 50% of contracted rate.

Late check-out after 6:00pm is equivalent to at 1 night charge at contracted rate.

In order to avoid any penalty made by the Hotel regarding booking cancellation/no showing up, participants are kindly requested to inform the Hotel/FAORAP at least one day in advance if for any reason a reservation needs to be cancelled or modified.

7. PAYMENT OF HOTEL ACCOUNTS

Participants are responsible to their accommodation and any related expenses such as for local and long-distance telephone calls, laundry, room and hotel transportation services, mini-bar items, etc.

8. REGISTRATION

Monday 3 March 2014 from 07.45 – 08.15 hours at Bua Kwan meeting room.

9. LOGISTIC ARRANGEMENTS

FAO will cover the return airfare (economy class) for the most direct route for all participants who will receive a reduced Daily Subsistence Allowance (DSA) for Pattaya plus terminal expenses as per FAO regulations. Lunch and coffee breaks will be provided during the five days of the RTW.

Any concerns or issues on travel, accommodation and in-land transportation should be addressed to Mr. Seeva Ramasawmy; (E-mail: seevalingum.ramasawmy@fao.org).

10. VISA FORMALITIES FOR ENTRY INTO THAILAND

Visa can be obtained from the nearest Royal Thai Embassy or Consulate before travelling to Thailand. Visa for Thailand can also be obtained at the Visa-on-Arrival counter at Suvarnabhumi Airport and requires a passport or travel document with validity not less than 6 months, a recent passport-sized photograph and THB 1000 payment which will be reimbursed by FAORAP on production of receipt.

For more information, please refer to the following websites: <http://www.thaiembassy.org/> or <http://www.mfa.go.th/web/2637.php>

11. TRANSPORTATION BETWEEN THE SUWANNABHUMI AIRPORT AND THE HOTEL

Participants should make their own transportation arrangements from Suvarnabhumi Airport to the Hotel meeting place. Limousine, metered-taxi, public vans and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.suvarnabhumiairport.com>.

It is strongly recommended that participants approach only the authorized staff at the official counters located in the airport arrival zone, who, upon request, will issue a ticket for the assignment of either a limousine or a public metered taxi for transporting passengers to the desired destination.

Public Taxi/Vans

Taxis from the airport are readily available located on the 1st level of the Suvarnabhumi International Airport. As most taxi drivers do not speak English, it is advisable to contact the taxi hiring station to assist you in communicating with the driver. The one-way fare from the airport to Pattaya is approximately 1000-1200 Baht plus 50 Baht surcharge for the driver and highway toll charges are additional (around 25 - 45 Baht each).

12. CURRENCY AND FOREIGN EXCHANGE SERVICES

The monetary unit of Thailand currency is the Thai Baht (THB). The current exchange rate (February 2014) is approximately: USD1 = Baht 32. All major credit cards are readily accepted in Thailand. US dollar traveller cheques can be conveniently cashed at the banks and authorized money changers. Exchange facilities are available at the Airport, at the banks and at the exchange counters in many locations in Pattaya.

13. 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 for Pattaya should be warm/hot with temperatures ranges from 22°C to 34°C.

14. ELECTRICITY

The electricity current is 220 Volt AC (50 cycles) throughout the country. There are many types of plugs and sockets in use. Traveler with shavers, tape recorders and other appliances should carry a plug-adaptor kit.

15. CONTACT

All correspondence concerning the workshop should be addressed to FAO at the address below:

Mr. Seevalingum Ramasawmy

Statistician

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Additional Contacts:

1. Mr Sriram Natrajan - 08 58005990
2. Mr Michael Sheinkman – 08 19090622

Wish you a nice flight to Pattaya and have a fruitful training workshop.