

Note on Administrative Arrangements

1. Travel

The International Labour Organization (ILO) will provide each international participant (excluding observers) with a pre-paid airline ticket (economy class or excursion fare, if applicable) to cover the journey from his/her duty station to the host country (Thailand) where the Meeting will be held. It is emphasized that any deviation in the journey made by the participants when joining or leaving the Meeting will be at their own expense. Appropriate visa or visas needed for the journey must be secured well in advance of the Meeting. Participants will need to arrive in and depart from Bangkok on 26 February and 2 March 2002, respectively.

2. Passports, Visas and Health Documents

All those participating should ensure, prior to departure from their home country, that they have all the necessary travel and health documents including a valid passport and necessary visas to enable them to enter and remain in the host country for the duration of the Meeting and also to all countries through which they will pass. The cost of passport, visas, vaccinations or inoculations and health documents cannot be met by the ILO.

3. Sickness or Accidents

In case of accident or sickness during the Meeting, participants should endeavour to notify the Meeting's management immediately. Participants are advised to obtain insurance coverage, either at their own expense or at the expense of their nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Meeting and the journey to and from the host country. The ILO accepts no responsibility or liability for such contingencies. It is essential that nominees are medically fit to participate fully in the Meeting.

4. Arrivals

Participants are requested to adhere to the pre-arranged routings to facilitate identification and arrival arrangements.

5. Hotel accommodation and Daily Subsistence Allowance (DSA)

ILO will pay a daily subsistence allowance to the participants (excluding observers) at the standard UN rate applicable in Bangkok at the time of the Meeting. Local participants will be paid 20 per cent of the rate unless they have to travel from outside the location and require hotel accommodation. The participants will in turn pay directly their hotel bills, local transport, meals, travel and airport taxes and any other incidental costs they incur at the Meeting or during their journey.

6. Venue and Accommodation

The venue of the Meeting will be at the United Nations Conference Centre (UNCC), Rajdamnern Nok Avenue, Bangkok 10200, Tel: (662) 288 1234, Fax: (662) 288 1000. The participants will be accommodated at the Prince Palace Hotel 488/800 Bo Bae Tower, Damrongrak Road (Krungkasem Road), Klong Mahanak, Promprab, Bangkok 10100, Tel: (662) 628 1111, Fax: (662) 628 1000. For more information the web site is <http://www.princepalace.co.th> and E-mail is info@princepalace.co.th. A single room will be

booked for each international participant at the special discount rate of Baht 1,200 (Baht 1,300 for double) including breakfast. The hotel will provide transportation from the hotel to UNCC every morning and evening. **The participants are therefore requested not to make any other hotel arrangements.**

7. Participants are required to attend the Meeting without interruption.