
Information note for nongovernmental organizations accredited as observers to the Conference of the Parties to the WHO Framework Convention on Tobacco Control

1. The second session of the Conference of the Parties to the WHO Framework Convention on Tobacco Control will be held at the United Nations Conference Centre (UNCC), United Nations Building, Rajdamnern Nok Avenue, Bangkok 10200, Thailand, in ESCAP Hall. It will open at 16:00 on Saturday, 30 June 2007, and will close no later than 18:00 on Friday, 6 July 2007. Regional consultations will be held on Saturday, 30 June 2007.
2. This information note sets out the general background to and arrangements for the participation of nongovernmental organizations in the second session of the Conference of the Parties and describes the facilities available to them during the session.
3. States that are not Parties to the Convention, as well as intergovernmental and nongovernmental organizations, are invited to attend as observers without the right to vote in the public meetings of the Conference of the Parties. Nongovernmental organizations should designate one or more representatives to participate in the second session. Credentials should be communicated to the WHO Office of Governing Bodies by fax at (+41) 22 791 4173 by **Monday, 25 June 2007**. Original credentials should be delivered upon registration at the UNCC in Bangkok.
4. In accordance with Rule 31 of the Rules of Procedure of the Conference of the Parties to the WHO Framework Convention on Tobacco Control, all nongovernmental organizations that participated in the Intergovernmental Negotiating Body on the WHO Framework Convention on Tobacco Control and in the Open-ended Intergovernmental Working Group on the WHO Framework Convention on Tobacco Control are accredited as observers to the Conference of the Parties and may be invited to participate in the public meetings of the Conference of the Parties without the right to vote.¹

Accordingly, arrangements have been made as set out below.

¹ See document A/FCTC/COP/1/DIV/8, decision FCTC/COP1(8).

NOTIFICATION OF PARTICIPATION IN THE CONFERENCE OF THE PARTIES

5. Invitations to participate in the Conference of the Parties will be mailed approximately two months before the scheduled opening of the session. Representatives of all nongovernmental organizations accredited as observers to the Conference of the Parties in accordance with Rule 31 of the Rules of Procedure of the Conference of the Parties are invited to participate. The Convention Secretariat should be informed, if possible, of the name(s) of the representatives of nongovernmental organizations at least 15 days before the date fixed for the opening of the session.

REGISTRATION

6. Delegates are requested to register at the registration desk located at the UNCC. Upon registration, badges will be issued to delegates and other participants, which will allow them entry into the sessions. Only delegates and other participants wearing appropriate badges issued by the registration desk will be allowed access to meeting rooms.

7. For security and identification purposes, all participants, including press and mass media correspondents, are requested to wear meeting badges at all times while in the conference area, whether attending meetings or social functions.

8. The registration desk, which will be to the right of the main entrance on the ground floor of the UNCC, will be open according to the following schedule:

Friday	29 June 2007	13:00–18:00
Saturday	30 June 2007	09:00–18:00
Monday to Friday	2–6 July 2007	08:00–18:00

NONGOVERNMENTAL ORGANIZATIONS' FORUM

9. A nongovernmental organizations' forum, covering topics of interest to all participants and attendees of the second session of the Conference of the Parties, is scheduled to be held at the UNCC on Saturday, 30 June 2007, from 13:00 to 15:30. The forum is open to all Party and Observer delegates, as well as the public. For more information on the location and schedule of the forum, please contact Ms Sangduean Suwanratsamee, Manager, Action on Smoking and Health Foundation (tel: (+66) 0 2278 1828; fax: (+66) 0 2278 1830; e-mail: sangduean@ashthailand.or.th).

WORKING HOURS

Saturday, 30 June 2007

09:00–10:30	Regional consultations (African Region, Region of the Americas, South-East Asia Region)
10:30–12:00	Regional consultations (European Region, Eastern Mediterranean Region, Western Pacific Region)
16:00–19:00	Plenary session (ESCAP Hall)

Monday, 2 July 2007

- | | |
|-------------|--|
| 09:00–10:00 | Regional consultations (African Region, Region of the Americas, South-East Asia Region) |
| 10:00–13:00 | Plenary session/Committees A and B |
| 14:00–15:00 | Regional consultations (European Region, Eastern Mediterranean Region, Western Pacific Region) |
| 15:00–18:00 | Plenary session/Committees A and B |

Tuesday to Friday (3–6 July 2007)

- 10:00–13:00
- 15:00–18:00

SITE VISITS

10. The Thai government will be hosting a number of cultural and topical excursions on Sunday, 1 July 2007. Information on signing up for them will be provided in advance.

LUNCHTIME SEMINARS

11. There will be a lunchtime seminar each day from Monday to Friday that will be open to participants, observers and the public. A schedule of these seminars will be available in advance.

DOCUMENTS

12. A documents distribution centre will be available at the UNCC. It is situated on the second floor, between ESCAP Hall and Conference Room 1. Delegates may collect in-session documents at the documents desk. Documents may also be accessed at the following web site: <http://www.who.int/gb/fctc/>.

13. WHO regrets that it will *not* be possible for the Secretariat to dispatch documents home on behalf of participants at the conclusion of the session.

SPEAKING AT THE PUBLIC MEETINGS OF THE CONFERENCE OF THE PARTIES

14. In accordance with Rule 31.4 of the Rules of Procedure of the Conference of the Parties, representatives of accredited nongovernmental organizations may speak on an item on the agenda after

observers referred to in Rules 29 and 30 of the Rules of Procedure of the Conference of the Parties.¹ (It is important to be aware that some items, for example, elections or adoption of the agenda, are not open for comment by nongovernmental organizations or other observers.)

15. To facilitate the work of the session, and based on practice at WHO Governing Bodies meetings, including WHO Framework Convention meetings, requests to speak should be submitted at least two hours in advance of the opening of the meeting at which the agenda item is expected to be discussed. Organizations that have made a statement may, with the consent of the Conference of the Parties, be invited by the President to make, in the course of the discussion of the same agenda item, an additional statement for purposes of clarification.

16. Organizations wishing to avail themselves of this privilege should address their requests to the President, through the Secretary of the Conference of the Parties. The request should refer to the item number and title, and eight legible copies of the statement, in either English or French, should be delivered to the Nongovernmental Organizations Liaison Office at the UNCC. Organizations should contact the Liaison Office to verify that the request has been accepted.

17. Statements should be succinct and address the issue being discussed. As a general rule, speaking time is no more than three minutes. Organizations may also choose to prepare joint statements. As the proceedings of the Conference of the Parties may deviate from the schedule, it is important that organizations whose requests have been accepted follow the debate. Announcements of the schedule will be made at various times during the day.

18. It is the responsibility of the representatives of organizations to be present when the relevant item is discussed. At the appropriate time, speakers should raise their hand and press the button on the nearest microphone. The microphone should be turned off after the statement has been delivered.

FACILITIES AVAILABLE TO NONGOVERNMENTAL ORGANIZATIONS

19. For the entire period of the session, a meeting room and an office will be available for use by representatives of all nongovernmental organizations accredited as observers to the Conference of the Parties. The office will be equipped with a computer with Internet access, a printer and a telephone with a local line. A photocopier and fax machine, in close proximity to the office, will be available for use by representatives, delegates and other participants at the negotiations.

20. Not all rooms are equipped with interpretation services and WHO regrets that supplementary interpreters cannot be provided.

21. No food or drinks (except the water already provided) are allowed in the conference rooms at any time.

¹ See document A/FCTC/COP/1/DIV/8, decision FCTC/COP1(8).

UNCC ON-SITE FACILITIES

22. **Travel agency:** Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. Should participants require any changes in the bookings or tickets, they should contact the travel agent located on the first floor of the UNCC Service Building.
23. **Communication:** The hotel list provides addresses and telephone and fax numbers, should delegates need to be contacted. However, during office hours, delegates can be reached in case of emergency by fax or telephone through the UNCC at the following numbers: tel: (+66) 0 2288 2571, fax: (+66) 0 2288 3022.
24. Coin and card-operated public telephones for domestic and international calls are available on the ground floor and Level 1 of the UNCC.
25. **Cybercafé:** There are several computer booths available on the first floor of the UNCC for Internet, e-mails and word processing. The UNCC is also equipped with a wireless fidelity (WI-FI) system.
26. **Postal services:** A full range of postal services is available at the Post Office located on the ground floor of the UNCC; the Post Office is open from 08:00 to 16:00, between Monday and Friday. Facilities include letter-posting, stamps, facsimile transmission and phone cards for use with public overseas/local phones installed at the UNCC.
27. **Medical:** First-aid and medical services are available Monday through Friday at the Medical Centre on the fourth floor of the Service Building from 07:00 to 15:30. Appointments should be made through the nurse at extension x1352 or x1761. In addition, a nurse and paramedic services will be available during all working hours of the conference. Vaccinations against foodborne diseases, such as hepatitis A, tetanus and typhoid, are recommended for all participants.
28. **Library facilities:** The ESCAP Library is located on the first floor of the Service Building and is open from 07:00 to 16:00, Monday through Friday.
29. **Bank/currency exchange facilities:** Delegates are encouraged to exchange foreign currency upon arrival in the baggage claim area of the airport. Foreign currency exchange services are available at the Siam Commercial Bank, United Nations Building Branch, on the first floor of the Service Building, from 08:30 to 15:30, Monday through Friday. The bank is closed on Saturday and Sunday.

HOTEL RESERVATION ARRANGEMENTS

30. Participants are requested to fill in the Hotel Accommodation Form attached to this document (Annex 1) and return it by e-mail: fctchotel@gmail.com (for hotel reservations only) or by fax: ((+66) 0 2591 8562, (+66) 0 2590 1374) no later than **8 June 2007**. (Any reservation received after the deadline will not be accepted.)
31. The rates quoted in the Hotel List (Annex 2) include a daily American breakfast, as well as the service charge and government tax. Charges for additional services in the hotels are subject to a 10% service charge and 7% VAT.

32. For cancellation, revision of dates or any other changes to hotel reservations, please contact your hotel directly. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released. All rooms will be assigned according to information furnished on the enclosed forms and on a first-come, first-served basis.

TRANSPORTATION

33. **Arrival at the airport:** Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered taxi and bus service are readily available at the airport. More information on services available at the Suvarnabhumi Airport can be found at the following web site: <http://www2.airportthai.co.th/airportnew/sun/>.

34. **Local transportation:** Metered taxis are available. In addition, some hotels on the attached list may offer free shuttle service between the hotel and the UNCC at the beginning and end of the day. Participants are requested to check directly with hotel reception for information on the availability and schedule of shuttle services.

THAILAND'S VISA REQUIREMENT

35. Participants are requested to ensure that they are in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand and to obtain, as appropriate, an entry visa from the Thai embassy at the point of origin or en route prior to entering Thailand. For more information on Thailand's passport and visa requirements, please contact a Thai diplomatic or consular office or visit <http://www.mfa.go.th>.

36. Participants are also advised to obtain a transit visa, where necessary, for travel en route to Bangkok.

DEPARTURE TAX

37. Please note that all international passengers departing Thailand are required to pay a Passenger Service Charge of 500 baht per person.

PERSONAL SECURITY

38. Like all major cities, there are incidents of robbery and assault involving visitors to Bangkok. Delegates are advised to observe normal safety precautions when moving around the city. In particular:

- stay alert: watch your luggage and briefcase;
- avoid walking alone at night – keep to well-lit areas;
- beware of individuals posing as police – always ask for proper identification before surrendering your passport or wallet;

- always carry the address of your hotel and the UNCC written in Thai. This will be helpful should you need to take a taxi.

WHO cannot be held responsible for the loss of personal objects left unattended at meetings.

In case of an emergency, please contact the appropriate number below:

- Police: 191, 02 246 1338-42
- Fire Brigade: 1667
- Tourist Police: 1155
- Ambulance: Narenthorn EMS Center 1669
- Hospital: 1. Mission Hospital Tel: 02 282 1100
2. Huachiew General Hospital Tel: 02 223 1351
3. Vachira Hospital Tel: 02 243 0150

Smoking is not permitted at the UNCC.

GENERAL ENQUIRIES

39. For any general enquiry, participants may contact the nongovernmental organizations' focal point at WHO's Tobacco Free Initiative.

Ms Marta Seoane
Tel: +41 22 791 24 89
Fax: +41 22 791 48 32
E-mail: seoanem@who.int

WORLD HEALTH ORGANIZATION
 CONFERENCE OF THE PARTIES TO THE WHO
 FRAMEWORK CONVENTION ON TOBACCO CONTROL
 Second session – Bangkok, 30 June to 6 July 2007

ORGANISATION MONDIALE DE LA SANTE
 CONFERENCE DES PARTIES A LA
 CONVENTION-CADRE DE L'OMS POUR LA
 LUTTE ANTITABAC
 Deuxième session –
 Bangkok, 30 juin au 6 juillet 2007

Annex 1 Hotel Accommodation Form Chambres d'hôtel

This form should be completed by travellers who wish the Thai Organizing Committee to make hotel reservations on their behalf. The form should be completed and returned to the address listed below. WHO is not responsible for hotel expenses. *Les voyageurs qui souhaitent que le Comité Organisateur de Thaïlande leur réserve une chambre d'hôtel sont priés de remplir la présente fiche et de la renvoyer à l'adresse ci-dessous, Initiative pour un monde sans tabac. Les frais d'hôtel ne sont pas pris en charge par l'OMS.*

Name/Nom : _____

Country/Pays : _____

Tel n°/N° de tél. : _____ Fax N°/N° de fax : _____ E-mail/Courrier électronique : _____

*Arrival date & time/Date et heure d'arrivée : _____ Departure date/Date de départ : _____

Hotel Preference (Rooms are reserved on a first-come, first-served basis)

First choice: _____

Room category: _____ Room type: _____ Price: _____

Second choice: _____

Room category: _____ Room type: _____ Price: _____

Total nights: _____

Should the room be guaranteed for late arrival? *La réservation doit-elle être maintenue en cas d'arrivée tardive?*

Yes/Oui No/Non

*Late arrival: Please check with your hotel regarding their policy on late arrivals.

Your credit card will be charged by the hotel with the cost of the first night in the case of late cancellation (see attached Hotel List for additional details) or no show.

En cas d'annulation tardive ou si vous ne vous présentez pas, l'hôtel ne débitera votre carte de crédit que du montant correspondant à la première nuit.

Visa MasterCard/Eurocard American Express Diners
 Credit card N°/Carte de crédit N° : _____ Expiry date/Date d'expiration : _____

I hereby authorize the hotel to debit my card for the cost of the first night in case of late cancellation or no show.

J'autorise l'hôtel à débiter ma carte de crédit du montant de la première nuit de séjour en cas d'annulation tardive ou si je ne me présente pas.

SIGNATURE: _____ DATE: _____

Please return this form to Bureau of International Health, Ministry of Public Health, Thailand

by e-mail: fctchotel@gmail.com (for hotel reservation only) or

by fax no.: (66) 2591 8562, (66) 2590 1374

Deadline: 8 June 2007 (Any reservation received after this date will not be accepted.)

ANNEX 2

Hotel List

The second session of the Conference of the Parties to the WHO Framework Convention on Tobacco Control (COP2)
30 June–6 July 2007 at the United Nations Conference Centre (UNCC), Bangkok, Thailand

Hotel De' Moc

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)	
		Room Category	Room Type	Room Rate (Baht)		
**	78 Prajaitipatai Road Bangkok 10200 www.hoteldemoc.com Tel. (+66 2) 629 2100-5 (+66 2) 282 2831 Fax. (+66 2) 280 1299	Standard	Single	800	5 to 10	
			Double	1 000		
			3 persons	1 200		
		Superior	Single	1 200		* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC
			Double	1 400		
			3 persons	1 700		

Trang Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)		
		Room Category	Room Type	Room Rate (Baht)			
**	99/1 Wisutkasat Rd. Bangkok 10200 www.tranghotelbangkok.com Tel. (+66 2) 282 7100 Fax. (+66 2) 280 3610	Standard	Single	1 000	5 to 10		
			Double	1 200			
			Deluxe	1 200			
				Double		1 400	* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC

Viengtai Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
		Room Category	Room Type	Room Rate (Baht)	
**	42 Rambuutry Rd. Bangkok 10200 www.viengtai.co.th/ Tel. (+ 66 2) 280 5434-45 Fax. (+ 66 2) 281 8153	Standard	Single	1 200	10 to 15
Double			1 400		
Deluxe		Single	1 500		
		Double	1 700		
* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Grand China Princess Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)		
		Room Category	Room Type	Room Rate (Baht)			
***	215 Yaowarat Rd. Bangkok 10100 www.grandchina.com/ Tel.(+ 66 2) 224 9977, 224 7997 Fax. (+ 66 2) 224 7999	Deluxe	Single	1 800	10 to 15		
Double			2 000				
* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC							

Prince Palace Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
		Room Category	Room Type	Room Rate (Baht)	
***	488/800 Boo Bae Tower Damrongrak Rd. Klong Mahanak Pomprab, Bangkok 10100 www.princepalace.co.th Tel. (+66 2) 628 1111 Fax. (+66 2) 628 1000	Superior	Single	1 500	10 to 15
			Twin	1 700	
		Executive Suite with Living room			
* Cancellations must be made 3 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Royal Princess Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
		Room Category	Room Type	Room Rate (Baht)	
***	269 Lam Luang Rd. Bangkok 10100 www.royalprincess.com www.dusit.com Tel. (+66 2) 281 3088 Fax. (+66 2) 280 1314	Standard	Single	2 200	5 to 10
			Twin	2 400	
* Cancellations must be made one month prior to expected arrival ** Free shuttle bus service from the hotel to UNCC					

Siam City Hotel

Category	Hotel Contact	Accommodation		Driving Distance to UNCC (minutes)
***		Room Category	Room Type	Room Rate (Baht)
***	477 Si Ayuthaya Rd. Phayathai Bangkok 10400 www.siamhotels.com Tel. (+66 2) 247 0123 Fax. (+66 2) 247 0165	Deluxe	Single	3 000
			Twin	3 200
		Executive Suite	Single	6 500
			Twin	7 000
* Cancellations must be made 14 days prior to expected arrival ** Free shuttle bus service from the hotel to UNCC				

Century Park Hotel

Category	Hotel Contact	Accommodation		Driving Distance to UNCC (minutes)
***		Room Category	Room Type	Room Rate (Baht)
***	9 Ratchaprarop Rd. Pratunam Din Daeng, Bangkok 10400 www.centuryparkhotel.com Tel. (+62 2) 246 7800-9 Fax. (+66 2) 246 7197	Executive Deluxe	Single	2 750
			Twin	3 250
		Junior Suite	Single	5 300
			Twin	5 800
* Cancellations must be made 3 days prior to expected arrival				

Pathumwan Princess Bangkok Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
***		Room Category	Room Type	Room Rate (Baht)	20 to 25
	444 Phayathai Rd. Wangmai Pathumwan, Bangkok 10330 www.pprincess.com Tel. (+66 2) 216 3700 Fax. (+66 2) 216 3730	Superior	Single	3 237	
			Double	3 590	
			Extra bed	1 589	
		Deluxe	Single	3 472	
			Double	3 825	
			Extra bed	1 589	
		Execuplus Suite	Single	5 061	
			Double	5 473	
			Extra bed	2 177	
* Cancellations must be made 3 days prior to expected arrival					

Montien Riverside Hotel

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)
***		Room Category	Room Type	Room Rate (Baht)	30 to 40
	372 Rama III Bangklo Bangkok 10120 www.montien.com/riverside/ Tel. (+66 2) 292 2999 (+66 2) 292 2888 Fax. (+66 2) 292 2962-3	Deluxe	Single	2 800	
			Twin	3 200	
		Executive Suite	Single	7 000	
			Twin	7 500	
* Cancellations must be made 3 days prior to expected arrival					

Imperial Queen's Park Hotel

Category	Hotel Contact	Accommodation		Driving Distance to UNCC (minutes)
***	199 Sukhumvit Soi 22 Bangkok 10110 www.imperialhotels.com Tel. (+66 2) 261 9000 Fax. (+66 2) 261 9530-4	Room Category	Room Type	45 to 50
		Deluxe	Single	
			Twin	
		Premier	Single	
			Twin	
		Premier Suite		
			Room Rate (Baht)	
			3 531	
			3 884	
			3 884	
			4 237	
			7 062	
* Cancellations must be made 15 days prior to expected arrival				

Novotel Siam Square Hotel

Category	Hotel Contact	Accommodation		Driving Distance to UNCC (minutes)
***	Siam Square Soi 6 Rama 1 Rd. Bangkok 10330 www.novotelbkk.com Tel. (+66 2) 209 8888 Fax. (+66 2) 255 2445	Room Category	Room Type	45
		Superior	Single	
			Double	
		Deluxe Suite	Single	
			Double	
		Roll-away bed (with breakfast) per bed per night		
			Room Rate (Baht)	
			4 000	
			4 300	
			5 000	
			5 300	
			1 919	
* Cancellations must be made 3 days prior to expected arrival				

Grand Hyatt Erawan Hotel Bangkok

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)		
		Room Category	Room Type	Room Rate (Baht)			
*****	494 Rajdamri Rd. Bangkok 10330 www.bangkok.grand.hyatt.com Tel. (+66 2) 254 1234 Fax. (+66 2) 254 6308, 254 6336	Grand	Single	7 300	45		
			Double	7 800			
		Grand Deluxe	Single	8 000			
			Double	8 500			
		Grand Club	Single	9 900			
			Double	11 770			
		Grand Suite	Single	14 500			
			Double	16 250			
		* Cancellations must be made 3 days prior to expected arrival					

Conrad Hotel Bangkok

Category	Hotel Contact	Accommodation			Driving Distance to UNCC (minutes)		
		Room Category	Room Type	Room Rate (Baht)			
*****	87 Wireless Rd. Phatumwan Bangkok 10330 www.bangkok.conradmeetings.com Tel. (+66 2) 690 9999 Fax. (+66 2) 690 9000	Classic	Single	6 500	45		
			Double	7 200			
		Deluxe Corner	Single	7 500			
			Double	8 200			
		Executive Suite	Single	14 000			
			Double	14 600			
		* Cancellations must be made 3 days prior to expected arrival					

Plaza Athenee Hotel Bangkok, A Royal Meridien Hotel

Category	Hotel Contact	Accommodation		Driving Distance to UNCC (minutes)	
		Room Category	Room Type		Room Rate (Baht)
*****	Wireless Road Bangkok 10330 www.limeridien.com/bangkok www.starwoodhotels.com Tel. (+66 2) 650 8800 Fax. (+66 2) 650 8500	Deluxe Room	Single	5 800	50
			Double	6 300	
		Deluxe Junior Suite	Single	6 600	
			Double	7 000	
		Royal Club	Single	7 400	
			Double	7 800	
		Deluxe Suite	Single	9 800	
			Double	9 800	

* Cancellations must be made 3 days prior to expected arrival

Note:

- The above room rates are net price per room per night, inclusive of breakfast, service charges and government tax.
- For all hotels, the check-in time will be 14:00 and the check-out time will be 12:00.
- Failure to show on the arrival date will result in a one night room charge.