

Ministry of the Environment, Japan  
Australian Greenhouse Office  
Ministry of Natural Resources and Environment, Thailand  
United Nations Economic and Social Commission for Asia and the Pacific  
Overseas Environmental Cooperation Center, Japan

The Seventeenth Asia-Pacific Seminar on Climate Change  
31 July - 3 August 2007  
Bangkok, Thailand

## **INFORMATION NOTE FOR PARTICIPANTS**

### **GENERAL**

The Seventeenth Asia-Pacific Seminar on Climate Change is scheduled at The Imperial Queen's Park Hotel in Bangkok, Thailand, from 31 July to 3 August 2007.

**The Imperial Queen's Park Hotel**  
**199 Sukhumvit Soi 22**  
**Bangkok 10110, Thailand**  
**TEL: +66 (0) 2261 9000**  
**FAX: +66 (0) 2261 9549**  
**E-mail: [queenspark@imperialhotels.com](mailto:queenspark@imperialhotels.com)**  
**<http://www.imperialhotels.com/queenspark/index.html>**

The seminar will be opened at 9:00 on Tuesday, 31 July 2007, in the Queen's Park 3, the Imperial Queen's Park Hotel, where subsequent sessions will be held.

Tentative Time Table (The final Time Table will be distributed by the organizers during the seminar)

<b>Monday, 30 July 2007</b>		
17:00-20:00	Registration	<i>Secretariat Room (Mezzanine floor)</i>
<b>Day 1: Tuesday, 31 July 2007</b>		
08:00-09:00	Registration	<i>Secretariat Room (Mezzanine floor)</i>
<b>Opening Session</b>		
09:00-	<Opening Remarks> <Keynote Address> <Election of Chairpersons> <General Guidance by the Chairperson on the Seminar> <Key Presentation of Issues>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:00-10:15	Coffee Break	<i>Foyer (2<sup>nd</sup> floor)</i>
<b>Session I: Climate Change and Development: Ongoing Efforts in AP Countries</b>		

**Part I : Climate Change and Development as National and Regional Agenda**

10:15-10:25	<Chair's Introduction to the Theme of the Session>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:25-10:45	<Key Presentation of Issues (1)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:45-11:05	<Key Presentation of Issues (2)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
11:05-11:25	<Key Presentation of Issues (3)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
11:25-11:45	<Key Presentation of Issues (4)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
11:45-12:00	Panel Discussion	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
12:00-13:00	Lunch	<i>Parkview Restaurant (Lobby level)</i>

**Part II - Key Efforts to Create an Enabling Environment**

13:00-13:05	< Chair's Brief Discussion Topic >	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
13:05-13:25	<Key Presentation of Issues (1)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
13:25-13:45	<Key Presentation of Issues (2)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
13:45-14:05	<Key Presentation of Issues (3)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
14:05-14:30	Panel Discussion	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
14:30-15:00	Coffee Break	<i>Foyer (2<sup>nd</sup> floor)</i>

**Session II: Co-benefits Innovation**

**Part I : Idea of Co-benefits Approach**

15:00-15:05	< Chair's Introduction to the Theme of the Session >	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
15:05-15:25	<Key Presentation of Issues (1)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
15:25-15:45	<Key Presentation of Issues (2)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
15:45-16:05	<Key Presentation of Issues (3)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
16:05-16:30	Panel Discussion	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
17:00	Conclusions of Day 1	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>

19:00-21:00	Welcome Reception	<i>Bangkok Panorama 1 (3<sup>rd</sup> floor)</i>
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**Day 2: Wednesday, 1 August 2007**

**Session II: Co-benefits Innovation (continued)**

**Part II : Operationalizing Co-benefits**

09:00-09:05	<Chair's Introduction to the Theme of Session>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
09:05-09:25	<Key Presentation of issues (1)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
09:25-09:45	<Key Presentation of issues (2)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
09:45-10:05	<Key Presentation of issues (3)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:05-10:30	Panel Discussion	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:30-11:00	Coffee Break	<i>Foyer (2<sup>nd</sup> floor)</i>

**Part III: Capacity-building on Co-benefits Approach**

11:00-11:05	<Chair's Brief Discussion Topic >	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
11:05-12:00	<Demonstration (with Discussion)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
12:00-14:00	Lunch	<i>Parkview Restaurant (Lobby level)</i>

**Part II - Capacity-building on Co-benefits Approach (continued)**

14:00-15:00	<Demonstration (with Discussion)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
15:00-15:30	Coffee Break	<i>Foyer (2<sup>nd</sup> floor)</i>
15:30-16:30	<Demonstration (with Discussion)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
16:30-17:00	<General Discussion on Co-benefits Approach in the Asia-Pacific>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
17:00	Conclusions of Day 2	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>

**Day 3: Thursday, 2 August 2007**

**Session III: Integrating Adaptation Concerns in Development Efforts**

**Part I : Useful Practices of Adaptation to Climate Change**

09:00-09:10	<Chair's Introduction to the Theme of Session>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
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09:10-09:30	<Key Presentation of Issues (1)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
09:30-09:50	<Key Presentation of Issues (2)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
09:50-10:10	<Key Presentation of Issues (3)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:10-10:40	Discussion	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:40-11:00	Coffee Break	<i>Foyer (2<sup>nd</sup> floor)</i>
Part II: Useful Activities to Promote Adaptation in Development Activities		
11:00-11:05	<Chair's Brief Discussion Topic>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
11:05-11:25	<Key Presentation of Issues (1)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
11:25-11:45	<Key Presentation of Issues (2)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
11:45-12:05	<Key Presentation of Issues (3)>	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
12:05-12:30	Discussion	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
Afternoon: Study Tour (Venue to be determined)		
Conclusions of Day 3		

#### Day 4: Friday, 3 August 2007

#### Final Session of the Events "Good Governance for Climate & Development and Co-benefits Innovation? "

09:00-10:00	Summary of the Proceedings and Results of Discussion	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:00-10:30	Discussion	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
10:30-	Coffee Break	<i>Foyer (2<sup>nd</sup> floor)</i>
11:15-	Presentation of the Chairperson's Summary	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
12:00	Conclusions of the Events	<i>Queen's Park 3 (2<sup>nd</sup> floor)</i>
12:00-	Lunch	<i>Parkview Restaurant (Lobby level)</i>

## TRAVEL

### Immigration requirements

Participants should obtain appropriate entry visas to Thailand from a Thai diplomatic or consular mission.

### Arrival at Bangkok International Airport

Participants should make their own transportation arrangements from Bangkok International Airport (Suvarnabhumi) to the hotel. (Approx. 40-60 minutes via expressway by Airport Taxi or Hotel Limousine.)

### [Option 1] **Airport Taxi**

Airport Taxis are available at the ground level of the airport terminal. Airport surcharge, Baht. 50 would be charged for taxis leaving the airport. The average cost of metered taxi from airport to the hotel using expressway (includes airport surcharge (Baht. 50) and expressway tolls fee (Baht. 65)) is Baht. 320-400.

**Please pay the fare by cash (Thai Baht.) to the taxi driver directly.**

(Please print and indicate the following address and map of the hotel to the taxi driver.)





[Option 2] **Hotel Limousine (served by Imperial Queen's Park Hotel)**

Transportation service served by the Imperial Queen's Park Hotel (Hotel limousine) is available at Baht. 1,300 /car /one way. **You need a reservation in advance (Reservation deadline is Monday, 23 July).** If you would like to use the transportation service by the hotel, please contact to the hotel directly, and tell your name and flight information (arrival time). You can pay the charge of the Hotel Limousine as part of your incidental charge when you check out.

Contact person: Ms. Prapaiporn Jindarattanawong, The Imperial Queen's Park Hotel

Reservation Tel: +66 (0) 2261 9000 Ext. 4000, 4060

Reservation Fax: +66 (0) 2261 9545

E-mail: [reservation@imperialhotels.com](mailto:reservation@imperialhotels.com)

(If you cannot find hotel staff at the arrival gate of the airport, please contact to following phone number; 02-2261-9000. And if you cancel the service, the cancellation charge will be charged.)

Insurance

Participants are strongly requested to apply for travel insurance before departing their country. (Cost to be borne by yourself)

Foreign currency exchange

Exchange service is available at the airport and the hotel. At the Counter Front Cashier, Front Desk (Lobby Floor) of Imperial Queen's Park Hotel, you can exchange USD, EUR, JPY, AUD, SID and HKD but the rate is not as good as the airport. Counter Front Cashier is open 24 hours.

Weather

The weather in Bangkok is hot and humid. Summer clothing will be appropriate. However, The air-conditioning of the conference room where the seminar is to be held could be quite cold. Bring along a light sweater or a cardigan. Also, please respect the local customs.

Please refer to the following website for weather information in Bangkok;

<http://weather.cnn.com/weather/forecast.jsp?locCode=VT14&zipCode=357546266259>

## STAY

### Hotel

Accommodation will be reserved at the Imperial Queen's Park Hotel, and a special discount rate at Baht. 3,700 is offered (incl. Breakfast fee). There are some souvenir shops in the hotel. 2 bottled waters are provided daily at your guest room.

### Hotel Check-in/ Check-out

Participants are expected to check in after 14:00 and check out by 12:00. (Late check out is extended to 15:00 and its subject to availability.)

When you check in, the receptionist will ask you to present your passport to make a photocopy.

When you check out, please pay all incidentals such as the usage of mini-bar, room service, laundry service, massage service, telephone calls to outside the hotel (both local and international), etc. The hotel accepts VISA, Master Card, Diners, American Express and JCB for payment.

### Meals

#### <Breakfast>

Breakfast is included in your room charge. You can have International buffet breakfasts at the "Parkview Restaurant" located on the Lobby level of the hotel. If you wish to have other type of meals, charge would be borne by yourself.

#### <Lunch>

Lunch will be served for all participants at "Parkview Restaurant" located on the Lobby level of the hotel on day 1, 2 and 4. If you wish other type of meals, the charge would be borne by yourself.

#### <Dinner>

The organizer will provide dinner on 31 July at the Reception Party. You should arrange your dinner by yourself on other days. There are French, Chinese, Japanese, Vietnamese and Thai cuisine restaurants in the hotel.

### Reception party

The Reception party will be held at "Bangkok Panorama 1" located on the 3<sup>rd</sup> floor of the hotel from 19:00 to 21:00 on day 1, 31 July 2007. For the dress code, you may be in light attire.

### Medical services

There is no clinic inside the hotel. But there are several clinic or hospital for foreigners/tourists (English speaking doctor) in downtown of Bangkok (near the hotel). We request you to cover the expenses. (Participants are strongly requested to apply for travel insurance before departing their country. (Cost to be borne by yourself.))

### E-mail/Internet

Internet access, facsimile, photocopy and other business services are available in the Business center located on ground floor of the hotel. (Business center opening hour: 07:00 – 23:00) (Cost to be borne by yourself.)

Internet charge at Business Center (Using hotel's desktop computer)

First 15 minutes:	Baht 150
30 minutes:	Baht 300
1 hour:	Baht 500

If you bring your laptop, you can connect to the Internet by LAN cable in the guestrooms and the fee for the Internet connection is about **Baht.350 for first hour** and **Baht.700 for 24 hours**. (Cost to be borne by yourself.)

Also, secretariat will provide some computers with Internet connection for participants at the secretariat room of the seminar (Mezzanine Floor) for free of charge.

### Electricity

Electricity service throughout Thailand is 220 volts (50 cycles). The plugs used in Thailand are two round pins (type C) or three pins (type BF).

### Time

The time zone of Bangkok, Thailand is 7 hours ahead of G.M.T. No Daylight Saving Time is practiced in Thailand.

## **SEMINAR**

### Registration and identification tags

Participants are requested to register and obtain your nametag **at the Secretariat room (Mezzanine floor), of Imperial Queen's Park Hotel, 17:00-20:00 on Monday, 30 July** or 08:00-09:00 on Tuesday, 31 July. Participants who are not able to register by the opening day are requested to do so on subsequent days, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

For the registration, please **bring your passport and air tickets with you**.

For identification and security reasons, all participants are requested to wear the nametag at all times during the seminar and, at social functions. Any person is not allowed to participate in the seminar without wearing the tag.

### Working language of the seminar

The seminar will be conducted in English and all documentation will be in English.  
**No interpretation service will be available.**

### Dress Code

There is no dress code for the Seminar. However, to promote energy saving measures for the climate protection, the conference rooms are mildly air-conditioned. It is suggested that participants will be dressed very casually without a tie or scarf. **(To reduce energy use for air-conditioner, organizers promote "Cool Biz" campaign (cool casual dress for a business meeting).)**

### Statements by participants

The secretariat would appreciate it if you could kindly send data of your presentation by E-mail in advance.

**Version: MS-OFFICE 2000 or more updated versions**

**Data style: Microsoft PowerPoint etc.**

**Submit to: Makoto KATO (Mr.) (E-mail: [kato@oecc.or.jp](mailto:kato@oecc.or.jp))  
(With CC to [iemoto@oecc.or.jp](mailto:iemoto@oecc.or.jp))**

**Deadline: Monday, 23 July 2007**

***Virus check is requested.***

Paper/literature for distribution

Participants wishing to circulate any papers or literature at the seminar are requested to consult with Makoto KATO (Mr.), OECC. In this regard, participants are requested to bring sufficient copies (50 copies) for distribution at the seminar, as documents reproduction services will not be available for this purpose.

**SECRETARIAT**

**Secretariat room of the Seminar: “Benjasiri Room”, Mezzanine Floor, Imperial Queen’s Park Hotel**

**The Secretariat room will open at 16:00, Monday, 30 July and close at 15:00, Friday, 3 August.**

**<Opening time of the secretariat room>**

Monday, 30 July	16:00 – 20:00	(Previous day)
Tuesday, 31 July	08:00 – 20:00	Day 1
Wednesday, 1 August	08:00 – 20:00	Day 2
Thursday, 2 August	08:00 – 20:00	Day 3
Friday, 3 August	08:00 – 15:00	Day 4

**Tel: +66-2-261-9000 Ext. 5027** (available on 30 July - 3 August)

**Fax: +66-2-261-9000 Ext. 5028** (available on 30 July - 3 August)

(For instance, 66-2-261-9000 and then press 0, if you would like to send fax, please inform the operator to connect 5028. Also fax number of hotel office is available to receive. +66-2-261-9499)

**Mobile Phone of the Secretariat: 66-8-4751-5896 / 66-8-4700-6718**

The address of secretariat for the 17<sup>th</sup> Asia-Pacific Seminar on Climate Change in Japan:

Overseas Environmental Cooperation Center, Japan (OECC)  
Shibakoen Annex 7<sup>th</sup> floor 3-1-8, Shibakoen, Minato-ku, Tokyo 105-0011, JAPAN  
Tel: +81-3-5472-0144 Fax: +81-3-5472-0145