

13 May 2010

**UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC**

**Sixty-sixth session
13-19 May 2010
Incheon, Republic of Korea**

CONFERENCE BULLETIN NO. 1**GENERAL INFORMATION**

1. The sixty-sixth session of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) will be held at the Songdo ConvensiA, Incheon, Republic of Korea from 13 to 19 May 2010. The session is structured in two segments: a senior officials segment from 13 to 15 May 2010, consisting of meetings of Committees of the Whole I and II, and the Working Group on Draft Resolutions, and a Ministerial Segment from 17 to 19 May 2010.
2. During the session, the following associated events will also be held:
 - The Special Body on Pacific Island Developing Countries will be held during the Senior Officials Segment on Thursday, 13 May 2010 from 1000-1200 hours.
 - SIAP-ESCAP 40 years of achievements and future prospects on Friday, 14 May 2010 from 1200-1400 hours.
 - A Ministerial Round Table on the theme of the 66th session "*Supportive Financial System and Green Growth for Achieving the Millennium Development Goals in the Asia-Pacific Region*" on Monday, 17 May 2010 from 1100-1230 hours.
 - Opening of the ESCAP Subregional Office for East and Northeast Asia on Monday, 17 May 2010 from 1700-1730 hours.
 - A High-level Panel on "Sustaining the Recovery and Dynamism for Inclusive Development" on Tuesday, 18 May 2010, from 0900-1015 hours.
 - Signing ceremony of RIMES Cooperation Agreement on Tuesday, 18 May 2010 from 1015-1045 hours.

Registration and Distribution of Identification Badges

3. Participants are required to register and obtain meeting badges in advance of the opening session. In this connection, a registration counter will be set up at the ground floor lobby of ConvensiA will be open during the following hours:

- From 12 to 15 May 2010
0900 to 1600 hours, every day
- On 16 May 2010, 1400 to 1600 hours
- On 17 May 2010, 0730 to 0900 hours

4. During the period indicated above, participants, who have submitted their online registrations, can collect their pre-issued badges at the registration counter. To facilitate the process of registration, a member of a delegation can collect, on behalf of the delegation, the pre-issued badges for all members of the delegation who have completed online registration.

5. Arrangements for on-site registration will also be available for participants who had difficulty or no access to the online registration at ESCAP website.

6. For security purposes, meeting badges should be worn visibly at all times during the meetings and at social functions.

7. Meeting badges are issued in the following categories:

• Ministers/Head Delegates of Members and Associate Members of ESCAP	Red
• Delegates of Members and Associate Members of ESCAP and Members of the United Nations	Yellow
• Other Delegates	Green
• Observers	Brown
• Guests	Thistle
• Spouses/Dependents	Purple
• Press/Mass Media	Pink
• ESCAP Secretariat Staff	Blue
• Staff of National Organizing Committee	Light Blue
• Security and Police Officers	Grey
• Technical/Support Staff	Dark Blue

Credentials

8. Delegations of members and associate members of ESCAP are requested to submit their credentials, duly signed by the appropriate authorities, to the ESCAP Conference Officer at the time of registration.

List of Participants

9. A provisional list of participants based on information received by the secretariat will be available on the morning of Thursday, 13 May 2010. It is, therefore, essential that registration be completed as soon as possible. *Only the names of duly registered*

participants will be included in the final list of participants for the sixty-sixth session. A final list of participants will be issued on Wednesday, 19 May 2010.

10. For matters relating to registration, meeting badges and list of participants, please contact the Conference Secretariat at Room 102, ConvensiA.

Inaugural Sessions

11. The opening of the Senior Officials' Meeting will be held on Thursday, 13 May 2010, at 0900 hours, in the Premier Ballroom A/B, level 2 of ConvensiA.

12. The inaugural session of the Ministerial Meeting will be presided over by H.E. Mr. Chung Un-chan, Prime Minister of the Republic of Korea, on Monday, 17 May 2010 at 0920 hours in the Premier Ballroom A/B, level 2 of ConvensiA. *Delegates are kindly requested to be seated by 0915 hours at the latest.*

Meeting Hours

13. Subject to the approval of the Commission, the daily meeting hours are scheduled as follows, unless otherwise indicated:

- Morning session: 0900 to 1200 hours
- Afternoon session: 1400 to 1700 hours

Date/Time/Venue of Events

14. Conference Bulletin No. 2 contains detailed information on the date, time and venue of all events during the session.

15. Discussion agenda items and other relevant issues in the respective meetings of the Commission session are scheduled as follows:

Senior Officials' Meeting

- Opening of the session
 - 1) Opening addresses
 - 2) Agenda item 1(b): Election of officers for Committees of the Whole I and II and the Working Group on Draft Resolutions
 - 3) Agenda item 1(c): Adoption of the agenda
- Committee of the Whole I
 - 1) Agenda Item 2: Special Body on Pacific Island Developing Countries

- (a) Mid-term review of Mauritius Strategy for Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States
- (b) Other matters

Agenda Item 3: Review of substantive issues

- (a) Macro-economic policy, poverty reduction and inclusive development (+ *CAPSA*)
- (b) Trade and investment (+ *APCTT & UNAPCAEM*)
- (c) Transport
- (d) Environment and development
- (e) Consideration and approval of draft reports from the Senior Officials Segment

- Committee of the Whole II

- 1) Agenda Item 3: Review of substantive issues

- (e) & (f) Information and communications technology and disaster risk reduction (+ *APCICT*)
- (g) Social development
- (h) Statistics (+ *SIAP*)
- (I) Sub-regional activities for development

- 2) Agenda Item 4: Management issues:

- (a) Evaluations: Report on evaluation activities of ESCAP during the biennium 2008-2009 and outcome of the evaluations of APCICT and SIAP;
- (b) Programme changes for biennium 2010-2011;
- (c) Draft Strategic Framework for biennium 2012-2013;
- (d) Technical co-operation activities of ESCAP and announcement of intended contributions.

- 3) Agenda Item 5: ACPR

- 4) Agenda Item 6: Dates, venue and theme topic for 67th session (2011)

- Working Group on Draft Resolutions (WGDR)
Consideration and approval of draft reports from the Senior Officials Segment

Ministerial Meeting

- Opening of Ministerial Segment

- (a) Opening ceremony and statements
 - (b) Election of officers
- 1) Agenda Item 7: Policy issues for the Asia-Pacific region
 - 2) Agenda Item 8: Ministerial Roundtable on the theme topic of CS66
 - 3) Agenda Item 9: Other matters
 - 4) Agenda Item 10: Adoption of the report of the Commission

Working Hours

16. The normal working hours of ESCAP servicing staff during the session are generally from 0800 to 1800 hours with a lunch break of 45 minutes, Monday through Saturday. However, the Conference Secretariat will remain open until the completion of the official business of the day.

Conference Secretariat and Services

17. The Office of the Executive Secretary is located in Room 111. The Office of the Deputy Executive Secretary is located in Room 110. The Office of the Secretary of the Commission is located in Room 109.

18. The Administrative Services Division is responsible for the administrative and logistical arrangements of all conference services. The Office of the Chief is located in Room 104/105. The daily conference services are the responsibility of the Chief, Conference Management Unit, whose office is located in Room 102.

19. The office of the Language Services, which is responsible for providing interpretation and translation services, is located in Room 113/114.

20. The office of the ESCAP Information Services and press working area are located in Room 118.

Facilities at ConvensiA

21. In addition to the delegates' working area equipped with PCs and internet connection located in the lounge in-front of the Premier Ballroom on the second floor of ConvensiA, participants can avail themselves of the services/facilities specially arranged for the 66th session at ConvensiA, such as;

Facility	Location	Business hours
Information counter (transportation & tourism)	Level 1	During the meeting hours

Travel information counter	Level 1	During the meeting hours
First aid	Level 1	During the meeting hours
Bank	Level 1	1000-1200 hours (weekdays)
Cafeteria (Korean food)	Level 1	1100-1400 hours (daily, except Sunday, 16 May)
Convenient Shop	Level 1	0800-1800 hours (daily)
Stationery Shop	Level 1	0800-1800 hours (daily)
Vending machine for cold and hot beverage	Level 1	24 hours
Phone for Local and Int'l call	Level 1	24 hours
Phone for Local call	Level 2	24 hours
Free Wireless Internet	All areas	24 hours

22. Bilateral consultation rooms, located in Rooms 201 and 202 on the second floor of the ConvensiA, are available to the delegations on first-come, first serve basis. Delegations wishing to use the room are requested to make reservation through the Conference Secretariat in Room 102

Interpretation and Sound System

23. Simultaneous interpretation facilities in Chinese, English, French and Russian languages will be provided at the sessions of the Ministerial Meeting, meetings of the Committees of the Whole I, II and the Working Group on Draft Resolutions. No interpretation facilities will be provided for other meetings/discussions.

Statements of Delegations

24. In order to assist the interpreters and for the preparation of the draft reports and press releases, the secretariat wishes to receive before delivery, the text of all prepared statements by delegations. It would, therefore, be very much appreciated if 6 copies of such statements could be made available to the conference assistants on duty in the conference rooms. Arrangements will also be made for such statements to be collected from the delegations if the names of speakers are known in advance.

25. The secretariat is not in a position to type or reproduce statements made by delegations for circulation. If circulation is required, sufficient copies should be provided by the delegations and handed over to the Document Counter.

Document Distribution

26. The Documents Reproduction Centre is located in Room 103. ESCAP documents and other papers, including mails and invitation cards, intended for delegates will be placed in the pigeonholes allotted for each delegation at the Main Document Counter located outside Premier Ballroom, level 2.

27. Delegates are requested to bring with them complete set of meeting documents distributed to their governments/organizations prior to the Commission session, as only a very limited number of copies of such documents will be available at the meeting site.

28. The documents counter is authorized to distribute only ESCAP official documents. If delegations wish to distribute other papers or literature, they are requested to consult the Secretary of the Commission, before delivering any documents to the Counter for distribution. A minimum of 200 copies is required to ensure distribution to each delegation.

Social Events

30. A separate conference bulletin providing information on social events on the basis of requests received by the secretariat will be issued. Delegations wishing to host receptions, luncheons and dinners are requested to notify the Secretary of the Commission as soon as possible with a view to facilitating an orderly programme of social events.

Shuttle Bus Services

31. Shuttle bus services between the official hotels and ConvensiA will be available from 13 to 19 May 2010. The detailed bus schedules are available at the main lobby area of each official designated hotel and at the main entrance of ConvensiA.

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