

Economic and Social Commission for Asia and the Pacific

Sixty-ninth session
25 April - 1 May 2013
Bangkok

CONFERENCE BULLETIN NO. 1

GENERAL INFORMATION

STRUCTURE OF THE SESSION

1. The sixty-ninth session of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) will be held at the United Nations Conference Centre (UNCC), Bangkok, from 25 April to 1 May 2013. The session is structured in two segments: a Senior Officials Segment from 25 to 27 April 2013, consisting of the Committees of the Whole I and II, as well as of the Working Group on Draft Resolutions; and a Ministerial Segment from 29 April to 1 May 2013. The Ministerial Panel on “Sustainable Development and the Development Agenda Beyond 2015” will take place in the morning of 29 April; the Ministerial Roundtable on the theme topic of “Building Resilience to Natural Disasters and Major Economic Crises” and the High-level Panel on “Economic and Social Survey of Asia and the Pacific 2013” are scheduled to be held in the morning of 30 April 2013. The Special Body on Least Developed and Landlocked Developing Countries will be held in the morning of 25 April 2013.

INAUGURAL SESSIONS

2. The opening of the Senior Officials Segment will be held at 09:00 hours on Thursday, 25 April 2013, in ESCAP Hall, level 2, UNCC.

3. The opening of the Ministerial Segment is currently scheduled at 08:55 hours on Monday, 29 April 2013, in ESCAP Hall, level 2, UNCC.

4. Since the bilateral consultation rooms are for the use of delegations on a first-come first-served basis, delegations wishing to use them are kindly requested to contact the Conference Management Unit, located behind the Registration Counter, well in advance, at extension numbers 1601 or 3122 for reservation.

CONFERENCE SECRETARIAT AND SERVICES

5. The Office of the Executive Secretary is located on the 15th floor of the Secretariat Building (extension 1910). The Office of the Deputy Executive Secretary (extension 1911) and the office of the Secretary of the Commission is also located on the 15th floor of the Secretariat Building (extension 1602).

6. The Division of Administration is responsible for the administrative and logistical arrangements of all conference services. The Office of the Division Chief is located on the 14th floor, Secretariat Building (extension 1913). The management of the conference centre is the responsibility of the Chief, Conference Management Unit of the Division of Administration (extension 1807).

7. The office of the conference and documentation services which is responsible for providing editorial, interpretation, translation and documentation services is located on the 1st floor, Secretariat Building. The Chief of the Conference and Documentation Services Section can be contacted at extension 1110.

8. The office of the Strategic Communications and Advocacy Section is located on the ground floor, Secretariat Building. The Chief of Strategic Communications and Advocacy Section can be contacted at extension 1864.

DELEGATES WORKING AREA

9. A delegates working area has been set up in Meeting Room A on level 1 of UNCC, which is equipped with 10 PCs with internet access, all linked to one printer.

PAPER SMART COMMISSION SESSION

10. Free WiFi service is available throughout the UNCC, in all conference rooms and public areas.

11. Pursuant to the decisions taken by the Advisory Committee of Permanent Representatives and Other Representatives Designated by Members of the Commission at their 339th and 341st sessions (ACPR/339/INF/3 and ACPR/341/INF/4), the 69th session of the Commission will proceed with the efforts “to move towards paperless Commission sessions with the possibility of electronic delivery of all pre-session documents and communications, with fewer but higher quality documents.”, in an attempt to be more environmentally friendly.

12. To further this goal, limited paper copies of the Commission session’s documents will be available. Delegates are therefore encouraged to download pre-session documents from the Commission website (<http://www.unescap.org/commission/69>) in advance. Participants are also encouraged to bring their own laptops and/or smart devices with which they can access the Commission website and relevant documents at all times.

13. The Secretariat will make laptops available for loan to delegates. Delegates can request the laptop at the registration counter on the ground floor of the UNCC.

14. Technical support for computer and connectivity issues in the rooms will be provided to delegates.

15. USB drives pre-loaded with all the pre-session documents for personal use will also be available and distributed during registration.

16. Touch screens displaying the Order of the Day, the Programme, the List of Participants, the Conference Bulletins and other useful information will be available throughout the UNCC.

17. All sessions of the Ministerial Segment, between 29 April and 1 May 2013, will be webcast.

DINING AND REFRESHMENTS

18. The Dining Room on level 1 of the UNCC will operate daily from 11:00 hours to 14:00 hours throughout the Commission session, except on Sunday, 28 April, when it will be closed.

19. The Coffee Corner on level 1 of the UNCC will operate daily from 07:00 hours to 17:00 hours throughout the Commission session, except on Sunday, 28 April, when it will be closed.

20. The Rajapruek Lounge on the ground floor of the UNCC will operate daily from 07:00 hours to 17:00 hours throughout the Commission session, except on Saturday, 27 April, and on Sunday, 28 April, when it will be closed. On Friday, 26 April, the Lounge will be open from 07:00 hours to 20:00 hours.

21. For further information, please consult the “Information Note for Participants”.