

## PRACTICAL INFORMATION FOR PARTICIPANTS

---

**Asia Pacific regional preparatory meeting for the sixth meeting of the Conference of the Parties to the Minamata Convention on Mercury**



23-24 September 2025

United Nations Conference Centre (UNCC)

Bangkok, Thailand

Secretariat of the Minamata Convention on Mercury

Office address: International Environment House

Chemin des Anémones 11-13, 1219 Châtelaine, Switzerland

Postal address: Avenue de la Paix 8-14, 1211 Geneva 10, Switzerland

MEA-MinamataSecretariat@un.org | [www.minamataconvention.org](http://www.minamataconvention.org) | [www.unep.org](http://www.unep.org)

**NOTE:** This document provides links to external and third-party websites, for the convenience of meeting participants, and for use at their discretion. The Secretariat of the Minamata Convention on Mercury cannot vouch for the accuracy or correctness of the information contained therein.

## SECTION A: General Information

The **Asia and the Pacific regional preparatory meeting** for the sixth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-6) is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, Thailand, on **23 and 24 September 2025**.

### MEETING VENUE

The regional consultations will be held at:

#### United Nations Conference Centre (UNCC)

United Nations Building

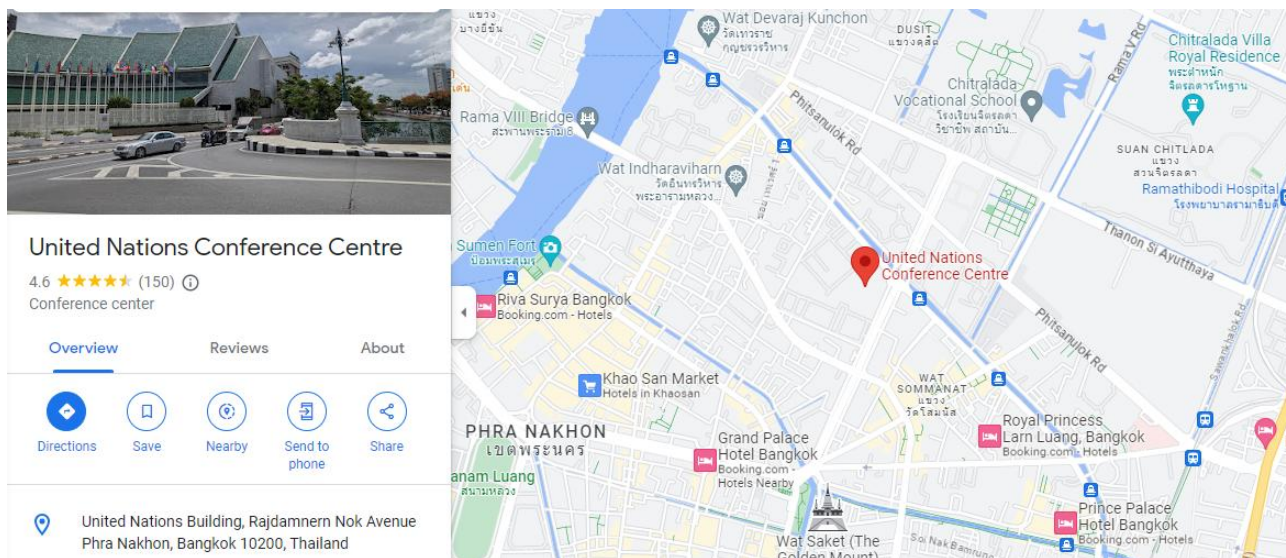
Rajdamnern Nok Avenue

Bangkok 10200 Thailand

Telephone: (66-2) 288-1181 and (66-2) 288-1182

Website: [www.unescap.org/uncc](http://www.unescap.org/uncc)

Please [click here](#) for location on Google Maps.



### SCHEDULE

The regional consultations will be held from 09h00 to 17h00 on Tuesday, 23 September and Wednesday, 24 September 2025.

Lunch breaks are planned to be held between 13h00 and 14h00.

A reception hosted by UNEP mercury project funded by Japan is planned on Wednesday, 24 September 2025 from 17h00.

## REGISTRATION AND IDENTIFICATION BADGES

### Online registration and identification badge

Please note that **Photo badges** are used at UNCC for meeting participants and **prior online registration is mandatory** in line with standard security procedures to facilitate security clearance and entrance to the premises. Participants are encouraged to submit their photos in advance, which will speed up the registration process.

Participants are requested to register online at <https://indico.un.org/event/1019587/> well in advance **no later than Monday 1 September**, to facilitate smooth coordination of the issuance of photo badges and compilation of the list of participants. Participants who have registered online can obtain photo badges at the registration counter, located on the Ground Level, UNCC, **from 08:00 to 11:00 and 13:00 to 15:00 hours** during the event.

Participants who are not able to register during the time indicated above are requested to do so upon their arrival at UNCC and before going to the conference/meeting room. Only the names of duly registered participants will be included in the list of participants.

For identification and security reasons, all participants are **REQUIRED** to wear their meeting badges at all times while they are in the UN complex, which include meetings and social functions. Loss of a meeting badge should be immediately communicated to the registration counter or the UN security, so that the incident could be recorded, and a new badge can be issued.

## LANGUAGE

The regional preparatory meeting will be conducted in English.

## MEETING DOCUMENTS

The **provisional agenda** for the meeting will be developed in cooperation with the COP-6 Bureau members for the region and will be posted on the [COP-6 webpage](#) in due course. It is expected that the agenda will include presentations of the documents for COP-6 (to be held from 4 to 8 November 2025 in Geneva, Switzerland) followed by discussions among Governments and possible development of positions for the various issues to be addressed at COP-6.

## ARRANGEMENT FOR SPONSORED DELEGATES

Thanks to donor contributions, financial assistance may be available to support the participation of **one delegate per eligible developing country Party and Party with economy in transition**. The assistance will include daily subsistence allowance (DSA) at United Nations rate and round-trip ticket. The sponsored participant must be clearly specified in the official nomination letter. We encourage that *the required information is provided to the Secretariat at the earliest convenience, and no later than 8 August 2025*. (Note that request for travel support has been closed.)

Once confirmed for participation, the sponsored participants will receive additional instructions on their travel arrangements. Air travel will be arranged according to the United Nations regulations, via the most economical and direct means possible in all cases. Please note that changes to air tickets after they have been issued will not be permitted.

In order to facilitate the payment of subsistence allowance at the venue, sponsored participants will be requested to submit copies of their passport and boarding passes to the Secretariat staff at the meeting venue. For any query related to **travel and DSA**, sponsored participants are invited to contact the Secretariat at: [mea-minamatameetings@un.org](mailto:mea-minamatameetings@un.org).

**Please note** that sponsored participants who are unable to stay for the entire duration of the meeting are requested to inform the secretariat as soon as possible after their arrival, so that their subsistence allowance can be adjusted accordingly.

## CODE OF CONDUCT

As [notified by the Executive Secretary](#) on 11 January 2023, the United Nations issued the Code of Conduct to prevent harassment, including sexual harassment, at UN System events, which include meetings, conferences, side events, workshops and other events organized under the Minamata Convention on Mercury. The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly.

The Secretariat of the Minamata Convention is committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. Delegates are invited to familiarize themselves with the [Code of Conduct document](#).

Please report any incident to the Security and Safety Section either in person or by extension at 1102.

## GREENING THE COP

The Minamata Convention Secretariat has taken steps to enhance and promote the environmental sustainability of its activities, including in the preparation and conduct of its regional preparatory meetings. For more information, please visit: <https://mercuryconvention.org/en/meetings/cop5#information-participants>.

## DISCLAIMER

The United Nations Environment Programme disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure insurance for the period of participation.

## SECTION B: Health/Vaccination

---

(Latest update: November 2022)

### Health and vaccination

Upon arrival at the port of entry in Thailand, participants who are nationals of or have traveled from/through countries listed below, which have been declared Yellow Fever infected areas, must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

The countries/areas listed below have been declared yellow fever infected areas (Source: [Ministry of Foreign Affairs, Thailand](#) dated 30 November 2022):

- |              |             |
|--------------|-------------|
| 1. Angola    | 24. Guyana  |
| 2. Argentina | 25. Kenya   |
| 3. Benin     | 26. Liberia |

- |                             |                         |
|-----------------------------|-------------------------|
| 4. Bolivia                  | 27. Mali                |
| 5. Brazil                   | 28. Mauritania          |
| 6. Burkina Faso             | 29. Niger               |
| 7. Burundi                  | 30. Nigeria             |
| 8. Cameroon                 | 31. Panama              |
| 9. Central African Republic | 32. Paraguay            |
| 10. Chad                    | 33. Peru                |
| 11. Colombia                | 34. Rwanda              |
| 12. Congo                   | 35. Sao Tome & Principe |
| 13. Republic of the Congo   | 36. Senegal             |
| 14. Cote d'Ivoire           | 37. Sierra Leone        |
| 15. Ecuador                 | 38. Somalia             |
| 16. Equatorial Guinea       | 39. Sudan               |
| 17. Ethiopia                | 40. Suriname            |
| 18. French Guiana           | 41. Tanzania            |
| 19. Gabon                   | 42. Togo                |
| 20. Gambia                  | 43. Trinidad & Tobago   |
| 21. Ghana                   | 44. Uganda              |
| 22. Guinea                  | 45. Venezuela           |
| 23. Guinea-Bissau           |                         |

### Zika virus

Zika is endemic in Thailand and cases have been reported amongst tourists. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

In addition to the above, the Medical Services Division at UNHQs advises that pregnant UN personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. [For further information, please refer to the Zika virus FAQ.](#)

Information on other non-vaccine preventable diseases to watch out for while in Thailand can be found here: [Thailand - Traveler view | Travelers' Health | CDC.](#)

### Air pollution and Health

Bangkok, like many metropolitan Asian cities in the world, is periodically affected by high levels of air pollution, with haze and high concentrations of PM2.5 particularly of concern for sensitive groups.

The Tourism Authority of Thailand advises tourists to monitor Bangkok's air pollution and take precautions when necessary. People who have existing asthma or are particularly vulnerable to the effects of air pollution should consult their treating physician as to whether a trip to Bangkok is advisable at this time. Information on the Air pollution can be found on the [Air4Thai website](#), maintained by the government of Thailand with daily information on air pollution.

### Insurance and emergency medical service

Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees. In case of medical emergency, please call 1669. The nearest hospital to the UNCC is Mission Hospital, which has English speaking medical support staff +662-282-1100.

When feeling unwell while in the UNCC: Anyone who feels unwell while already within the UNCC is advised to call any medical service staff at +66 2288 1352/1353/1761 during business hours, for further guidance. After business hours, they are advised to call the UN Medical Officer Tel: +66 2288 1353 for further guidance. In case of a medical emergency within the UNCC, they are advised to call UN Security at +66 2288 1102/1120 for assistance in calling an ambulance.

## SECTION C: Visa and Entry Requirements, Travel/Hotel Information and Foreign currency declaration

---

(Latest update: July 2024)

### Visa Requirements

Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, EXCEPT for those nationals entitled for visa exemption or visa on arrival (VOA). Please refer to the following lists.

- 1) [List of Countries and Territories whose Nationals are entitled to Visa Exemption for Ordinary Passports](#)
- 2) [List of Countries and Territories having Bilateral Agreement with Thailand on Visa Exemption for Ordinary Passports](#)
- 3) [List of Countries and Territories having Bilateral Agreement with Thailand on Visa Exemption for Diplomatic/Official passports](#)
- 4) [List of Countries and Territories whose Nationals May Apply for Visa on Arrival \(VOA\)](#)

Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also **REQUIRED** to obtain an appropriate visa before entering.

To apply for an appropriate entry visa to Thailand, participants are required to submit their applications through [Thai e-Visa Official website](#). It is important to note that **applicant is required to be physically located in the jurisdiction of the respective Royal Thai Embassy/Consulate-General (RTE/RTCG) where they are applying for the Thai entry visa**. You may explore [RTE/RTCG websites](#) for more information.

Participants who may need further assistance from ESCAP on their visa application should contact the meeting organizer, well in advance, for necessary action.

Participants who are eligible to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

1. The applicant must possess a passport from the list of countries whose nationals are eligible to apply for visa on arrival ([List of countries entitled for Visa on Arrival](#)) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
3. Advanced online application is available at [Visa on Arrival](#). Upon presentation of printed Transaction Reference Number (TRN), the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.
4. The applicant must provide proof of means of living expenses at the amount of THB 10,000 per person or THB 20,000 per family.

**Entry Requirements (as of April 2025)**  
**Thailand Digital Arrival Card (TDAC)**

Effective 1 May 2025, all foreigners entering Thailand are required to complete the TDAC online through [website](#) within 3 days prior to arriving in Thailand, including the date of arrival. Please find [Guide on how to complete TDAC](#).

### Health Control

Thai Department of Disease Control (DDC), Ministry of Public Health (MoPH) has implemented measures to monitor Monkey Pox at all Thailand's international airports for those travelling from 6 countries including Democratic Republic of Congo, Burundi, Kenya, Uganda, Rwanda and Côte d'Ivoire. Travelers will be required to register on MoPH's system upon their arrival in Thailand.

For more information, travelers can contact the **DDC Hotline 1422**.

### Travel Advisory

Visitors are advised to be respectful of Thai customs at all times. Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.

### Transport from and to Airport

Participants need to make their own transportation arrangements from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels.

For more information, please click links below:

- [Suvarnabhumi International Airport](#)
- [Don Mueang Airport](#)

### Transport to attend meetings

Participants need to make their own transport arrangements to and from the UNCC. Metered taxis are readily available in the city, and you may also book your transportation via applications such as Grab, Volt, and Taxi VIP EV Society for EV vehicles. Electric tuk-tuks ([Muvmi](#)) are available via an app, providing a sustainable option for participants commuting to and from the BTS Skytrain and around the neighborhood. Some hotels close to the UN building may provide complimentary transfer service on fixed schedule, to and from the UNCC, so please check with the hotel concierge.

### Travel agent

The American Express Global Business Travel (AMEX-GBT), whose office is located on Level 1, UNCC, can offer assistance in making reservations. It is open from 08:00 to 17:00, Monday through Friday. Please feel free to send a request to [escap\\_amextravel@un.org](mailto:escap_amextravel@un.org)

### Weather

The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference and meeting rooms at the UNCC are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

### Electric plug and socket

The electric power in Thailand is 230V running at 50Hz and the plug types used are either Type A, Type B, or Type C. A hybrid socket is almost universally found, which accepts a combination of the above plug types.

Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.

### Hotel accommodation

**Hotels**, located relatively close to ESCAP or by mass-transit routes, may be used by participants, should they choose to. The selection of hotels at a walking distance from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic. [Click here for a list of hotels, with indicative prices.](#)

**NOTE: ESCAP cannot vouch for accuracy of the information or rates contained in the document. The list is meant purely for reference and for ease of participants. The special discount rates provided are subject to change without notice. Please confirm the room rates with the hotel directly.**

Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance. Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies.

Before departure from Bangkok, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet usage, business center usage, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

### Foreign currency declaration

Any person who brings or takes an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence. For reference, participants may use – at their discretion – online currency conversion tool, such as <https://freecurrencyrates.com> for indicative currency conversion rates.

## SECTION D: Safety & Security

---

### Safety and Security

For security and safety reasons, participants are reminded NOT to leave their belongings unattended. Belongings left unattended within the UNCC may be moved to the nearest Lost and Found counter or the Security Operations Centre.

All drone unmanned aircraft are prohibited from flying over the UNCC as per the security requirements.

All occupants of the UNCC MUST comply at all times with all lawful directions given by the officers of the United Nations Security and Safety Section. Failure to do so may lead to the participant's removal from the UNCC.

### Contact numbers:

#### UN Security

Security Control Centre (24/7): +66.2.2881102  
UN Security Emergency Number: +66.2.2881100  
Mobile +66.81.8078471

#### Thailand Emergency Numbers:

Police general emergency call: 191  
Fire: 199  
Ambulance and rescue: 1669/1554  
Tourism Police: 1155

### Zero Tolerance towards harassment

The United Nations has a zero-tolerance policy for any form of harassment, including sexual misconduct, sexual harassment and sexual exploitation and abuse, and will deal with such complaints promptly. Please refer to the [United Nations Code of Conduct](#) and report any incident to the respective Event Organizer and/or Security and Safety Section either in person or by extension at 1102.

### Security protocols for UN personnel

In line with security procedures for UN staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel. Upon notification of travel on TRIP, UN staff members will automatically receive an updated security advice for UN visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification.

In addition, the UN Department of Safety and Security requires all UN personnel, including interns and consultants, to complete the mandatory BSAFE Security Awareness Training. These security certifications are required to be completed, prior to having commenced official travel.

## SECTION E: UNCC facilities and services

---

### UNCC Floor plans

The UNCC floor plans are available at <https://www.unescap.org/uncc/our-rooms>. The UN buildings are smoke-free. Smoking is permitted only in the designated areas outside of the Asia-Pacific Foyer, Ground Floor, UNCC.

### Accessibility Centre and Support for persons with disabilities

The UNCC is fully wheelchair-accessible and houses the Accessibility Centre on Level 1. For more information, please visit the [Accessibility Centre's webpage](#).

### Prayer/meditation rooms

The prayer/meditation room is located in front of ESCAP Hall on Level 2, UNCC.

### Catering services

Catering services are available at the following locations:

- International Cafeteria (Level 1, UNCC), which serves international and Thai breakfast from 06:00 to 08:00 hours, and caters for a wide range of lunch options including Halal, Vegetarian and Vegan from 11:00 to 14:00 hours on Monday through Friday.
- Coffee Corner (Level 1, UNCC), which serves assortment of bakery pastries and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.
- Rajapruek Lounge (Ground Level, UNCC), which serves light meals and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.

In line with the Sustainable United Nations (SUN) and the ESCAP Environmental Management System (EMS) principles, no single use plastic is available in the UNCC.

ESCAP was the first UN Secretariat entity who implemented no single-use plastic policy in its catering facilities, so no single-use food/drink containers as well as plastic cutlery/straws are available within the compound. When purchasing coffee/tea at the Coffee Corner and Rajapruek Lounge, please pay a deposit of THB 100 for a cup, which will be returned upon return of the cup.

To reduce waste and support environmental protection, participants are encouraged to bring reusable water bottles. Free water fountains are available on-site for convenient refills throughout the event.

### **Internet services**

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Please use UN-WiFi, no password is required. Internet usage in UNCC is regulated by the organization's policies and guidelines. Failure to comply may lead to the revocation of these services.

### **Banking facilities**

Banking services are available at the Siam Commercial Bank (SCB), the United Nations Branch, located on Level 1 of the Service Building, from 08:30 to 15:30 during weekdays. Siam Commercial Bank ATMs can be found in front of the above-mentioned SCB Branch and next to the Registration desk on the Ground Level of UNCC.

### **Library facilities**

ESCAP Library is located on Level 1, Service Building (next to SCB Bank), and welcomes in-person visitors from 09:00 to 15:00, Tuesday to Thursday, or by appointment. For more details on using ESCAP Library resources, please visit <https://www.unescap.org/library>, call x.1360, or stop by and consult with staff on duty.

Participants are also encouraged to visit the [ESCAP Repository](#) to access the full-text of ESCAP publications from 1947-present, and [ESCAP iSearch](#) to explore the Library's full research collections, including full-text articles, journals, and e-books. Official UN Documents can be found on the UN Official Document System (ODS).

### **Lost and Found**

Please contact the Security officer or call extension 1102.

### **Postal services**

Postal services are available at the United Nations branch of Thailand Post, located on the Ground Level of UNCC. It is open from 08:00 to 16:00, Monday through Friday.

### **Souvenir shop**

The souvenir shop is located near the Sustainability and Innovation Centre on Level 1 of UNCC. It is open from 09:00 to 16:00, Monday through Friday.