



Capacity Building Programme on the Economics of Adaptation Supporting National/Sub-national Adaptation Planning and Action



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Logistics and Preparation Note

Participants should read this note carefully prior to the First Regional Training Workshop on 11 – 14 March.

Preparation:

Participants should conduct the following activities prior to the Workshop:

- Brainstorm and prepare background information on Case Studies: As outlined in the Concept Note, the workshop will deal with undertaking economic analyses of projects in the agriculture sector and water sector, as well as sector analyses of these two sectors. First, you are requested to bring two case studies for a cost benefit analysis, one concerning a project in the agriculture sector and the other, a project in the water sector. The cost benefit analysis will be done over the lifetime of this Regional Capacity Building Programme. *At this point, the participants merely need to identify a suitable project.* Second, you are requested to select a watershed which will be analyzed in the sector analysis. This watershed will be the focus of your sectoral analysis of water. We will discuss detailed data needs at the meeting. At this point, it is sufficient to identify projects and a watershed each country wants to study.
- Pre-workshop literature reading: Background reading material on cost-benefit analysis and its application on the water and agriculture sectors, will be posted in our online platforms, available at <http://www.adaptasiapacific.org> and <http://www.undp-alm.org/projects/cca-economics>. You will be informed once the documents have been posted. Please try, to the extent possible, to get familiar with the documents contents, as they will serve as support training material during the workshop. These and other documents will be distributed to participants during the workshop, digitally, in USB memory sticks.

Participants will be expected to bring the following materials and documents:

- Material: Please be advised each participant or country team is expected to bring a laptop(s), notebooks, pens, and other regularly-utilized training material.
- Thai Visa and passport: Each participant is responsible for processing his/her Thai visa as well as carrying a valid passport.

Participants should be aware of the following, regarding the objectives of this first regional workshop:

- Lectures content and learning objectives: The sessions on Methodologies on Cost-Benefit Analysis and Economic Modeling will be revisited in sub-sequent workshops during the Capacity-Building Programme; this first training will only serve as an introduction to these methodologies.
- Next steps and in-country work: At the end of this workshop, participants will be informed of what they are expected to work on when going back to their countries and the country teams.



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- Mentors will also be assigned to each participating country team after the first regional workshop, to support these in-country activities.
- Main takeaways after the workshop: Participants will have a full understanding of the need of a cost-benefit analysis in the water and agriculture sector to better inform adaptation planning. They will also be able to identify exactly what type of data they need to undertake cost-benefit analysis, and which will be used in the following training sessions.

Logistics:

The meeting will be held at the **Vie Hotel**, Bangkok, Thailand, where the sponsored participants will also be accommodated. The address of the hotel is:

Vie Hotel

117/39-40 Phaya Thai Road
Bangkok, Thailand
Tel: +66 (0) 2309 3939
Fax: +66 (0) 2309 3838
info@viehotelbangkok.com

Participants who would like to extend their stay beyond the meeting date will need to arrange it at their own expense.

1. Hotel Rate and Meals

Participants who are NOT sponsored by ADAPT Asia-Pacific may contact Ms. Claudia Ortiz if you would like to stay at the Vie Hotel. The Deluxe Room rate for single is THB 2,889 (USD 96.70) and for double is THB 3,155 (USD 105.60) per night with breakfast included. The exchange rate is based on February 12 Oanda rate. Room rates are inclusive of 10% service charge and 7% government tax.

The organizers will provide lunch and morning and afternoon coffee breaks during all four workshop days and a welcome reception dinner on the first day, i.e. 11th March 2013. For all participants supported by ADAPT Asia-Pacific, a DSA will be provided in US dollars on the first day of the workshop at the time of registration.

2. Travel Arrangements and Daily Subsistence Allowance (DSA)

An economy class direct round trip air ticket to Bangkok, Thailand will be provided for all participants sponsored by ADAPT Asia-Pacific.



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The DSA amount is fixed for all sponsored participants and will be given in US dollars. The DSA covers the following:

- Local transportation to and from airport (at home country and in Bangkok)
- Meals that are not provided by organizers during the event

Transfer between Suvarnabhumi Airport and Vie Hotel

Participants will be given a fixed reimbursement for the airport transfers (which will be included with the DSA) and are therefore expected to arrange this on their own. There are two options for the airport transfer:

Public Taxi:

A public taxi can be found at the arrival section of the airport, where the rate will be about THB 300+ (depending on the meter and expressway fees) and a surcharge of THB 50 for airport taxi service. Alternatively, you can take a taxi from the departure section (level 4 of the airport) outer curb. The charge will also be THB 300+ but there will be no extra surcharge. Please insist that the taxi meter be used.

Airport Link

The most economical way to reach the hotel is the airport link which can be accessed at the basement of the Suvarnabhumi International airport. It provides service from 06:00 to 24:00 everyday. We suggest City Line as it is a train service that transports passengers between Phayathai Station and Suvarnabhumi Airport within 30 minutes and stops at every station along the way (8 stations in total). You can transfer to BTS Sky-train Phayathai station; Ratchathewi station is one station from Phayathai. Hotel is located just a few minutes from Ratchathewi station. The fare for the airport link is about THB 50 (one way) and the fare for the BTS is THB 15 (one way).

3. Passport and Visas

All foreigners entering Thailand must have a passport valid for not less than 6 months. Participants who require a visa to enter Thailand must ensure that they will either have a visa prior to their departure to Thailand or prepare to obtain the visa on arrival, depending on participant nationality.



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4. Workshop Documents

Workshop documents and resource materials will be given in a USD thumb drive and also posted at the UNDP website and the ADAPT Asia-Pacific website (<http://www.adaptasiapacific.org/>) and the Adaptation Learning Mechanism UNDP website (<http://www.undp-alm.org/projects/cca-economics>). You will be notified when these are posted.

5. Payment of Hotel Accounts

For participants sponsored by ADAPT Asia-Pacific, the hotel accommodation will be paid directly by the organizers for check in on 10th March, and check out immediately after the workshop. If a sponsored participant wishes to stay longer than the above stated days, s/he will have to bear the accommodation cost for any additional days of stay.

Similarly, if a participant avails of any additional facilities in the hotel besides those complimentary with the room rate, costs related to that will have to be borne by the participant at the time of check-out, including costs for all telephone calls.

6. Insurance

ADAPT Asia-Pacific will provide its sponsored participants with limited accident and health insurance for the period of their travel for the workshop. However, the insurance policy does not cover pre-existing conditions or complications arising from them, and therefore ADAPT Asia-Pacific cannot assume financial liability or medical expenses that may be incurred for such treatment.

Organizers Address

UNDP-APRC

UN Service Building,
4th Floor, Rajdamnern Nok Avenue
Bangkok 10200 THAILAND
Tel: +662 304 9100 ext. 2919
Website:
<http://regionalcentrebangkok.undp.or.th/>

AECOM International Development

SG Tower, 5th Floor, Unit 506
161/1 Soi Mahadlek Luang 3
Rajdamri Rd., Patumwan
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Website: www.adaptasiapacific.org



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Focal Points for the Workshop

Should you require further information, please contact the persons below:

| Person | Organization | Contact | Purpose |
|----------------------------|-------------------------|--|---|
| Ms. Claudia Ortiz | UNDP/ADAPT Asia-Pacific | Claudia.ortiz@undp.org | General queries/ Logistics/ technical queries |
| Ms. Pensiri Sattapan | ADAPT Asia-Pacific | psattapan@adapt-asia.org | Travel/ Hotel arrangements for participants sponsored by ADAPT-Asia Pacific |
| Mr. Pradeep Kurukulasuriya | UNDP | pradeep.kurukulasuriya@undp.org | Technical queries |
| Mr. Robert Dobias | ADAPT Asia-Pacific | rdobias@adapt-asia.org | Technical queries |

| <u>Emergency Numbers:</u> | |
|----------------------------------|---------------------------|
| Police | <u>191</u> |
| Fire Department | <u>199</u> |
| Ambulance | <u>1691</u> |
| Tourist Police | <u>1699</u> |
| Directory Enquiry | <u>1155</u> |
| Police General Hospital | <u>02 207 6000</u> |
| Suvarnabhumi Airport | <u>02 132 1888</u> |