



**Third Meeting of the Regional Scientific and Technical Committee (RSTC-3) of the UNEP/GEF Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand on 26-28 January 2026 in Phu Quoc, Vietnam**

## INFORMATION AND LOGISTICS NOTE

This document provides logistical details for the Third Meeting of the Regional Scientific and Technical Committee (RSTC-3) of the UNEP/GEF Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand. The meeting will be held from 26–28 January 2026 at the Crowne Plaza Phu Quoc Starbay in Phu Quoc, Vietnam. Please review the following information carefully to assist with your travel planning and attendance.

### 1. Schedule

Date	Time	Activity	Function Room
SUN, 25 Jan	9:00 - 16:00	Preparatory Meeting	1st floor, Lotus *Internal preparatory meeting - By invitation only
MON, 26 Jan	9:00 - 17:00	3rd RSTC Meeting	1st floor, Orchid 3
TUE, 27 Jan	9:00 - 17:30	3rd RSTC Meeting	1st floor, Orchid 3
WED, 28 Jan	8:00 - 16:00	Site Visit	Lobby
	18.00 - 20.00	Reception Dinner	1st floor, Orchid Ballroom

\*Please note that a Preparatory Meeting will be held on 25 January 2026. Invitations for this meeting have been sent to concerned participants.

### 2. Meeting Venue and Registration

The Third Meeting of the Regional Scientific and Technical Committee (RSTC-3) will be held at Orchid 3, located on the first floor of the Crowne Plaza Phu Quoc Starbay in Phu Quoc, Vietnam.



### **The Crowne Plaza Phu Quoc Starbay**

Address: Khu Du Lịch Bai Dai, Gành Dầu, Phú Quốc, Kiên Giang, Vietnam

Tel: (+61) 2 9935 8371

E-mail: [phuquoc.crowneplaza.com](mailto:phuquoc.crowneplaza.com)

### **3. Accommodation**

Accommodation, including breakfast, will be covered and arranged by the organizers at the Crowne Plaza Phu Quoc Starbay Hotel for all confirmed sponsored participants. Please note the following regarding expenses:

- All personal expenses such as minibar charges, telephone calls, and laundry services, must be covered directly by the participants.
- Expenses incurred by non-sponsored attendees (e.g., a participant's spouse or family members) are the sole responsibility of the participant.

### **4. Meeting Documents and Presentations**

The meeting documents are available on the project Google shared drive:

<https://drive.google.com/drive/folders/11c1ajY5QZgHCR7cdtmx3eucL7fobmx8j>

For those who are unable to access Google platform, please visit SCS SAP project website via:

[SCSSAP - Strategic Action Programme Implementation - Third Meeting of the SCS SAP Regional Scientific and Technical Committee \(RSTC-3\)](#)

Any additional documents will be uploaded on the above-mentioned platforms once available.

Country presentation templates for: Agenda 5 on TDA report is available at [https://drive.google.com/drive/folders/1iVof0Xm4Gr-hevF3COOzP4Bb\\_oCJhooR?usp=drive\\_link](https://drive.google.com/drive/folders/1iVof0Xm4Gr-hevF3COOzP4Bb_oCJhooR?usp=drive_link). May we kindly request all concerned focal points and representatives to **submit your presentations on or before 19 January 2026** to Mr. Reynaldo Molina ([reynaldom@unops.org](mailto:reynaldom@unops.org)) and Ms. Ob-orm Utthasit ([obormu@unops.org](mailto:obormu@unops.org)) of PCU for consolidation.

A presentation outline is also provided for your guidance in the folder. Note that because the National TDA Reports are also provided as meeting documents, the oral presentation aims to provide the main findings, by theme, and as an integrated report, to present the areas/ elements of RISK. The latter underpin the recommended actions which will be elaborated by the SAP phase of the TDA-SAP exercise.

Considering the carbon footprint involved in producing papers and printing documents, it is strongly recommended to utilize soft copies to the maximum extent. If hard copies are needed, participants are requested to bring with them their own copies of the meeting documents distributed by the event organizer prior to the session.

### **Online Participation**

For participants joining remotely, please use the Zoom links provided below. All times are listed in Vietnam Time (GMT+7).

#### **Topic: 3rd Meeting of the Regional Scientific and Technical Committee (RSTC) of the SCS-SAP Project - 26 Jan 2026**

Time: Jan 26, 2026 09:00 AM Viet Nam

Join Zoom Meeting - <https://unops.zoom.us/j/94199643445?pwd=3aElaNzN6CfqWmE974Uco5QcAZopTQ.1>

Meeting ID: 941 9964 3445; Passcode: 902150

#### **Topic: 3rd Meeting of the Regional Scientific and Technical Committee (RSTC) of the SCS-SAP Project - 27 Jan 2026**

Time: Jan 27, 2026 09:00 AM Viet Nam

Join Zoom Meeting - <https://unops.zoom.us/j/94793832837?pwd=Ua1ZDj5kxVuvtnAJymuXRBeKXoWr9W.1>

Meeting ID: 947 9383 2837; Passcode: 416985

## 5. Daily Subsistence Allowance and Payment

The Daily Subsistence Allowance (DSA) for sponsored participants will be provided in accordance with existing U.N. regulations for the duration of the meeting. Additionally, Terminal Expenses (TE) will be provided to cover incidental travel costs, including round-trip travel between your duty station and the airport in your home country, and between Phu Quoc International Airport and the hotel.

The DSA will be disbursed directly into the bank account registered in the UNOPS system. Kindly ensure your bank account is capable of receiving international fund transfers.

For participants who have not yet registered your banking information or changes which needed the update in the UNOPS system, please complete the **supplier registration form** ([Click](#)) and submit the form to your assigned support team either through Ms. Victoria Ballester ([victoriab@unops.org](mailto:victoriab@unops.org)), Ms. Halima Goshi ([halimapg@unops.org](mailto:halimapg@unops.org)) and Mr. Kampanat Khunwan ([kampanatk@unops.org](mailto:kampanatk@unops.org)).

## 6. Meals

Meals will be provided for participants with the the following arrangements:

Date	Breakfast	Lunch	Dinner
SUN, 25 Jan (Closed Session: By Invitation Only)	Horizons Restaurant/ 1st floor	Horizons Restaurant/ 1st floor	X
MON, 26 Jan	Horizons Restaurant/ 1st floor	Horizons Restaurant/ 1st floor	X
TUE, 27 Jan	Horizons Restaurant/ 1st floor	Horizons Restaurant/ 1st floor	X
WED, 28 Jan	Horizons Restaurant/ 1st floor	TBC (provided by organiser)	1st floor, Orchid Ballroom Time: 18.00-20.00 p.m.

## 7. Travel Arrangements

### a. Travel Documents

Please ensure you have your valid **passport** and **visa** (along with physical copies), as well as the original and a photocopy of your **health insurance** policy, if applicable. In accordance with Vietnam's immigration policy, your passport must be valid for at least **six months** beyond your arrival date. If you require an official invitation letter to support your visa application, please contact us at your earliest convenience.

Vietnam now offers **e-visas** to citizens of all countries and territories; these are valid for multiple entries with a stay duration of up to 90 days, and you can apply through the official portal at <https://evisa.gov.vn/>. Upon arrival, you typically will not need to complete a physical arrival card or immigration form, as this requirement has been discontinued for travelers arriving by air.

### b. Flight Arrangements

Once participants confirm their participation, the support team will contact them directly to arrange travel. The economy air ticket will be sent electronically to each participant for confirmation. Any preferred ticket that falls outside of UNOPS travel policy, or any changes to an already issued ticket, will need to be borne by the participant.

**c. Visa Requirements**

Participants are responsible for their own travel arrangements and necessary travel documents, including visa applications, if needed. Please check the visa requirements for both Vietnam and all transit countries. Kindly notify the respective support team in advance to validate the visa costs. Once paid, please collect the receipts for these fees and submit them for reimbursement to the support team you are in contact with: Ms. Victoria Ballester ([vicoriab@unops.org](mailto:vicoriab@unops.org)), Ms. Halima Goshi ([halimapg@unops.org](mailto:halimapg@unops.org)) and Mr. Kampanat Khunwan ([kampanatk@unops.org](mailto:kampanatk@unops.org)).

**d. Customs Declaration in Vietnam**

Unlike some countries that require mandatory online registration, Vietnam generally operates on a physical declaration basis upon arrival. You do **not** need to register for a QR code 72 hours prior to your trip. You are only required to complete a physical customs declaration form at the airport if you are carrying cash in excess of **\$5,000 USD** (or equivalent) or have goods that exceed the duty-free allowance; otherwise, you may proceed directly through the **"Green Channel" (Nothing to Declare)** after collecting your baggage. For more detailed information, please visit the official [Vietnam Customs website](#).

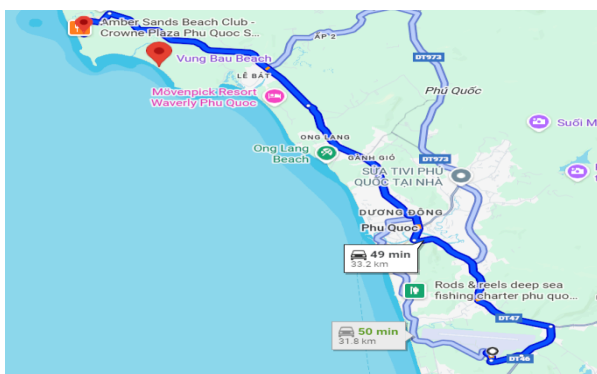
**e. Health Policy for entering Vietnam**

There are no COVID-19 testing or vaccination requirements for passengers entering Vietnam as of July 2025. Additionally, the mandatory medical declaration form has been suspended, so no QR code needs to be generated or presented upon arrival at Vietnamese international airports. However, health monitoring is still in effect at border gates; if you have Mpox symptoms or a high fever, you may be referred to a medical officer for a health check upon arrival.

**f. Dress code**

Date	Time	Dress Code
SUN, 25 Jan	09:00–16:00	Smart casual (by invitation only)
MON, 26 Jan	09:00–17:00	Business casual
TUE, 27 Jan	09:00–17:30	Business casual
WED, 28 Jan	08:00–16:00 (Field Trip)	Casual (We suggest wearing a SCSSAP polo shirt, comfortable shoes. Please also bring an umbrella, sunscreen, a hat, a towel, and a personal kit to ensure your comfort throughout the trip.) For those who haven't received SCSSAP polo short, please provide your polo shirt size here: <a href="#">SCSSAP Polo Shirt - Google Sheets</a>
	18:00–22:00 (Reception Dinner)	Smart casual

**8. Transportation**



Participants are responsible for their own transportation between the airport and the hotel. The crowne plaza phu quoc starbay (meeting venue) is about 33 kilometres or about 50-min drive from Phu Quoc International Airport. Please note that sponsored participants will be receiving transfer expenses (TE) through the disbursement of DSA.

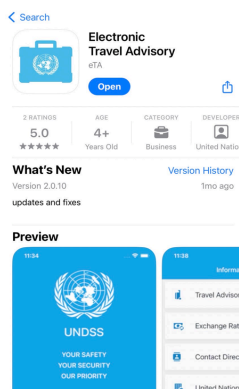
## Travel Options:

- Taxis: Licensed taxis are readily available at the designated stand just outside the arrival exit. Reliable operators include Mai Linh, Vinasun, and Xanh SM (electric taxis).
- Grab: Ride-hailing is widely accessible via the Grab app. After booking, please proceed to the designated pick-up zone (located in the airport parking area) to meet your driver.
- For added comfort and reliability, the Crowne Plaza Phu Quoc Starbay works with an authorized transportation provider who offers private transfers from the airport directly to the hotel. Should participants prefer this option, the hotel can assist in coordinating their bookings in advance to ensure a smooth arrival. To book a private transfer, please contact the hotel directly: Phone: (+84) 297 3683 999 or (+84) 983 140 792

## 9. Site Visit Location

Information on field trips will be provided in a later stage.

## 10. Safety and Security



For UN participants, please submit a Security Clearance Request through TRIP and have it approved/cleared before the actual travel (<http://dss.un.org>). You must also complete the UN mandatory online training applicable to your rank/role, including BSAFE (<https://training.dss.un.org>). We continue to advise staff to file their security clearance via TRIP and be familiar with the personal safety and security recommendations contained in the appended travel advisory.

All participants are expected to download the eTA app (see photo) from either Google Play or the App Store onto their mobile devices, with the 'location service' activated/switched on at least for the duration of the event. UN personnel are strongly advised to download and register in the eTA app.

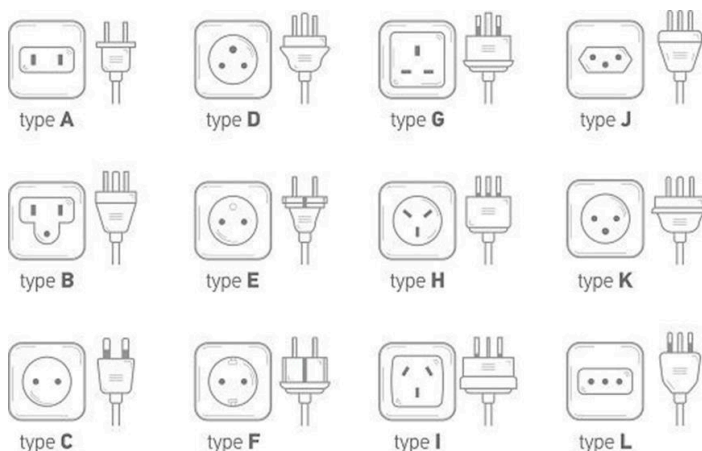
## 11. Internet and Wi-Fi Access

Free Internet and Wi-Fi access will be provided at the meeting room.

## 12. Electricity

The electrical current in Vietnam is **220 volts** at a frequency of 50 Hz. Participants are advised to bring a suitable adaptor, in case needed. Main electrical outlets/plugs available in Vietnam:

1. **Type A:** Two flat parallel pins.
2. **Type C:** Two round pins (Europlug) widely used.
3. **Type F:** Two round pins with two earth clips on the side (Schuko plug) often found with high-power appliances but compatible with Type C plugs.



**Adapter Recommendation:** In major cities and tourist areas like Phu Quoc, you will often find universal sockets designed to fit both flat (Type A) and round (Type C) pins. However, to ensure seamless connectivity everywhere, a universal travel adapter is highly recommended. If your device uses Type G (UK/Singapore) or Type D (India) plugs, an adapter is essential as these sockets are less common.

### 13. Currency

The official currency in Vietnam is the **Vietnamese Dong (VND)**, and all transactions within the country are legally required to use it. You can easily obtain VND at the airport, major hotels, and authorized money changers, or by withdrawing cash from widely available ATMs (look for your card network operator's logo). While major credit cards (Visa/Mastercard) are widely accepted in hotels and large stores, cash is still preferred by smaller merchants and street vendors. Digital payments using QR codes (VietQR) are common locally, but tourists are best advised to carry some cash for small purchases. Standard banking hours are typically from **08:00 am to 04:00 pm** local time, Monday to Friday.

### 14. Time

Phu Quoc, Vietnam, is in the Indochina Time Zone (ICT), which is Greenwich Mean Time (GMT+7) or UTC +7.

### 15. Weather

The climate in Phu Quoc, Vietnam, during January is classified as the tropical dry season and is considered the ideal time to visit. Average temperatures typically range from 23°C to 31°C (73°F to 88°F), with comfortable humidity levels (averaging around 70–75%). Light, breathable clothing and high-SPF sunscreen are highly recommended due to the clear skies and abundant sunshine; rainfall is very rare during this month.

### 16. Contact Persons

For further details and information about the meeting arrangements, agenda and documentation, please contact the following:

Mr. Reynaldo Molina ([reynaldom@unops.org](mailto:reynaldom@unops.org))

For logistics related, please contact Mr. Kampanat Khunwan ([kampanatk@unops.org](mailto:kampanatk@unops.org)), Ms. Ob-orm Utthasit ([obormu@unops.org](mailto:obormu@unops.org))

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