



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	6:45 - 16:30	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 Bãi Dài, Gành Dầu, Phú Quốc, Kiên Giang, Vietnam

Tel: (+61) 2 9935 8371

E-mail: 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.

Check-in time: 14:00 PM

Check-out time: 12:00 PM

4. Meeting Documents and Presentations

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

<https://drive.google.com/drive/folders/11c1ajY5OZgHCR7cdtmx3eucL7fobmx8j>

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. 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) and Ms. Ob-orm Utthasit (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), Ms. Halima Goshi (halimapg@unops.org) and Mr. Kampanat Khunwan (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	Lunch on Cruise	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 (victoriab@unops.org), Ms. Halima Goshi (halimapg@unops.org) and Mr. Kampanat Khunwan (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](#).

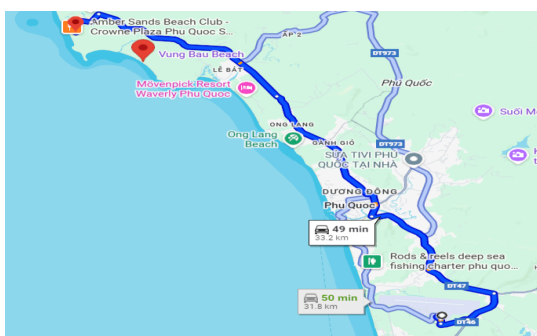
e. Health Policy for entering Vietnam

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	6:45–16:30 (Field Trip)	You may wear your SCSSAP polo shirt or swimwear when participating in water sport activities. We recommend bringing these items: hat , sunglasses , sunscreen , personal water bottle , comfortable walking shoes or sandals , slippers , waterproof bag for electronics and personal belongings , swimwear , quick-dry towel , bag for storing wet clothes after swimming , light jacket or windbreaker (early mornings and boat rides can be windy), and personal medications . For those who haven't received a SCSSAP polo shirt, please provide your polo shirt size here by 20 Jan 2026 only! : SCSSAP Polo Shirt - Google Sheets .
	18:00–20:00 (Reception Dinner)	Smart casual

8. Transportation



Participants are responsible for their own transportation between the airport and the hotel.

The crown 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
- The hotel provides a free airport shuttle. Please note that reservations must be made 12 hours prior to arrival. Kindly coordinate your pickup directly with the hotel's representative, Ms. Chi Pham Mai, at chi.phammai@ihg.com and please cc Mr. Musa KILIÇ (our event organizer) at event@akinevent.com.tr. The shuttle schedule is provided below for your reference:

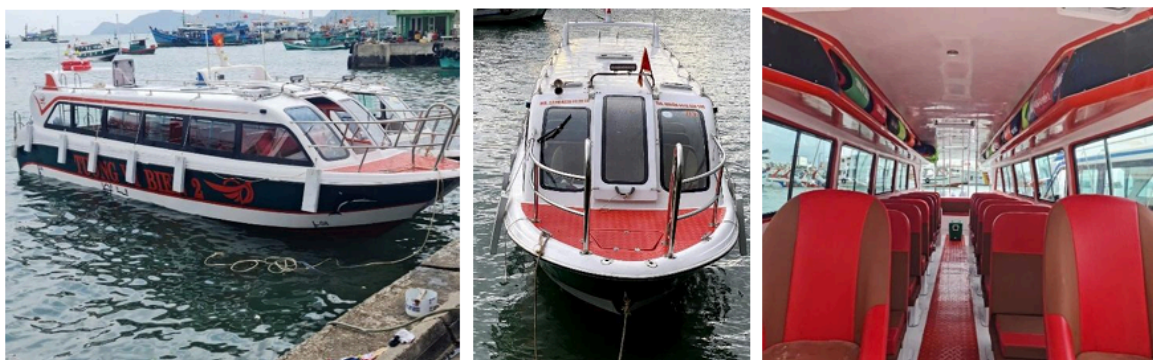
Please reserve your seat 12 hours in advance

TỪ KHÁCH SẠN ĐẾN SÂN BAY FROM RESORT TO AIRPORT	TỪ SÂN BAY ĐẾN KHÁCH SẠN FROM AIRPORT TO RESORT
06:15	07:15
08:45	10:15
11:30	12:45
12:45	14:15
14:30	15:45
15:45	17:35
18:45	20:30
23:00	03:00

9. Site Visit Location

The site visit will be held on 28 January 2026, with different site locations as outlined in the agenda below. Please review the agenda and prepare accordingly for your participation in these activities.

a. Transportation



b. Destinations & Guideline

Time	Activities	Guideline
6:00	For participants staying at the Crowne Plaza Phu Quoc Starbay, Horizons Restaurant will open at 6:00 AM to accommodate participants for early breakfast.	PREPARATION CHECKLIST 📌 Motion sickness medication (if you are sensitive to boat or vehicle travel); 📌 Hat and sunglasses; Sunscreen (SPF 30 or higher, preferably reef-safe) 📌 Personal water bottle (refill stations will be provided whenever possible);
6:45	Gather at Lobby	

7:00	Tour guide pick the group up at the hotel Depart to pearl factory *Put on sunscreen before departure	<ul style="list-style-type: none"> ✿ Comfortable walking shoes or sandals, slippers suitable for wet conditions ✿ Waterproof bag for electronics and personal belongings; ✿ Swimwear, a quick-dry towel, a bag for storing wet clothes after swimming; ✿ Light jacket or windbreaker (early mornings and boat rides can be windy); ✿ Personal medications (for existing medical conditions). <p>HEALTH & SAFETY NOTES</p> <ul style="list-style-type: none"> ✿ January is part of the dry season in Phú Quốc, with pleasant temperatures and calm seas; however, sun exposure can still be strong. ✿ Please stay hydrated and apply sunscreen regularly. ✿ Follow the instructions of guides, especially during snorkeling and boat activities. ✿ Only participate in licensed and safety-certified marine activities. <p>ENVIRONMENTAL PROTECTION GUIDELINES</p> <p>Respect Marine Ecosystems</p> <ul style="list-style-type: none"> • Do not touch or step on coral reefs. • Avoid chasing or feeding marine animals. • Maintain a safe distance from all wildlife. <p>Reduce Plastic & Waste</p> <ul style="list-style-type: none"> • Use reusable water bottles, bags, and containers. • Avoid single-use plastics whenever possible. • Dispose of waste properly; if no bins are available, carry your waste back with you. <p>Choose Eco-friendly Products</p> <ul style="list-style-type: none"> • Use reef-safe sunscreen to prevent chemical damage to coral reefs. • Avoid products containing harmful substances such as oxybenzone and octinoxate. <p>Low-impact Behavior</p> <ul style="list-style-type: none"> • Keep noise levels low during nature-based activities. • Stay on designated paths and follow instructions in protected areas. • Respect signs and regulations within nature reserves and marine protected areas. <p>COMMUNITY & CULTURAL RESPECT: Respect local customs, traditions, and livelihoods, especially in fishing villages and community-based tourism sites.</p>
7:30	Visit and learn about the process of raising and harvesting pearl at Ngọc Hiến Pearl *Participants can wear hat and sunglasses for sun protection	
8:30	Leave the pearl farm Depart to An Thoi Port *Participants can take motion sickness medication at this time – to those being sensitive to boat or vehicle travel to prepare for Canoe tour	
9:30	Participants receive snack *Participants are advised to finish the snack (fruit) before lunch for the best quality. Canoes pick up participants at the meeting point and depart to Gầm Ghi Island.	
10:00	Arrive at Gầm Ghi Island: - Swimming at the beach (using snacks prepared) - Taking photos on the SUP board - Free SUP paddling *Participants can use waterproof bag for electronics and personal belongings	
10:45	Depart to May Rut Trong Island	
11:00	Arrive at Mây Rút Trong Island - This is where the cruise parks: - Explore the island - Enjoy swimming in the crystal-clear sea - Optional water sports activities (at your own expense - see Table in Section C below): + Snorkeling to discover colorful coral reefs + Sea walking: Walking underwater allows guests to clearly observe the local seaweed ecosystem and coral reefs + Visit Namaste Coral Park + Scuba diving (with air tank) => These are recommended activities for guests to gain the best understanding of the seaweed ecosystem and coral reef system in this area.	
11:30	Have a bath on the cruise with fresh water *There are two shower areas (male and female), five rooms each — 10 rooms in total; Do not forget to bring Swimwear, a quick-dry towel, a bag for storing wet clothes	
12:00	Lunch on cruise	
13:00	Meet Phú Quốc Nature Reserve Administration *Participants are advised to dress appropriately	
14:30	Visit Ham Ninh Fishing Village	
15:30	Return hotel (stop by the landfill if there is	

	enough time)	
16:30	Arrive at Hotel	
18:00	Reception Dinner, located on the 1st floor, Orchid Ballroom	

c. Optional Water Sport Activities on the Cruise (At Your Own Expense)

You can find the activity prices in the table below. Please note that these are optional; if you would like to participate, please prepare cash for payment on the day of the field trip.

WATER SPORT ACTIVITIES				
Sea Sport Activities				
No.	Product / Service	Package	Unit	Public Price (VND)
1	SUP / Kayak Paddling	30 minutes	Ticket	200,000
2	Flying Fish, min. 2 pax	Standard	Ticket	350,000
3	Banana Boat, min. 2 pax	Standard	Ticket	350,000
4	Jetski	10 minutes	Ticket	600,000
5		20 minutes	Ticket	1,000,000
6	Parasailing	Single	Ticket	800,000
7		Double	Ticket	1,300,000
8	Tail Fish Ride	Standard	Ticket	350,000
9	Bandwagon Ride (Towed Boat), min. 2 pax	Standard	Ticket	350,000
10	Disco Boat Ride, min. 2 pax	Standard	Ticket	350,000
11	Snorkeling	Standard	Ticket	100,000
Sea Walker Services				
STT	Product	Package	Unit	Public Price (VND)
1	Seawalker Tickets (Deposit in advance)	Experience	Ticket	1,250,000
2	Seawalker Tickets (Deposit in advance)	Standard	Ticket	1,550,000
3	Seawalker Tickets (Deposit in advance)	VIP	Ticket	2,150,000
4	Seawalker Tickets (At point of origin)	Experience	Ticket	1,250,000
5	Seawalker Tickets (At point of origin)	Standard	Ticket	1,550,000
6	Seawalker Tickets (At point of origin)	VIP	Ticket	2,150,000

d. Destination Description

NGOC HIEN PEARL FARM – PEARL CULTIVATION & MARINE ECOSYSTEM Ngoc Hien Pearl Farm is one of the most representative local pearl farms on Phu Quoc Island, specializing in cultured pearl production in a natural marine environment. Pearl farming activities here are closely dependent on the health of the coastal ecosystem, particularly clean seawater, stable salinity, and natural water circulation. The surrounding marine ecosystem supports a wide range of plankton, algae, and microorganisms— essential elements for the healthy growth of pearl oysters and the natural formation of nacre. Through controlled cultivation practices, the farm contributes to raising awareness of sustainable marine resource use, minimizing environmental impact while supporting long-term livelihoods for the local community.

GAM GHI ISLAND – CORAL REEF & MARINE BIODIVERSITY Gam Ghi Island is one of Phu Quoc’s most significant sites for marine biodiversity, particularly known for its coral reef ecosystems. The reefs surrounding the island provide habitats for a wide variety of reef fish, invertebrates, starfish, and planktonic organisms. Coral reefs function as the “rainforests of the ocean,” protecting coastlines from erosion and offering essential breeding and shelter grounds for marine life. Gam Ghi Island is an ideal location for marine ecosystem observation and conservation awareness, highlighting the importance of coral reef protection in the face of climate change and marine pollution.

MAY RUT TRONG ISLAND – PRISTINE COASTAL ECOSYSTEM May Rut Trong is a small island characterized by white sandy beaches, crystal-clear waters, and a relatively untouched coastal ecosystem. The shallow waters and nearshore areas around the island provide habitats for small marine organisms, seagrass beds, and benthic species, all of which play an important role in the marine food chain. The island is well suited for coastal ecological studies, environmental education, and low-impact tourism. Limited large-scale

development helps preserve the natural landscape and maintain a balance between tourism activities and marine conservation.

SNORKELING AT PHU QUOC NATURE RESERVE – MARINE CONSERVATION EXPERIENCE

Snorkeling within the Phu Quoc Nature Reserve offers visitors the opportunity to directly explore protected marine ecosystems, including coral reefs, seagrass meadows, and tropical fish communities. All snorkeling activities are licensed and conducted in accordance with safety and environmental standards to minimize ecological impact while enhancing conservation awareness. This experience helps visitors gain a deeper understanding of the role of marine protected areas in maintaining biodiversity, conserving marine resources, and addressing global environmental challenges.

MEETING WITH THE PHÚ QUỐC NATURE RESERVE ADMINISTRATION This activity provides participants with the opportunity to meet and engage with representatives of the Phú Quốc Nature Reserve Administration, gaining first-hand insights into the management, protection, and sustainable use of the island's natural resources.

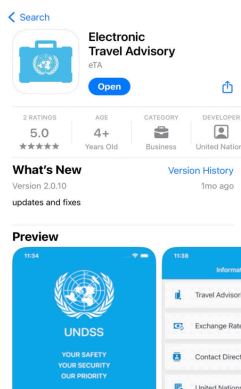
HAM NINH FISHING VILLAGE – COASTAL COMMUNITY & HUMAN–NATURE INTERACTION

Ham Ninh Fishing Village is a vivid representation of the long-standing relationship between local communities and the marine ecosystem of Phu Quoc Island. Located along shallow coastal waters, the village is surrounded by rich mudflat and sandy ecosystems that support crabs, shellfish, and a variety of marine resources. Stilt houses built over the water, traditional artisanal fishing practices, and daily life shaped by tidal rhythms reflect how local residents have adapted to their natural environment. Ham Ninh is not only culturally significant but also serves as a model of small-scale, community-based marine livelihoods that, when well-managed, contribute to ecological balance.

e. Insurance

Maximum compensation of USD 10,000 per person per case. Valid throughout the entire tour.

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.

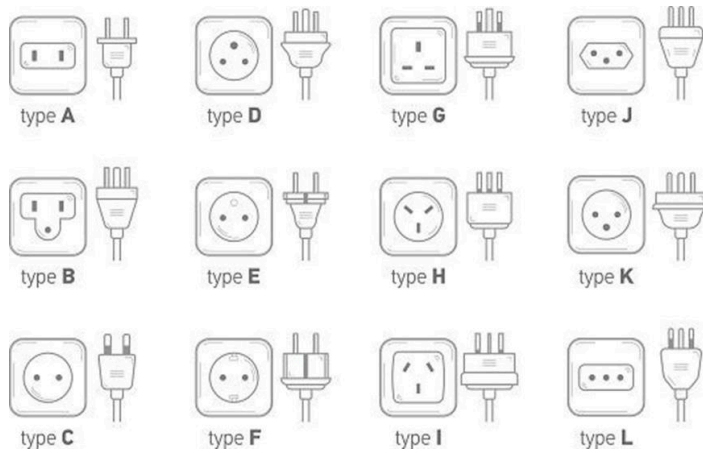
11. Internet and Wi-Fi Access

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)

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

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