

THIRTEENTH STEERING COMMITTEE MEETING OF CASP-AP 21 AND 22 JULY 2016

CRISIS MEDIA AWARENESS SEMINAR 20 JULY 2016

KUALA LUMPUR, MALAYSIA

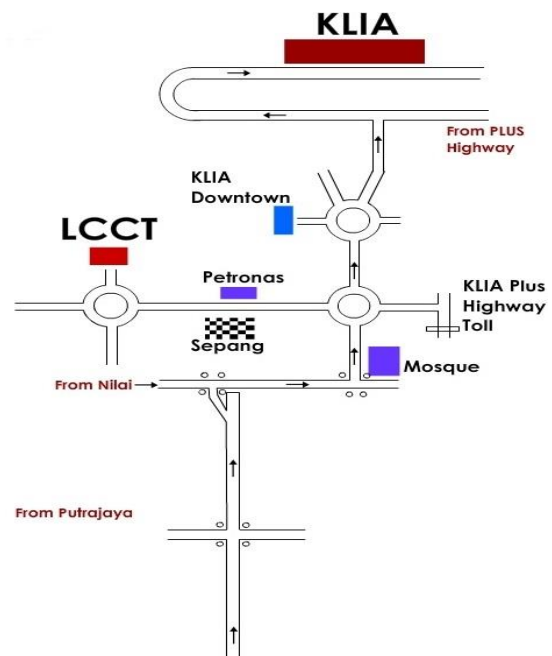
ADMINISTRATION BULLETIN

Dates and meeting venue

1. The Thirteenth Steering Committee Meeting (SCM) of Cooperative Aviation Security Programme – Asia Pacific (CASP-AP) will be hosted by the Department of Civil Aviation, Malaysia from 21 to 22 July 2016.
2. The Crisis Media Awareness Seminar will be hosted by the Department of Civil Aviation, Malaysia on 20 July 2016 (immediately preceding the SCM).
3. The Meeting and Seminar will be held at the Sama-Sama Hotel located at KL International Airport (KLIA) between 20 and 22 July 2016.
4. The contact address of the Sama-Sama Hotel is:

Address:

Sama-Sama Hotel KL International Airport
Jalan CTA 4B 64000 KLIA,
Sepang, Selangor Darul Ehsan,
Malaysia
Tel: +60 3 8787 3333
+60 3 8787 5555
Web site: www.samasamahotels.com
Email: info@samasamahotels.com



Registration

5. Registration will commence at 08:30 hours on 20 July for participants attending the Seminar and SCM. For participants only attending the SCM, registration will commence at 08:30 hours on 21 July. A registration desk will be set outside the convention hall. Participants are requested to arrive at the convention facilities in time to register. Participants are also requested to wear the identification badge for all activities during the seminar and meeting.

Schedule of the Seminar and SCM

6. The opening session of the Seminar will start at 09:00 hours on Wednesday, 20 July 2016 and conclude at approximately 17:30 hours with a tea / coffee break in the morning and afternoon and a mid-day break for lunch.

7. The opening session of the SCM will start at 09:00 hours on Thursday, 21 July 2016. The daily schedule for the Meeting is from 09:00 hours to 16:30 hours with a tea / coffee break in the morning and afternoon and a mid-day break for lunch. However, the Chairman and the Coordinators may need to vary these times to meet with the Meeting requirements.

Hotel reservations and transportation

8. Participants should make their own transportation arrangement upon arrival in and departure from Malaysia. Most of the hotels run a transfer service to and from the airport. Public transportation is easily accessible at the airport and the hotels.

9. A list of recommended hotels for participants is provided below. Participants should contact hotels directly; it is recommended that reservations are made well in advance. **While making reservations, participants should mention that they are attending the “13th Steering Committee Meeting of CASP-AP” hosted by Department of Civil Aviation, Malaysia** to get the special room rate as specified on the table below.

I. SAMA-SAMA HOTEL KUALA LUMPUR INTERNATIONAL AIRPORT

Hotel Type	5 stars
Contact person	Mr. Mohd Azizul B Hashim
Address	Jalan CTA 4B, 64000 KLIA
City & Country	Sepang, Selangor
Phone	+603-8787 3333
Fax	+603-8787 5555
Email	info@samasamahotels.com reservations@samasamahotels.com
Website	www.samasamahotels.com
Price	<ul style="list-style-type: none">• RM370.00+ (392.20) per room per night for one person with 01 Breakfast• RM410.00+ (434.60) per room per night for two persons with 02 Breakfast

II. CONCORDE INN KUALA LUMPUR INTERNATIONAL AIRPORT

Hotel Type	3 stars
Contact person	Ms. Ahrizan Basiran
Address	Jalan 1/60, KLIA, 43900 Sepang
City & Country	Sepang, Selangor
Phone	+603-8783 3118
Fax	+603-8783 1211
Email	klia@concorde.net
Price	RM230.00 nett

III. EMPRESS HOTEL SEPANG

Hotel Type	3 stars
Contact person	Ms. Feruz Idrus
Address	Jalan ST 1C/7, Medan 88, Bandar Baru Salak Tinggi, 43900 Sepang
City & Country	Sepang, Selangor
Phone	+603-8706 7777
Fax	+603-8706 4098
Email	feruzidrus1015@gmail.com
Website	www.empresshotelsepang.com
Price	RM200.00 nett

IV. SRI LANGIT HOTEL

Hotel Type	3 stars
Contact person	Mr. June Siew
Address	No. 2-10, Jalan 11, Bandar Baru Salak Tinggi, 43900 Sepang
City & Country	Sepang, Selangor
Phone	+603-8706 0773
Fax	+603-8706 0818
Email	srilangithotel@gmail.com
Website	http://klia2hotel.com.my
Price	RM 190.00 nett

SCM Information and/or Discussion papers

10. In order to assist in the preparation of the Meeting and its draft report, the Secretariat would appreciate receiving the information and/or discussion papers related to the Meeting not later than 8 July 2016 and all copies of such documents should be forwarded to Mr. Kyal Barter, Programme Coordinator, CASP-AP at kbarter@icao.int and cc: to ras04901@icao.int no later than 8 July.

11. All information related to the meeting arrangement, will be posted on the CASP-AP Secure Portal website at <https://portal.icao.int/CASP-AP/Pages/default.aspx> which will be regularly updated. Therefore, please browse through the website to ensure the most updates. *For details on how to access the CASP-AP secure portal, please refer to the attachment.*

Passport, visa and customs

12. For entry into Malaysia, all visitors must hold a passport valid for at least 6 months or other valid travel documents. To check whether you are required to obtain a visa to Malaysia, the lengths of stay in Malaysia as well as the customs formalities, please visit the website <http://www.imi.gov.my/index.php/en/main-services/visa/types-of-visa>.

Officers and Secretariat concerned with the Meeting

13. Participants should complete the Nomination Form and return it to Ms. Chalisa Narktabtee, Administrative Assistant, ICAO Asia and Pacific Office, at cnarktabtee@icao.int and copy to ras04901@icao.int or by fax (+662) 537 8199 no later than 24 June 2016.

14. Any inquiry related to the Meeting should be addressed to Mr. Kyal Barter, Programme Coordinator, CASP-AP at kbarter@icao.int

15. For enquiries about the administration or logistics support of the meeting, you may direct them to the host administration:

Mr Rahman bin Mahat
Director of Aviation Security Division
Department of Civil Aviation
Tel: +603 8871 4005
Email: rahman@dca.gov.my

**** Please include 'CASP-AP 13 SCM' in the email title ****

16. The logistical arrangements of the Seminar is the responsibility of Malaysia and the Coordinator for this Seminar is:

Ms. Flora Chin Lee Sa
Tel: + 603 8871 4219
Email: flora@dca.gov.my

Other useful information

17. Electricity: Malaysia voltage is 220-240 volts AC, the power plugs used are Type G (common) or M:



18. Internet: Broadband and wireless internet services are available in all major hotels. Free wireless internet is also available in some shopping centers and public buildings in the city.

19. Language: The official language in Malaysia is Malay. However, the locals daily speak in the English language.

20. Money (Rate of Exchange): The Ringgit is the official currency. US\$ 1.00 is approximately around MYR 3.89.

21. Time difference: Malaysia is 8 hours ahead of Greenwich Mean Time (GMT +8).

22. Weather: Malaysia weather benefits from a tropical climate with high temperatures and high humidity throughout the year. Daytime temperatures rise above 30°C (86°F) year-round and night-time temperatures rarely drop below 20°C (68°F).
23. Tourist Information: For further tourist information can be found at www.tourism.gov.my