



International Civil Aviation Organization

**SEMINAR ON SPACE BASED ADS-B AND THE
TENTH MEETING OF THE SOUTH EAST ASIA
AND BAY OF BENGAL SUB-REGIONAL ADS-B
IMPLEMENTATION WORKING GROUP
(SEA/BOB ADS-B WG/10)**



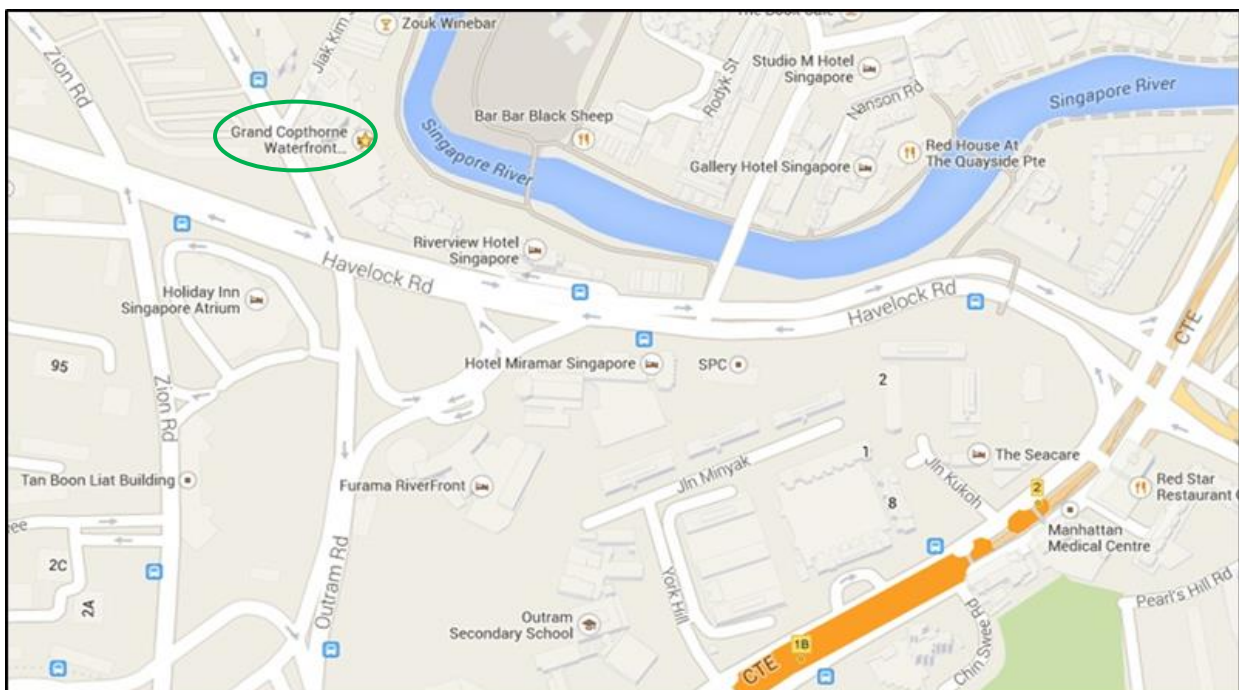
Singapore, 11 - 13 November 2014

MEETING BULLETIN

1. VENUE AND SCHEDULE OF MEETING

- 1.1. A seminar on space-based ADS-B and the Tenth Meeting of the Southeast Asia and Bay of Bengal Sub-Regional ADS-B Implementation Working Group (SEA/BOB ADS-B WG/10) will be held from 11 November and 12 to 13 November 2014 respectively.
- 1.2. It will be held at “Grand Copthorne Waterfront” where the contact and address are shown as follows:

Grand Copthorne Waterfront
392 Havelock Road
Singapore 169663
Phone: +65 733 0880
Fax: +65 6737 8880
Website: <http://www.millenniumhotels.com.sg/grandcopthornewaterfront>



- 1.3. The Workshop/Meeting will commence at 0900 hours and conclude at 1700 hours daily with a lunch break between 1230 and 1330 hours. Morning tea, lunch and afternoon tea will be provided.
- 1.4. There will be a welcome dinner on the second day (12 November 2014) and delegates of the 10th SEA/BOB ADS-B WG are recommended to attend.

2. REGISTRATION OF DELEGATES

- 2.1. Delegates are requested to register at the Registration Desk located at the entrance of the conference room between 0800 to 0900 hours on the opening day of the Workshop or Meeting (11 November or 12 November 2014).
- 2.2. Designated badges will be issued to the delegates after registration. Delegates are required to put on the badges throughout the period of Workshop/Meeting for easy identification.

3. MODERATOR FOR THE MEETING

- 3.1. The hosting State will provide a moderator for the meeting. Messrs. Li Peng, Regional Officer CNS and Shane Sumner, Regional Officer ATM, of the ICAO Asia and Pacific Office, will act as Secretaries of the meeting. Their contact addresses are as follows:

Mr. LI Peng
Regional Officer CNS
International Civil Aviation Organization
Asia and Pacific Office
252/1, Vibhavadi Rangsit Road
Ladyao, Chatuchak
Bangkok 10900
Thailand
Tel: +66 (2) 537 8189 Ext. 158
Fax: +66 (2) 537 8199
E-mail: PLi@icao.int
APAC@icao.int

Mr. Shane SUMNER
Regional Officer ATM
International Civil Aviation Organization
Asia and Pacific Office
252/1, Vibhavadi Rangsit Road
Ladyao, Chatuchak
Bangkok 10900
Thailand
Tel: +66 (2) 537 8189 Ext. 159
Fax: +66 (2) 537 8199
E-mail: SSumner@icao.int
APAC@icao.int

4. HOTEL

- 4.1. A list of hotels located within close proximity of the Meeting Venue and a diagram showing their respective positions are provided in **Appendix A** for reference.
- 4.2. For information on other hotels, delegates may refer to the comprehensive list of hotels in Singapore which can be found in the website hosted by Singapore Tourism Board (<http://accommodation.yoursingapore.com/>).

5. TRANSPORTATION TO/FROM THE MEETING VENUE

- 5.1. The nearest MRT (Mass Rapid Transit) Station to the Meeting Venue is Outram (MRT) Station. Public bus to the Meeting Venue via number 75 is accessible as well. An information pamphlet of public transport is attached in **Appendix B** for reference.

6. USEFUL TRAVEL INFORMATION

6.1. Visa and Entry Requirements for Singapore

All visitors entering Singapore must possess valid travel documents.

Visitors from most countries do not require a visa, but some countries do require a visa. Please check with the Immigration & Checkpoints Authority, Singapore (http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252) on the Visit Visa, Entry Permit Requirements and length of stay permitted in Singapore applicable to you.

Regardless whether visa is required; all visitors must also meet entry requirements into Singapore which include the following:

- Confirmed onward/return air ticket
- A valid passport with minimum of 6 months validity
- Completion of the disembarkation/embarkation card upon arrival in Singapore

For more travel advisory on duty-free concessions and Goods and Services Taxes (GST), please check with the Singapore Customs, Singapore (<http://www.customs.gov.sg/leftNav/trav/Travel+Advisory.html>).

International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

6.2. Currency and Credit Cards

The Singapore Dollar is pegged to the US\$ at S\$1.30 to US\$1 (approx.). Singapore has a comprehensive ATM network and Credit Cards are widely accepted.

All commercial banks and most major foreign currencies exchange are open from 0930 to 1500 hours from Monday through Friday; and 0930 to 1200 hours on Saturday. Authorised money changers are also available at the airport and in major shopping centres around the city.

There are no restrictions on import and export of foreign and local currency. However, if the amount exceeds S\$30,000 it must be declared.

The Brunei Dollar (B\$1 = S\$1) is also legal tender in Singapore.

6.3. Language

The official languages in Singapore are English (widely spoken), Chinese (Mandarin), Bahasa Melayu, and Tamil.

6.4. Weather

Generally, the weather in Singapore is hot ranging from 24°C to 34°C with high humidity. The wettest months are November to January with the driest months from May to July. More weather information can be obtained from National Environment Agency, Singapore (<http://www.nea.gov.sg>).

6.5. **Electricity**

Electricity is 230 volts, 50Hz. Most sockets accept rectangular blade plugs (UK style).



6.6. **Water**

Singapore's tap water is well within the World Health Organisation's drinking water guidelines, and is suitable for drinking without any further filtration. However, for those who prefer bottled mineral water, it is widely available at local supermarkets and grocery stores.

6.7. **Telephone**

Public telephones accept coins, credit cards or phone cards. Phone cards as well as SIM cards for mobile phones can be purchased at convenience stores.

6.8. **Goods and Services Taxes (GST) and Tipping**

Commonly known as Value Added Tax (VAT) in many other countries, Goods and Services Taxes (GST) is a consumption tax that is levied on the supply of goods and services in Singapore and the import of goods, at 7%.

Under the Tourist Refund Scheme (TRS), visitors who meet the eligibility and conditions of the TRS may claim a refund of the GST paid on their purchases. More information of TRS can be obtained from Changi Airport, Singapore (<http://www.changiairport.com/passenger-guide/departure/gst-refund>) or pick up a *How to Shop Tax-free in Singapore* brochure at the airport or any visitor centers.

Most restaurants and hotels include a 10% service charge, in addition to the 7% GST.

Tipping is not necessary in Singapore. Most hotels and restaurants have a 10% service charge, in which case tipping is not necessary. However, you may still wish to tip for exceptional service.

6.9. **Time Zone**

Singapore is eight hours ahead of Coordinated Universal Time (UTC+8).

6.10. **Other Useful Information**

Your Singapore (<http://www.yoursingapore.com>) is a website hosted by Singapore Tourism Board which provides other useful information on Singapore.

7. FURTHER INFORMATION

- 7.1. While delegates are expected to make their own visa / transport / hotel accommodation arrangements, any enquires regarding this information bulletin and the logistics managements for the Meeting are welcomed. For further information, please contact the following officers of the Civil Aviation Authority of Singapore (CAAS) :

Ms. Jolene SHUI
Executive Engineer
Mobile Phone: +65 9658 5329
Phone: +65 6422 7015
Fax: +65 6542 2447
E-mail: jolene_shui@caas.gov.sg

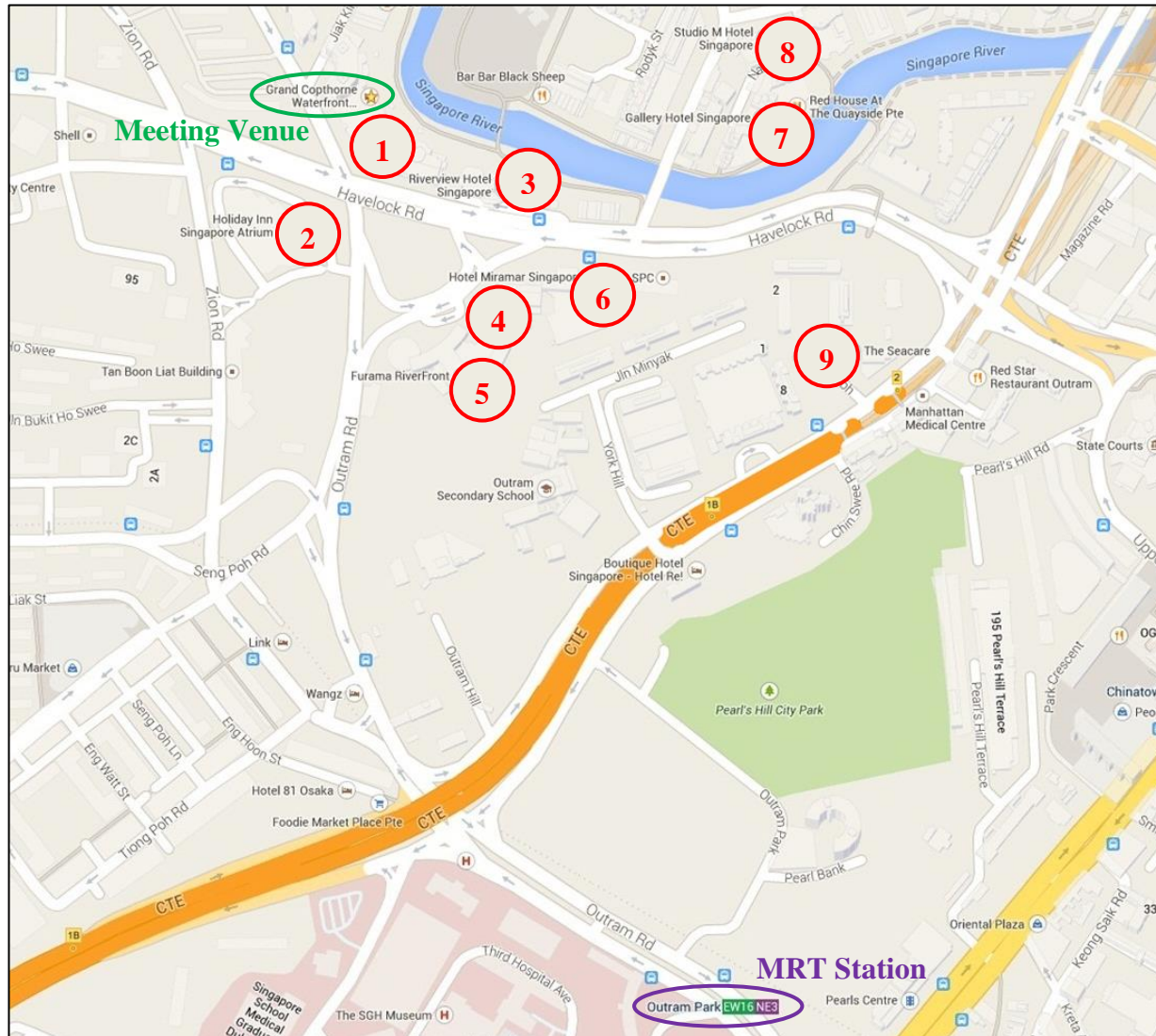
Mr. CHEW Keng Boon
Executive Engineer
Mobile Phone: +65 9680 5953
Phone: +65 6422 7005
Fax: +65 6542 2447
E-mail: chew_keng_boon@caas.gov.sg

NEARBY HOTEL INFORMATION
(in ascending distance to meeting venue)

S/N	Hotel Name	Address	Contact No. (+65 followed by number below)	Fax No. (+65 followed by number below)	Email	Website	Distance to Meeting Venue
1	Grand Copthorne Waterfront	392 Havelock Road Singapore 169663	6733 0880	6737 8880	enquiry.GCW@millenniumhotels.com	http://www.millenniumhotels.com.sg/grandcopthornewaterfront/	Meeting Venue
2	Holiday Inn Atrium	317 Outram Road Singapore 169075	6733 0188	6733 0989	hiatrium@ihg.com	http://www.ihg.com/holidayinn/hotels/gb/en/singapore/sinhi/hoteldetail	170m
3	Riverview Hotel	382 Havelock Road Singapore 169629	6732 9922	-	reservation@riverview.com.sg	http://www.riverview.com.sg	280m
4	Copthorne King's Hotel	403 Havelock Road Singapore 169632	6733 0011	6732 5764	rooms.CKH@millenniumhotels.com	http://www.millenniumhotels.com.sg/copthornekingssingapore/	300m
5	Furama Riverfront	405 Havelock Road Singapore 169633	6333 8898	6733 1588	riverfront@furama.com	http://www.furama.com/riverfront	350m
6	Hotel Miramar	401 Havelock Road Singapore 169631	6733 0222	6733 4027	enquiry@miramar.com.sg	http://www.miramar.com.sg/	400m
7	Gallery Hotel	1 Nanson Rd Singapore 238909	6849 8686	6235 3590	general@galleryhotel.com.sg	http://www.galleryhotel.com.sg/	650m
8	Studio M Hotel	3 Nanson Rd Singapore 238910	6808 8888	6808 8899	reservations.SMH@millenniumhotels.com	http://www.millenniumhotels.com.sg/studiomhotelsingapore/	700m
9	The Seacare Hotel	52 Chin Swee Rd Singapore 169875	6818 2688	6818 2690	reservations@theseacarehotel.com.sg	http://theseacarehotel.com.sg/	780m

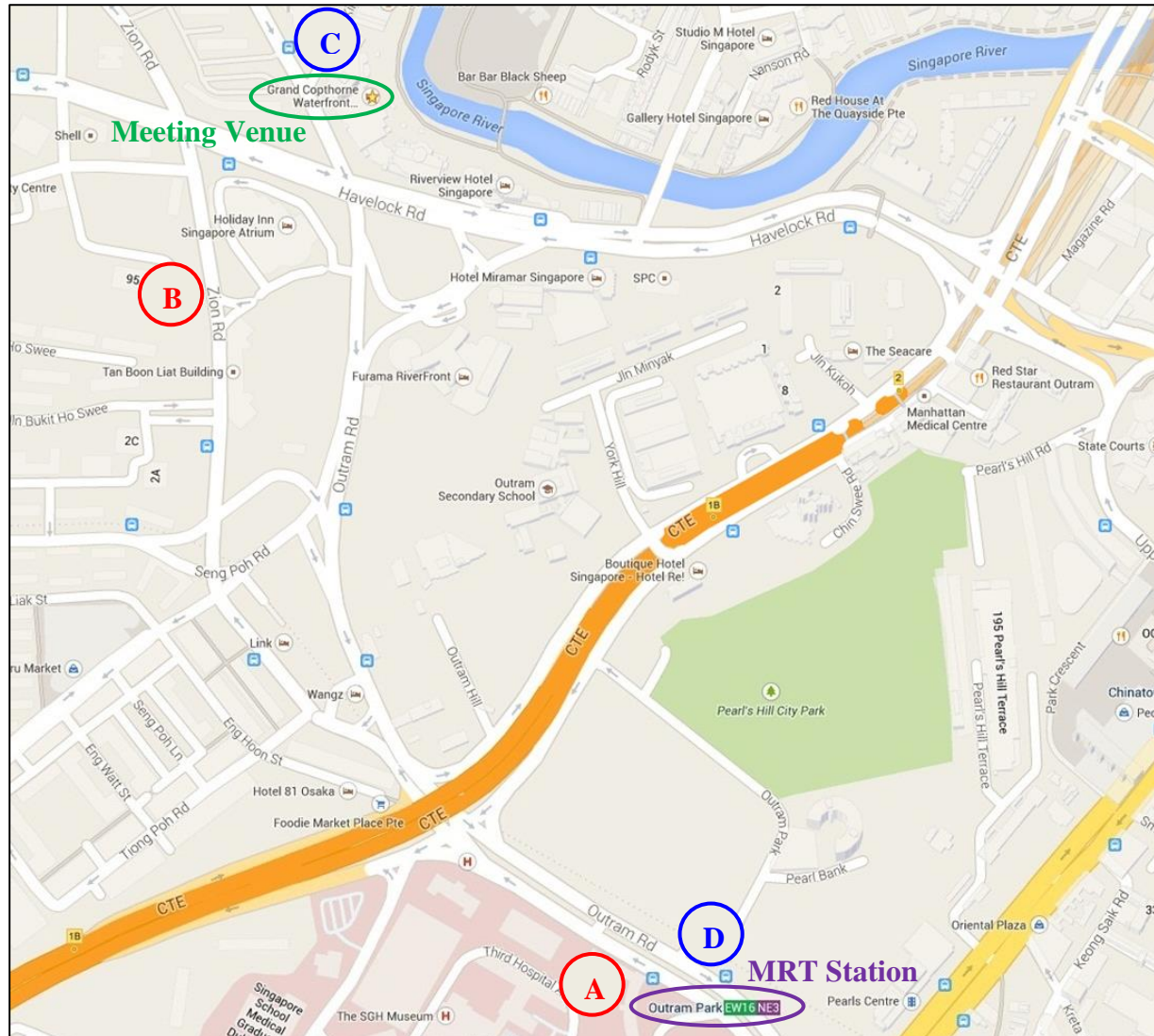
Appendix A

RESPECTIVE POSITIONS OF NEARBY HOTELS TO MEETING VENUE



- Legend:**
- 1: Grand Copthorne Waterfront
 - 2: Holiday Inn Atrium
 - 3: Riverview Hotel
 - 4: Copthorne King's Hotel
 - 5: Furama Riverfront
 - 6: Hotel Miramar
 - 7: Gallery Hotel
 - 8: Studio M Hotel
 - 9: The Seacare Hotel

PUBLIC TRANSPORT TO MEETING VENUE



Outram Park MRT Station → Meeting Venue

- A: Take Bus 75 at bus stop (ID: 06011) in front of Singapore General Hospital.
- B: Alight at bus stop (ID: 06081) before Holiday Inn Atrium. Walk to Grand Copthorne Waterfront.

Meeting Venue → Outram Park MRT Station

- C: Take Bus 75 at bus stop (ID: 06129) in front of Grand Copthorne Waterfront.
- D: Alight at bus stop (ID: 06029) in front of Outram Park MRT Station.