

International Civil Aviation Organization

SECOND MEETING OF THE APAC ANSP COMMITTEE

Singapore, 22-23 October 2023

MEETING BULLETIN

1. Dates and Venue

1.1. The Meeting will be held at the Grand Copthorne Waterfront from Sunday 22 October to Monday 23 October. Please see table below for the time of the meeting.

Venue: **The Grand Copthorne Waterfront**
Address: 392 Havelock Rd, Singapore

Website: <https://www.millenniumhotels.com/en/singapore/grand-copthorne-waterfront/>

The meeting venue and programme is as shown below.

Time (UTC+8)	Programme	Involvement	Meeting Room
22 October, Sunday			
0930 – 1200	AAC Work Stream (WS) meetings	WS 1	Paradiso Room (Level 3)
		WS 2	Cardinal Room (Level 3)
		WS 3	Swallow Room (Level 3)
		WS 4	Falcon Room (Level 3)
1200 – 1330	Lunch	All WS	<i>Provided</i>
1330 – 1530	(Con’t) AAC WS meetings	Same as morning	
1530 – 1700	Break		
1700 – 1800	Social Programme: Singapore River Cruise	AAC	<i>Details to be provided</i>
1800 onwards	Dinner	AAC	<i>Details to be provided</i>
23 October, Monday			
1100 - 1130	Signing of AAC initiatives	AAC	Canary Room (Level 4)
1530 - 1800	AAC meeting	AAC	Waterfront Ballroom (Level 2)

1.2. Participants are required to carry a valid government-issued identity card or passport for verification of their identity prior to entering the meeting rooms as stated above.

1.3. Participants are requested to register at the Registration Desk outside the respective meeting rooms above before the start of the meetings and obtain a meeting

identification badge / label. Participants shall always put on the identification when inside the meeting room.

2. Secretariat and Officers

Secretariat : Mr. Raphael GUILLET, Chief of the ICAO Asia Pacific Regional Sub-Office

Email: rguillet@icao.int

Officers from CAAS :

Main contact: Ms Sri Rebazar	Alternate contact: Mr Tho Zhee Loong
Tel: +65 6422 7022	Tel: +65 6422 7698
Email: sri_rebazar_kassim@caas.gov.sg	Email: tho_zhee_loong@caas.gov.sg

3. Meeting Documents, Papers for Distribution etc.

3.1. Participants are requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. Meeting documents will be available on the ICAO APAC website <http://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the meeting. Paper documents on hardcopy will not be available.

3.2. Wi-Fi connection to the Internet is available on the premise of the Grand Copthorne Waterfront. Access information to Wi-Fi will be available at the Registration Desk.

4. Visa, Insurance and Customs

4.1. Participants must possess the documentation required to enter and stay in Singapore. Participants may wish to obtain information on Singapore entry requirements at the website of the Ministry of Foreign Affairs, Singapore at <https://www.mfa.gov.sg>.

4.2. All visitors travelling to Singapore should complete the SG Arrival Card, up to 3 days prior to entering the country at <https://www.ica.gov.sg/enter-transit-depart/entering-singapore/sg-arrival-card>.

4.3. At the time of writing, there are no COVID-19 measures for travellers arriving in Singapore regardless of vaccination status of traveller profile. Notwithstanding, participants are to check the website of the Singapore Immigration and Checkpoints Authority website for the latest COVID-19 developments.

4.4. All foreign nationals entering Singapore must possess valid passports with at least six months validity or other valid documents for travel. Please check that you have the necessary visas, including transit visas, processed in advance for your travel to and from Singapore.

4.5. For further information regarding entry requirements, including the latest COVID-19 and whether a valid Singapore visa is required, please visit <https://www.ica.gov.sg/enter-transit-depart/entering-singapore>.

4.6. Application for a visa is the responsibility of the State/Administration or delegate concerned and should be requested well in advance as for certain countries visa processing may require additional security screening time.

4.7. Participants must be medically fit and in possession of insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO will not take responsibility for any expenses incurred concerning participation to its meetings/events.

4.8. For more information about Singapore Customs and duty-free concessions, please visit the Singapore Customs website at <https://customs.gov.sg/individuals/going-through-customs/arrivals/duty-free-concession-and-gst-relief>.

5. Hotel Reservations and Transportation

5.1. Participants are required to make their own accommodation arrangements. A list of hotels in the vicinity of The Grand Copthorne Waterfront is shown below and the rates are indicative. Participants should contact the hotel directly for a reservation. Rates are subjected to 10% service charge & prevailing government taxes, currently at 8% Goods & Services Tax.

Hotel List

Grand Copthorne Waterfront (Meeting venue)

Website : [Grand Copthorne Waterfront Singapore \(millenniumhotels.com\)](http://GrandCopthorneWaterfrontSingapore.millenniumhotels.com)

<u>Room Category</u>	<u>Room inclusive of 01 breakfast & Wi-Fi</u>
<u>Grand Deluxe</u>	<u>S\$305+</u>
<u>Premier Room</u>	<u>S\$335+</u>

Copthorne King's (5mins walk from meeting venue)

Website : [Copthorne King's Hotel Singapore On Havelock | Business Hotel \(millenniumhotels.com\)](http://CopthorneKingHotelSingaporeOnHavelockBusinessHotel.millenniumhotels.com)

<u>Room Category</u>	<u>Room inclusive of 01 breakfast & Wi-Fi</u>
<u>Deluxe</u>	<u>S\$285+</u>

M Social Singapore (8mins walk from meeting venue)

Website: [M Social Singapore | Lifestyle Hotel in Singapore City Centre](http://MSocialSingaporeLifestyleHotelinSingaporeCityCentre)

<u>Room Category</u>	<u>Room inclusive of 01 breakfast & Wi-Fi</u>
<u>Alcove Cosy</u>	<u>S\$195+</u>
<u>Loft Gallery</u>	<u>S\$235+</u>

5.2. Participants are required to make their own transportation arrangements from the airport to the city. When departing, the hotel can arrange for transportation to the airport. Taxis and private hire cars, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter. Private hire cars is an App used for taxi services

in Singapore. Participants can book taxis and private hire cars through mobile apps such as CDG Zig, Grab, Gojek and TADA.

5.3. Participants are required to make their own transportation arrangements from their place of residence to the Grand Copthorne Waterfront for attending the meetings.

Public Transport to The Grand Copthorne Waterfront Hotel

5.4. The Grand Copthorne Waterfront is 26 kilometres from the Singapore Changi Airport and 3 kilometres from the city center, which can be reached by public transportation.

- By Mass Rapid Transit (MRT) - Alight at Havelock Station (TE16) which is along Thomson-East Coast Line. The trip from Changi Airport station (CG2) will cost approx. S\$2.05 (US\$1.50).
- By taxi or private hire car - The trip from Singapore Changi Airport to Grand Copthorne Waterfront will cost approx. S\$30 to S\$50 (US\$23 to US\$37).

6. Food and Catering Arrangements

6.1. Tea and Coffee will be provided for the morning break on 22 October 2023. Lunch is also provided on the same day.

6.2. Participants are encouraged to bring their own reusable water bottles which may be replenished from the water dispensers available onsite.

7. Further Information

7.1. Smoking is prohibited within the Grand Copthorne Waterfront Hotel. Participants wishing to smoke are invited to use the designated smoking areas.

7.2. Dress code

- 22 October 2023 Smart Casual
- 23 October 2023 Formal

7.3. Singapore time is 8 hours ahead of Co-ordinated Universal Time (UTC+8).

7.4. International credit cards such as American Express, Diners Club, JCB, Visa, Master Card, Union Pay etc. are normally accepted at major hotels and department stores.

7.5. The voltage in Singapore is 230VAC 50Hz, and the 3-pin power plug is commonly used.

