

ATTACHMENT C to State letter SN 2/1.1 – AP068/10 (FS)



International Civil Aviation Organization

ICAO-SAA TRAINING DIRECTORS SEMINAR

Singapore Aviation Academy, Singapore (24 - 25 June 2010)

BULLETIN

1. Place and Time

1.1 The ICAO-SAA Seminar for Training Directors will be held at the Singapore Aviation Academy, Singapore from Thursday, 24 June to Friday, 25 June 2010 per the Tentative Programme provided at **Attachment A**.

1.1.1 The Singapore Aviation Academy (SAA) is located at 1 Aviation Drive, Singapore 499867. The telephone number is +65-6543 0433

1.1.2 Location of the Academy and contact details are published in SAA's website [http://www.saa.com.sg/saa/en/Contact Us](http://www.saa.com.sg/saa/en/Contact_Us)

2. Registration of Participants

2.1 The Singapore Cooperation Programme Training Awards sponsored and administered by Ministry of Foreign Affairs, Singapore, are available for interested participants of eligible countries. The Terms of Award for SCP Fellowships and the SCP Application Form are at **Enclosures I and II** to this Bulletin for your reference.

2.2 Participants are requested to register at the Lobby between 0800 and 09:00 hours on the first day. Participants are also requested to wear the identification badge which will be issued by SAA while attending all activities during the meeting.

3. Officer and Secretariat concerned with the Meeting

3.1 Ms. Laura LIM, Manager, Learning and Development, Singapore Aviation Academy will act as the Coordinator for the Seminar.

3.2 The daily Seminar administration & services are the responsibility of Ms. Brenda Yong, Executive, Learning and Development, Singapore Aviation Academy.

3.3 Any inquiries related to the Seminar should be addressed to:

Fax: +65 65429890
E-mail: brenda_yong@caas.gov.sg
Cc: joyce_tay@caas.gov.sg

Passport, visa and customs

3.4 All foreign nationals entering Singapore must possess valid passports or other valid documents for travel. Please check that you have the necessary visas, including transit visas, processed in advanced for your travel to and from Singapore. You may wish to visit the Singapore Consular website at <http://www.mfa.gov.sg/consular/visa/index.htm> for updates on visa information and the nearest Singapore Overseas Missions located in your country.

4.2 For more information about Singapore Customs and duty-free concessions, please visit the Singapore Customs website at:
<http://www.customs.gov.sg/leftNav/trav/Customs+Guide+for+Travellers.htm>.

4. Hotel reservations, arrival and departure

4.1 A list of recommended hotels that provide special discounted room rate for participants in this Seminar is at **Attachment D**. Participants may contact recommended hotels directly; it is recommended that reservations be made well in advance. **While making reservations, participants should make use of the attached reservation form to enjoy the corporate rate.**

4.2 Participants are requested to make their own arrangements for transportation from the Airport to the hotels.

4.2.1 All taxis are metered and flag-down fare is from S\$2.80-S\$3.00 (normal taxi) and S\$3.20 (limousine taxi) for the first 1.0 km or less. Thereafter, the fare increases at S\$0.20 for every 385 metres thereafter or less up to 10 km. After 10 km, the fare increases S\$0.20 for every 330 metres thereafter or less. Taxis departing from the Airport are subjected to a surcharge of S\$3 and S\$5 respectively for weekday and weekends. Various surcharges are also applicable during peak hours and traveling from/into the central business district and some tourist attractions.

4.2.2 Participants are requested to make their own arrangements for transportation from their hotels to the venue of the Seminar.

4.3 Participants are requested to ensure that their return bookings are confirmed as required.

5. Other Useful Information

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

5.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are widely accepted at major hotels, department stores and tourist attractions.

5.3 Banks are open between 8.30 am to 4.30 pm, Monday through Friday and between 8.30 am to 1.00 pm on Saturday. Most banks also handle traveller cheques and currency exchange. Most shopping complexes have licensed moneychangers. Moneychangers can also be found at the Changi Airport.

5.4 Singapore has a warm tropical weather with average daily temperature of 27° Celsius occurring in the afternoons and a minimum of about 24° Celsius just before dawn. July and August are the hottest and driest months when average temperatures are usually at their peak. Relative humidity often exceeds 90% at night and in the early hours of the morning. In the afternoons, it is usually between 60% and 70%. Light summer clothing is most practical for Singapore's tropical weather, especially for outdoor

activities like sightseeing. Only a few places require formal wear for the evening. Visitors can also call beforehand to check.

5.5 Tap water in Singapore is clean and safe to drink. However, for those who prefer bottled mineral water, it is widely available at local supermarkets and grocers.

5.6 More visitors' information is also available at the following websites:

Singapore Tourism Board:	http://www.visitsingapore.com
Singapore Aviation Academy:	http://www.saa.com.sg
Latest Weather Forecast:	http://www.nea.gov.sg

Enclosures:

- I - Terms of Awards for SCP Fellowships for ICAO-SAA Regional Seminar for Training Directors
- II - SCP Application Form for ICAO-SAA Regional Seminar for Training Directors

ICAO-SAA Regional Seminar for Training Directors 24 – 25 June 2010 . Singapore Aviation Academy

*Co-sponsored by the Civil Aviation Authority of Singapore &
the Singapore Cooperation Programme, Ministry of Foreign Affairs, Singapore*

Terms of Fellowships

The Government of Singapore will bear the training fees, daily allowance of Thirty Singapore Dollars (S\$30) and hotel accommodation for participants accepted for the programmes. Complimentary breakfast will be provided at the hotel and lunch at SAA during training days. On weekends and public holidays where lunch is not provided, the daily allowance would be Forty Singapore Dollars (S\$40). Travel arrangements are to be made and costs borne by the nominating Governments.

Hotel accommodation will be provided for the training duration, i.e. one day before course commencement (after 2 pm) and one day after the course (till 12 noon). Daily allowance will be limited to the training duration, i.e. from the start of the course up to the last day of the course. Expenses to be incurred for stay beyond this duration will not be covered. Participants are advised to secure their own overseas travel insurance to cover themselves for the period of the training in Singapore.

Application Procedures

The fellowships are intended for participants nominated by their respective Governments. Applications for the programmes should be made using the enclosed SCP application form. All completed application forms must be endorsed by the National Focal Point for Technical Assistance or the Ministry of Foreign Affairs of your country. Completed application forms should be sent to:

Ms Tracy Choo
Executive, Course Administration
Singapore Aviation Academy
1 Aviation Drive, Singapore 499867
Tel: (65) 6540 6210 / 6543 0433
Fax: (65) 6542 9890 / 6543 2778
Email: saa@caas.gov.sg

Singapore Cooperation Programme (SCP)

Singapore has provided technical assistance to other developing countries since the 1960s. In 1992, the SCP was established, bringing together under one framework the various technical assistance programmes offered by Singapore. Since then, Singapore has sponsored training courses and study visits for over 67,000 officials from 169 developing countries in Asia Pacific, Africa, Middle East, Latin America and the Caribbean. The SCP is administered by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Singapore Aviation Academy (SAA)

SAA is the internationally-recognised training arm of the Civil Aviation Authority of Singapore. Made up of four specialised schools – the School of Aviation Management, the School of Aviation Safety and Security, the School of Air Traffic Services and the School of Airport Emergency Services – SAA has trained more than 52,000 participants from over 190 countries. SAA was conferred the prestigious 34th Edward Warner Award by the ICAO Council on behalf of its then 185 Member States in 2000 “in recognition of its eminent contribution as a centre of excellence in international civil aviation training”.

**SINGAPORE COOPERATION PROGRAMME
APPLICATION FORM**

(Please complete all sections of the form)



Programme Title :	ICAO-SAA Regional Seminar for Training Directors
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Programme Date :	24-25 June 2010
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APPLICANT'S PERSONAL PARTICULARS

Name (as in passport & underline surname) :			
Title : Mr / Mrs / Ms / Others (please specify)			
Passport Number :	Race:	Country of Citizenship :	
Date of Birth (dd/mm/yyyy) :	Age :	Gender : Male / Female	
Job Title/Designation :			
Division/Section :			
Organisation :			
Mailing Address :			
Country :			
Tel (Office) :	Tel (Mobile):	Fax:	
<i>(include country & area code)</i>			
Email :			

ENDORSEMENT BY NOMINATING COUNTRY'S MINISTRY OF FOREIGN AFFAIRS OR THE NATIONAL FOCAL POINT FOR TECHNICAL ASSISTANCE:

_____ (Name)

_____ (Designation)

_____ (Signature)



_____ (Name of Organisation)

Country Code - Area Code - Office Tel no.

Country Code - Area Code - Office Fax no.

Please return completed application form to:

Ms Tracy Choo
Executive, Course Administration
Singapore Aviation Academy
1 Aviation Drive, Singapore 499867
Tel: (65) 6540 6210 / 6543 0433
Fax: (65) 6542 9890 / 6543 2778
Email: tracy_choo@caas.gov.sg

Please note:
This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country.
INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE ACCEPTED