

Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHS) in Regional Associations (RA) II and V

26 – 30 August 2019, Singapore

INFORMATION NOTE FOR PARTICIPANTS

1 TRAINING VENUE

1.1 The Leadership and Management Programme for Senior Management of NMHS in RA II and V is organised and sponsored by the Meteorological Service Singapore (MSS), and conducted in collaboration with the World Meteorological Organization (WMO).

1.2 The Programme will be conducted at the Lee Kuan Yew School of Public Policy (LKYSPP) in Singapore from 26 – 30 August 2019. The training venue is:

Address: Lee Kuan Yew School of Public Policy (LKYSPP)
National University of Singapore (Bukit Timah Campus)
469C Bukit Timah Road
Singapore 259772

Venue: Li Ka-Shing Building (Block A), Seminar Room 1-2

Website: <http://lkyspp.nus.edu.sg>

1.3 The Programme will be conducted entirely in English and all materials will be in English only. No interpretation service will be provided.

1.4 Wireless internet connection and power points will be available at the training venue. Participants will have to bring their own travel adaptor, if necessary. Instructions to log onto the wireless network and access the internet at the training venue are included in **Attachment 2**.

1.5 Dress code: Business attire (jacket and tie for men; jacket or business blouse/dress for women) will be required on first day of the Programme for group photo-taking. Office attire

for the subsequent days of the Programme. Bringing a light jacket is recommended as it can get quite cold in air-conditioned rooms.

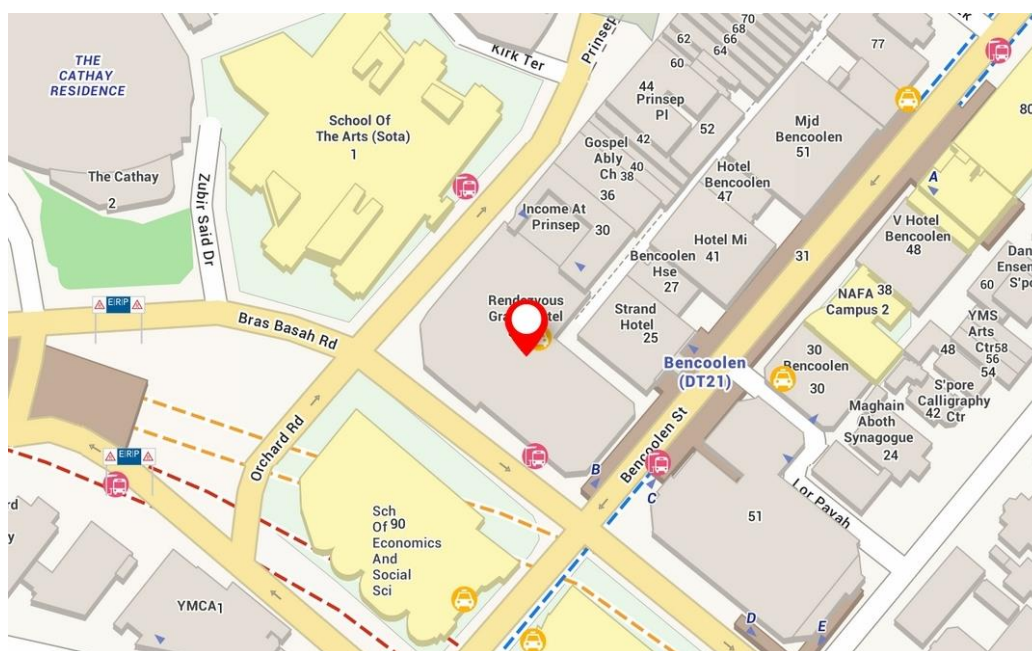
2 ENTRY/VISA REQUIREMENTS

- 2.1 Participants are requested to ensure that their travel documents are in order for entry into Singapore, including making their own arrangements for visa applications if required. For more information on the entry/visa requirements, please refer to the Singapore Immigration and Checkpoint Authority's (ICA) website at <https://www.ica.gov.sg>.

3 ACCOMMODATION

- 3.1 The local organising committee has arranged accommodation for participants at Rendezvous Hotel Singapore, located in the Arts and Heritage District of Singapore. The address and location map of the hotel is as follows:

Rendezvous Hotel Singapore
9 Bras Basah Road
Singapore 189559



- 3.2 For Sponsored Participants only: The local organising committee has arranged accommodation for the duration of your stay in Singapore. Expenses for room charges, including daily breakfast and wireless internet connection are covered under the sponsorship. Incidental charges (such as the use of bar and laundry facilities, room service etc.) and additional expenses (such as additional nights' stay) will be borne by the participant. A hotel confirmation will be sent to participants via email. Please contact the local organising committee if you do not receive this before you travel.

3.3 Please note that it is the standard practice for hotels in Singapore to collect a deposit via cash or credit card upon check-in to guarantee incidental charges.

3.4 If in doubt, please request hotel staff to confirm with the local organising committee.

4 LOCAL TRANSPORTATION

4.1 Airport Transfer

Rendezvous Hotel Singapore is an approximately 30 minute drive from Changi Airport. There are several recommended options for airport transfer:

Leaving Changi Airport:

Complimentary Shuttle Bus: Shuttle buses are available from all airport terminals to Rendezvous Hotel Singapore. The shuttle departs every 15 – 20 minutes during peak hours and 30 – 45 minutes during off-peak hours. Please approach the 24-hour Ground Transport Concierge at the Arrival Halls. Guests are required to present the hotel confirmation in order to enjoy this complimentary service.

Taxi: Taxi stands are located conveniently at various parts of the airport terminals. A one-way trip from the airport to the city centre costs between \$20 and \$40.

Getting to Changi Airport:

Hail a taxi on the street or make a booking through your hotel. Otherwise, you may contact one of the following taxi operators:

Comfort or Citycab Tel: +65 6552 1111

Premier Taxi Tel: +65 6363 6888

Prime Taxi Tel: +65 6778 0808

SMRT Taxi Tel: +65 6555 8888

Transcab Tel: +65 6555 3333

For more information on taxi bookings, please refer to

<http://www.changiairport.com/en/transport/public-transport.html?anchor=taxi>.

4.2 Daily Transport Arrangements

Transportation between the hotel, training venue, and site visits has been arranged for participants. Please note the following morning pick-up schedules from the hotel:

26 August: 8.00am

27 – 30 August: 8.30am daily

The buses will leave on schedule. Participants are reminded to be punctual.

4.3 General

The Singapore's public transport system is probably the most convenient way to travel around the city. Our public transport system consists of the following services:

- (a) Mass Rapid Transit (MRT) rail system
- (b) Bus
- (c) Taxi

- 4.5 The MRT Stations nearest to Rendezvous Hotel Singapore is the Bencoolen Station on the Downtown Line and Bras Basah Station on the Circle Line. Details of the various forms of public transport can be found at <https://www.lta.gov.sg/content/ltaweb/en/public-transport.html>.

5 MEALS

- 5.1 Breakfast will be served at the hotel daily, while lunches, tea breaks and refreshments will be served at the Programme venue.
- 5.2 Participants will be hosted to a Welcome Dinner hosted by Meteorological Service Singapore on 26 August 2019. More information on the dinner will be provided on the first day of the Programme.
- 5.3 All meals served are halal-certified. Arrangements will be made to cater for participants who have indicated special dietary requirements in their application form. If necessary, please clarify with the hotel staff or the local organising committee.

6 PER DIEM

- 6.1 For Sponsored Participants only: A daily allowance will be disbursed during the Programme. The currency of disbursement will be in Singapore Dollars.

7 INSURANCE

- 7.1 Participants and/or their employers are strongly encouraged to purchase insurance for their own coverage purposes. The organiser will not be responsible for any accident, illness, loss or damage which may occur during the event.

8 GENERAL INFORMATION

8.1 Time zone

Singapore Standard Time is used in Singapore and is 8 hours ahead of UTC (UTC +08:00).

8.2 Currency

The currency used in Singapore is the Singapore Dollar (SGD (S\$)). Information on the day-to-day exchange rates can be found at <http://www.dbs.com.sg/personal/rates-online/foreign-currency-foreign-exchange.page>. Foreign currency can be exchanged at the Singapore Changi Airport upon arrival, at banks or Authorised Money Changers located around Singapore. Hotels, retail stores and restaurants accept major currencies based on the day's exchange rate.

Automated Teller Machines (ATMs) are easily accessible in Singapore, and accept most of the major credit cards such as Visa, MasterCard and American Express.

8.3 GST Refund

Overseas visitors to Singapore may claim for a refund of the Goods and Services Tax (GST) paid on their purchases at participating retail shops. For more information, visit the Tourist Refund Scheme website at www.customs.gov.sg or www.iras.gov.sg.

8.4 Climate and Weather

Singapore is known for its hot and humid weather, with little variation throughout the year. The daily mean temperature in August is around 27.9°C, and ranges between 25 and 31°C. The average monthly rainfall in August is around 149mm, and the average number of rain days is 14.

The latest weather forecast and information can be found on the Meteorological Service Singapore's website at <http://www.weather.gov.sg/home/>.

8.5 Electricity

The electric current is 220 volts AC, 50 cycles per second in Singapore. Common power plugs are square 3-pin plugs (as shown).



8.6 (No) Smoking

Smoking is an offence in air-conditioned areas such as shopping centres, restaurants, entertainment outlets and cinemas; and on the SMRT trains, public buses, taxis and in lifts. Recently, the smoking ban has been extended to include public eateries and within a five-metre radius from most building entrances, except for allocated smoking areas that are clearly marked as bright yellow boxes. A maximum fine of S\$1,000 may be imposed on first-time offenders.

9 LOCAL ORGANISING COMMITTEE

- 9.1 For additional information and assistance concerning local and logistical arrangements, please contact the Local Organising Committee at MSS_PIA@nea.gov.sg.

* * * *