



# Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHS)

4 – 8 September 2023, Singapore

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## INFORMATION NOTE FOR PARTICIPANTS

### 1 TRAINING VENUE

- 1.1 The Leadership and Management Programme for Senior Management of NMHS is jointly conducted by the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO).
- 1.2 The Programme will be conducted at the Royal Plaza on Scotts in Singapore from 4 – 8 September 2023. The training venue is:  
  
Address:                      Royal Plaza on Scotts  
   25 Scotts Road, Singapore 228220  
  
Venue:                              Ardmore Suite (Level 5)
- 1.3 **[NEW]** Registration will commence from 8.30am at Ardmore Suite on 4 September 2023.
- 1.4 The Programme will be conducted entirely in English and all materials will be in English only. No interpretation service will be provided.
- 1.5 Wireless internet connection and power points will be available at the training venue. Participants will have to bring their own travel adaptor, if necessary.
- 1.6 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 subsequent days of the Programme. Bringing a light jacket is recommended as it can get quite cold in air-conditioned rooms.

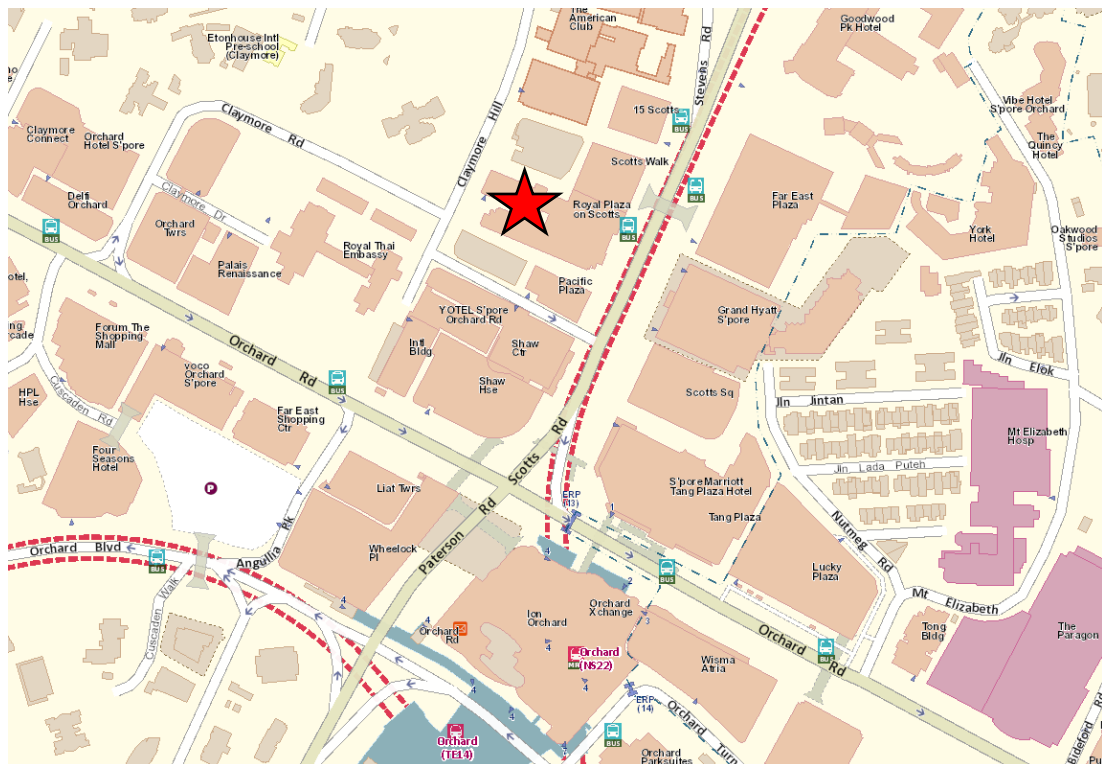
## 2 ENTRY/VISA REQUIREMENTS

- 2.1 Participants are requested to ensure that their travel documents are in order for entry into Singapore, including ensuring that their passports have a minimum 6-month passport validity, and 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>.
- 2.2 There are **no longer any COVID-19 measures** for travellers arriving in Singapore from 13 February 2023, regardless of vaccination status or traveller profile.
- 2.3 Participants **are required to fill in the SG Arrival Card with Electronic Health Declaration up to 3 days before arrival**. Please refer to <https://www.ica.gov.sg/enter-transit-depart/entering-singapore/sg-arrival-card> for more information. Please note the following:
- The SG Arrival Card is not a visa.
  - Submit your SG Arrival Card within three (3) days prior to the date of arrival in Singapore. For example, participants arriving in Singapore on 3 September 2023 can only submit their declaration from 1 September 2023 onwards.
  - Submission via the official SG Arrival Card e-Service (<https://www.ica.gov.sg/eservicesandforms/sgarrivalcard>) is free of charge.
  - Participants will need to present the SG Arrival Card (PDF download) or acknowledgement email (in either hardcopy or softcopy) which will be sent to your email address upon declaration at the immigration counter.

### 3 ACCOMMODATION

- 3.1 The local organising committee has arranged accommodation for participants at the same venue as where the Programme will be held, i.e. Royal Plaza on Scotts. The address and location map of the hotel is as follows:

Royal Plaza on Scotts  
25 Scotts Road, Singapore 228220



- 3.2 Accommodation at the hotel will be for the duration of participants' stay in Singapore. Expenses for room charges, including daily breakfast and wireless internet connection are covered under the sponsorship. The hotel confirmation reservation number will be sent to participants via email. Please contact the local organising committee if you do not receive this before you travel.
- 3.3 For participants that are funded by MSS, please note the hotel should not collect any deposit or pre-payment (unless participants have made prior arrangements to extend stay for personal reasons at their own cost). 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. If in doubt, please request the hotel staff to confirm with the Local Organising Committee.

## 4 LOCAL TRANSPORTATION

### 4.1 **[UPDATED]** Airport Transfer

Royal Plaza on Scotts is an approximately 30-minute drive from Changi Airport. We recommend that participants take a taxi for transfers between the airport and the hotel. [As airport transfers have already been catered for within WMO's transport allowance for participants, MSS will not provide any reimbursement for the taxi fare.](#)

#### **Leaving Changi Airport:**

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 S\$20 and S\$40. An airport surcharge of S\$6 to S\$8 will be imposed depending on the time of the trip. Additionally, there may also be peak-hour or midnight surcharge.

#### **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:	+65 6552 1111
Premier Taxi:	+65 6363 6888
Prime Taxi:	+65 6778 0808
SMRT Taxi:	+65 6555 8888
Trans-Cab:	+65 6555 3333

For more information on taxi bookings, please refer to:

- <https://www.changiairport.com/en/airport-guide/transport/leaving-the-airport.html>
- <https://www.changiairport.com/en/airport-guide/transport/getting-to-the-airport.html#anchorTaxi>

### 4.2 Transport Arrangements for Programme Elements

Transportation between the hotel, welcome dinner venue, and site visit has been arranged for participants.

### 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:

- Mass Rapid Transit (MRT) rail system
- Bus
- Taxi

- 4.4 The MRT Station nearest to Royal Plaza on Scotts is the Orchard interchange station on the North-South Line and on the Thomson-East Coast Line. An overview of Singapore's public transport can be found at [https://www.lta.gov.sg/content/ltagov/en/getting\\_around.html#public\\_transport](https://www.lta.gov.sg/content/ltagov/en/getting_around.html#public_transport).

## **5 MEALS**

- 5.1 Lunches and tea breaks will be served at the Programme venue.
- 5.2 Participants will be hosted to a Welcome Dinner hosted by Meteorological Service Singapore on 4 September 2023. More information on the dinner will be provided on the first day of the Programme.
- 5.3 All meals served as part of the programme are halal-certified. Please inform the local organising committee if you have any other dietary requirements.

## **6 PER DIEM**

- 6.1 A daily per diem of S\$50 per day will be provided by MSS. The per diem will be transferred via telegraphic transfer to participants' bank accounts.

## **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](http://www.customs.gov.sg) or [www.iras.gov.sg](http://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 September is around 28.0°C, and ranges between 25 and 32°C. The average monthly rainfall in September is around 125mm, and the average number of rain days is 13.

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 MRT 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](mailto:MSS_PIA@nea.gov.sg), or the following MSS officers:

- (i) Ms Cheryl Tan at +65 9830 0022; Email: [Cheryl\\_TAN@nea.gov.sg](mailto:Cheryl_TAN@nea.gov.sg)
- (ii) Ms LIM Li-Sha at +65 9858 2682; Email: [LIM\\_Li\\_Sha@nea.gov.sg](mailto:LIM_Li_Sha@nea.gov.sg)

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