



GENERAL INFORMATION ON

33rd FAO Regional Conference for Asia and the Pacific Putrajaya International Convention Centre (PICC) 7-11 March 2016

1. WELCOME AND INTRODUCTION

Malaysia warmly welcomes all participants to the 33rd Food and Agriculture Organization Regional Conference for Asia and the Pacific (33rd FAO APRC). The Organizing Committee is committed to providing a program that will enable delegates to effectively carry out their work while enjoying their stay in Malaysia.

This General Information provides current meeting information as well as comprehensive details about administrative procedures, meeting logistics and requirements for the participants. Requests for clarification or additional information can be channeled to the Organizing Committee via the email address provided.

The Organizing Committee wishes all participants a pleasant and productive visit to Malaysia during the upcoming Meeting.

2. CONFERENCE DATE AND VENUE

33rd FAO Regional Conference for Asia and The Pacific will take place from **7 – 11 March 2016** at **Putrajaya International Convention Centre (PICC)**.

Address : Dataran Gemilang
Presint 5, 62000, Putrajaya
Wilayah Persekutuan Putrajaya
Malaysia

Phone : +603 8887 6000

Fax : +603 8887 6499

URL : enquiry@picc.com.my

OFFICIAL WEBSITE

Information on the 33rd FAO APRC and its related meetings is available via <http://www.fao.org/asiapacific/conference/en/> as well through the host country dedicated portal <http://aprc33.moa.gov.my>.

3. REGISTRATION AND ACCREDITATION

3.1 Delegates Registration

Registration can be made online through <https://www.regonline.com/33rdAPRC>. Delegates who have registered may collect their ID Badges, documents and other meeting materials at the Secretariat Registration Desk located at Concourse Level, PICC from 7 to 11 March 2016 from 0830 hours - 1600 hours.

On-site registration for 33rd FAO APRC will be open from 7 to 11 March 2016 from 0830 hours to 1600 hours at the designated *Registration Center* located at Concourse Level, PICC.

3.2 Media Registration

All media assigned for 33rd FAO APRC will be required to complete Online Media Registration Form which can be found on the official website. Only those who have registered will be accredited to cover the official events. Accredited press members will be provided with a Press Event Pass that will allow access to the Media Centre, Press Conference Room and Opening Ceremony Grand Ballroom. Further inquiry could be directed to mediaaprc33@gmail.com

For local media assigned for 33rd FAO APRC, online registration is not necessary. However, local media personnel are required to register on-site to obtain press event pass that will allow access to the Media Centre, Press Conference Room and Opening Ceremony Grand Ballroom as well as other official programs. They are also required to carry the identification cards issued by Department of Information of Malaysia.

3.3 Identification passes

- ID Badges will be provided to Head of Delegation (HOD) and delegates, observers, media, secretariats and staffs to expedite entry to all venues, meetings and official events.
- For security purposes, all ID Badges must be worn and clearly displayed at all times at the meeting venues. Access will be denied by security personnel to persons without these identification passes.

Identification passes are distinguishable by the different colours on pass and lanyard:

Green	Head of Delegation (Minister)
Yellow	Delegates
Blue	Observers
Grey	Press

Red	Personal Security Officers (PSO)
Purple	Liaison Officers (LO)
Orange	FAO Secretariat
Pink	FAO Staff
White	MOA Secretariat

4. HOSPITALITY

4.1 Ministers or Head of Delegation (HOD)

All Ministers or Head of Delegations (HOD) will be given a Liaison Officer (LO) and a chauffeur - driven car during their stay in Putrajaya for the duration of the official programme. All other matters to be liaised with respective missions and embassies.

4.2 Arrival and Departure Arrangements

All arrival and departure of Ministers/Head of Delegation (HOD) and delegates will be arranged upon their arrival/departure at Kuala Lumpur International Airport (KLIA) and transferred to the designated hotels only (Item 5). Shuttle busses will be provided for delegates. Delegates who choose to stay at alternative hotels other than those on the recommended list are kindly asked to arrange their own transportation.

5. ACCOMMODATION

Designated hotels, please quote conference name prior to booking.

5.1 Hotel Pullman Putrajaya Lakeside

Address : No 2, Jalan P5/5, 62200 Putrajaya, Malaysia
 Phone : +60 3-8890 0000
 Website : www.pullmanputrajaya.com/

5.2 Putrajaya Shangri - La

Address : Presint 1, 62000 Putrajaya, Malaysia
 Phone : +60 3-8887 8888
 Website : www.shangri-la.com/Putrajaya

5.3 The Everly Putrajaya

Address : No.1 Jalan Alamanda 2, Precinct 1, 62000 Putrajaya, Malaysia
 Phone : +60 3-8892 2929
 Website : putrajaya.theeverlyhotel.com

5.4 Putrajaya Marriott Hotel

Address : IOI Resort City, 62502 Sepang Utara, Malaysia
Phone : +60 3-8949 8888
Website : www.marriott.com/Putrajaya

5.5 IOI Palm Garden Hotel, Putrajaya

Address : IOI Resort City, 62502 Putrajaya
Phone : +60 3-8943 2233
Fax : +603 8943 1122
Website : <http://palmgarden.com.my/>

6. DEPARTURE

6.1 Visa Requirements by Countries

Delegates are advised to check on visa requirements before entering the country. General Information regarding visa application is available at the Official Portal of Immigration Department of Malaysia at <http://www.imi.gov.my/index.php/en/main-services/visa>.

6.2 Luggage and Restriction Items

All delegates are requested to display their luggage tags clear to facilitate identification process and clearance at KLIA. All luggage are subject to security screening and marked accordingly in-transit at KLIA.

Delegates are requested to familiarize themselves with their airline weight and carry-on restrictions prior to travelling in order to avoid extra fees or undue circumstances.

6.3 Yellow Fever Vaccination Requirement

A Yellow Fever vaccination certificate is required from all visitors or delegates (Malaysians and Foreigners) coming from or going to/through countries with risk of Yellow Fever transmission (As stated in International Health Regulations 2005 and Prevention and Control of Infectious Disease Act 1988).

Yellow fever vaccination is also required for travellers having transited more than 12 hours through the airport of a country with risk of yellow fever transmission. Travellers or delegates without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malaysia for a period not exceeding 6 days.

The period of validity of an international certificate of vaccination against Yellow Fever is 10 years, beginning 10 days after the date of vaccination. If a person is revaccinated before the end of this period, the validity is extended for a further 10 years from the

date of vaccination. If the revaccination is recorded on a new certificate, travellers or delegates are advised to retain the old certificate for 10 days until the new certificate becomes valid.

7. CONTACT AND LIAISON

For meeting information matters such as general logistic matters for delegation, substantive, document distribution, regional meeting and so on please contact secretariat at:

Tel : +603-8870 1214/1254/1268
Fax : +603-8888 6909/8870 1241

Contact person:

i. Malaysia - Host country

Name : Mr. Nasrul Haqim bin Mohd Nasir
Designation : Principal Assistant Secretary
Tel : +603 – 8870 1214
Fax : +603 – 8888 6909
Email : nasrul@moa.gov.my

Name : Ms. Ediana Suzelin binti Abdul Rahim
Designation : Senior Assistant Secretary
Tel : +603 – 8870 1254
Email : ediana@moa.gov.my

ii. FAO - FAO Secretariat

Name : Dr. David Dawe
Designation : Conference
Tel : (+66) 2 697 4000
Fax : (+66) 2 697 4445
Email : APRC@fao.org

8. MEDICAL SERVICES

The Sickbay will be opened from 0900 - 1700 hrs daily starting 7 – 11 March 2016 at Concourse Level, PICC. Please take note that the Sickbay is not equipped for treatment of some serious and chronic diseases. The details of nearest specialist hospitals are available at the Secretariat Registration Desk upon request.

9. MEETING VENUE FACILITIES

9.1 Secretariat Room

The Secretariat Room will be located at Hall 6, Concourse Level from the period of 7 to 11 March 2016.

9.2 FAO Secretariat Room

The FAO Secretariat Room will be located at Hall 7, Concourse Level from the period of 7 to 11 March 2016.

9.3 Bilateral Meeting Room

Bilateral Meeting rooms would be available from 0830 – 1700 hrs, 7 - 11 March 2016 at the Suite 8 and 9, Ground Level.

Meeting slots will be reserved on first come first serve basis. It would be appreciated that meetings should be facilitated by respective Liaison Officer (LO) from each country. No interpretation facility would be provided. Food and beverages to be borne by requesting country. Bilateral meeting should be reserved in advance by sending a duly completed form (**ANNEX A**) to bilateralmeetingfao@moa.gov.my.

9.4 Documentation Room

The Documentation Room will be located at Hall 6, Concourse Level.

9.4.1 Requirements for Submission

All meetings documents are classified as “Confidential” and any request for documents, photocopies or distribution should get prior clearance from the Secretariat.

Delegates who wish to circulate documents for the meeting should submit the master copy of the related documents to the Secretariat at least **one day** before the day of circulation. Delegates should clearly indicate the title of the documents and the day of circulation.

9.4.2 Documents Distribution

Meeting documents will be distributed in the meeting rooms approximately 30 minutes prior to the start of each meeting. Each country will only be provided with 3 copies of printed documents.

Delegates are advised to download meeting documents through <http://aprc33.moa.gov.my>.

9.5 Prayer Room

Muslim prayer room is available in PICC at Concourse Level. Information about prayer schedule is provided at Item 13.8.

10. MEDIA ARRANGEMENT

The Secretariat will arrange press conference as well as provide press releases and materials. Media Centre with computers, printers and internet access will be provided in the meeting venue. Should there be any inquiry please email to mediaaprc33@gmail.com.

11. FIELD TRIP FOR DELEGATES

11.1 Field Trip

Field trip will be arranged for all delegates on 9 March 2016, Wednesday. Delegates may only choose one (1) venue from the list below. Please indicate which field trip you are joining in the registration form for further arrangements.

a) Azam Tani Project, Kuala Langat, Selangor

Azam Tani project is a project to increase the income of the target group in which the economic assistance provided to project participants interested in the crop, livestock, fisheries, commercial plants, processing plants and agricultural services.

b) Ramly Food Processing, Batu Cave, Selangor

RFP is a well-known Bumiputra-owned food-based manufacturer dealing in meat-based products such as beef, chicken and seafood. Founded in 1984, RFP has been developing from a stall selling burgers until opening a factory for producing meat burgers from 300 pieces per day to 30 tons of meat a day after 20 years with annual sales are now recorded RM100 million.

c) Crops for the Future (CFF), Semenyih, Selangor

Crops for the future is an international organisation dedicated to neglected and under-utilised crops. Opened in 2008, it is a joint venture hosted in Malaysia by The University of Nottingham, Malaysia Campus and Biodiversity International.

12. DRESS CODE

Meeting	:	Business attire
Dinner	:	Smart casual/ National Dress/ Batik
Field Trip	:	Smart casual

13. GENERAL INFORMATION

13.1 Putrajaya

Putrajaya is a planned city, 25 km south of Kuala Lumpur, that serves as the federal administrative centre of Malaysia. The seat of government was shifted in 1999 from Kuala Lumpur to Putrajaya, due to overcrowding and congestion in the Kuala Lumpur area. Nevertheless, Kuala Lumpur remains Malaysia's national capital, being the seat of the King and Parliament, as well as the country's commercial and financial centre. Putrajaya was the brainchild of former Prime Minister Tun Dr Mahathir Mohammad. In 2001, Putrajaya became Malaysia's third Federal Territory after Kuala Lumpur and Labuan.

13.2 Time Zone

Time zone of Malaysia is UTC/GMT +8 hours.

13.3 Electricity

The supply voltage in Malaysia is 230/240 volts 50 Hz and uses the British Standard BS 1363 domestic AC power plugs.

13.4 Current Exchange

Exchange rate of the Central Bank of Malaysia (*As per 13 Jan 2016*)

1 USD = MYR 4.39

1 MYR = USD 0.23

13.5 Smoking

Smoking is prohibited in designated public areas.

13.6 Places of Interest

For further information, please visit the following Malaysia's Official Tourism Website:

www.tourism.gov.my.

13.7 Public Transportation

- a. KLIA Express
- b. KLIA Transit
- c. KL Monorail
- d. Rapid KL LRT

e. Taxi

f. Airline Reservations:

Websites:

www.malaysiaairlines.com/

www.airasia.com

13.8 Praying Time for Muslims (Month of March, 2016)

Date	Fajr	Sunrise	Dhuhr	Asr	Sunset	Maghrib	Isha
Sunday 6 March 2016	06:25	07:22	13:24	16:38	19:27	19:27	20:24
Monday 7 March 2016	06:25	07:22	13:24	16:37	19:26	19:26	20:23
Tuesday 8 March 2016	06:25	07:22	13:24	16:36	19:26	19:26	20:23
Wednesday 9 March 2016	06:24	07:21	13:24	16:35	19:26	19:26	20:23
Thursday 10 March 2016	06:24	07:21	13:23	16:35	19:26	19:26	20:23
Friday 11 March 2016	06:24	07:21	13:23	16:34	19:26	19:26	20:23
Saturday 12 March 2016	06:24	07:20	13:23	16:33	19:26	19:26	20:22
Sunday 13 March 2016	06:23	07:20	13:23	16:32	19:25	19:25	20:22