



Ministry of Communications



PARTICIPANT'S INFORMATION

08 to 09
SEPTEMBER
2014

11th
ASIA PACIFIC TELECOMMUNICATION
AND ICT DEVELOPMENT FORUM
(PREPARATORY MEETING)

BANDAR SERI
BEGAWAN
BRUNEI
DARUSSALAM
10 to 11
SEPTEMBER
2014

ASIA-PACIFIC TELECOMMUNITY
**MINISTERIAL
MEETING**

PARTICIPANT'S INFORMATION

The Ministry of Communications of Brunei Darussalam is hosting the 11th Asia Pacific Telecommunication and ICT Development Forum (ADF) that will be held from 8-9 September 2014 to discuss the key development issues and prepare the Ministerial Statement and Plan of Action for submission to the Ministerial Meeting for consideration and adoption which will be held on the 10-11 September 2014 in Bandar Seri Begawan, Brunei Darussalam.

The following information is provided to assist participants.

1. Objective of the Meeting

The objectives of the Ministerial Meeting are:

- a. To commemorate the 35th Anniversary of APT and recognize the valuable role of APT in the regional cooperation on telecommunication/ICT and renewed high level commitment for continued support to further strengthen the community;
- b. To provide high-level policy guidelines for the region for the next five years on the development of telecommunication/ICT and its critical role in enabling creative economy and socio-economic development;
- c. To evaluate and follow-up on the developments in telecommunication/ICT especially broadband development in the member countries towards achieving the objectives of the Bali Statement and Plan of Action;
- d. To provide a platform for the Ministers to have a free and open discussion on the pressing topics of the industry, among themselves, and with the experts and key leaders in the industry.

2. Themes

The theme of this year's Ministerial Meeting is "*Building Smart Digital Economy through ICT*". The session themes are as follows:

- a. *Smart Policy for Sustainable Growth of ICT and Economy*
- b. *Safe and Secure Society through ICT*
- c. *Enabling a Sustainable ICT Ecosystem for an Innovative Economy*
- d. *Business and Industry Related Theme*

3. Venue



The Asia-Pacific Ministerial Meeting will be convened from 10 to 11 September, 2014 at the Empire Hotel and Country Club in Bandar Seri Begawan, Brunei Darussalam.

The ADF will be held prior to the Ministerial Meeting from 8 – 9 September, 2014 at the Empire Hotel and Country Club in Bandar Seri Begawan, Brunei Darussalam.

4. Registration

Registration of delegates can be done online at <http://www.apt.int/content/online-registration>.

5. Hotel Accommodation

The Empire Hotel and Country Club is recommended for all participants to stay at during the Forum and/or Meeting. Due to the limitation of the number of rooms, kindly submit the complete hotel reservation form (<http://www.apt.int/sites/default/files/2014/07/APTMM-Hotel-Reservation-Form.docx>) to the local coordinator:- Ms Melissa Tithymirda Nikman, email: tithymirda.nikman@aiti.gov.bn; aptmin@apt.int Fax: +673-2382446 to finalise hotel reservations and other necessary arrangements by **8th August 2014**.

Room Type	Room Rates
Superior	BND250.00 nett**
Ocean	
Deluxe	BND403.00 nett
Deluxe E-Club	BND430.00 nett**
Executive Suite	BND 1045.00 nett

*Note: ** availability based on run of house*

Room rates are inclusive of:-

- Rates are quoted in Brunei Dollars per room per night
- Rates are inclusive of 10% Service Charge per room per night
- Rates are inclusive of breakfast for ONE PERSON ONLY
- Complimentary in-room internet access

6. On-site Registration

The Registration Desk will be set up at Foyer of Indera Samudera Ballroom, Empire Hotel and Country Club on:-

DATE	TIME
7 th September 2014 (Sunday)	3.00pm – 6.00pm
8 th – 10 th September 2014 (Monday - Wednesday)	8.00am – 11.30am 1.30pm – 4.00pm

Participants are required to bring their passport or other official document with photo identity to receive their badge.

7. Opening Ceremony of Ministerial Meeting

The opening ceremony of the Ministerial Meeting will commence at 09:00hrs on 10 September 2014, at Indera Samudera Ballroom, Empire Hotel & Country Club.

All delegates are advised to arrive 30 minutes before commencement of the Opening Ceremony. The ID badges and Delegate kits will be distributed during the registration. The Liaison Officers will collect ID Badges and documents for all the Ministers. The ID Badges should be worn at all time to access the meeting venue, secretariat room and other function venues for security purposes.

8. Meeting room amenity

Free wireless Internet access is available at the main meeting room. The local Secretariat will provide network configuration information. All delegates are requested to bring their own notebook computers as the meeting documents will be available only in electronic form. Delegates can also use Personal Computers at the Secretariat Room, where internet and printers are available for those who wish to print the documents.

A few numbers of hard copies will be made available for the Ministers for their convenience.

9. Meeting Website

Meeting documents and related information regarding the APT Development Forum and Asia-Pacific Ministerial Meeting will be available at the APT Meetings' website: www.apm.int

10. Spouse Information

Spouse program is provided exclusively for Minister's Spouse during the Ministerial Meeting. Please inform the secretariat in advance for making necessary arrangements.

11. Special Medical Care

Please inform the secretariat if any special medical care is required for the Minister during the Ministerial Meeting.

12. Working Language

Working language for the APT Development Forum and Asia-Pacific Ministerial Meeting is English.

13. Dress Code

Formal (Business Suit) dress code is a norm for the meetings. For dinners, smart casual or appropriate attire may be worn.

14. Liaison Officers

A Liaison Officer will be assigned / attached to each Minister, throughout the Meeting period.

Meeting Venue will be 24 hours secured / guarded.

15. Transportation Arrangements

A car will be accorded to each Minister throughout the Meeting period. Liaison Officers will coordinate and make necessary arrangements for the Ministers.

The representatives from host country will receive and send off the Ministers upon arrival and departure at the Brunei International Airport. Special arrangements will be made to all Ministers in order to expedite entry formalities at immigration office. Liaison Officers will standby to assist Ministers.

The Secretariat will provide pick up service from / to airport to all members of delegations.

To assist the arrangements, all delegates are requested to inform the Secretariat their flight itineraries in advance for making necessary arrangements.

Organizer will standby at the arrival hall of Brunei International Airport with the APT Ministerial Meeting sign board.

In case delegates cannot find the transport organizer, please approach airport officers to locate the organizer. Official airport taxi is available at the Airport. It takes about 15 minutes from Brunei International Airport to the hotel by car or taxi services. For taxis, there are no metered taxis in Brunei. Taxis are available at most hotels, shopping centres and the airport. For more information, please visit website: <http://www.bruneitourism.travel/info/ground.html>

16. Visa and Immigration Information

The government of Brunei Darussalam requires all visitors to have a valid passport and onward tickets or sufficient funds to support themselves while in the country. Visa requirements vary by nationality.

All other nationals entering Brunei must obtain visas from any Brunei Darussalam diplomatic mission abroad. Please contact your nearest diplomatic mission for further details regarding visas and entry procedures or visit <http://www.mofat.gov.bn/index.php/visa-information> for more details. If you require a visa supporting letter from AITI, please contact:-

Ms Melissa Tithymirda Nikman

Block B13, Spg 32-5
Kampong Anggerek Desa, Jln Berakas
Bandar Seri Begawan, BB3713
Brunei Darussalam
Tel: +673-2366633
Fax: +673-2382446
E-mail: tithymirda.nikman@aiti.gov.bn

Please ensure that you fill out all items in the online-registration Form and email or fax **a copy of photo page of your passport** to the AITI Officer above as this information will be used for the Visa Supporting documents.

Visa-on-Arrival Cost BND20.00.

17. Insurance

Due to the procedural difficulties and budgetary constraints, APT is not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT, therefore, requests your administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

18. Customs Information

(i) Customs

Every passenger or other person arriving in or leaving Brunei Darussalam shall declare all dutiable and prohibited goods in his possession, either on his person or in any baggage to the proper officers of Customs.

Some of the prohibited items are firearms, narcotics, pornography, Chinese printing and medicines, transceivers and cordless telephone. Films, pre-recorded video tapes and laser disks must be screened by the Censor Board. Cameras, video cameras, portable radios, cassettes recorders, binoculars and spot equipment are admitted provided they are taken out of the country on departure. They must be declared to Customs.

(ii) Cigarette/ Tobacco

Every cigarette or tobacco must be declared upon arrival and duty for cigarette must be paid at B\$0.25 per stick.

(iii) Liquor

Non-Muslims visitors aged 17 and above are allowed to bring in not more than 2 bottles of alcoholic beverages (liquor) of about 2 liters (1 liter per bottle) and 12 cans of beer (one can x 330ml)

(iv) Media

Prior approval is required from the Royal Customs and Excise Department for any items or products to be used for the purpose of media.

For more customs information, please visit <http://www.mof.gov.bn/index.php/about-royal-customs-a-excise-dept> .

19. Climate

Located close to the equator, Brunei Darussalam enjoys moderate equatorial climate throughout the year with temperatures ranging from 23°C to 32°C. Rainfall occurs heaviest in September to January and May to July with March and April being the warmest months. Annual rainfall averages 320cm. Humidity is high throughout the year at an estimate of 79 percent. Source: <http://www.bruneitourism.travel/facts/facts.html>

20. Electricity

Electrical appliances in Brunei Darussalam operate at 240 Volts, alternating at 50 cycles per second. If you are operating electrical appliances that does not accept 240 Volts at 50 Hertz, a voltage converter will be required. Electrical sockets (outlets) in Brunei Darussalam are the "Type G" British BS-1363 type (please see figure 1). If your appliances plug has a different shape, kindly bring your own plug adapter.

Figure 1



21. Currency And Banking

The local currency is the Brunei Dollar (BND). Dollar notes are available in \$1, \$5, \$10, \$50, \$100, 500 and \$1,000 denominations, while coins are in 1, 5, 10, 20, and 50 cent denominations. The Brunei Dollar is pegged to the value of the Singapore Dollar and both currencies can be used in Brunei.

At the moment, the value of 1.00 USD is equivalent to BND1.23 (15April2014). For updates on currency exchange rates, you may consult currency converter websites including <http://www.oanda.com/currency/converter/>

Banks are generally open from 9am to 4pm on weekdays and 9am to 11am on Saturdays. ATM Machines with cirrus and plus support can be easily found around most shopping complexes in the city centres. For traveller's cheque, currency exchange and other financial services, international banks such as HSBC, Standard Chartered Bank, and Citibank offer a wide variety of facilities to cater for visitors to Brunei Darussalam. (Please check your bank's local website in Brunei Darussalam for more information)

All major credit cards such as Visa and Mastercard are accepted widely throughout Brunei whilst American Express and Diner's Club may only be accepted by most of Brunei's shopping centres and department stores.

22. Time Zone

Local time in Brunei Darussalam is GMT/UTC +08:00

For more information on Brunei please visit:

<http://www.bruneitourism.travel/>

www.mofat.gov.bn

<http://www.bruneipress.com.bn/brunei/brunei.html>

<http://www.information.gov.bn/>

23. Contact Information

APT Secretariat

The Asia Pacific Telecommunity
12/49 Soi 5, Chaengwattana Road, Donmuang, Laksi, Bangkok 10210, Thailand
Phone: +66 2 573 0044 Fax: +66 2 5737479
E-mail: aptmin@apt.int

Local Secretariat

Miss Hjh Yusrina Binti Haji Mat Yussof

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Hotel Reservation and Visa Arrangement

Ms Melissa Tithymirda Nikman

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