

Nineteenth session of the Governing Council of the Statistical Institute for
Asia and the Pacific
&
Eighteenth Management Seminar for the Heads of National Statistical
Offices in Asia and the Pacific
Kuala Lumpur, Malaysia
13-15 December 2023

INFORMATION NOTE FOR PARTICIPANTS

I. EVENT-RELATED INFORMATION

Venue and Opening session

1. All events will be organised in **Ballroom I, Level 2 at the Westin Kuala Lumpur, 199, Bukit Bintang Road, 55100, Kuala Lumpur, Malaysia.**



Tel.: [+60 3-27318333](tel:+60327318333)

Link: www.thewestinkualalumpur.com (5 Star)

Location: <https://maps.app.goo.gl/ZD6XCXpCxEgYMwBEA>

2. For logistical arrangements, all participants are requested to fill out the Google Form <https://bit.ly/LOGISTICSGCSIAP2023> by **27 November**. This information is necessary so that the co-hosting agency of these events, Department of Statistics of Malaysia (DOSM) can make arrangements and preparations.
3. For the **Governing Council**, the session is scheduled to be at **09:30 hours on Wednesday 13 December and Thursday 14 December at Ballroom I**, as per the address noted under paragraph 1 above.
4. For the **Management Seminar**, the session is scheduled to be at **11:00 hours on Thursday 14 December and at 9:00 hours on Friday 15 December at Ballroom I** as per address noted under paragraph 1 above.

Note: The provisional schedule of events will be posted on SIAP website at <https://www.unsiap.or.jp/>. Please kindly note that the schedule might be updated regularly, so please check the SIAP website for the latest version.

5. **Coffee Break and Lunch:**

- Morning & Afternoon break will be provided at the foyer of the **Ballroom I** throughout the meeting days to the participants.
- Lunch will be provided at hotel restaurants, **Level I**, the Westin Kuala Lumpur throughout the meeting days to the participants.

6. **Dress Code:** The dress code for the Event is business attire.

Side events

7. On 13 December, Sightseeing tour of Kuala Lumpur, Hop-on Hop-off (Night Tour), will be held. On 14 December, an official welcoming dinner and cultural night will be held at the same venue of the Governing Council and Management Seminar. On the morning of 14 and 15 December, a morning recreational event may be held.

Identification badges

8. Participants will be provided with name badges at registration prior to either the Governing Council or the Management Seminar, depending on their participation in each event. For identification and security reasons, participants are requested to wear name badges at all times during the events.

Working language during the meetings and seminars

9. The meetings and seminars will be conducted in English throughout, and no translation/interpretation services will be provided.

Secretariat of the events

10. The **Nineteenth session of the Governing Council of the Statistical Institute for Asia and the Pacific and the Eighteenth Management Seminar for the Heads of National Statistical Offices in Asia and the Pacific: Fundamental Principles of Official Statistics (FPOS)** are organised by SIAP, in collaboration with Statistics Division of the United Nations Economic and Social Commission for Asia and the Pacific, United Nations Statistics Division (UNSD) and the Department of Statistics Malaysia (DOSM).

11. Contact details for the focal point for the events are as follows:

UNSIAP	DOSM
Ms Tomoko Yonezawa Team Assistant Tel.: +81-43-299-9797 (direct line) Email: escap-siap@un.org ;	Ms Komathi Subramaniam Secretariat Tel: +603-8885 7187 (direct line) Email: internationalunit@dosm.gov.my

II. TRAVEL

Hotel Accommodation

12. **It is the responsibility of the participants to make their own hotel arrangement.**
Below is a list of hotels located within walking distance from the Governing Council and Management Seminar venue. Each participant is requested to book and arrange their own hotel accommodations. All accounts must be settled directly upon checking out.

13. The Westin Kuala Lumpur offering your special group rate. Interested participants can find the link below:

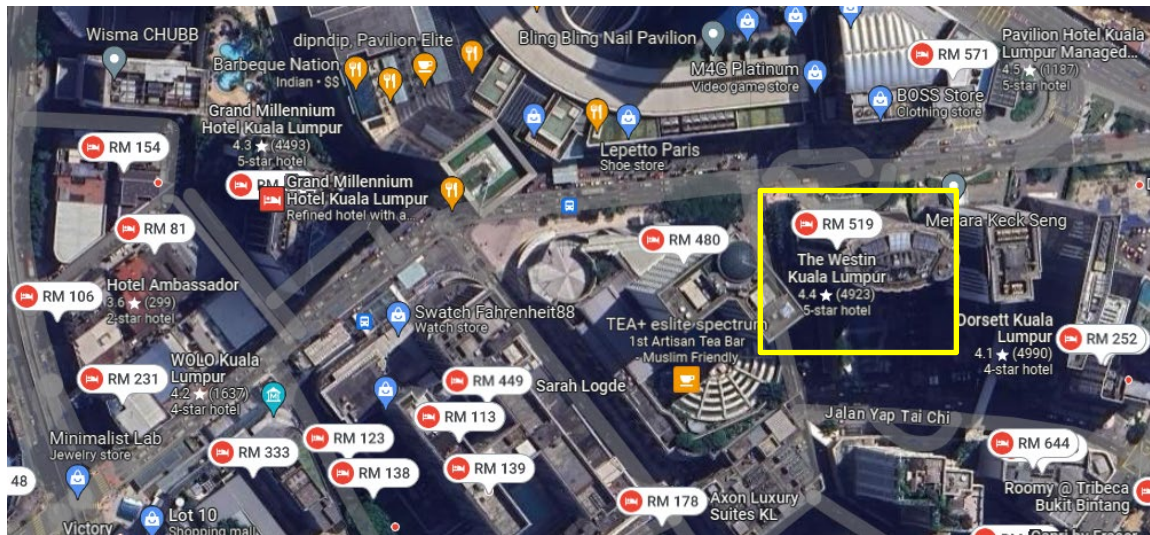
[Book your group rate for Governing Council UN SIAP DSM](#)

Please note that this special rate offer will **only be applicable until 30 November 2023**.

If you have further questions, please contact the Reservations team. Tell: 03-27318333 or email Reservations.Department@westin.com

List of hotels located within walking distance from The Westin Kuala Lumpur:

No.	Hotel	Website	Rate (Star)
1.	JW Marriott Hotel Kuala Lumpur	https://www.marriott.com/en-us/hotels/kuldt-jw-marriott-hotel-kuala-lumpur/overview/	5
2.	Pavilion Hotel Kuala Lumpur	https://www.banyantree.com/malaysia/pavilion-hotel	5
3.	Pavilion Suites Kuala Lumpur	https://pavilion-suites.com/	5
4.	Grand Millennium Kuala Lumpur	https://www.millenniumhotels.com/en/kuala-lumpur/grand-millennium-hotel-kuala-lumpur/	5
5.	WOLO Kuala Lumpur	https://wolohotel.com.my/	4
6.	ANSA Hotel Kuala Lumpur	https://www.ansahotels.com/kualalumpur/	4
7.	Star Hill Hotel	https://www.starhillhotel.com/	4
8.	Fahrenheit Suites Kuala Lumpur	https://www.fahrenheitsuities.com/	4
9.	Chaos Hotel	https://www.chaos-hotel.com/	3
10.	Gold 3 Boutique Hotel	https://gold3hotel.com/	3
11.	Hotel Ambassador Kuala Lumpur	http://ambassador.hotels-kualalumpur.com/en/	2
12.	The Bed KLCC	https://www.thebedklcc.com/	2



14. Any organisers of the events will not assume responsibility for any expenditures/liability relating to participants' attendance at the events, such as:
- i. Salary and related allowances for participants during the period of the events;
 - ii. Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the events;
 - iii. Compensation in the event of death or disability of participants in connection with their attending the events;
 - iv. Any loss or damage to personal property of participants while attending the events or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
 - v. Any other expenses.

Travel arrangements (applicable to only SIAP-funded participants)

15. SIAP will provide round-trip travel for the participants on the most economical route. If air travel is needed, the participants will receive an economy class round-trip ticket. Please note that for travel, the participant's passport must be valid for 6 months or more from the date of the meeting. All travel arrangements will be organised by a UN-authorized Travel Agency; please do not make any separate bookings. You will be informed when your travel has been sent for approval. The UN-authorized Travel Agency might specifically require your approval of the travel itinerary. Please confirm it as soon as possible with due regard to your passport validity, correct spelling of your name on the itinerary/ticket and visa requirements. If the ticket is issued without your confirmation, then for any further changes you will have to directly contact the UN-authorized Travel Agency or the airline company.
16. Arrangements will be made for participants to arrive in Malaysia on Tuesday 12 December for participants of the **Governing Council**, or on Wednesday 13 December for participants of **Management Seminar** and depart for their respective countries on Saturday 16 December 2023. Participants should not change their official travel dates without prior discussion with SIAP. If any alteration is to be made after the flight ticket has been issued, the participant in question is responsible for any change made and the

applicable price difference occurred; should any change be needed to be made, the participant in question could do so by directly contacting the authorised Travel Agency while keeping SIAP in the communication.

Daily Subsistence Allowance (DSA) and Terminal fee
(applicable to only SIAP-funded participants)

17. Participants will be provided with DSA and terminal fees by SIAP, in accordance with United Nations regulations. If, for any reason, a participant fails to attend the seminar or is unable to attend the full duration of the seminar, the appropriate portion of the allowance must be returned to SIAP.
18. Daily subsistence allowance (DSA) will only be provided for the duration of the Management Seminar, in accordance with the United Nations rules and regulations. Please note that, because the session of the Governing Council of SIAP is an inter-governmental meeting, participation in the session will not be funded by SIAP. **Therefore, DSA for 12 December will not be paid.** Please also note that DSA and terminal fees are provided only for one representative from your office. If a participant is not able to arrive at the venue on time, excluding flight cancellations/delays that were outside of the participant's scope of responsibility, all travel costs will need to be borne by the participant.
19. Participants are requested to keep their boarding passes (round trip) and submit a scanned copy to SIAP (escap-siap@un.org) within 3 days after the round-trip travel has been completed.

Visa requirements

20. **It is the responsibility of each participant to obtain a visa.** Participants are requested to check directly with the Embassy/Consulate of Malaysia accredited to the country of residence on visa requirements and where required, promptly obtain an appropriate entry visa that allows them to enter Malaysia and participate in the meeting/seminar. General information on entry visa requirements can be found on the website of the Immigration Department of Malaysia, Ministry of Home Affairs (<https://www.imi.gov.my/index.php/en/main-services/visa/>). Participants who need to stopover in other countries should also obtain appropriate transit visas.
21. As the host country, DOSM would be pleased to assist in facilitating your visa process by issuing a letter of participation addressed to each participant's name upon request (internationalunit@dosm.gov.my).

Visa Requirement by Country:

<https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/>

Local Transportation from and to Kuala Lumpur International Airport

22. DOSM will provide local transportation Airport from Kuala Lumpur International Airport (KLIA) to the participants' respective Hotels and vice versa according to their departure and arrival times. If participants choose to make their own transportation

arrangements between KLIA to their respective Hotels, it will be at the participants' own cost. DOSM nor SIAP cannot reimburse the costs incurred. As mentioned in para 2, participants who wish to request local transportation from and to the airport are requested to filled up the google form in the link <https://bit.ly/LOGISTICSGCSIAP2023>, by **27 November 2023**. Please note that if the necessary documents and information are not received by 27 November 2023, local transportation will have to be **self-arranged at the participants' own cost.**

23. A DOSM-designated person will be waiting for participants with a **“GOVERNING COUNCIL UNSIAP”** sign at the International Arrivals Gate. It is strongly advised not to leave the airport until you meet the pick-up person.

24. For participants who are making their own local transportation arrangements, please see below:

i. Express Rail Link (ERL)

- KLIA Ekspres is the fastest way to travel to the city, taking only 28 minutes from KLIA to the KL City Air Terminal (KL CAT) in KL Sentral (33 minutes from KLIA2). The train is equipped with comfortable seats, onboard infotainment, complimentary WiFi service, disabled-friendly facilities, toilets and luggage racks. The fares for ERL are as follows:

KLIA/KLIA 2 - KL Sentral	Adult [MYR]	Child (2 -12 years) [MYR]
One way	55	25
Return	100	45

- Once you have reached KL Sentral, proceed to Taxi Counter located at Level 2 to book your taxi to your city hotel. Please refer to: <https://www.klsentral.info/kl-sentral-station-map/> .
- Alternatively, passengers can upgrade their airport transfer experience with KLIA Ekspres VIP Service which combines a ride on board KLIA Ekspres and a pre-arranged limousine transfer from KL Sentral to their hotel. A dedicated porter will meet them at the Baggage Arrival Hall, KLIA/KLIA2. Passengers can check the rates and make reservations at this link www.kliaekspres.com/vipservice/ (Only applicable for arrivals from 6 am till 11 pm daily).

Note: The nearest Train Station to meeting/ seminar venue is MRT Bukit Bintang (refer the attachment “Klang Valley Integrated Transit Map” or <https://www.klsentral.info/wp-content/uploads/2018/04/KL-Transit-Map.pdf>).

ii. Airport Taxis

If you do not wish to use the KLIA Express, you have the option of utilizing Airport Limo situated as you walk out towards the exit entrance of the Arrival Hall (<http://www.airportlimo.my/>).

iii. E-Hailing Mobile Apps

Participants can also use E-Hailing Mobile apps such as Grab Car or My Car at the airport to transfer to your hotel in Kuala Lumpur city. Head over to your iTunes/iOs Store/ Google Play Store to download these apps.

Transport to attend events

25. Participants should make their own transport arrangements from / to their respective hotel to / from the Westin Hotel Kuala Lumpur throughout the programme.

NOTES:

- If participants stay nearby an MRT Station, using the MRT to reach the Westin Hotel also possible. MRT ticket can be purchased directly in the station. The Westin Hotel Kuala Lumpur is located near to the **MRT Bukit Bintang** (refer the attachment “Klang Valley Integrated Transit Map” or <https://www.klsentral.info/wp-content/uploads/2018/04/KL-Transit-Map.pdf>”).
- Metered taxis are readily available in the city and you may also book your transportation via mobile applications such as Grab.
- For other public transport, we recommend using **Go KL City Bus**. Go KL City Bus is a **free bus service** in the city centre of Kuala Lumpur, Malaysia. It is operating every day. It has **20 stops** and the total trip duration for this route is approximately **19 minutes**.
- The **Green Line commutes between KLCC and Bukit Bintang**. This bus route has a stop in front of Suria KLCC and Starhill and Pavilion KL plus other numerous interesting stops along the way. **Green Route (KLCC – Bukit Bintang)**, stops at:
 - KLCC North
 - Wisma Selangor Dredging
 - Menara BSN
 - Malaysia Tourism Centre
 - Renaissance Hotel
 - Menara IMC
 - Life Centre
 - Wisma Cosway / Pavillion KL
 - Bintang Walk
 - Bukit Bintang Monorail station
 - Raja Chulan Monorail station
 - KL City Walk
 - KL Convention Centre (West)
 - Residence Kia Peng
 - KL Convention Centre (East)
 - The Binjai
 - Menara PNB
 - Ampang Park LRT station
 - Kum Yam Thong
 - KLCC North

26. Other Information

Weather and clothing -- The average temperature during early December in Kuala Lumpur, Malaysia ranges from 25 to 30 degrees Celsius. Participants are advised to check the Internet for the weather forecast of Malaysia 2-3 days before departure. <https://www.accuweather.com/en/my/malaysia-weather>

Electricity voltage -- Electric supply in Malaysia is 240 volts and 50 Hz. For Malaysia the associated plug type is G, which is the plug that has three rectangular pins in a triangular pattern.

