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## Immigration & Checkpoints Authority

DID : +65 6391 6001  
FAX : +65 6297 6329

Your ref:

Our ref: ICA/07/97

8 July 2015

Dear Colleagues

### 13<sup>th</sup> ASEM Conference of the Directors-General of Immigration and Management of Migratory Flows

I had previously in March 2015 invited you to the 13<sup>th</sup> ASEM Conference of the Directors-General of Immigration and Management of Migratory Flows that Singapore will be hosting from 5-6 October 2015.

2 I shared with you that the theme for the Conference will be "Migration Management Strategies". In this connection, I am pleased to attach the provisional Conference agenda (**Annex A**) for your reference.

3 I would appreciate it if you can complete the registration form attached at **Annex B**. Information on administrative arrangements can also be found at **Annex C**. Please email the completed registration form to my colleagues Maran ([Maran.SUBRAHMANYAN@ica.gov.sg](mailto:Maran.SUBRAHMANYAN@ica.gov.sg)) and Jackson Tan ([Jackson.TAN@ica.gov.sg](mailto:Jackson.TAN@ica.gov.sg)) by 1 August 2015.

4 I seek your favorable consideration and hope to see you at the Conference. I look forward to your early responses. Thank you.

Yours sincerely

CLARENCE YEO  
COMMISSIONER  
IMMIGRATION & CHECKPOINTS AUTHORITY  
REPUBLIC OF SINGAPORE

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**13<sup>th</sup> ASEM CONFERENCE OF THE  
DIRECTORS-GENERAL OF IMMIGRATION  
AND MANAGEMENT OF MIGRATORY FLOWS  
OCTOBER 2015, SINGAPORE  
PROVISIONAL AGENDA**



Date / Venue	Time (Hrs)	Agenda
<b>4 October 2015</b> (Sunday)  <b>Cocktail Reception</b>  <u>Venue</u> Grand Copthorne Waterfront	1730	Registration
	1830	Stand-up Dinner (Dress code: Smart Casual)
	2030	End of Stand-up Dinner
<b>5 October 2015</b> (Monday) <b>Day 1</b>  <u>Venue</u> Grand Copthorne Waterfront	0830	Late Registration
	0915	Opening address by Guest-of-Honour
	0930	Welcome speech by Mr Clarence Yeo, Commissioner , Immigration & Checkpoints Authority
	0945	Photo-taking session
	1000	Tea-break
	<b>Session I: Facilitating Secured Travel Through Biometrics</b>	
	1030	Presentation on Biometrics by TBC
	1050	Presentation on Biometrics by TBC
	1110	Break-out session I
	1230	Sharing of discussion findings
	1250	Lunch
	<b>Identity Management Using Biometric Technology</b>	
	1410	Travel to Woodlands Command for site visit
	1500	Presentation and Site Visit at Woodlands Command
	1700	Depart Woodlands Command for Dinner Venue
1800	Dinner hosted by Guest-of-Honour <u>Venue</u> : Raffles Hotel	
<b>6 October 2015</b> (Tuesday) <b>Day 2</b>  <u>Venue</u> Grand Copthorne Waterfront	<b>Session II: Migration Trends / Balance Between Travel Facilitation and National Interest</b>	
	0900	Presentation on Migration Trends by IOM
	0920	Presentation by Germany
	0940	Presentation by China
	1000	Presentation by Singapore

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Date / Venue	Time (Hrs)	Agenda
	1020	Break-out session 2
<b>SESSION III: Worker Mobility in Tackling Skills Challenge</b>		
	1120	Presentation on Worker Mobility by TBC
	1150	Sharing of discussion findings
	1210	Lunch
<b>Chairman's Statement</b>		
	1330	Regional Discussions
	1500	Tea — Break
	1600	Closing Session- Final Draft Chairman's Statement
	1715	Depart Hotel for Farewell Dinner / Excursion Dinner hosted by Mr Clarence Yeo, Commissioner, Immigration & Checkpoints Authority <u>Venue:</u> River Safari Singapore and Night Safari Singapore

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DIRECTORS-GENERAL OF IMMIGRATION  
AND MANAGEMENT OF MIGRATORY FLOWS  
OCTOBER 2015, SINGAPORE**



**REGISTRATION FORM**

One Registration Form is to be submitted for each delegate. This Registration Form should be submitted by **1 August 2015** to [Maran SUBRAHMANIYAN@ica.gov.sg](mailto:Maran.SUBRAHMANIYAN@ica.gov.sg) and [Jackson TAN@ica.gov.sg](mailto:Jackson.TAN@ica.gov.sg).

Name:	
Designation/ Official Position:	
Country:	
Organisation:	
Address:	
Telephone:	Fax:
Email:	
Status:	
Head of delegation ( )      Delegate ( ) <input checked="" type="checkbox"/> where applicable	
Arrival in Singapore, Changi International Airport	
Date:	Time:      Flight No.:
Departure from Singapore, Changi International Airport	
Date:	Time:      Flight No.:
Please state if you have any special dietary requirements:	

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**Meal Preference for Closing Dinner (Halal Certified) at Amazon Flooded Forest in River Safari on 6<sup>th</sup> Oct 2015 (Tuesday)**

**– Hosted by Commissioner, Immigration & Checkpoints Authority (ICA)**

Attending                       Not Attending

Main Course:

Chicken                       Fish                       Vegetarian

Soup Course:

Lobster Bisque                       Mushroom

\*Mushroom Soup will be catered for Vegetarian Meal.

**Recreation Activity to visit Night Safari Singapore on 6<sup>th</sup> Oct 2015 (Tuesday)**

\* Transport will be provided from and to Grand Copthorne Waterfront Hotel

Attending                       Not Attending

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**THE 13TH ASIA-EUROPE MEETING (ASEM) CONFERENCE  
FOR THE DIRECTORS-GENERAL OF IMMIGRATION  
AND MANAGEMENT OF MIGRATORY FLOWS**



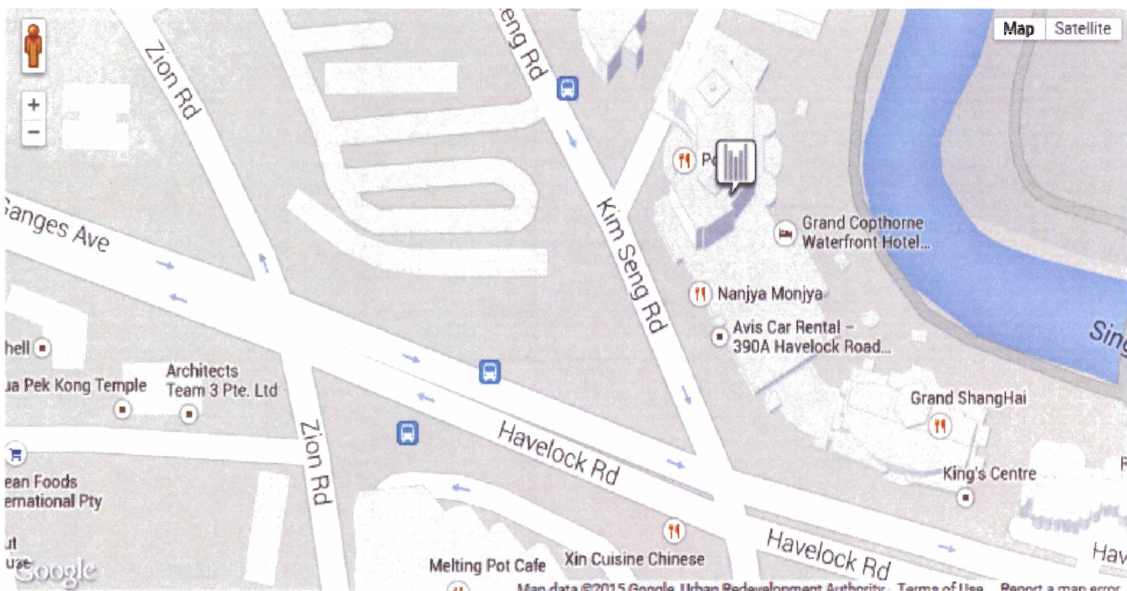
**SINGAPORE, 4 – 6 OCTOBER 2015**

**ADMINISTRATIVE ARRANGEMENTS**

**a. Meeting Venue**

1.1 The 13<sup>th</sup> Asia-Europe Meeting Conference (ASEM) for the Directors-General of Immigration and Management of Migratory Flows 2015 will be held in Singapore from 4 - 6 Oct 2015. The meeting venue will be at the Grand Copthorne Waterfront Hotel Singapore.

Address : 392 Havelock Road Singapore, 169663 Singapore  
 Telephone : +65 6733 0880  
 Facsimile : +65 6737 8880  
 E-mail : [Enquiry.GCW@millenniumhotels.com](mailto:Enquiry.GCW@millenniumhotels.com)  
 Website : <http://www.millenniumhotels.com.sg/grandcopthornewaterfront/>



1.2 Overlooking the historic Singapore River, Grand Copthorne Waterfront Hotel Singapore is a premier upscale conference hotel where luxurious elegance and contemporary style go hand in hand. It is ideally located within easy reach of the Central Business District and the waterfront precincts of Robertson Quay, Clarke Quay and Boat Quay with their lively dining and entertainment venues. Free Wi-Fi is available at the meeting venue.

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**b. Accommodation**

2.1 Accommodation arrangement will be made available at special rate for delegates who wish to stay at the Grand Copthorne Waterfront Hotel as follows:

Room Type	Price
Superior Room	<input type="checkbox"/> Single S\$240.00*++ <input type="checkbox"/> Twin S\$260.00*++
Deluxe Room	<input type="checkbox"/> Single S\$270.00*++ <input type="checkbox"/> Twin S\$290.00*++
Club Room (Club Benefits)	<input type="checkbox"/> Single S\$320.00*++ <input type="checkbox"/> Twin S\$380.00*++
Club Deluxe (Club Benefits)	<input type="checkbox"/> Single S\$350.00*++ <input type="checkbox"/> Twin S\$410.00*++
Executive Suite (Club Benefits)	<input type="checkbox"/> Single S\$380.00*++ <input type="checkbox"/> Twin S\$440.00*++

\* The room rate includes buffet breakfast and internet access but excludes 10% Service Charges and 7% Goods and Services Tax.

2.2 The hotel accepts Mastercard and Visa credit payments. Delegates who wish to enjoy the above special rates are requested to book directly to the hotel by using the below reservation web link.

Reservation web link: <http://www.millenniumhotels.com.sg/campaigns/gcw-asem.html>

2.3 To qualify for the special room rates at the Grand Copthorne Waterfront Hotel, delegates are advised to make the reservation early as the Immigration & Checkpoints Authority (ICA), Singapore cannot guaranteed the rooms will be available.

2.4 Delegates are advised that there are other Hotels in the vicinity of the ASEM Conference venue. Some of these Hotels are listed below:

- i) Riverview Hotel
- ii) Furama Riverfront Hotel
- iii) Hotel Miramar
- iv) Copthorne King's Hotel

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**c. Dress code**

3.1

<b>Activity</b>	<b>Dress code</b>
Cocktail Reception (4 Oct)	Smart Casual
Conference (5 – 6 Oct)	Lounge suit
Day 1 Site visit to Woodlands Checkpoint (5 Oct)	Smart Casual*
Day 1 Dinner / Farewell Dinner (5 Oct)	Smart Casual*

\*Delegates who are not residing at Grand Copthorne Waterfront Hotel Singapore may want to bring an extra set of comfortable clothing for the site visit and dinner sessions after the conference. Delegates will depart for site visit from Grand Copthorne Waterfront Hotel immediately after lunch.

**d. Visa Requirement**

4.1 All delegates must have passports, which will remain valid during the period of stay. Visas are required by the holders of passport from several countries according to the type of passport. For those delegates requiring entry visas, it may be obtained at the Singapore embassies in their respective countries. Information on visa requirement is available at [http://www.ica.gov.sg/services\\_centre\\_overview.aspx?pageid=252&secid=165](http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165).

**e. Registration Process**

5.1 All delegates are kindly requested to register their participation for the 13<sup>th</sup> ASEM conference by providing the list of their delegates by 1 August 2015.

**f. Meals**

6.1 Meals will be provided in accordance with the programme of the 13<sup>th</sup> ASEM conference. The venue and attendance to the meals are indicated in the Programme of Activities in Annex A.

**g. Working Language**

7.1 The 13<sup>th</sup> ASEM conference will be conducted in English. Please note that no interpretation service will be provided. Delegations needing interpretation would need to make their own arrangements for interpreter(s).

**h. Medical Services**

8.1 Delegates are advised to contact the hotel front office staff for medical assistance. Should a delegate require referral to a doctor or hospital, the expenses incurred will be borne by the delegate.

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## **i. General Information**

### **9.1 Singapore**

Singapore is a bustling cosmopolitan city populated with high-rise buildings and landscape gardens. Brimming with a harmonious blend of culture, language, cuisine, arts and architecture, Singapore is a dynamic city that's rich in contrast and colour. One interesting facet you'll discover about Singapore is a ubiquitous collage of cultures, where people of different ethnicities and beliefs coexist.

Located in Southeast Asia, Singapore has a land area of about 710 square kilometres, making her one of the smallest countries in the world and the smallest in the region. Although small in size, Singapore commands an enormous presence in the world today with its free trade economy and highly efficient workforce. Also, her strategic location in the region has enabled her to become a central sea port along major shipping routes.

Singapore's well-established business infrastructure, global connectivity and trade linkages enable investors to access the approximately 4 billion strong Asian market within a radius of 7 hours' flight time. Singapore continues to be well-regarded as a triple-A rated economy with strong growth potential, a sound and stable location for business expansion as well as for investments.

This year marks Singapore's 50 years of independence, a remarkable milestone for the country, with a nationwide effort to celebrate our nation's 50th birthday in 2015.

### **9.2 People, Language, Religion**

Singapore's population of almost 5.5 million comprises 74.3% Chinese, 13.3% Malays, 9.1% Indians and 3.3% Eurasians and people of other descent. There are four official languages in Singapore: Malay, Mandarin, Tamil and English. English is the language of business and administration, and is widely spoken and understood. Most Singaporeans are bilingual, and speak their mother tongue as well as English. Malay is the national language. With its ethnic mix also comes its diverse set of religions. The main religions in Singapore are Islam, Taoism, Buddhism, Christianity, Hinduism, Sikhism and Judaism.

### **9.3 Communications**

Most hotels offer in-room international direct dial (IDD) telephone services. However, some hotels may impose a minimal 30 cents successful call transaction surcharge. As there are different IDD service providers in Singapore, rates and access codes are dependent on the service provider used by the hotel. Generally, local calls are charged at 10 cents for every three minutes.

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The mobile telephone service provider and international calls access codes are:

- SingTel (001, 013 or 019)
- Starhub (008, 018)
- M1 (002, 021)

Public payphones operated by credit card and/or stored-value phone cards can be used to make both local and international calls. Public payphones can be found in most shopping complexes and MRT stations. Local calls are charged at 10 cents per three minutes. Stored-value phone cards in denominations of S\$2, S\$5, S\$10, S\$20 and S\$50 can be purchased from post offices and phone card agents. Pre-paid SIM cards and international calling cards are also available at all post offices including Singapore Changi Airport, convenience stores and other retail outlets.

#### Useful Telephone Numbers :

- Police: 999 (toll-free)
- Emergencies/Ambulance/Fire Brigade: 995 (toll-free)
- STB Tourist-line (24 hour automated tourist information system): 1800 6736 2000 (toll-free in Singapore only)
- Advance booking numbers for taxis:
- Common Taxi Booking number (for all companies) (65) 6342 5222
- Comfort Citycab Dial-A-Cab (65) 6552 1111
- Comfort Premier Cabs (65) 6552 2828
- Premier Taxis (65) 6363 6888
- SMRT Taxis Skytrek Bookings/Premier Cabs (65) 6555 8888
- CityCab Premier (65) 6210 4816/9

\*Please note that different surcharges on advance bookings apply for different taxi companies. For more information, visit <http://www.visitsingapore.com/>

## 9.4 Climate

Singapore is warm and humid all year round, with only slight variations between the average maximum of 34 degree Celcius and minimum of 24 degrees Celsius. Rain falls throughout the year, with more consistent rain coming during the monsoon season from November to January. Please refer to [www.nea.gov.sg](http://www.nea.gov.sg) for the latest updates on Singapore's weather.

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## 9.5 Currency, Banking, Credit and Charge Cards

The official currency is the Singapore Dollar (S\$); it is a decimal currency with units in dollars and cents. An online currency converter service is available at <http://forex.asia1.com/currency.html>

Normal bank opening hours are Mondays to Fridays: 1000hrs to 1500hrs. Saturdays: 0930hrs to 1300hrs (Some banks are open until 1500hrs). Sundays: 0930hrs to 1500hrs. (Some banks along Orchard Road).

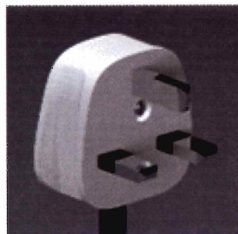
Apart from banks and hotels, money can be changed wherever the sign "Licensed Money Changer" is displayed. Most shopping complexes have a licensed money changer. Visitors are discouraged from changing money with unlicensed money changers.

Major credit and charge cards like American Express, Visa, and Master are widely accepted by establishments in Singapore. Should any shop insist on adding a surcharge, contact the respective card company to report the errant shop owner.

- American Express Tel: (65) 6880 1111
- MasterCard Tel: 800 – 110 0113 (toll-free in Singapore only)
- Visa Tel: 800 – 448 1250 (toll-free in Singapore only)

## 9.6 Electricity

The standard electricity supply in Singapore is 220-240 volts AC, 50 cycles per second. On request, most hotels will provide transformers to visitors with electrical appliances of a different voltage. The power plugs used in Singapore are of the three-pin, square-shaped type.



## 9.7 Local time

Singapore's Standard time is GMT +8 hours.

## 9.8 Drinking Water

It is perfectly safe to drink water straight from the tap in Singapore. However, for those who prefer bottled mineral water, local supermarkets and grocers usually carry a sizeable selection.

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## 9.9 Smoking

Smoking is not permitted in public service vehicles, museums, libraries, lifts, theatres, cinemas, air-conditioned restaurants, non air-conditioned eating houses, hawker centres, hair salons, supermarkets, department stores and government offices. Smoking is not allowed in all pubs, discos, karaoke bars and nightspots, unless within approved smoking rooms or smoking corners. Offenders can be fined up to S\$1,000. More information is available at <http://www.nea.gov.sg/public-health>

## 9.10 Tipping

Tipping is not practiced in Singapore, as most hotels and restaurants levy a default 10% service charge.

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