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## The 8<sup>th</sup> Steering Committee Meeting (SCM) of the ASEAN Sustainable Agrifood Systems (ASEAN SAS)

7 – 8 December 2016, Kuala Lumpur, Malaysia

### INFORMATION NOTE

#### WELCOME

The Department of Agriculture, Malaysia in collaboration with the ASEAN Sustainable Agrifood Systems (ASEAN SAS) project are pleased to welcome you to The 8<sup>th</sup> **Steering Committee Meeting (SCM) of the ASEAN Sustainable Agrifood Systems (ASEAN SAS)**, which will be organized on 7 – 8 December 2016 at Kuala Lumpur, Malaysia.

#### MEETING VENUE

Berjaya Times Square Hotel, Kuala Lumpur  
1, Imbi Road, Imbi, 55100 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia  
Tel: + 60 (3) 2141 0088 Fax: + 60 (3) 2143 2902  
Email: [klso.rsvn@berjayahotel.com](mailto:klso.rsvn@berjayahotel.com)  
Toll Free: 1800 88 3236 (Malaysia only)

#### AIRPORT TRANSFER

The airport transfer for both arrival and departure has been arranged by the Department of Agriculture, Malaysia.

#### For Arrival:

The participants who takes Malaysia Airlines will be picked up at Kuala Lumpur International Airport (KLIA), and the participants who take other airlines will be picked up at either Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport 2 (KLIA2). Transport arrangements are being made to pick-up the participants at arrival hall. The sign “ASEAN SAS” is the indicator of the secretariat from the Department of Agriculture Malaysia.

In the event you miss your pick-up, we recommend the airport limo taxis services at the same level of the arrival hall before the exit of the arrival gate. The cost is about MYR80. The city taxis is also available which will depart from level 1 outside the main terminal. Look around for signs saying *Teksi Bandar* or City Taxi. Before catching a city taxi you must first purchase a RM2 coupon (per taxi) and then join the queue. When

entering the taxi you will be given a slip to keep and are charged according to the meter, usually costing around MYR55-60 to KL Sentral. Direct the taxi driver to the assigned hotel.

#### For departure:

The Department of Agriculture Malaysia will provide transportation for departure from the hotel to the airport. It is advisable that the participants to arrive at the airport two hours prior to the departure. The journey from the hotel to airport will takes approximately 40 - 50 minutes during the off peak hours.

Transportation will also be provided to and from the hotels, meeting venue, field tour and welcoming dinner reception.

### **EXCURSION**

There will be a field tour on 8 November to the Malaysia Agriculture, Horticulture & Agrotourism (MAHA 2016). The MAHA 2016 is a biennial event, that takes place together with The Farmers, Livestock Producers and Fishermen's Day (HPPNK) programme, actively promotes agriculture and agro-based industries, showcasing all the different components of this fast-growing industry. In the exhibition, we could see various agrotourism, agro trade and agro lifestyle, along with the latest innovations and technological advancements activities and exhibitions. Activities lined up are briefings and site tour. Further information about MAHA 2016 could be seen in website <http://www.maha.gov.my>.

As the weather cannot be predicted, it would be best to wear sport shoes and bring umbrella; or in case of sunshine, bringing a long-sleeve is recommended as protection against the sun. The visit is located at Malaysia Agro Exposition Park Serdang (MAEPS), MARDI, Serdang, Selangor, Malaysia.

Participants are advised to gather at the hotel lobby at 9:00 am for a forty minutes drive (depending on traffic condition), 30 km trip to Serdang, Selangor. The exhibition will start at 10.00am until 10.00pm starting from 1-11 December 2016. All participants are free to look for their meal in any food stall inside the exhibition areas. Our agriculture officer will assist and accompany the delegates along the excursion.

### **HOTEL ACCOMMODATION**

The accommodation for all participants has been reserved at Berjaya Times Square Hotel. Only room charge will be paid by GIZ while other personal expenses (e.g. telephone bill, minibar etc.) will be borne by participants. For the self-funded participants, please pay the room charge to the hotel directly.

Berjaya Times Square Hotel

1, Imbi Road, Imbi, 55100 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia

Telephone Number

+ 60 (3) 2141 0088

Toll Free: 1800 88 3236 (Malaysia only)

Email

[klso.rsvn@berjayahotel.com](mailto:klso.rsvn@berjayahotel.com)

## REGISTRATION AND MEETING MATERIALS

Meeting documents and presentations will be distributed to all participants during the registration. The registration starts on Tuesday, 7 December 2016 from 8.30 am to 9.00 am.

## DINNER RECEPTION

All participants are cordially invited to the Reception Dinner at Saloma Bistro, Kuala Lumpur, which is hosted by Department of Agriculture, Malaysia, on Tuesday 7, December 2016 from 07.00 pm onward.

## FLIGHT DETAILS AND BOARDING PASS

GIZ-funded participants are kindly requested to keep your boarding pass of each route and please be advised as follows:

### *For all participants*

#### **To Malaysia**

- Participants from Brunei Darussalam, Singapore and Thailand: please return all boarding passes to Ms.Rojana Manowalailao upon your arrival to/during the event.
- Participants from Cambodia, Indonesia, Lao PDR, Myanmar, Philippines and Vietnam: please mail to the address from the email which will be sent together with an e-ticket confirmation.

#### **From Malaysia**

- Participants from Cambodia, Indonesia, Lao PDR, Myanmar, Philippines and Vietnam please mail to the address from the email which will be sent together with an e-ticket confirmation.
- Participants from Brunei Darussalam, Singapore and Thailand: please mail to Ms. Luksawan Kridbhudhitham at the contact address below:

#### **Ms. Luksawan Kridbhudhitham**

ASEAN Sustainable Agrifood Systems (ASEAN SAS)  
50 Department of Agriculture, 4<sup>th</sup> Floor, Sitthiporn Building,  
Phaholyothin Road, Ladyao, Chatuchak, Bangkok 10900  
Tel: +66 2561 4980, Fax: +66 2561 4987  
M +66 8 1750 3477  
Email: [luksawan.kridbhudhitham@giz.de](mailto:luksawan.kridbhudhitham@giz.de)

## MONEY AND CURRENCY EXCHANGE RATE

The unit of currency is the Malaysian Ringgit (MYR) and it comes in 100, 50, 10, 5, and 1 notes. The coins are in 50, 20, 10, and 0.5. The exchange rate is about MYR4.42 to a dollar. Shops and other services accept only Malaysian currency.

Credit cards such as Visa and Master Card are accepted in restaurants, hotels, and department stores.

Tipping etiquette for hotels in Malaysia. Tipping is not required, and a service charge is usually included in the price. You can tip RM2-10 per bag to the porter, MYR2-10 for room service and MYR2-10 per day for the housekeeper, if you want. However, this is not expected, nor required.

## **TELEPHONE**

The country code for Malaysia is +60. The area code for Kuala Lumpur is 3. For cell phones, the area code is not inputted.

Pre-paid phone cards maybe cheaper and easily available at convenience stores. You may also check at the airport arrival area for phone cards.

## **ELECTRICITY**

The electrical voltage in the Philippines is between 220 - 240 V 60Hz. You may have to consider bringing with you a multi-voltage travel adapter or invest in one at a convenience shop in your airport before coming to the Malaysia. Plug and socket type used in Malaysia is the type G British 3 pin.

## **WEATHER**

Weather in December in Kuala Lumpur. The average temperature in Kuala Lumpur in December is hot at 26 °C (78.8 °F). Afternoons can be very, very hot with average high temperatures reaching 32 °C (89.6 °F). Overnight temperatures are generally really warm with an average low of 22 °C (71.6 °F).

## **BUSINESS HOURS**

All government offices are opened 5-days a week. In all states except the states of Kedah, Kelantan and Terengganu, offices are opened from Mondays to Fridays. Saturdays and Sundays are considered weekends and hence the offices are closed during these days. On top of that, the offices are also closed during the national public holidays and special state holidays. If the public holiday falls on a non-working day, the following day will be declared as a public holiday.

The typical operation hours of the offices here are:

Putrajaya and Kuala Lumpur: 8:00am to 5:30pm

Other States: 8:00am to 5:00pm

On Fridays, the lunch break is usually from 12:15pm-2:45pm to allow the Muslims to perform their prayers.

### **Kedah, Kelantan and Terengganu**

In the states of Kedah, Kelantan and Terengganu, the working days are from Sundays to Thursdays. Fridays and Saturdays are considered Weekends. The typical operation hours of the offices here are:

Sundays to Wednesdays: 8:00am to 4:45pm

Thursdays: 8:00am to 4:30pm

### **Banks Operation Hours**

Banks also operates on a 5-day week basis. However, some banks in the shopping complexes or selected branches operate 6 days a week.

**All States except Terengganu, Kelantan and Kedah**

Mondays - Thursdays: 9:15am to 4:30pm

Fridays: 9:15am to 4:00pm

Saturdays - Sundays: Closed

**Terengganu, Kelantan and Kedah**

Sundays - Wednesdays: 9:15am to 4:30pm

Thursdays: 9:15am to 4:00pm

Fridays - Saturdays: Closed

Shopping malls are open from 10:00 am to 10:00 pm.

**TIME ZONE**

The local time in Kuala Lumpur follows the Coordinated Universal Time (UTC) +8:00.

**WEIGHTS AND MEASURES**

The Malaysian uses the metric system of weights and measures. Distances are in kilometers, gasoline in liters, and weights in kilograms. However, the old folks may use the English system such as yards for lengths, miles for distances, pounds for weight, and gallons for volumes.

**SHOPPING AND MOVING AROUND**

Berjaya Times Square (BTS) is a 7.5 million-sq ft shopping mall in Malaysia that houses over a 1,000 shop lots, theme parks, cinemas, and more, located in Jalan Imbi, right in the heart of Kuala Lumpur. Whether you're looking for excellent shopping experiences, luxury accommodations, business facilities, and restaurants, Berjaya Times Square has it all under one roof.

BTS is a strategic and convenient location because the Monorail Train Station is connected to the building. Only one station away from Imbi Station to Bukit Bintang Station, the participants may take the monorail to the nearest shopping mall such as Bukit Bintang Plaza, The Pavilion, Lot 10 Shopping Mall and other night entertainment areas. The shopping malls such as Low Yat Plaza and food stores also within walking distance from BTS Hotel.

**For inquiries or further assistance, please contact the following staff:**

**MEETING COORDINATORS (in Thailand)**

**Project Coordination Unit (PCU) – ASEAN Sustainable Agrifood Systems (ASEAN SAS)**

Ms. Pouchamarn Wongsanga  
E-mail: [pouchamarn.wongsanga@giz.de](mailto:pouchamarn.wongsanga@giz.de)  
M: +66 92 253 5501

Ms. Luksawan Kridbhudhitham  
E-mail: [luksawan.kridbhudhitham@gmail.com](mailto:luksawan.kridbhudhitham@gmail.com)  
M: +66 81 750 3477

**MEETING COORDINATOR (in the Malaysia)**

Ms. Fonsenka Sendi Anak Meru  
International Unit  
Department of Agriculture  
Level 16, Wisma Tani, Precint 4,  
62624 Putrajaya, Malaysia  
E-mail: [antarabangsa@doa.gov.my](mailto:antarabangsa@doa.gov.my)  
M: +6016-8868502

**VISA**

Every person entering Malaysia must possess a valid Passport or internationally recognized Travel Document valid. The document shall be valid, for more than six (6) months from the date of entry into Malaysia. Visa is not required for a stay of less than one (1) month for ASEAN nationals except Myanmar. Visas are required for duration of stay exceeds (1) month except for Brunei and Singapore nationals.

For more info please visit the website at [http://www.kln.gov.my/web/are\\_dubai/other\\_information/-/asset\\_publisher/2TQe/content/visa-requirements-for-foreigners-application-requirements-forms](http://www.kln.gov.my/web/are_dubai/other_information/-/asset_publisher/2TQe/content/visa-requirements-for-foreigners-application-requirements-forms)