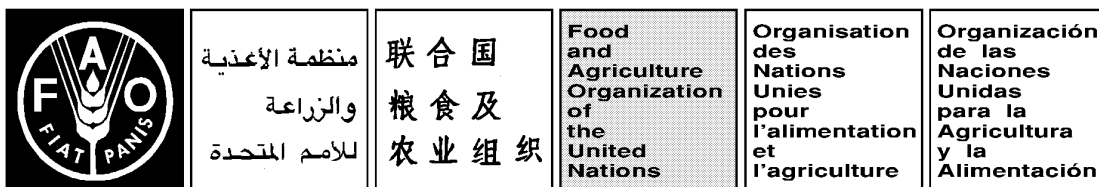


September 2004



## ASIA AND PACIFIC COMMISSION ON AGRICULTURAL STATISTICS TWENTY-SECOND SESSION

Kuching, Malaysia, 9 – 13 June 2008

### INFORMATION NOTE

#### Session arrangements

1. The 22nd Session of the Asia and Pacific Commission on Agricultural Statistics will be held at the Crowne Plaza Riverside Hotel, Kuching, Sarawak, Malaysia, from 9 to 13 June 2008. The inaugural ceremony of the plenary session will take place at 1000 hours on 9 June 2008.
2. The normal working hours of the Session will be 0900 to 1230 hours and 1345 to 1715 hours, unless otherwise decided by the Commission.
3. An Order of the Day will be issued daily, giving detailed information of the Commission business, the timetable of meetings, items to be discussed and other information of general interest.
4. The Provisional Agenda (APCAS/08/1) has been circulated with the invitation letter.

#### Working languages

5. The Session will be conducted in English and also in French, if a French-speaking Member Nation advises of its intention to participate. The documentation will be issued in English.

#### Documentation

6. Before the holding of the Session, the working documents will be sent to all member countries and organizations invited. These documents may also be viewed and downloaded from the following Internet addresses: [www.fao.org/es/ess/index.htm](http://www.fao.org/es/ess/index.htm) or [www.faorap-apcas.org](http://www.faorap-apcas.org). Documents drafted during the Session will be available at the document distribution desk outside the session hall. The desk will also deliver mail and messages and deal with general inquiries.

## Country Questionnaires

7. Before arrival each delegation should fill out a **country questionnaire** for summarization under agenda item 5 – *Review of the Present State of Food and Agricultural Statistics in Member Countries of the Commission*. Following recommendations of previous Commission Sessions, the country should focus attention on the following areas under Remarks, Issues and Concerns:

- (i) recent and proposed **changes** in the statistical organizations relating to food and agriculture;
- (ii) agricultural and related **surveys undertaken** and plans for the future, including those on the census of agriculture;
- (iii) recent **innovative** activities and measures undertaken since the last Commission Session;
- (iv) outstanding problems.

8. Country questionnaires should be submitted to the APCAS Secretary not later than close of working hours onXXX. Delegates who are unable to meet this deadline for submission of country questionnaires to the APCAS Secretariat can still send the filled out questionnaires as soon as possible for inclusion in the summary report.

## Correspondence

9. All correspondence concerning the Session should be addressed to the APCAS Secretary and copied to the APCAS Thailand Liaison Officer at the addresses below :

Mr. Jairo Castano  
APCAS Secretary  
Economic & Social Department Group  
FAO Regional Office for Asia and the Pacific  
Bangkok, Thailand  
E-mail: [jairo.castano@fao.org](mailto:jairo.castano@fao.org)

Ms. Yatimah Sarjiman  
APCAS Liaison Officer  
Agriculture and Agro-Based Statistics Division  
Department of Statistics  
Block C6, Complex C  
Federal Government Administrative Centre  
62514 Putrajaya  
Malaysia  
Tel: (603) - 88857717  
Fax: (603) - 88889215  
E-mail : [yat\\_s@stats.gov.my](mailto:yat_s@stats.gov.my)

10. Telephone and facsimile services will be provided at the Session premises. Postal services are available at the hotel concierge and at a nearby post office.

## **Formalities for entry into Malaysia**

11. Delegates who are attending the session and require visas are advised to submit visa applications as early as possible to allow time for processing and to minimise the chance of last minute delays. As the APCAS Secretariat cannot assist in facilitating an entry visa upon arrival, an entry visa to Malaysia, if required, should be obtained from the nearest mission or consulate of Malaysia. Passport details of accompanying family members should also be provided the organizers at the same time in order to facilitate issuance of visas. Further information is available from the local Malaysian Embassy.

12. To ensure that they are properly met on arrival at KLIA/xxx International Airport, participants are advised to provide advance notice (before XX 2008) of the name of carrier, flight number, time of arrival and other related information to the APCAS Secretary and Liaison Officer in Thailand. Participants are advised to mark their luggage clearly in order to facilitate identification.

13. On arrival at KLIA/xxx International Airport, participants will be met and transported to their respective hotels, if they have notified the Government Liaison Officer/APCAS Secretariat in advance.

14. All participants to the Session are advised to finalise, at an early date, return travel arrangements. Immediately upon arrival in Kuching, participants are advised to contact the Secretariat for the reconfirmation of their departure date and time. Transport from hotels to the airport can be arranged at the end of the Session. Please note that a departure tax is xxx.

15. The Ministry of Agriculture has prepared a web page with detailed information about the arrangements for the Session. Please check the following website for updates:

## **Foreign exchange and banking**

16. The monetary unit is the Malaysia ringgit. Currency exchange facilities are available at Hotels as well as most major banks located in Kuching. Delegates are advised to arrange to exchange some currency upon arrival in Kuching as most facilities only operate during business hours. The US\$-Malaysia ringgit exchange rate is changing by the day. At the time of going to press the exchange rate is approximately 1US\$ = xxx Malaysia ringgit.

## **Venue and Hotel accommodation**

17. The Session will be held in the Crowne Plaza Riverside Hotel. Arrangements have been made by the Organizing Committee for APCAS delegates, observers and accompanying persons to be billeted at the Hotel. The hotel management has agreed to offer special discounted rates for APCAS participants (see Annex B for hotel rates).

18. Information about Hotels can be found in Annex B. Please note that APCAS participants will have special room rates, but all reservations should be made through the APCAS Secretary and APCAS Liaison Officer. The double rooms at the Crowne Plaza Riverside Hotel are sufficiently large enough to accommodate an extra bed.

19. Requests for hotel reservations should be made in writing on the Registration Form appearing in Annex A, as soon as possible, but not later than XX, by faxing the original to the APCAS Liaison Officer at the Ministry of XXX in Putrajaya with a copy to the APCAS Secretary in Bangkok, Thailand (see para 9 above).

### **Registration**

20. All delegates and observers are requested to register with the Secretariat, soon after arrival, at the Session hall or at the Hotel, so that they can be provided with identification tags and for updated information about the Session. Registration will begin on Monday, 9 June 2008 at 09.00 hours. The Session Secretariat will issue a Provisional List of Participants on the first day of the Session. The Secretariat should be notified of any corrections or additions to this list.

### **Weather and time**

21. Basically Malaysia has three seasons in a year - the hot, the wet and the cool. Monsoon rains occur in most regions in summer between June and September. The climate of Kuching is extremely dry and hot in summers.

Summer : Mid-March To End Of June (Min. 25° C - Max. 45° C)

Winter : Late November To Mid-February (Min. 3° C - Max. 11° C)

Rain : July To End September (26 inches).

22. Please note that Kuching in June observes local time as GMT + 08.00hrs.; thus 10.00 hrs. in Bangkok is the same as 11.00 hrs. in Kuching and Kuala Lumpur.

### **Special tour arrangement**

23. Assuming that there will be sufficient interest, an optional trip (at traveler's expenses) will be arranged on XX to XX. Either 10 passenger vans or a 30 passenger bus will be used; since it will be hot and humid, travelers should carry umbrellas/caps during the visit. Departure from the hotel would be around 6am with late afternoon return.



## 22nd APCAS – Malaysia - JUNE 2008

### Registration Form

1. Name: \_\_\_\_\_  
                     Family name                                  Given names
2. Country/organisation: \_\_\_\_\_
3. Title and position: \_\_\_\_\_
4. Address (postal): \_\_\_\_\_  
                     telephone: \_\_\_\_\_ fax: \_\_\_\_\_ e-mail: \_\_\_\_\_
5. Number of accompanying persons \_\_\_\_\_

6. Passport Details

Name	Date & Place of Birth	Passport No	Date of Issue	Expiry Date	Issuing Office

7. Arrival information: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
                     Airline and flight No. \_\_\_\_\_ From (city): \_\_\_\_\_
8. Departure information: Date \_\_\_\_\_ Time: \_\_\_\_\_  
                     Airline and flight No. \_\_\_\_\_ From \_\_\_\_\_
9. Hotel accommodation desired:      Single      Double      Suite  
                     If sharing, specify name \_\_\_\_\_
10. Please indicate hotel names and room codes (refer to Annex B for interpretation of code) \_\_\_\_\_
11. Please indicate if you have special requirements  
                     Diet: Please specify \_\_\_\_\_  
                     Child care \_\_\_\_\_  
                     Others (please specify) \_\_\_\_\_

NOTE: Each participant is required to complete the above form in duplicate and send one copy to each of the addresses below as soon as possible, but not later than 31 August 2004, even if complete flight information is unavailable. You may fax or email flight information details at a later date.

(a) Ms. Yatimah Srijiman  
 22nd APCAS Liaison Officer  
 Agriculture and Agro-Based Statistics Division  
 Federal Government Administrative Centre  
 62514 Putraya, Malaysia  
 Tel: (603) 88857717  
 Fax: (603) 88889215  
 E-mail : [yat\\_s@stats.gov.my](mailto:yat_s@stats.gov.my)

(b) Mr. Jairo Castano  
 APCAS Secretary  
 FAO Regional Office for Asia and the Pacific  
 Maliwan Mansion, 39 Phra Atit Rd.,  
 Bangkok 10200, Thailand  
 Tel : (662) 697-4250  
 Fax: (66-2) 697-4445  
 Email : [jairo.castano@fao.org](mailto:jairo.castano@fao.org)

## HOTEL RATES

Address	Rooms	Rates	Notes	CODE
Crowne Plaza Riverside Hotel Jalan Tunku Abudl Rahman Kuching, 93756 MALAYSIA Hotel Front Desk: 60-82- 247777   Hotel Fax: 60-82- 425858 ... www.crowneplaza.com	Single Double Cottage  Extra bed		Rate includes breakfast	
<b>Holiday Inn Hotel</b>	Single Double/Twin		Rate includes breakfast  tax of xxx%	

\*Please indicate room codes on the Registration Form (Annex A)