INFORMATION NOTE FOR PARTICIPANTS

Asia-Pacific Trade Facilitation Forum 2022
29 August – 1 September 2022, Singapore

“Next Generation Trade Facilitation for Sustainable Development”

1. Organizers
The Asia-Pacific Trade Facilitation Forum (APTFF) 2022 is organized by the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), Asian Development Bank (ADB), and the Singapore Ministry of Trade and Industry (MTI).

2. Forum Venue and Duration
The APTFF 2022 and side events will be held in Singapore from 29 August – 1 September 2022 at Fairmont Singapore. The details of the venue are as follows:

Fairmont Singapore

Address: 80 Bras Basah Road
Postal Code: 189560
Tel: +65 6339 7777
Fax: +65 6337 1554
Website: https://www.fairmont.com/singapore/
The main event of the Forum will be on 29 and 30 August. Side events will be on 31 August and 1 September.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event Title</th>
<th>Room</th>
<th>Public Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 August</td>
<td>10:00 – 17:40</td>
<td>Asia Pacific Trade Facilitation Forum 2022^</td>
<td>Stamford Ballroom</td>
<td>Link</td>
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<tr>
<td></td>
<td>18:00 – 19:00</td>
<td>Meeting of the focal points for Framework Agreement on Facilitation of Cross-border Paperless Trade in Asia and the Pacific*</td>
<td>Ord room</td>
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<tr>
<td>30 August</td>
<td>09:00 – 17:30</td>
<td>Asia Pacific Trade Facilitation Forum 2022^</td>
<td>Stamford Ballroom</td>
<td>Link</td>
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<tr>
<td></td>
<td>18:00 – 19:30</td>
<td>Expert review meeting on paperless trade development in a few countries*</td>
<td>Ord room</td>
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<tr>
<td></td>
<td>17:30 – 19:30</td>
<td>UNNExT Advisory Committee Meeting*</td>
<td>Indiana Room</td>
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<tr>
<td>31 August</td>
<td>09:00 – 12:00</td>
<td>APTFF Capacity Building Workshop on Cross-border Paperless Trade Facilitation [Part 1]^</td>
<td>Orchard Room</td>
<td>Link</td>
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<td></td>
<td>09:00 – 11:00</td>
<td>Workshop on International Standards for Trade Facilitation</td>
<td>Indiana &amp; Minto Rooms</td>
<td>Link</td>
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<td></td>
<td>11:00 – 12:00</td>
<td>Launch of ITC-UNECE publication on Integrated Risk Management</td>
<td>Indiana &amp; Minto Rooms</td>
<td>Link</td>
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<td></td>
<td>13:00 – 16:30</td>
<td>UNCTAD/ESCAP Workshop on NTFCs and Sustainable Trade Facilitation</td>
<td>Indiana &amp; Minto Rooms</td>
<td>Link</td>
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<tr>
<td>1 September</td>
<td>09:00 – 13:00</td>
<td>APTFF Capacity Building Workshop on Cross-border Paperless Trade Facilitation [Part 2]^</td>
<td>Orchard Room</td>
<td>Link</td>
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<td></td>
<td>09:00 – 12:00</td>
<td>A Way Forward on Proof of Origin as Concrete Trade Facilitating Measure</td>
<td>Mercury &amp; Enterprise Rooms</td>
<td>Link</td>
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<td></td>
<td>13:00 – 14:00</td>
<td>Asia Pacific Trade Agreement (APTA) Promotion Session^</td>
<td>Orchard Room</td>
<td>Link</td>
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<td></td>
<td>13:00 – 14:00</td>
<td>UN Global Survey on Digital and Sustainable Trade Facilitation: Way Forward</td>
<td>Mercury &amp; Enterprise Rooms</td>
<td>Link</td>
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<td></td>
<td>14:30 – 16:30</td>
<td>Transit Facilitation for CAREC Regional Economic Integration^^</td>
<td>Orchard Room</td>
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<td></td>
<td>14:15 – 17:30</td>
<td>Regional Organizations Cooperation Mechanism for Trade (ROC-TF) Meeting*</td>
<td>Mercury &amp; Enterprise Rooms</td>
<td>-</td>
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</tbody>
</table>

*Closed meeting
^ English-Russian interpretation
3. Registration and Badges
Participants are requested to register and obtain badges on the first day of the forum, on Monday, 29 August 2022, from 09:00 hours. This is done at the Registration Counter located at the pre-function area of the Stamford Ballroom. This procedure is important for security reasons and will also ensure that the names of all participants appear on the list of participants attending the forum.

4. Visa Requirement
Participants are responsible for checking visa requirements and making all related entry arrangements by themselves prior to their arrival in Singapore, according to the requirements as detailed at https://www.ica.gov.sg/enter-depart/entry_requirements/visa_requirements. All participants are also required to submit the SG Arrival Card within three days prior to the date of arrival in Singapore: https://www.ica.gov.sg/enter-depart/entry_requirements/sg-arrival-card.

5. COVID-19 Vaccination and Health Protocols
Please note that visitors must be fully vaccinated with WHO Emergency Use Listing COVID-19 vaccines to be able to enter Singapore. For more details on travel requirements for Singapore, please visit https://safetravel.ica.gov.sg/arriving/overview.

As per Singapore’s prevailing COVID-19 safe management measures, participants are requested to wear the appropriate masks at all times when in the meeting venue. Should you require to take a Polymerase Chain Reaction (PCR) test or Antigen-Rapid Test (ART) for your return flight arrangements, you may find the list of PCR or ART providers here.

6. Documents and Presentation Files
The Forum and side events will be conducted as paperless events. All the documents and presentation files will be uploaded at Asia-Pacific Trade Facilitation Forum 2022 | ESCAP (unescap.org) as soon as they are available.

7. Accommodation
7.1 For ADB-financed resource persons and participants, including ADB-ESCAP financed participants
ADB will arrange the accommodation at a hotel for you during the period of the APTFF 2022 in Singapore and will pay for your accommodation directly. Please observe the hotel’s check-in and check-out time carefully. Any additional costs beyond the approved period of your stay will be charged to your personal account.

Your accommodation is inclusive of single breakfast daily. Expenses such as laundry, drinks, snacks from the mini bar and international telephone calls will be charged to your personal account.

Please kindly note that, depending on the date and time of your arrival, you may not be able to collect Daily Subsistence Allowance (DSA) immediately. It is highly recommended that you bring a reasonable amount of money to cover your expenses and possibly hotel deposit before you receive DSA.

7.2 For resource persons and participants fully financed by ESCAP
If you are receiving daily subsistence allowance (DSA) from ESCAP, you need to reserve the room and make payment by yourself directly to the accommodation of your choice.

Please kindly note that, depending on the date and time of your arrival, you may not be able to collect DSA immediately. It is highly recommended that you bring a reasonable amount of money to cover your expenses and possibly hotel deposit before you receive DSA.
8. Travel Claims and Allowances

The organizers are not responsible for any financial costs of self-financed participants. For sponsored participants, aside from the items listed under the ADB/ESCAP financial responsibilities, any other expenses (e.g., those listed below) will be the sole responsibilities of the participants themselves:

All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;

(i) Salary and related allowances for the participants during the period of the Forum;
(ii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the Forum;
(iii) Compensation in the event of death or disability of participants in connection with attending the Forum;
(iv) Any loss of or damage to personal property of participants while attending the Forum or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and
(v) Any other expenses of a personal nature, not directly related to the purpose of the Forum.

Sponsored participants are expected to stay for the full duration of any event(s) of the week covered by the sponsors, and they are requested to sign the attendance sheet. However, if for any unexpected reason, they are unable to stay for the full duration of the Forum, they are requested to inform the secretariat as soon as possible so that their per diem can be adjusted accordingly.

ADB-ESCAP Financial Responsibilities

ADB-financed participants will be provided their daily subsistence allowance (DSA) and one-time lumpsum miscellaneous travel expense allowance to cover visa, airport taxes and other related expenses. Signed attendance sheets will be the basis for the reimbursement of the DSA along with submission of the following documents: original boarding passes, photocopy of passport information page and stamped arrival page. To facilitate distribution of DSA, participants may start submitting the required documents to the ADB Contact Person (Aleli Rosario, arosario@adb.org). DSA will be distributed starting on 29 August 2022. Please bring with you a valid identification card (ID) with picture aside from your passport. If your ID is not in English, please also bring a business card in English. A scanned copy of the outbound boarding pass should be emailed by 4 September 2022 to nlozano.contractor@adb.org, with copy to alroque@adb.org.

For the ESCAP-sponsored participants, the financial responsibilities will be limited to air tickets and DSA as indicated in the acceptance letter. To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, inbound boarding passes and passports (including original receipts of ticket, visa and hotel accommodation, if applicable) to the ESCAP secretariat member on duty in the Stamford Ballroom on 29 August. A scanned copy of your outbound boarding pass should be emailed by 4 September 2022 to aptff@un.org, with copy to wannarat.charoensri@un.org.

9. Airport–Hotel–Airport Transfers

Fairmont Singapore is approximately 20 minutes away from Singapore Changi International Airport (SIN) and is accessible via airport taxi, or airport pick-up arranged by the hotel on personal expense. Local taxi apps include Grab and CDG Zig.

The hotel is situated above two of the major stations (City Hall and Esplanade stations) in the Mass Rapid Transit (subway/metro) system and is part of Raffles City complex.

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1 For ADB-financed resource persons and participants, see section on ADB Financial Responsibilities of this information note.
Please be informed that there will be no complimentary transportation from airport to hotel/hotel to airport. You can arrange for an airport pick-up through the hotel by providing your flight details and estimated time of arrival when booking online. You can contact the hotel directly by calling the number listed in your booking forms.

10. Meals
Daily breakfast is included in the hotel accommodation, while lunch and coffee breaks will be provided during the Forum and side events on 29 August – 1 September.

Please inform ESCAP contact persons if you have any special dietary requirement.

11. In-City Transportations
Participants who wish to discover Singapore during the Forum could use taxi, metro or other modes of transportation on personal expense. You may contact the hotel staff for assistance.
- Singapore's Mass Rapid Transit (MRT) subway/metro system – more information can be found here.
- Taxi – more information can be found here.
- Bus – more information can be found here.

12. Weather
The average temperature in Singapore in August to September is between 27 to 30 degrees Celsius with intermittent rains. Participants may wish to bring along a light-weight suit for any formal occasion / function.

13. Electricity

Singapore uses Type G outlets. Plug Type G has three rectangular pins in a triangular pattern. 
Singapore operates on a 230V supply voltage and 50Hz.

14. Internet Access
Hotel Wi-fi is available throughout the venue.

15. Currency
The basic currency of Singapore is the Singapore Dollar (SGD). The present exchange rate is about 1.34-1.42 Singapore Dollars for one US dollar, subject to variation. Exchange facilities are available at the International Airport, shopping centres and banks in the city. Major credit cards such as Mastercard and VISA are widely accepted, with mobile payments widely used. Automated Teller Machines (ATMs) are also widely available, and are compatible with major credit cards and ATM cards.

16. Liability
Participants should make their own arrangement with respect to personal insurance since organizers shall not be liable for personal accidents, loss or damage of private properties.
17. Useful Telephone Numbers

<table>
<thead>
<tr>
<th>Emergency Services</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>999</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>995</td>
</tr>
<tr>
<td>Ambulance</td>
<td>995</td>
</tr>
<tr>
<td>Non-Emergency Ambulance</td>
<td>1777</td>
</tr>
</tbody>
</table>

ESCAP Contact Persons

- **Yern Fai Lee**
  Tel: +66 2288-1680
  E-mail: yernfai.lee@un.org

- **Nattabhon Narongkachavana (Parn)**
  Tel: +66 2 288 2051
  Fax: +66 2 288 1027
  E-mail: nattabhon.narongkachavana@un.org

- **Wannarat Charoensri (Nok)**
  Tel: +66 2 288 1577
  Fax: +66 2 288 1027
  E-mail: wannarat.charoensri@un.org

Ministry of Trade and Industry Singapore (MTI) Contact Persons

- **Yap Jun Hong**
  E-mail: yap_jun_hong@mti.gov.sg

- **Teo Boyu**
  E-mail: Boyu_TEO_from.TP@mti.gov.sg

- **Ong Hui Qun**
  E-mail: ong_hui_qun@mti.gov.sg

ADB Contact Persons

- **Nanette Lozano**
  Events Coordinator
  Email: nlozano.contractor@adb.org
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- **Angel Roque**
  Senior Operations Assistant
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