



---

## **INSARAG TEAM LEADERS MEETING**

**28 FEBRUARY – 2 MARCH 2023**

**SINGAPORE**

**PARTICIPANTS INFORMATION PACKAGE**

## Overall Administrative Information

---

This information package covers the following:

1. Date and Venue
2. Draft Agenda
3. Registration
4. Travel Advisory
5. Accommodation
6. Transportation
7. Arrival and Departures
8. Daily meals/dress code
9. Points of Contact
10. General information about Singapore

The Singapore Civil Defence Force (SCDF) will host the INSARAG Team Leaders 2023 in collaboration with the Office for the Coordination of Humanitarian Affairs (OCHA) in its capacity as the INSARAG Secretariat.

Experienced USAR practitioners as well as USAR Team Leaders from countries and organisations working on Urban Search and Rescue (USAR) are invited to participate to improve the operational capabilities of International USAR response.

### 1. Date and Venue

INSARAG Team Leaders Meeting will take place in Singapore from the 28 February to 2 March 2023 at the Civil Defence Academy (CDA)<sup>1</sup>.

All **meetings will be conducted in English**, and in-person. There will not be any virtual connections arranged for the meetings.

### 2. Draft Agenda

Please find below a draft schedule of the activity, which may be subject to change:

Monday 27/2	All Day - Arrival of Team Leader (TL) Participants
Tuesday 28/2	09:00 – 18:00 TL's Meeting (Day 1) SCDF host Official Dinner
Wednesday 1/3	09:00 – 18:00 TL's Meeting (Day 2)

---

<sup>1</sup> Participants are advised that CDA is a non-smoking venue.

Thursday 2/3	09:00 – 15:00 TL’s Meeting (day 3) 15:00 – 18:00 (reserve for ad hoc -meeting)
Friday 3/3	Departure of participants

This agenda has been drafted in close consultations with all INSARAG Working Group co-chairs and SCDF as host. Team Leaders are requested to review and provide any feedback and suggestions to the draft meeting agenda by **30 January 2023** to [insarag@un.org](mailto:insarag@un.org).

### 3. Registration

Registration of participants is done through the Virtual OSOCC platform of the United Nations and must be completed before **30 January 2023**, at the following link: [https://vosocc.unocha.org/Reg/7919\\_INSARAGTeamLeadersMeeting\\_Singapore2023.html](https://vosocc.unocha.org/Reg/7919_INSARAGTeamLeadersMeeting_Singapore2023.html)

**Important note: SCDF can accommodate a maximum of 100 participants.** Team Leaders of USAR teams and Working Groups will be prioritized if registration is oversubscribed.

**The INSARAG Secretariat will notify successful applicants by email after the deadline. We will consider case by case any additional participants from the same team/organization.**

### 4. Travel Advisory

A valid passport is a requirement to enter Singapore. The participants are responsible for obtaining entry visas, if required for their country of origin. Please refer to <https://www.ica.gov.sg/public-education/visiting-singapore> for more information on visa requirements.

Participants are advised to complete the electronic health declaration prior to arrival. Please refer to <https://www.ica.gov.sg/enter-transit-depart/entering-singapore/sg-arrival-card>

Participants are advised to refer to the Singapore Immigration and Checkpoints authority’s website for the latest travel advisories/circulars. Please refer to <https://www.ica.gov.sg/enter-transit-depart>

**Participants are advised to refer to the latest public health requirements for entering Singapore**, particularly on requirements related to Covid-19 which may be changed at short notice.

As at 30 Dec 2022, all travellers aged 13<sup>2</sup> and above may enter Singapore without testing or quarantine, subject to general entry requirements (e.g. passport, entry visa), only if they have taken the minimum Covid-19 WHO-EUL vaccine dosage at least 2 weeks before arrival in Singapore, and can show proof of vaccination.

---

<sup>2</sup> Travellers aged 12 and below by year of birth are exempted from Covid-19 border measures.

Travellers who are not fully vaccinated with Covid-19 WHO-EUL vaccines are subjected to pre-departure test (PDT) requirements.

Participants are also advised to arrange for adequate health insurance coverage for their stay in Singapore. Visitors who are not fully vaccinated with Covid-19 WHO-EUL vaccines are required to purchase travel insurance covering Covid-19, covering a sum of at least SGD\$30,000, as a condition of entry.

Please refer to the following link for details on the latest public health requirements:  
<https://www.ica.gov.sg/enter-transit-depart/entering-singapore>

## 5. Accommodation

It is recommended for participants to arrange for accommodation at either the **Days Hotel by Wyndham at Zhongshan Park** (rate approximately 200SGD\$/night standard single room or 200SGD\$/night twin room)<sup>3</sup>; or **Ramada by Wyndham Singapore at Zhongshan Park** (rate 280SGD\$/night standard single room or 280SGD\$/night twin room)<sup>4</sup>, for ease of transportation.

Participants could also consider other hotels within the vicinity. Some examples can be found in the following link: <https://tinyurl.com/Zhongshannovena>

Participants are responsible for accommodation costs and should contact the recommended hotels, or other hotel of their choice, directly to make a reservation.

### **Days Hotel by Wyndham at Zhongshan Park**

1 Jalan Rajah, Singapore 329133

<https://dayshotelsingapore.com>

Phone: +65 6808 6868

### **Ramada by Wyndham Singapore at Zhongshan Park**

16 Ah Hood Road

<https://ramadasingapore.com>

Phone: +65 6808 6888

## 6. Transportation

Given Singapore's efficient public transport system, participants are requested to make their own preferred airport transfer arrangements to their respective hotels. Taxis stands are located at the arrival halls at Terminal 1, 2 and 3. Alternatively, other modes of transport are also available. Accurate travel directions for other means of public transportation can be obtained through Google Maps. Additional information provided by Changi Airport on transport options can be found at the following link

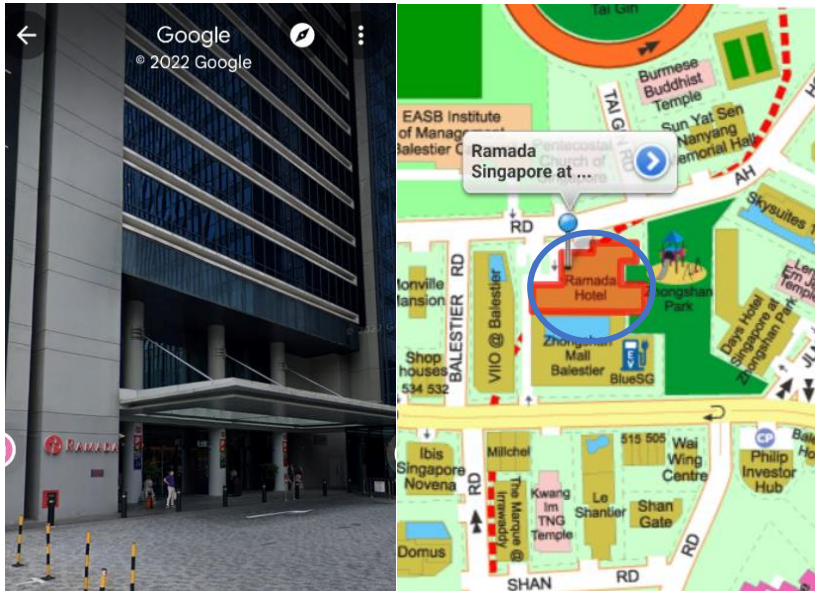
<https://www.changiairport.com/en/airport-guide/transport/leaving-the-airport.html>

---

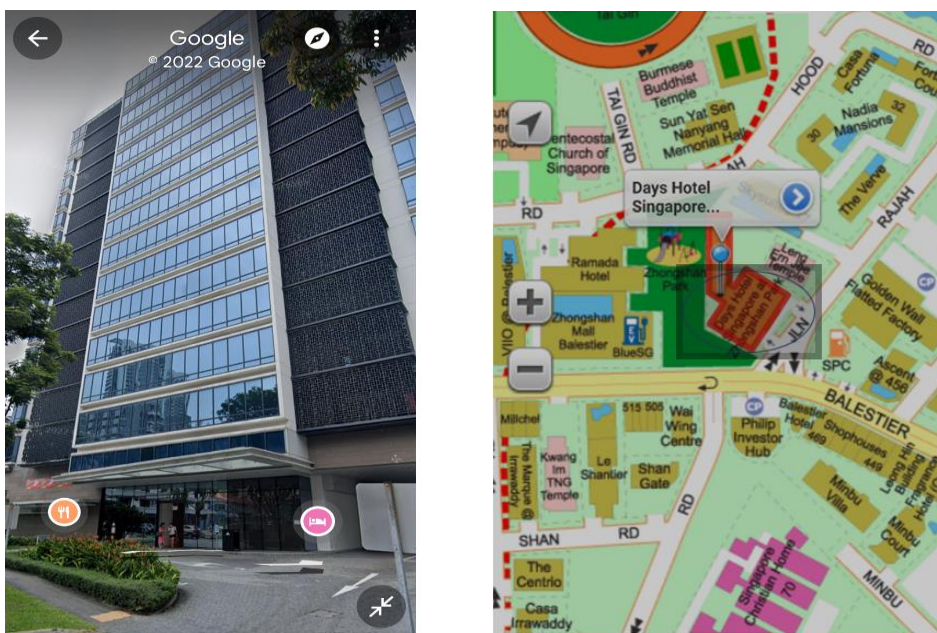
<sup>3</sup> Online rates do not include breakfast. However, the hotel can provide it at an additional SGD\$20.00.

<sup>4</sup> Online rates do not include breakfast. However, the hotel can provide it at an additional SGD\$30.00.

**From Hotel to meeting venue:** SCDF will provide a daily shuttle service from the lobbies of **Days Hotel and Ramada Hotel** to CDA, and back to the same hotels. The shuttle will depart the hotel lobbies at **0800hrs**. Please refer to the map below for further details on the hotel pickup locations.



**Shuttle pickup location 1:** Ramada by Wyndham Singapore at Zhongshan Park, 16 Ah Hood road Singapore 329982



**Shuttle pickup location 2:** Days hotel by Wyndham at Zhongshan Park, 1 Jalan Rajah Singapore 3291133

Participants who miss the shuttle bus or prefer not to avail themselves of the service should arrange for alternative transportation, at their own cost, to **Civil Defence Academy (101 Jalan Bahar, Singapore 649734)**.

## 7. Arrival and departure

Team Leaders meeting participants are advised to arrive on **27 February 2023**.

Participants are advised to schedule their departure on evening of **2 March or 3 March 2023**.

## **8. Meals**

SCDF will provide daily lunches and coffee/tea breaks throughout the official program. Breakfast and dinner are not provided, except for an Official Dinner on the evening of 28<sup>th</sup> February.

Participants are requested to indicate any special dietary requirements upon registration in Virtual OSOCC.

## **Dress code**

Smart casual or USAR uniform is recommended for all activities.

## **9. Points of Contact**

For general enquiries, please contact the following contact persons:

- Navin s/o Balakrishnan, e-mail: [Navin\\_Balakrishnan@scdf.gov.sg](mailto:Navin_Balakrishnan@scdf.gov.sg)  
Phone +65 94871284
- Ms. Marie Mure, INSARAG Secretariat, email: [insarag@un.org](mailto:insarag@un.org)  
Mobile : +41 79 477 08 80

## **10. General information about Singapore**

Please visit <https://www.visitsingapore.com> for additional details.

### **(a) Language**

Singapore has four official languages – Malay, Chinese, Tamil and English. Singapore's national language is Malay, and working language is English.

### **(b) Time zones**

GMT +8.

### **(c) Communications**

The country code is: +65

Mobile sim cards can be obtained at the airport from a variety of service providers such as:

- Singtel
- Starhub
- M1

### **(d) Emergency Numbers**

Police: **999**

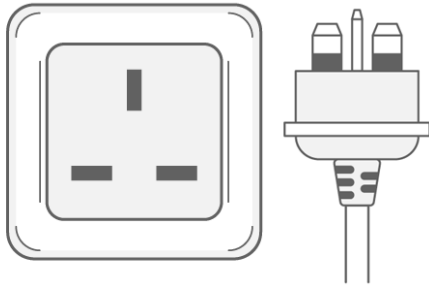
Ambulance/Fire Service :**995**

(e) **Weights and measure system**

Singapore uses the metric system.

(f) **Electricity**

Electricity supply is 230 V at 50 Hz. Plugs are Type G (please see in the pictures below):



(g) **Weather**

**Feb/March - Singapore**

Av. Max. Temp. 32 C°

Av. Min. Temp. 25 C°

(h) **Currency**

The currency is Singapore Dollars (SGD).

All major credit cards are accepted in hotels, supermarkets and most shops.

(i) **Exchange rates (as of Dec 2022)**

1 Euro (EUR)

1.43 SGD

1 United States Dollar (USD)

1.35 SGD

1 British Pound (GBP)

1.67 SGD

1 Swiss Franc (CHF)

1.459 SGD

1 Japanese Yen (JPY)

0.009 SGD

(j) **Driving**

Most international driver's licenses are accepted. Vehicles are right-hand drive.

