



IMMSAREX 2017

ADMIN GUIDELINES FOR DELEGATION

**26-29 NOVEMBER 2017
COX'S BAZAR, BANGLADESH**

Foreword

1. This document is intended to provide a quick and easy guidance for the attendees of Field Training Exercise (FTX) of IONS Multilateral Maritime Search and Rescue Exercise (IMMSAREX) 2017 and Extraordinary Conclave of Chiefs (ECoC) in Bangladesh. The program is planned for four days on 26-29 November 2017. The General Instructions and Admin Guidelines may facilitate the preparation of guests' pre travel arrangements and hopefully will be helpful to make their stay comfortable in Bangladesh.

2. Any queries, clarification or questions in relation to the content of this document can be directed to ions.bangladesh@gmail.com.

Before Visiting Bangladesh

3. **Immigration and Visa.** All visiting delegates will require a valid passport and a visa or visa waiver to enter Bangladesh. It is the responsibility of the visiting delegation to approach Bangladesh Embassy to arrange the appropriate visa. Delegations are encouraged to contact their Embassy or High Commission in Bangladesh to determine their exact requirements.

4. **Dresses.** For attendees following Military uniforms and dresses will be required during IMMSAREX 2017:

- Uniform (Summer Ceremonial) – For IMMSAREX inauguration ceremony participants
- Uniform (Summer Uniform half sleeve) – ECoC Participants
- Working Sea Uniform (for observers) - Sea Exercise (28-29 Nov)
- Comfortable attire for Ice Breaking and Evening Gala



Sample Uniform (Summer Ceremonial)



Sample Uniform (Summer Uniform half sleeve)

Females are expected to wear appropriate equivalent suiting the occasion. The participants attending various shore programs from ships will also wear same described above.

5. **Time Zone.** Dhaka's time-zone (Bangladesh Standard Time) is Foxtrot (GMT+6). Bangladesh does not observe DST.

6. **Climate.** In November, the average temperatures would be between 18.0°C and 29.0°C. Light weight warm clothing is advised besides uniform requirement.

7. **Language.** The IONS Extraordinary Conclave of Chiefs will be conducted in the English language. Should any delegation require an English translator, may choose to have a translator within their delegation. For other unofficial purposes working knowledge of English will suffice.

8. **Attendees Bio data/Information form.** An attached form with all required information is requested to be duly filled and send to this secretariat along with a scan copy of passport for prior arrangements by 25 Oct 17.

Travel Itineraries

9. BN will provide in-country transportation including the travel between Dhaka and Cox's Bazar (both way) via chartered/ commercial/ military aircraft. As soon as flight details are known, please notify BN IONS Secretariat of your delegation's flight details so that the BN provided transport can be coordinated with your arrival and departure at Hazrat Shah Jalal International Airport (HSIA), Dhaka.

10. BN expects most delegations to arrive by **1200 hrs on 26 November 2017**, in order to arrange the air transfer from Dhaka to Cox's Bazar by chartered commercial aircraft scheduled at 1500 hrs on pm 26 November 2017. Delegation's stay in Dhaka transit accommodation at Radisson blu Water Garden Hotel, Dhaka¹ for one (01) day will be sponsored by BN.

11. Delegations attending opening ceremony of IMMSAREX 2017 & ECoC will depart Cox's Bazar to Dhaka on 28 November 2017 by chartered aircraft at about 1415 hrs. Observers participating sea exercise will depart Cox's Bazar to Dhaka on 30

¹www.radissonblu.com/hotel-dhaka

November 2017 by commercial aircraft under arrangement of BN.

Arrival in Bangladesh

12. On arrival at the airport, the visiting delegation will meet with members of the Bangladesh Navy, who will be in Navy uniform. They will escort the delegation to the designated VIP lounge at the airport. The delegation may need to stay in the VIP lounge for a short while till the clearance of immigration and Customs aided by BN Provost.

13. A member of the travelling delegation will be asked to identify and collect the luggage of the group in the Arrival Hall while the remainder of the delegation waits in the lounge. The luggage collection will be assisted by BN personnel.

14. Once the luggage is loaded into the transfer vehicle and the entire delegation has been cleared, the delegation will be led to the vehicle(s) and taken to Hotel Radisson Blu Dhaka Water Garden, which is arranged as transit accommodation. For travel from Dhaka to Cox's Bazar by commercial aircraft, guests will be taken to airport at about **1330 hrs on 26 October** from the hotel under BN arrangement.

15. Once the delegations arrive at the Cox's Bazar Airport, the delegation will be introduced to the assigned BN Liaison Officer, who will assist the delegation throughout their time in Cox's Bazar.

Accommodation and Meals

16. BN will arrange transit accommodation for the Head of Delegation with spouse plus one (1) ADC/ Personal Staff on 26 & 29 November 2017 and for FTX observers on 26 & 30 November 2017 (depending upon the flight schedule) at Hotel Radisson Blu, Dhaka which will be arranged and paid by BN.

17. Delegations and observers will need to pay their own accommodation cost at Cox's Bazar. For the stay in Cox's Bazar, which is the venue of IMMSAREX 2017, Royal Tulip Sea Pearl Beach Resort¹ has been chosen. Bangladesh Navy has arranged a group booking in a subsidized rate which is mentioned below. It is requested to put forward respective room requirements according to the need of attending delegation to BN IONS secretariat by **25 October 2017**. Please note that hotel will not respond to any direct reservation request for the IMMSAREX 2017 and

¹royaltulipcoxsbazar.com

room payment at Cox's Bazar by the visiting delegation is to be paid over the check-in counter at the hotel.

Room Type	Rate in USD (Tax incl.)	
	As advertised	IMMSAREX special
Executive Suite (Sea View)	\$235	\$150
Executive Suite (Hill View)	\$225	\$130
Premier Sea View	\$210	\$120
Studio Sea View	\$180	\$110
Superior Sea View	\$150	\$100
Superior Hill View	\$135	\$90

18. Spouses are expected to share the same room with their partner. Apart from the spouse of Head of Delegation, ancillary arrangements for other spouses will be the responsibility of individual delegation. However, spouses are welcome to attend in all pre-arranged spouse program.

19. Incidental room charges, including' mini-bar, laundry, phone calls, Internet charges, room service (in room meals) and other hospitality facilities will be also payable by the visiting delegation during their stay at both hotels (Dhaka and Cox's Bazar). All delegates will be required to clear any incidental bills prior check-out.

20. The hotel at Cox's Bazar will request a credit card on check-in as guarantee for the incidental costs of the room. This can also be a credit card from the Embassy or High Commission. If a credit card is not available, sufficient cash in Bangladeshi Taka/ US Dollars must be provided to Hotels to guarantee the incidentals of the room. This cash will be returned to the delegation if no bill is payable for the room.

21. Please be advised that any change of travel itineraries notified less than 24 hours prior to occupancy, usually results in the full charges of the hotel. Similarly, unscheduled checking out is required to be intimated well ahead as per hotel policy.

22. The following occasions/meals will be sponsored by BN:

- Lunch & dinner on 25 Nov 2017 and breakfast & lunch on 26 Nov at hotel Radisson. (depending on the arrival schedule of guests)
- Icebreaking Reception and Dinner on 26 November 2017.
- Hosted Lunch in honor of Chief Guest following the Inaugural Ceremony of IMMSAEX 2017 on 27 November 2017.

- Evening Gala followed by BBQ Dinner on 27 November 2017.
- Executive Breakfast hosted by CNS (for Head of Delegations only) on 28 November 2017.
- Quiet Lunch on 28 November 2017
- Dinner on 28 Nov 2017 and breakfast and lunch on 29 Nov at hotel Radisson. (depending on the departure schedule of guests)
- Dinner on 29 Nov 2017 and breakfast & lunch on 30 Nov at Royal Tulip for Observers (depending on the departure schedule from Cox's Bazar of Observers).
- Dinner on 30 Nov 2017 and breakfast & lunch on 01 Dec at hotel Radisson for Observers (depending on the departure schedule of Observers).
- Breakfast is included in room tariff in the hotel at Cox's Bazar.

23. Any other meal will be the responsibility of the visiting delegation.

Official Program

24. The program is included at the end of this document.

25. A printed program and invitations to the programmed events will be handed to the delegation on arrival in Bangladesh.

In-country Arrangements

26. Additional visits outside of the official program will be the responsibility of the visiting delegation or foreign Defense Attaches accredited to Bangladesh. These visits must be notified beforehand and must accord necessary approval through diplomatic channel.

27. Any medical or dental expenses, including emergency treatment, arising during a foreign delegation's visit to Bangladesh will be the responsibility of the visiting nation. However first aid and emergency medical support will be made available by BN at all times in the military hospital.

28. Where travel arrangements change at late notice, the visiting delegation must inform the secretariat via mail or phone at the earliest available opportunity so that transfers and airport facilitation can be coordinated with the new times of the delegation.

Departures

29. The visiting delegation (except the observers proceeding for sea exercise) will depart Cox's Bazar for Dhaka by chartered aircraft at about 1400 hrs on 28 Nov. Delegations will be accommodated in hotel Radisson blu water garden for their transit till noon 29 Nov depending on their departure flight schedule. Guests are expected to depart within this one (01) day sponsored transit stay. Any guest overstaying will have to pay for the extended time.

30. The visiting delegation will be required to check in at the Hazrat Shah Jalal International Airport (HSIA), Dhaka at least two hours before their scheduled departure time. Accordingly, the transport arranged by the BN will collect the delegation from Hotel Radisson Blu Dhaka Water Garden 2 hours and 30 minutes before the scheduled flight.

31. Once at the airport, the delegation will be escorted through Customs and Immigration in a similar way as when they arrived. The observers boarding designated BN ship for sea exercise on 28 November will be back on 29 November afternoon. They will stay in the hotel Royal Tulip Cox's Bazar on 29 Nov night and will depart Cox's Bazar for Dhaka by commercial flight on 30 November at about 1030 hrs. Transit accommodation in Dhaka will also be provided at Hotel Radisson blu Water Garden, Dhaka which will be sponsored by BN. They will also be assisted for their final departure including transport and immigration formalities at the HSIA.

Miscellany

32. **Currency.** The local currency is Bangladeshi Taka (BDT) and USD and Euro are most acceptable foreign currencies for exchange purposes. Forex facilities will be available at both hotels.

33. **Transport.** Delegations will be provided with suitable transport for the entire duration of their stay in Bangladesh both at Dhaka and Cox's Bazar according to rank and status. Guests may also be provided with collective transport for movements related to official program as practicable. For personal and unscheduled programs guests are discouraged to avail public transport and may use following transportation:

- Hotel transport.
- Transport arranged by local embassy.
- BN may conditionally arrange (considering the commitment) if intimated well ahead.

Points of Contact

34. Following personnel may be contacted for any additional information and support at any time

- Cdre Mir Ershad Ali, +088 01769702110 - BN IONS secretary
- Cdr Sarwat Hossain, +088 01769702122 – Deputy Secretary
- Lt Cdr Shahida Sultana, +088 01769702123 – Assistant Secretary

35. All correspondence should be directed to BN IONS at ions.bangladesh@gmail.com.

Enclosures:

1. Program of IMMSAREX 2017 – 03 (Three) pages.
2. Spouse Program – 01 (One) page.
3. Bio-data Form – 03 (Three) pages.