



**GENERAL INSTRUCTIONS
AND ADMIN GUIDELINES
FOR IMMSAREX 2017
INITIAL PLANNING CONFERENCE (IPC)**



PREPARED BY BANGLADESH NAVY IONS SECRETARIAT

Foreword

1. This document is intended to provide a quick and easy guidance for the attendees of Initial Planning Conference (IPC) of IONS Multilateral Maritime Search and Rescue Exercise (IMMSAREX) 2017 in Bangladesh. The program is planned for three days on 11-13 September 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. **Time Zone.** Dhaka's time-zone (Bangladesh Standard Time) is Foxtrot (GMT+6). Bangladesh does not observe DST.

5. **Climate.** September is the humid summer or rainy monsoon month when the average temperature range is between 26°C-32°C. Light weight cotton clothing is advised besides uniform requirement.

6. **Dresses.** For attendees following Military uniforms and dresses will be required during IMMSAREX (IPC) 2017.

- Comfortable attire for Ice Breaking Reception & Cultural Programme followed by Hosted Dinner.
- Summer uniform (working).



Sample Summer Uniform (working)

Females are expected to wear appropriate equivalent suiting the occasion.

7. **Language.** The IPC 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 Information form.** An attached form with all required information is requested to be duly filled and send to this secretariat for prior arrangements.

Travel Itineraries

9. BN will provide all in country transportation for all scheduled program. 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. However any personal or unscheduled travel might be arranged by visiting delegates on their own.

10. BN expects most delegations to arrive on Monday 11 September 2017 before 1600, in order to attend the Icebreaking Reception in the Naval Headquarter complex at 1930 hrs.

11. It is expected that delegations attending *IPC* will depart by Thursday AM 14 September 2017.

Arrival in Bangladesh

12. On arrival at the airport, the visiting delegation will be met with members of the Bangladesh Navy, who will be in Navy uniform with placard. They will escort the delegation to the designated lounge at the airport.

13. Once at the lounge, the delegation will be introduced to the assigned BN Liaison Officer, who will assist the delegation throughout their time in Dhaka. The delegation may need to stay in the lounge for a while till the clearance of immigration and Customs aided by BN Provost.

14. 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.

15. 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.¹

Accommodation and Meals

16. Delegations will need to pay their own stay/accommodation cost. However BN will co-ordinate with Hotel Radisson Blu Dhaka Water Garden for the group booking in a subsidized rate. Please contact ions.bangladesh@gmail.com to obtain the latest room rates applicable for the IPC delegation.

17. Where a delegation determines that Hotel Radisson Blu Dhaka Water Garden does not meet their requirement, alternative accommodation must be

¹www.radissonblu.com/hotel-dhaka

booked and paid for by the visiting delegation. Any countries choosing to stay away from Hotel Radisson Blu Dhaka Water Garden will still be provided with airport transfers, however, may not be provided transport to and from their respective Hotel to workshop venue each day.

18. Please note that for IPC of IMMSAREX 2017, BN has contracted the Hotel Radisson Blu Dhaka Water Garden directly and is not using a booking agent. Room payment by the visiting delegation is to be paid over the check-in counter at the hotel.

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. All delegates will be required to clear any incidental bills upon check-out.

20. The hotel will request a credit card on check-in as guarantee for the incidental costs of the room. This can 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 Hotel Radisson Blu Dhaka Water Garden 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:

- Icebreaking Reception and Dinner on 11 September 2017.
- Working Lunch and Light Refreshment for all delegates on 12 and 13 September 2017.
- Dinner following Cultural Programme for all delegates on 12 September 2017.

23. All other meals will be the responsibility of the visiting delegation.

Official Program

24. The program summary is included at the end of this document. More detailed timings will be provided closer to the event.

25. A printed program and invitations to the programmed social 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 means.

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 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 will be required to check in at the airport 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.

30. Once at the airport, the delegation will be escorted through Customs in a similar way as when they arrived.

Miscellany

31. **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 the hotel.

32. **Dining choices.** The hotel provides wide array of choices during all meals. However, international cuisines are available in restaurants within 20-30 minutes driving distance from the hotel.

33. **Shopping.** Multiple international standard shopping destinations are available within 20-30 minutes driving distance from the hotel. The destinations also include items reflecting cultural heritage of Bangladesh in affordable price.

34. **Transport.** Delegation will be provided with common transport official programme. For personal and unscheduled programmes 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

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

- Commodore Mir Ershad Ali, +088 01769702110 - BN IONS secretary
- Commander Sarwat Hossain, +088 01769702122 - Deputy Secretary
- Lieutenant Commander Shahida Sultana, +088 01769702123 - Assistant Secretary

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

37. For other information you may visit www.ions.navy.mil.bd.



IPC of IMMSAREX 2017
11-13 September 2017
Dhaka, Bangladesh



Program Outline

11 September 2017 (Monday)

Arrival of the Delegations
Icebreaking Reception

12 September 2017 (Tuesday)

Opening Ceremony

Workshop on MSAR:

- **Paper-1.** 'Information Sharing & Interoperability-Case Study of MH370' by RAN rep
- **Paper-2.** 'Regional MSAR: Need for Collaborative Capacity Building' by IN rep
- **Paper-3.** 'A Suggested Framework for IONS Multilateral Collaborative MSAR' by BN rep.

Lunch

Breakaway Session:

- Concept:
'Devising a Work plan for a simulated MSAR event'
- Group discussion & preparation for presentation.
- Presentation by Groups.
- Discussions.
- Wrap Up Session/ Concluding Remarks.

Cultural Programme followed by Dinner

13 September 2017 (Wednesday)

Exercise Brief of IMMSAREX

Light Refreshment

Résumé Session

- Participation Confirmation
- Finalizing resolution/ Minutes of the Meeting (MoM)
- Wrap Up

PM 13 Sep/ AM 14 September 2017 (Thursday)

Departure of delegations