

ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ

**KINGDOM OF CAMBODIA
NATION – Religion – King**

ស្ថានទូតនៃព្រះរាជាណាចក្រកម្ពុជាប្រចាំប្រទេសម៉ាឡេស៊ី
ការិយាល័យពាណិជ្ជកម្ម

Royal Embassy of Cambodia to Malaysia
Commercial Office

Kuala Lumpur, January 30, 2015

H.E Mr. SUN Chanthol
Senior Minister, Minister of Commerce
& Vice Chairman of the Council for the Development of
Cambodia

Report on Prep Meeting for the 21st AEM Retreat in Kota
Bharu, Kelantan

Your Excellency,

I have a great honor to inform Your Excellency that I was invited by ASEAN Division, Ministry of International Trade and Industry of Malaysia to attend the Preparatory Meeting for the 21st AEM Retreat in Kota Bharu, Kelantan which was held on January 29,

2015 at MITI. All ASEAN trade representatives attended the meeting except Myanmar. The Meeting was briefed by Mr. Ahmad Hisham Idris, Director of ASEAN Division as follow:

- 21st ASEAN Economic Ministers' Retreat will be held on 27 February to 2 March 2015 @ Renaissance Hotel, Kota Bharu, Kelantan State, Malaysia.
- All delegations are requested to register online via <http://aecreg2015.miti.gov.my> from February 1, 2015 and the registration online will be closed February 20, 2015. Username and Password for online registration are:
Username: aeckh2015
Password: P3Vaeckh
- VIP facility for AEMs is provided only at the Sultan Ismail Petra Airport, Kota Bharu, Kelantan. VIP room at KLIA is requested to arrange by respective Embassy based in KL. **Flight itinerary is requested to inform the ASEAN Div., no later than February 20, 2015.**
- Accommodations will be provided to AEMs and SEOMs with Suit room type from February 27 – March 2 and February 26 – March 2, 2015 respectively.
- AEMs and ASEAN SG will be provided with a chauffeur-driven car (BMW) from February 27 – March 2, 2015 and SEOMs & Dy SG will be provided with a chauffeur-driven car (Perdana) from February 26 – March 2, 2015.

Would Your Excellency please find enclosed herewith an attached file related to programme activities and General Information for Your Excellency's reference.

Please accept, Your Excellency, the assurances of my highest consideration.

Respectfully Yours,

PUTH Hemonna
Commercial Counselor
Royal Embassy of Cambodia

- 14:00 – 15:30 **Preparatory SEOM Meeting**
 Venue: Ballroom 1 & 2, Level 6
 Attendance: SEOM Leaders+6, DSG of ASEAN+6
 Attire: Lounge Suit / National Dress
- 15:30 – 15:45 Coffee Break
 SEOM: Merpati Room, Level 6
 Delegates: Foyer Level 6
- 15:45 – 17:00 **Preparatory SEOM Meeting**
 Venue: Ballroom 1 & 2, Level 6
 Attendance: SEOM Leaders+6, DSG of ASEAN+6
 Attire: Lounge Suit / National Dress
- 17:30 – 18:30 **Presentation by Dato Seri Idris Jala, Minister in the Prime Minister's
 Department on Encouraging Cross-Border Investment in ASEAN**
- Venue: Merpati and Merbok Room, Level 6
 Attendance: AEMs+1, SG of ASEAN+1, Special Invitees
 Attire: Special Batik Attire for AEM
 Long Sleeves Batik / National Dress for Others
- 18:30 – 19:30 **Welcoming Dinner**
 Venue: Merpati and Merbok Room, Level 6
 Attendance: AEMs+1, SG of ASEAN+1, Special Invitees
 Attire: Special Batik Attire for AEM
 Long Sleeves Batik / National Dress for Others
- 20:00 – 21:00 **AEM Working Dinner**
 Venue: Merpati and Merbok Room, Level 6
 Attendance: AEMs+1, SG of ASEAN+1
 Attire: Special Batik Attire for AEM
 Long Sleeves Batik / National Dress for SEOM Leaders

Sunday, 1 March 2015

- 08:30 – 09:00 Registration
 Venue: Level 6
- 09:00 – 10:30 **21st AEM Retreat (continue)**
 Venue: Ballroom 1, Level 6
 Attendance: AEMs+6, SG of ASEAN+6
 Attire: Lounge Suit / National Dress

- 10:30 – 10:45 **Coffee Break**
 AEM: Royal Lounge, Level 6
 SEOM: Merpati Room, Level 6
 Delegates: Foyer Level 6
- 10:45 – 12:30 **21st AEM Retreat** (*continue*)
 Venue: Ballroom 1, Level 6
 Attendance: AEMs+6, SG of ASEAN+6
 Attire: Lounge Suit / National Dress
- 12:30 – 13:00 **Press Conference**
 Venue: Ballroom 2, Level 6
 Attendance: Chair of ASEAN, SG of ASEAN
 Attire: Lounge Suit / National Dress
- 12:30 – 14:00 **Lunch**
 AEM: Merpati Room, Level 6
 SEOM: Merpati Room, Level 6
 Delegates: Palm Terrace Café, Level 1
- 14:30 – 17:00 **Visit to Rantau Panjang**
 Venue: Rantau Panjang, Kelantan
 Attendance: AEMs+1, SG of ASEAN+1
 Attire: Smart Casual

Monday, 2 March 2015

AM/PM Departure of AEM, SEOM Leaders and Delegates



THE 21ST ASEAN ECONOMIC MINISTERS' RETREAT
27 February - 1 March 2015, Kota Bharu, Kelantan, Malaysia

GENERAL INFORMATION

1. DATES AND VENUE OF THE MEETING

The 21st ASEAN Economic Ministers' Retreat will be held from 27 February - 1 March 2015 at the Renaissance Hotel, Kota Bharu, Kelantan. The tentative programme of activities appears as **Annex A**.

All meetings will be held at the **Renaissance Hotel, Kota Bharu, Kelantan.**

Address:

Renaissance Hotel

Kota Sri Mutiara

Jalan Sultan Yahya Petra

15150 Kota Bharu, Kelantan

Malaysia

Telephone: (609) 746 2233

Facsimile : (609) 746 1122

Website : <http://www.marriott.com/hotels/travel/kbrbr-renaissance-kota-bharu-hotel/>

2. SECRETARIAT

2.1 The **ASEAN Economic Cooperation Division, Ministry of International Trade and Industry Malaysia** will be responsible for all administrative and logistical arrangements for the meetings.

2.2 The contact point for all meetings is:

Address:

ASEAN Economic Cooperation Division

Ministry of International Trade and Industry

13th Floor, Block 8

Government Offices Complex

Jalan Duta, 50622 Kuala Lumpur

Telephone: (603) 6200 0559
 Facsimile : (603) 6201 9799
 E-mail : allasean@miti.gov.my

2.3 Secretariat Room

The Malaysian Secretariat will be located at the Presidential Suite, 20th Floor, Renaissance Hotel, Kota Bharu, Kelantan. The Secretariat will be operational from 26 February - 2 March 2015 (7 am – 7 pm).

2.4 Please contact the following persons for any inquiries related to the meetings:

- Documentation - Substantive - Bilateral Meeting Arrangements - General Enquiries	Mr. P. Ravidran	Email: allasean@miti.gov.my Tel: (603) 6200 0559
Registration	Ms. Che Nazli Jaapar	Email: malaysia2015.reg@miti.gov.my Tel: (603) 6200 0198
Accommodation	Ms. Hanibah Abd. Wahab	Email: hanibah@miti.gov.my / allasean@miti.gov.my Tel: (603) 6200 0060
Transportation	Mr. See Chee Kong	Email: cksee@miti.gov.my / allasean@miti.gov.my Tel: (603) 6200 0448
Liaison Officer	Mr. Mohammad Sanusi Abd. Karim	Email: sanusi@miti.gov.my / allasean@miti.gov.my Tel: (603) 6200 0295
Media Accreditation	Mr. Muhammad Sabri Salleh	Email: sabri.salleh@miti.gov.my / mediasec@bernama.com Tel: (603) 6200 0043 / (603) 2694 1023
Security	Mr. Abdul Majid Kutiran	Email: majid@miti.gov.my / allasean@miti.gov.my Tel: (603) 8880 5128
Spouse Programme	Mr. Muthafa Yusof	Email: muthafa@miti.gov.my / allasean@miti.gov.my Tel: (603) 6200 0516

Airport Reception	Mr. Syahril Syazli Ghazali	Email: syahril@miti.gov.my / allasean@miti.gov.my Tel: (603) 6200 0450
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3. ONLINE REGISTRATION

- 3.1 All delegations are requested to register online via <http://aecreg2015.miti.gov.my> from **1 February 2015**. Online registrations will be closed on **20 February 2015**.
- 3.2 Each ASEAN Member State will be provided with a username and password for online registration for the entire delegation. The username and password will be informed via the SEOM email circulation.
- 3.3 All delegations are requested to register online before the closing date by completing the registration form with an attached colour photograph (JPG format) of each delegate.
- 3.4 Any changes to the delegates' information should be submitted to the Registration Committee via malaysia2015.reg@miti.gov.my. After the deadline, manual registration form can be obtained from the Registration Committee. Manual registration should be made with a Third-Person Note (TPN) together with the registration form via email malaysia2015.reg@miti.gov.my or fax to (603) 6201 9799.
- 3.5 When the passes are ready, the respective Diplomatic Missions will be notified through email for collection. The registration passes can also be collected by the delegates' themselves at the Secretariat Room at Renaissance Hotel starting from 26 February 2015.

4. ARRIVAL AND DEPARTURE ARRANGEMENTS

4.1 General Information

- VIP facilities at the Sultan Ismail Petra Airport, Kota Bharu, Kelantan will be extended to the ASEAN Economic Ministers, ASEAN Secretary-General, ASEAN Senior Economic Officials and ASEAN Deputy Secretary-General. ASEAN Member States are kindly requested to inform the Malaysian Secretariat of their **flight itinerary no later than 20 February 2015**.
- Officials from Government of Malaysia will welcome and send off the ASEAN Economic Ministers, ASEAN Secretary-General, ASEAN Senior Economic Officials and ASEAN Deputy Secretary-General upon arrival and departure at

the Sultan Ismail Petra Airport. Other delegates will have to go through the normal channel at the Sultan Ismail Petra Airport.

- AMS are required to make their own necessary arrangements from Kuala Lumpur to Kelantan. Should AMS require assistance during transit, please notify the Malaysian Secretariat earlier. A help desk will be set up to provide the necessary assistance to all delegates at the Kuala Lumpur International Airport (KLIA).
- The Airport Reception Committee will provide assistance at the Sultan Ismail Petra Airport. Each Diplomatic Mission of AMS is requested to inform on its airport coordinator (Attention: Mr. Syahril Syazli Ghazali).

4.2 Arrival

- *Luggage:* Luggage tags will be distributed to facilitate luggage identification and priority clearance. The luggage of ASEAN Economic Ministers, ASEAN Secretary-General, ASEAN Senior Economic Officials and ASEAN Deputy Secretary-General will be handled by the respective Diplomatic Missions. The Airport Reception Committee will be on hand to assist in facilitating the collection of luggage.
- *Immigration:* The respective Diplomatic Missions will handle their respective ASEAN Economic Ministers', ASEAN Secretary-General's, ASEAN Senior Economic Officials' and ASEAN Deputy Secretary-General's passports for immigration clearance. The Airport Reception Committee will be on hand to assist in facilitating passport clearance.

4.3 Departure

- *Luggage:* The luggage of ASEAN Economic Ministers, ASEAN Secretary-General, ASEAN Senior Economic Officials and ASEAN Deputy Secretary-General should be checked-in two (2) hours before the departure. The luggage of ASEAN Economic Ministers, ASEAN Secretary-General, ASEAN Senior Economic Officials and ASEAN Deputy Secretary-General will be handled by the respective Diplomatic Missions. The Airport Reception Committee will be on hand to assist in facilitating the collection of luggage.
- *Immigration:* The respective Diplomatic Missions will handle their respective ASEAN Economic Ministers', ASEAN Secretary-General's, ASEAN Senior Economic Officials' and ASEAN Deputy Secretary-General's passports. The Airport Reception Committee will be on hand to assist in facilitating passport clearance.

5. ACCESS TO MEETING VENUES

5.1 Lapel Pin will be provided to:-

- ASEAN Economic Ministers
- ASEAN Secretary-General
- ASEAN Senior Economic Officials
- ASEAN Deputy Secretary-General

The lapel pins are required to be worn during the meetings and the official events.

- 5.2 **Delegates Passes:** All delegates and supporting staff are required to wear the passes at the meeting venue.
- 5.3 Loss of Lapel Pin and Delegates Passes must be immediately reported to the Malaysian Secretariat. A Third-Person Note (TPN) must be issued and provided to the Malaysian Secretariat when reporting the loss of the items.

6. ACCOMMODATION

- 6.1 **ASEAN Economic Ministers and ASEAN Secretary-General** will be provided with **courtesy accommodation** at the Renaissance Hotel (including local phone calls, meals and laundry) **from 27 February – 2 March 2015**.
- 6.2 **ASEAN Senior Economic Officials and ASEAN Deputy Secretary-General** will be provided with **courtesy accommodation** at the Renaissance Hotel from **26 February – 2 March 2015**.
- 6.3 Other delegates are advised to make their own accommodation arrangement. Delegates who wish to stay at the Renaissance Hotel are advised to make their own reservations in advance directly with the hotel, using the room reservation form enclosed as **Annex B no later than 20 February 2015 (Friday)**.

The contact person at the hotel is:

Ms. Nura Zakaria, Sales Manager

Tel: (609) 746 2233

Fax: (609) 747 0752

**Email: rhi.kbrbr.reservation.agent@renaissancehotels.com /
nura.zakaria@renaissancehotels.com**

- 6.4 Delegates may also wish to consider the following hotels (approximately 15 minutes away from the meeting venue). Please contact the following hotels directly for reservation. Room reservation is subject to availability.

Hotel	Room Category	Rate per night (RM)
Grand Riverview Hotel Jalan Post Office Lama, Pusat Kota Bharu,	Suite Room	638.00++

Hotel	Room Category	Rate per night (RM)
15000 Kota Bharu, Kelantan Tel: (609) 743 9988 Fax: (609) 743 8388 Website: www.grv.com.my/ Contact Person: Ms. Nur Aisyah Che Ramli (nuraisyah@grv.com.my)	Premier Room (King/Twin Bed)	228.00++
Hotel Perdana Jalan Mahmood 15200 Kota Bharu, Kelantan Tel: (609) 745 8888 Fax: (609) 748 8855 Website: www.hotelperdanakotabharu.com/ Contact Person: Ms. Nurul Nadia (sales@hotelperdanakotabharu.com)	Deluxe Classic	248.00++
	Premier Classic	285.00++
	Deluxe Premier	360.00++
	Perdana Executive	340.00++
	Perdana Suite	590.00++
Holiday Villa Hotel & Suites PT 968, Jalan Kuala Krai, Wakaf Che Yeh 15150 Kota Bharu, Kelantan Tel: (609) 747 4004 Fax: (609) 747 3003 Website: www.holidayvillakb.com/ Contact Person: Ms. Hannah Sufian (salesmgr@holidayvillakb.com)	Superior Single	165.00++
	Deluxe Single	185.00++
	Deluxe Double	195.00++
	Studio	265.00++
	Family Suite	295.00++
Sutera Inn Prima Jalan Dusun Muda, Off Jalan Bayam 15200 Kota Bharu, Kelantan Tel: (609) 744 1000 Fax: (609) 744 2000 Website: www.suterainn.com/ Contact Person: Ms. Nafsiah Yusof (nafsiah@suterainn.com)	Deluxe Twin	189.00++
	Deluxe Triple	199.00++
	Executive Premier	239.00++
	Executive Triple	249.00++
	Suite	499.00++

(The above rates are subjected to 10% service charge and 6% government tax)

** All delegates will bear the cost of their accommodation including cancellation charges, telecommunications charges and other services being provided by the hotels. Delegates should take note that hotel bills must be settled directly with the hotel.*

7. TRANSPORT ARRANGEMENT

- 7.1 **ASEAN Economic Ministers and ASEAN Secretary-General** will be provided with a **chauffeur-driven car** from **27 February – 2 March 2015**.
- 7.2 **ASEAN Senior Economic Officials and ASEAN Deputy Secretary-General** will be provided with a **chauffeur-driven car** from **26 February – 2 March 2015**.
- 7.3 Shuttle services from the Sultan Ismail Petra Airport to the Renaissance Hotel will be provided for other delegates use. The timetable for the shuttle will be circulated later.
- 7.4 Participating countries renting additional vehicles by themselves are required to abide by local laws and regulations.

8. LIAISON OFFICER (LOs)

- 8.1 A liaison Officer (LO) will be assigned for each participating country and the ASEAN Secretariat as follows:
 - One (1) LO for each ASEAN Economic Ministers
 - One (1) LO for ASEAN Secretary-General
 - One (1) LO for each ASEAN Senior Economic Officials
 - One (1) LO for ASEAN Deputy Secretary-General
- 8.2 Each delegation will also be required to nominate one (1) liaison contact person, who will be communicating with the LO and the Malaysian Secretariat on matters related to administrative arrangements for the delegation.

9. SPOUSE PROGRAMME

A separate programme will be arranged for the spouses of the Ministers and ASEAN Secretary-General. Details of the spouse programme will be circulated later.

10. SECURITY ARRANGEMENTS

- 10.1 Security checks will be conducted in the meeting venue throughout the duration of the 21st ASEAN Economic Ministers' Retreat. Access to the meeting areas will be restricted. Entry into the meeting rooms, the Ministers' holding room and lunch or dinner venues is limited to only Ministers, the ASEAN Secretary-General and holders of appropriate identification passes.

10.2 Firearms and Radio Communication Device Clearances

- Personal Security Officers of the ASEAN Economic Ministers who wish to bring firearms and radio communication devices into Malaysia must obtain approval from the Government of Malaysia.
- Personal Security Officers carrying firearms into Malaysia shall abide by the Law and Regulations of Malaysia. They shall not display their firearms in public and shall not use them arbitrarily.
- All requests must be made to the Protocol Department, Ministry of Foreign Affairs through respective ASEAN Missions. Request must be made at least 2 weeks before departure to Malaysia.

11. MEDIA

11.1 The Media Center is located at the Merak 1 & 2 Rooms, Level 7, Renaissance Hotel and is opened to accredited media members. A separate Media Advisory will be issued by the National News Agency of Malaysia (BERNAMA) to inform of the media arrangement for the meeting.

The contact details of BERNAMA are:

Email: mediasec@bernama.com
Tel : (603) 2694 1023 / 2694 1024 / 2696 2123
Fax : (603) 2694 1021 / 1022

12. BILATERAL MEETING ROOMS

The reservations for bilateral meeting rooms will be on first-come-first-served basis. Delegates may inform their respective liaison officers and the Malaysian Secretariat (Attention: Mr. Ahmad Bakhtiar Abdul Razak; Email: bakhtiar.razak@miti.gov.my and allasean@miti.gov.my) to reserve bilateral meeting room by providing the following information:

- The country with which bilateral discussions will be held;
- The number of persons attending; and
- The date and time for the meeting.

13. DRESS CODE

During the course of the meeting, the attire will be Lounge Suit (unless notified).

14. MEDICAL SERVICES

- 1.1 A Medical Team will be on stand-by at the meeting venue. Emergency staff will be on site to deliver basic and emergency first aid.
- 1.2 Hospital Raja Perempuan Zainab II is designated as the hospital for any medical emergencies.



THE 21ST ASEAN ECONOMIC MINISTERS' RETREAT
27 February - 1 March 2015, Kota Bharu, Kelantan, Malaysia

FLIGHT OPTIONS

Below are the lists of flight options that can be taken from Kuala Lumpur to Kota Bharu, Kelantan and vice versa. MITI would like to recommend all ASEAN Member States to opt for the Malaysian Airlines (MAS).

As indicated in the general information, MITI will be receiving the ASEAN Economic Ministers and SEOM Leads at the Sultan Ismail Petra Airport (KBR), Kota Bharu, Kelantan.

Option 1 : Malaysian Airlines (MAS)

Kuala Lumpur International Airport (KLIA) - Sultan Ismail Petra Airport (KBR)

Flight	Departs	Arrives
MH1384	07:50	08:45
MH1388	10:55	11:50
MH1396	15:00	15:55
MH1402	18:30	19:25
MH1426	22:40	23:35

Sultan Ismail Petra Airport (KBR) - Kuala Lumpur International Airport (KLIA)

Flight	Departs	Arrives
MH1427	06:45	07:45
MH1385	09:15	10:15
MH1389	12:20	13:20
MH1397	16:35	17:35
MH1405	19:50	20:50

Option 2 : AirAsia

Kuala Lumpur International Airport 2 (KLIA 2) - Sultan Ismail Petra Airport (KBR)

Flight	Departs	Arrives
N/A	08:25	09:30
N/A	11:20	12:25
N/A	13:35	14:35
N/A	15:35	16:35

N/A	16:40	17:40
N/A	21:30	22:30

Sultan Ismail Petra Airport (KBR) - Kuala Lumpur International Airport 2 (KLIA 2)

Flight	Departs	Arrives
N/A	09:55	10:55
N/A	12:50	13:50
N/A	15:00	16:00
N/A	17:00	18:00
N/A	18:05	19:10
N/A	22:55	23:55

Option 3 : Firefly

(Flights are operated from the Sultan Abdul Aziz Shah Airport located at Subang, Selangor)

Sultan Abdul Aziz Shah Apt (SZB) - Sultan Ismail Petra Airport (KBR)

Flight	Departs	Arrives
MH5300	07:15	08:20
MH5314	08:35	09:40
MH5304	11:50	12:55
MH5496	13:25	14:30
MH5324	14:00	15:05
MH5316	15:40	16:45
MH5306	17:30	18:35
MH5308	19:20	20:25
MH5312	20:45	21:50
MH5320	21:40	22:45

Sultan Ismail Petra Airport (KBR) - Sultan Abdul Aziz Shah Apt (SZB)

Flight	Departs	Arrives
MH5313	07:20	08:25
MH5301	08:15	09:20
MH5303	09:05	10:10
MH5315	10:00	11:05
MH5305	13:20	14:25
MH5323	14:50	15:55
MH5317	17:05	18:10
MH5307	18:55	20:00
MH5309	20:45	21:50
MH5321	22:10	23:15

Option 4 : Malindo Air

(A few flights are operated from the Sultan Abdul Aziz Shah Airport located at Subang, Selangor)

Kuala Lumpur International Airport 2 (KLIA 2) - Sultan Ismail Petra Airport (KBR)

Flight	Departs	Arrives
OD 2302	07:00	07:55

Sultan Abdul Aziz Shah Apt (SZB) - Sultan Ismail Petra Airport (KBR)

Flight	Departs	Arrives
OD 1254	06:40	07:45
OD 1232	08:15	09:20
OD 1244	11:05	12:10
OD 1234	12:45	13:50
OD 1248	14:20	15:25
OD 1246	17:45	18:50
OD 1236	18:25	19:30
OD 1252	19:45	20:50
OD 1256	20:15	21:20
OD 1242	21:20	22:25

Sultan Ismail Petra Airport (KBR) - Kuala Lumpur International Airport 2 (KLIA 2)

Flight	Departs	Arrives
OD 2301	08:45	09:45

Sultan Ismail Petra Airport (KBR) - Sultan Abdul Aziz Shah Apt (SZB)

Flight	Departs	Arrives
OD 1253	08:05	09:10
OD 1233	09:40	10:45
OD 1243	12:30	13:35
OD 1235	14:10	15:15
OD 1257	15:00	16:05
OD 1245	19:10	20:15
OD 1237	19:50	20:55
OD 1251	21:10	22:15
OD 1255	21:40	22:45
OD 1241	22:45	23:50

