

GENERAL INFORMATION

Viet Nam will host the APPU-EC Meeting from 25 to 29 June 2018 in Da Nang City (referred to as the ‘event’). This event is organized by the Ministry of Information and Communications (MIC) of the S.R. of Viet Nam.

As host of this annual event, Viet Nam has prepared this General Information to guide delegates on the meeting registration and other necessary arrangements. The tentative program of the event is attached at **Annex A**.

EVENT VENUE

The event will be held at the:

CENTARA SANDY BEACH RESORT ****

21 Truong Sa Road, Hoa Hai Ward, Vietnam

Telephone: +84 236 396 1777

Fax : +84 236 396 1222/ 396 8809

Email: <https://www.centarahotelsresorts.com/vi/centara/cdv/>

MEETING ROOM

Function	Room	Venue
Plenary Meeting	My Khe Ballroom	1 st Floor, Centara Sandy Beach Resort.
Secretariat	Son Tra	2 nd Floor, Centara Sandy Beach Resort.

REGISTRATION

Delegates are kindly requested to submit the registration form attached at Annex B to nhnga@mic.gov.vn copy to nguyenthanhtu.mic@gmail.com and nguyenlinh@v-lead.com.vn by Thursday, 31st May 2018.

ID badges will be issued to all delegates. Delegates are kindly requested to provide in the registration form a digital colored photograph. For security reasons, the ID badge should be worn and be visible at all times.

Registration Desk is located at the meeting room foyer. All delegates are advised to arrive 10 minutes before the commencement of the meetings. The ID badge will be distributed during the registration.

Registration Desk will be opened from 14:00 on 24 June 2018.

WEBSITE

The website <https://www.appuec2018.vn> will be available from 15 April 2018. Delegates can access the website for more information on the event as well as to download meeting documents.

The website allows multiple-user access at the same time.

MEETING DOCUMENTS

The meetings will be convened in a paperless environment. No printing document will be provided.

WORKING LANGUAGE

The working language for the event is English.

VISA REQUIREMENTS

All delegates are required to possess a valid passport with at least 6 months validity to enter Viet Nam. Delegates who require a business visa may refer to <https://visa.mofa.gov.vn/Homepage.aspx> for the application procedures. Delegates are advised to contact the nearest Viet Nam Embassies or Consulates-General and local Secretariat for more information on visa requirements.

Contact point for visa support:

Mr. Pham Duc Manh

Department of International Cooperation

Ministry of Information and Communications of Viet Nam

Tel: +84 24 39430204; Mobile: +84 982352010; Fax: +84 24 38226590

E-mail: pdmanh@mic.gov.vn

ACCOMODATION

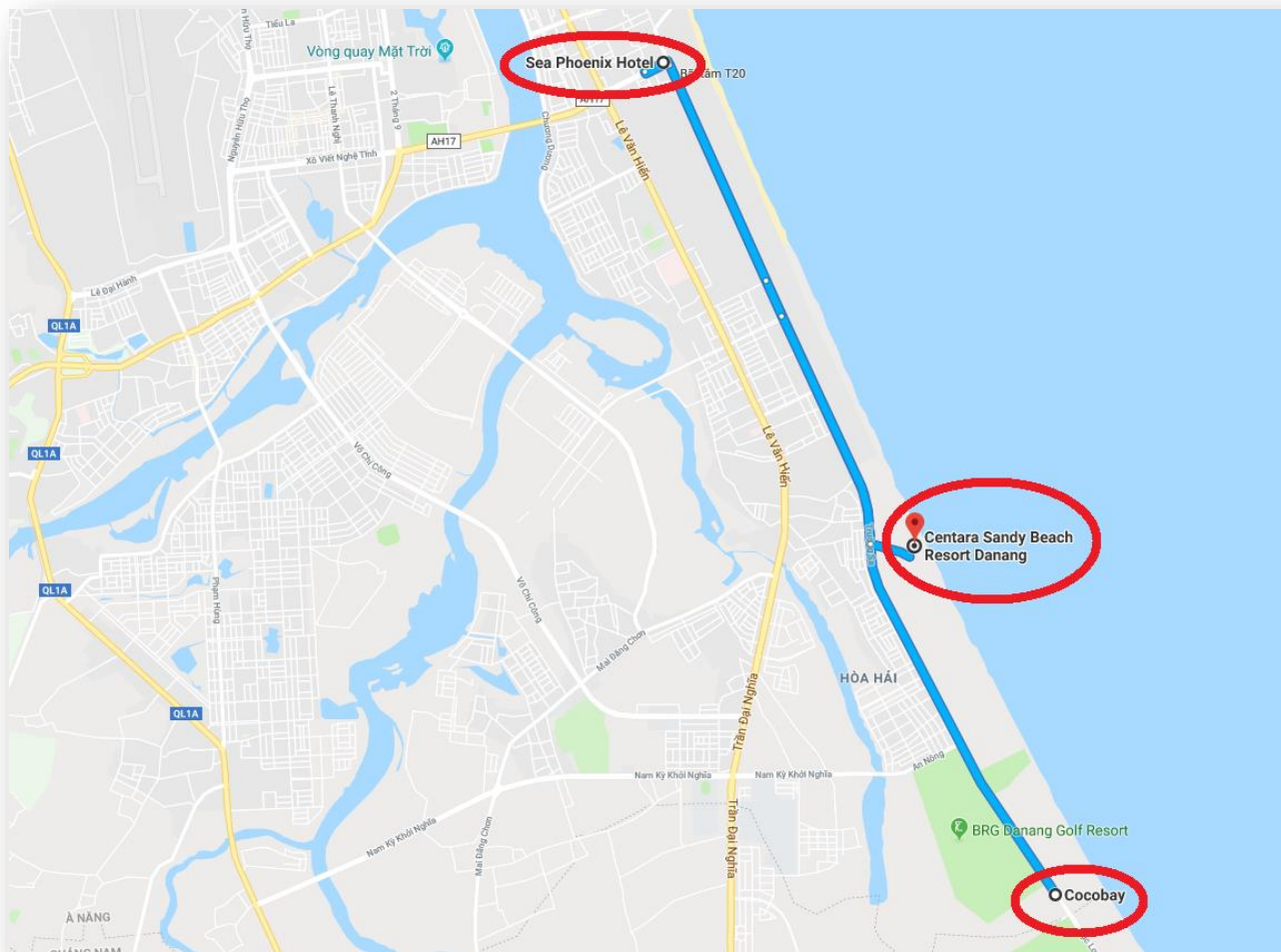
The official hotel is Centara Sandy Beach Resort

The following hotels near the meeting venue are recommended for participants to stay during the Meeting. **Reservation of the accommodation can only be done by completing the Registration Form and sending to Local Secretariat.**

Name of Hotel	Room Rate	Star Rating / Distance	Note
<p>Centara Sandy Beach Resort Meeting Venue Hotel https://www.centarahotelsresorts.com/vi/centara/cdv/</p>	<p>Single/Double/Twin: USD 110 Inclusive of all taxes</p> <ul style="list-style-type: none"> • Daily buffet breakfast • 2 bottles of water daily • Wireless Internet in room • Internet TV 	<p>4-star Meeting Venue Hotel 22 minutes from Danang Airport</p>	<p>Total: 70 rooms (available from 24 June to 30 June)</p>
<p>Cocobay Danang (Bisou Hotel or Muze Hotel) Truong Sa Road, Hoa Hai Ward, Ngu Hanh Son District, Da Nang, Vietnam Tel: +84 236.395.4666 Fax: +84 23.718.8161 Website: http://cocobay.vn/en/coco-tel/</p>	<p>Single/Double/Twin: USD 70 Inclusive of all taxes</p> <ul style="list-style-type: none"> • Daily buffet breakfast • Complimentary bottled water • Complimentary instant coffee • Complimentary tea • Wireless Internet in room • Internet TV 	<p>4-star 7 mins by car from venue 26 minutes from Danang Airport</p>	<p>Total: 30 rooms (available from 24 June to 29 June)</p>
<p>Sea Phoenix Hotel 115 Ho Xuan Huong Street, Danang, Vietnam Tel: (84) – 236 - 3525 999 - Website: www.seaphoenixhotel.com</p>	<p>Single/Double/Twin: USD 60 Inclusive of all taxes</p> <ul style="list-style-type: none"> • Daily buffet breakfast • 2 bottles of water daily • Wireless Internet in room • Internet TV 	<p>3-star 9 mins by car from venue 15 minutes from Danang Airport</p>	<p>Total: 30 rooms (available from 24 June to 30 June)</p>

Cancellation policy:

- No charge for Cancellation/Amendment made **by 31 May 2018**
- Cancellation/Amendment **after 31 May 2018** will be charged at one night's room and Tax
- Cancellation **on Arrival date or No-show** will be charged at 50% all reserved nights and Tax



***REMARKS:** The hotel accommodation are on **First Come First Serve Basis**, subject to confirm.

TRANSPORTATION

Transportation to and from Da Nang International airport will be supported and arranged by the host. It takes around 20 minutes (distance: 10 km) from Da Nang International Airport to the meeting venue (Centara Sandy Beach Resort) by bus or taxi.

There is no shuttle bus to the meeting venue for delegates who are NOT staying at the designated hotels. Delegates are kindly requested to make their own transport arrangements.

Taxis operate 24 hours daily. Taxi fares are charged by the meter, calculated based on the distance travelled.

EXCURSION

Excursion for all delegates will be arranged by the host. Further information will be provided in due course.

DRESS CODE

The dress code for the entire event is Business Attire unless indicated otherwise.

The dress code for Welcome Dinner will be Smart Casual and for the excursion program will be Casual.

VENUE FACILITIES AND SERVICES

Internet Access

Free wifi access will be available during the event.

Muslim Prayer Room

Male and Female prayer rooms are available at the Centara Sandy Beach Resort.

Medical and Insurance

In case of emergency, please kindly contact the Front Desk of the Hotels will assist to call the doctor on your behalf.

The organizer will not bear the cost of insurance, medical expenses or any other expenses of the delegates. Delegates may wish to make necessary arrangements for insurance and medical coverage before travel.

INFORMATION ABOUT DA NANG

ABOUT DA NANG

Da Nang is situated in the centre of Viet Nam, 764km from Ha Noi and 964km from Ho Chi Minh City. It lies on the north-south transport axis of land, rail, sea and air routes. The city has a natural land area of 1,283.42km² with a population of 942 132 inhabitants

Da Nang offers enormously with plenty of beautiful destinations. Chances to admired the natural wonders in Ba Na Hills, jungle exploring in Son Tra Peninsula, contemplate Marble Mountains, visiting the Hai Van Pass to the best travel and also the most dangerous Viet Nam, praying at Linh Ung Pagoda with Viet Nam's highest Bodhisattva Statue 67 meters and Museum of Cham Sculpture, where preserving and exhibiting the antique statues of Cham culture.

Da Nang, the city by Han River, remarked by many as an attractive, dynamic, clean, safe are advancing forward. The beauty and breath of Da Nang offer you great of tranquility and that the time for you to seek the peace of mind dinning out in restaurants; shopping and entertaining yourselves in supermarket, nightclub and simply walking out on the beautiful streets to enjoy Da Nang by night.

From Da Nang, you can conveniently access four famous World Heritage Sites, comprising Phong Nha-Ke Bang National Park, Hue Citadel, Hoi An Old Town, and My Son Cham Sanctuary.

For more information about what you can do in Da Nang, please visit www.tourism.danang.vn/en/

CLIMATE

Da Nang is located in the tropical climate and monsoon region with high temperatures but less variability. Two distinct seasons are: dry season (from January to July) and rainy season (from August to December), occasional winter frosts but not bold and not stretched. The average annual temperature is about 26°C and air humidity is 83.4%.

LANGUAGE

Vietnamese is the official language.

CLOTHING TIPS

Summer clothes is suitable for this month.

CURRENCY

Dong (VND) is Vietnamese currency unit. US\$1 is approximately equal to VND 23,000. There are money changers and banks for currency exchange. All commercial banks are authorized foreign exchange dealers.

Under Vietnamese law, any person who brings or takes an aggregate amount of foreign currency exceeding VND 15.000.000 or USD 5.000 or its equivalent into or out of the Socialist Republic of Viet Nam shall declare the amount of foreign currency to a Customs Officer. Amounts under USD 5,000 or its equivalent to be deposited in credit institutions and branches of foreign banks must also be declared on arrival. Failure to make such a declaration or making any false declaration to a Customs Officer is a criminal offence

CREDITCARDS

Major credit cards such as VISA, Master Card and American Express are accepted by most business establishments.

COMMUNICATIONS

The country code of Viet Nam is +84. The biggest mobile operators in Viet Nam are: Vinaphone, Mobifone and Viettel. Mobile SIM cards are available for purchase at the airport.

ELECTRICITY

The standard supply is 220 volts, 50-60 Hz. The following electrical plugs are used in most hotels (see pictures below).



or



TIME ZONE

The standard Viet Nam time zone is GMT+7

GETTING AROUND/TRANSPORTATION

The centre of Da Nang is fairly compact, you will find that they can easily walk to many places. Taxis provide a comfortable way to get around the city. Taxis operate 24 hours daily. They can be flagged from hotels, taxi stands and most main streets. Taxi fares are charged by the meter, calculated based on the distance travelled.

CONTACTS

For inquiries and information on local arrangements, please contact:

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Email: nguyenthanhtu.mic@gmail.com
2. Ms. Nguyen Hong Nga
Tel: +84 24 39430204
Email: nhnga@mic.gov.vn
3. Ms. Ngo Thi Kim Hoa
Mobile: + 84 904286028
Email: hoantk@vnpost.vn

Asian-Pacific Postal Union

Tentative Schedule for the APPU EC Meeting

25-29 June 2018 | Da Nang, Vietnam

Date/ Time	Meeting/ Activities
Monday 25 June 2018 (Day 1)	
0900 - 1000	Opening Ceremony
1030 – 1230	APPU EC Plenary
1230 - 1400	Luncheon hosted by Thailand
1400 – 1615	APPC GB Meeting
1630 – 1800	Finance Committee Meeting
1830 – 2000	Welcome Dinner hosted by Vietnam
Tuesday 26 June 2018 (Day 2)	
0900 – 1030	Physical Service and e-Commerce Business WG (Australia, China) - Integrated Product Plan (China, Australia, Singapore) - Integrated Remuneration Plan (China, Australia, Singapore)
1045 – 1230	UPU CA Matters WG (Pakistan) - Reform of UPU Contribution Units (Malaysia) - UPU Pension Fund (New Zealand)
1245 – 1400	Luncheon hosted by xxx
1400 – 1630	APPU/ UPU Reform Working Group (New Zealand) - Reform of the UPU (China) - Reform of the APPU (New Zealand)
1700 – 1800	Market Development and E-Services WG (New Zealand)
1830 – 2000	Dinner hosted by xxx
Wednesday 27 June 2018 (Day 3)	
0900 – 1100	Supply Chain Integration WG (India, Japan)
1130 - 1230	Postal Financial Services WG (Bangladesh)
1230 – 1400	Luncheon hosted by New Zealand
1400 – 1730	APP General Assembly
1830 - 2000	Dinner hosted by Japan
Thursday 28 June 2018 (Day 4)	
0930 – 1230	APPU EC Plenary
1230 - 1400	Luncheon hosted by xxx
	<i>--End of the APPU EC Meeting --</i>
Friday 29 June 2018 (Day 5)	
All day	Excursion