



UNITED NATIONS - NATIONS UNIES  
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

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**STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC (SIAP)**  
JETRO IDE Bldg., 2-2 Wakaba 3-chome, Mihama-ku, Chiba-shi, Chiba 261-8787, Japan

**Regional Course on Statistical Business Registers:  
Data sources, maintenance and quality assurance**

**Online Module: 9-16 May 2018**

**Face-to-Face Module: 21-25 May 2018, Perak, Malaysia**

**INFORMATION NOTE FOR OVERSEAS PARTICIPANTS**

(As of 25<sup>th</sup> April)

**I. Course-related Information**

**Venue and opening session**

1. The Regional Course on Statistical Business Registers: Data sources, maintenance and quality assurance, jointly organized by the Statistical Institute for Asia and the Pacific (SIAP), a regional institution of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), in collaboration with the Department of Statistics, Malaysia and the ESCAP Statistics Division, in Sungkai, Perak, Malaysia, Online Module: 9-16 May 2018, Face-to-Face Module: 21-25 May 2018, Perak, Malaysia

Institut Latihan Statistik Malaysia (ILSM)  
(Malaysia Statistical Training Institute)  
Department of Statistics Malaysia  
35600 Sungkai  
Perak Darul Ridzuan  
Malaysia  
Phone:+6054066200

2. The opening ceremony for the Course will be held at 0830 hours on Monday, 21 May 2018 at Lecture Room 4 & 5, Level 1, Administration Block. Training sessions will also be conducted at ILSM

**Registration and identification badges**

3. All participants are requested to register for

Accommodation upon arrival at ILSM on 20 May 2018 at the Registration Desk located at the Accommodation Block based on the participants and resource persons' official arrival schedules.

### **Working languages of the Course**

4. The course will be conducted in English and all documentation will be in English. No translation/interpretation services will be provided.

### **Course materials**

5. Participants will be furnished with printed copies of the materials, pen, note pads during the class at the training venue. Drinking water will be provided throughout the duration of the training.

### **Contact details of SIAP and Course Coordinator**

6. For any information regarding the course, participants may contact person with copy to SIAP as follows:

Mr. Shuji Fukuyama  
Programme Management Assistant  
Statistical Institute for Asia and the Pacific Chiba, Japan  
Fax No: (81-43) 299-9780  
e-mail: shuji.fukuyama@un.org

7. For local logistics arrangements, participants may contact the Course Coordinator of Department of Statistics, Malaysia as follows:

Mr. Wan Azhar Wan Mokhtar  
Institut Latihan Statistik Malaysia (ILSM)  
(Malaysia Statistical Training Institute)  
Department of Statistics, Malaysia  
35600 Sungkai  
Perak Darul Ridzuan  
Malaysia  
Phone: +6054066203; +6054066208  
Person in-charge: Mrs. Siti Kartini Salim  
E-mail to: wanazhar@stats.gov.my  
cc to: ridauddin@stats.gov.my  
siti\_kartini@stats.gov.my

## **II. Travel and Accommodation Arrangements**

### **International travel arrangements**

8. The Statistical Institute for Asia and the Pacific (SIAP) and the ESCAP Statistics Division will make arrangements to issue the most economical air tickets (economy class) for SIAP-sponsored and ESCAP Statistics Division sponsored overseas participants, **respectively, to** travel from the country of their residence to Kuala Lumpur International Airport in Malaysia. Participants are not required to book their flights. Participants are requested to refrain from changing their travel date without prior consent from SIAP. Completed "Attendance

Information Form” (Annex 1) should be sent to the Regional Course Coordinator (wanazhar@stats.gov.my).

9. Arrangements will be made for participants to arrive in Kuala Lumpur on Sunday, 20 May 2018 and depart for their respective countries on Saturday, 26 May 2018.

### **Local travel between Kuala Lumpur International Airport (KLIA) and ILSM in Sungkai, Perak**

10. Upon arrival at the Kuala Lumpur International Airport (KLIA) in Malaysia, Participants and resource persons can use airport taxi (Limo) or railways services.

For airport taxi (Limo) service, please buy ticket from the ticket counter inside the KLIA building. It is located about 50 meters distance from the custom checkpoint. It is advisable to also buy return ticket (from Sungkai to KLIA) at the same time upon arrival on 20 May 2018. For return ticket, make sure the limo pick up time (depart from Sungkai) should be at least six hours prior to their flight departure time.

Please follow link below for more information

[http://www.klia.com.my/index.php?option=com\\_content&view=article&id=14](http://www.klia.com.my/index.php?option=com_content&view=article&id=14)

or call phone number 603-8787 3678 (24 Hours). Price for the budget taxi is RM190.60 from KLIA to Sungkai, Perak. Total journey will take about 2 to 3 ½ hours.

Airport Taxi

**AIRPORT TAXI**  
(Operated by Airport Limo (M) Sdn Bhd)

Airport Limo offers taxi and limo services from Kuala Lumpur International Airport to selected areas in Kuala Lumpur and Selangor.  
There are 4 types of taxis for you to pick from:

Type of Taxi/Limo Model	Capacity	
Budget taxi	Deawoo Tacuma	3 to 4 passengers only
	Proton Wira	3 passengers only
Premier Limo	Renault Enviro	4 to 5 passengers only
	Mercedes E220	4 passengers only
Super Luxury	Jaguar S-type	3 passengers only
Family Service	Kia Pregio Van	8 passengers only


Coupons for taxis and limos can be obtained at the Airport Limo counters at:

**Arrival Hall, Main Terminal Building**

1. International Arrival Hall (*just after Customs, before the public arrival area*)
2. Domestic Arrival Hall (*public area after Domestic Baggage Clearance*)
3. Domestic Baggage Reclaim, Arrival Level

For information on **RATES** and **BOOKING**, please contact Airport Limo (M) Sdn Bhd at the following numbers:

**1. Journey to KLIA**  
Tel: +603-9223 8080 (8.00 am - 12.00 am)  
Tel: +603-8787 3030 (12.00 am - 8.00 am)

**2. Journey from KLIA (Meet & Greet Service)**  
Tel: +603-8787 3678 (24 hours)  
Fax: +603-8787 3588 

**3. Hunting Line Airport Limo**  
Tel: 1-300-88-8989

For railways services, participants can take Express Rail Link (ERL) Trains (KLIA Ekspres and KLIA Transit) from KLIA to KL Sentral (ticket price RM55.00). After that, change to ETS (Electric Train Systems) from KL Sentral to Sungkai railways station (ticket price RM26.00). ILSM will provide transport from Sungkai railways station to ILSM.

Please follow link below for more information

<http://www.kliaekspres.com/>

[http://www.ktmb.com.my/ktmb ui/](http://www.ktmb.com.my/ktmb_ui/)

\*\* Participants and resource persons are recommended to use airport taxi services because it provides direct service from KLIA to ILSM, Sungkai, Perak. Whereas, ETS tickets might be sold out, particularly during weekends, if no advance booking/payment is made. The train tickets are fixed according to the ETS schedule. The booking of a Seat is confirmed after full payment of the fare is made and after the ticket is issued under a booking number and/or the Itinerary. Once confirmed, the booking cannot be cancelled and payments made are not refundable.

### **Accommodation and meals**

11. Accommodation and full meals during the course period will be provided for all overseas participants and resource persons by the Department of Statistics, Malaysia. All overseas participants and resource persons will stay at:

Institut Latihan Statistik Malaysia (ILSM)

(Malaysia Statistical Training Institute)

Department of Statistics Malaysia

35600 Sungkai

Perak Darul Ridzuan

Malaysia

Email:sharisuparman@stats.gov.my

cc to: wanazhar@stats.gov.my

romli@jp.stats.gov.my

Person in charge: Mr. Sharisuparman Supar

Phone:+6054066206; Mobile Phone: +60162080645

### **Daily Subsistence Allowance (DSA) and Terminal fee/charges**

12. Appropriate daily subsistence allowance (DSA) at a reduced rate to cover incidental expenses as well as terminal fee/charges to cover terminal and airport transfer expenses, etc. will be provided to the participants. Rules and regulations of the United Nations will be applied for payment to SIAP-sponsored participants and ESCAP Statistics Division -sponsored participants, respectively. If for any reason a participant is unable to attend the full duration of the course, a proportionate reduction in the allowance will be made.
13. Payment of DSA and terminal fee/charges will be made to the participants as follows:  
DSA and terminal fee in-lieu will be paid in cash at the course venue during the course.

14. No other allowances will be considered except when stopovers/early arrival/extended stay in Sungkai, Perak are unavoidable due to the unavailability/cancellation of flights. In such case, claims for DSA and other reimbursements for actual stopovers, etc. must be made with proof including boarding passes, e-tickets and hotel receipts after the travel has been completed. The various receipts and documents must be sent by email addressed to Mr. Shuji Fukuyama, Programme Management Assistant ([shuji.fukuyama@un.org](mailto:shuji.fukuyama@un.org)) and the original receipts must be sent to SIAP (for address, refer to page 2).
  
15. Participants are requested to bring their passports with them to the Regional Course venue on the first day of the training (21 May 2018) for verifying their identities. Participants are also requested to submit their e- tickets and inbound boarding passes. The return boarding passes must be sent to SIAP after the participant returns back to his/her country. Please send the return boarding passes to Mr. Shuji Fukuyama, Programme Management Assistant ([shuji.fukuyama@un.org](mailto:shuji.fukuyama@un.org))
  
16. SIAP, ILSM, and ESCAP Statistical Division will not assume responsibility for any other expenditures, such as:
  - (i) Salary and related allowances for participants during the period of the Course;
  - (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the Course;
  - (iii) Compensation in the event of death or disability of participants in connection with their attending the Course;
  - (iv) Any loss or damage to personal property of participants while attending the Course or losses or damages claimed by third parties as a result of negligence on the part of the participants;
  - (v) Any other expenses of personal nature not directly related to the training; and
  - (vi) Any other expenses.

### **Visa requirements**

17. It is the responsibility of each participant to obtain a visa. Participants are urged to apply for appropriate entry visa at the relevant diplomatic or consular mission of the Government of Malaysia as soon as possible, as required. Normally, citizens of the ASEAN Member States are allowed to enter and stay in Kuala Lumpur without entry visa for a maximum of 30 days. However, participants are advised to confirm or consult with the Malaysia Embassy in their respective countries prior to departure. Kindly make sure that your passports are still valid for at least the next 6 months.

### **Other Arrangements/Information**

18. Reconfirmation of Return Flights -- Participants will be assisted by officials of the Department

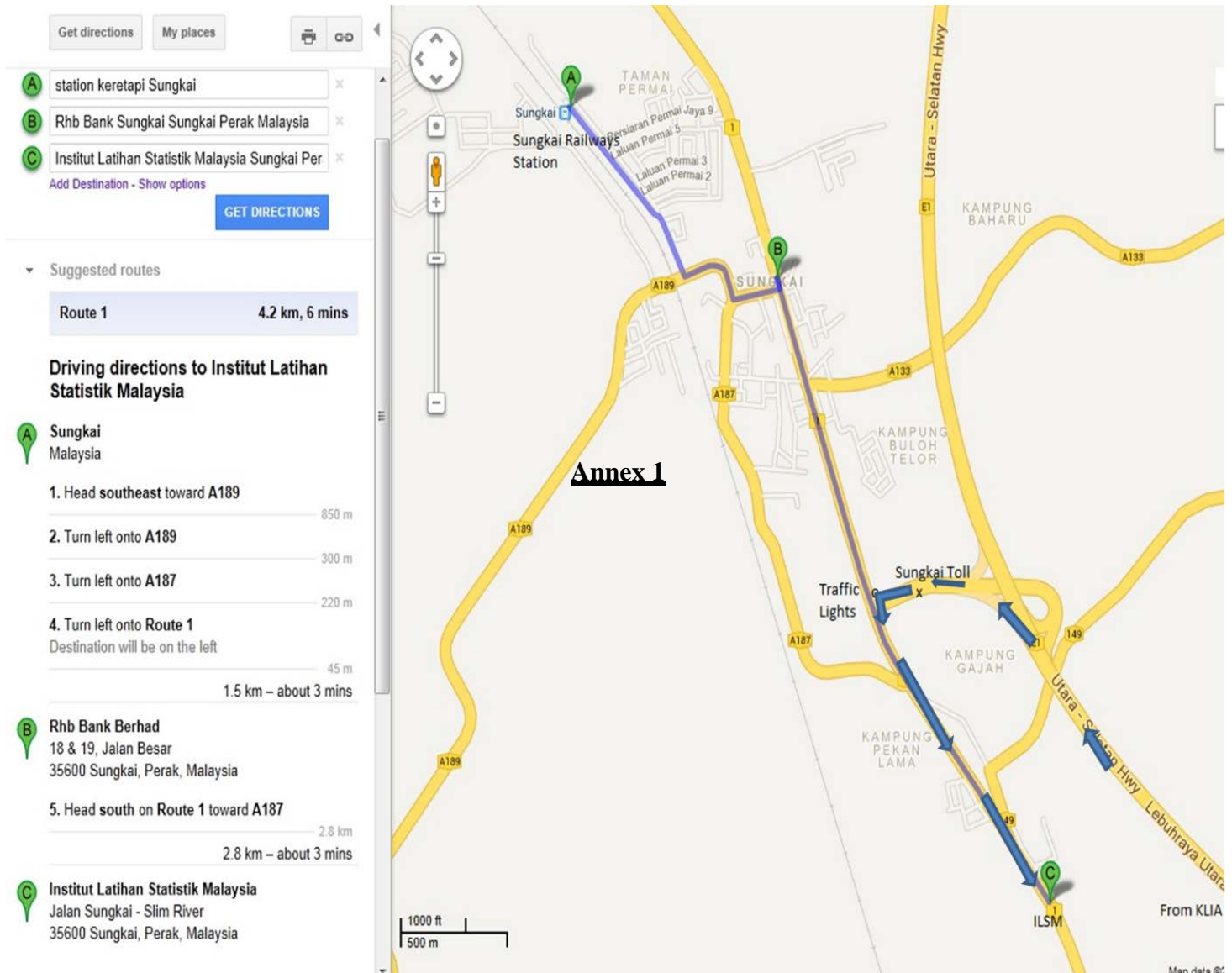
of Statistics, Malaysia in making reconfirmation of their return flights, as required. All participants are urged to refrain from changing their official travel itinerary.

19. Foreign Exchange – The local banks in Kuala Lumpur and Sungkai, Perak provide foreign currency exchange service. The current exchange rate is approx RM3.87 (the latest information can be accessed from Google) to one US dollar. Participants are advised to carry sufficient amount of funds and to convert them to local currencies for **transportation/miscellaneous expenses at** transit point(s) as well as local travel from KLIA to Sungkai. Foreign exchange facilities are available 24 hours at the Airport.
  
20. Weather –The climate in Sungkai, Perak in January is tropical in nature with temperature ranging between 31 to 33 degrees Celsius. The Training will be held in an air-conditioned room with temperature maintained in the range of 22 to 24 degrees Celsius.
  
21. Electricity voltage -- The voltage for all electric appliances used in Malaysia is 230/240 Volts.
  
22. Further supplementary information will be provided on the first day of the course.

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## Map and full address of the ILSM

Institut Latihan Statistik Malaysia (ILSM)  
(Malaysia Statistical Training Institute)  
Department of Statistics Malaysia  
35600 Sungkai  
Perak Darul Ridzuan  
Malaysia



## Regional Course on Statistical Business Registers:

**Data sources, maintenance and quality assurance**  
**Online Module: 9-16 May 2018**  
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**ATTENDANCE INFORMATION  
FORM**

*(Please type or print)*

1. GIVEN (FIRST) NAME: \_\_\_\_\_
2. FAMILY (LAST) NAME: \_\_\_\_\_
3. SEX: \_\_\_\_\_
4. FUNCTIONAL TITLE: \_\_\_\_\_
5. ORGANIZATION: \_\_\_\_\_
6. OFFICIAL MAILING ADDRESS: \_\_\_\_\_

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Mobile phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

7. ARRIVAL IN :  
Date: \_\_\_\_\_ Flight number: \_\_\_\_\_ Time of arrival: \_\_\_\_\_
8. DEPARTURE DATE  
Date: \_\_\_\_\_ Flight number: \_\_\_\_\_ Time of departure: \_\_\_\_\_
9. FOOD PREFERENCE: \_\_\_\_\_  
(such as Vegetarian, No Pork, No beef, etc.)

Please send this attendance information to:

with copy to:

Mr. Wan Azhar Wan Mokhtar  
Department of Statistics  
Perak, Malaysia  
Fax No: 05 – 4386 005  
e-mail: wanazhar@stats.gov.my

Mr. Shuji Fukuyama  
Programme Management Assistant  
Statistical Institute for Asia and the Pacific  
Chiba, Japan  
Fax No: (81-43) 299-9780  
e-mail: shuji.fukuyama@un.org