



ASIA-EUROPE MEETING (ASEM)

ADMINISTRATIVE CIRCULAR

THE 13th ASEM CUSTOMS DIRECTORS-GENERAL/COMMISSIONERS' MEETING

9 - 10 October, 2019

HA LONG, VIET NAM

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1. INTRODUCTION

The General Department of Viet Nam Customs (GDVC) is very honored to welcome all Directors General/Commissioners and delegates to the 13th ASEM Customs Directors General/Commissioners' Meeting (hereafter referred to as the "Meeting") which will be taking place from 9 – 10 October 2019 in Ha Long City, Quang Ninh Province, Viet Nam.

This Administrative Circular provides preliminary information about the Meeting and administrative arrangements for the event.

The official website of the Meeting: www.asemcustoms2019.vn is available for online registration and relevant information. Please be advised that this Administrative Circular and any of its update (if any) will be uploaded on this website.

The ASEM 2019 Viet Nam Customs Team wishes all delegates a pleasant and fruitful visit in Viet Nam.

2. MEETING DATES AND VENUE

Dates: 9-10 October 2019

Venue: Vinpearl Resort & Spa Ha Long, Ha Long City, Quang Ninh Province, Viet Nam



3. GENERAL PROGRAM

Date	Activity	Venue
8 October 2019 18:30	Arrival of Delegations	From Noi Bai International Airport (It takes 02 hours moving by car to the Meeting venue)
	Welcome Reception	Pavilion restaurant Vinpearl Resort & Spa Ha Long
9 October 2019 18:30	Plenary Meeting	Event Hall room Vinpearl Resort & Spa Ha Long
	Official Dinner	Event Hall room Vinpearl Resort & Spa Ha Long

10 October 2019	Plenary Meeting	Event Hall room
13:30-19:00	Ha Long Bay Tour	Vinpearl Resort & Spa Ha Long Ha long Princess Day Cruise
11 October 2019	Departure of Delegates	To Noi Bai International Airport

4. ASEM 2019 VIET NAM CONTACT INFORMATION

For all meeting-related issues, please email to the ASEM 2019 Viet Nam Customs Team at: asem13@customs.gov.vn. The ASEM 2019 Viet Nam Customs Team is very pleased to support all delegates.

Please be kindly advised that each Delegation will be accompanied by a Liaison Officer of Viet Nam Customs during the whole visit. The name list of Liaison Officers will be emailed to ASEM Customs members by their emails and posted on the Meeting website.

Please direct your enquiries to the appropriate e-mail address as follows:

4.1. For Meeting Agenda and Content

Ms. Hien NGUYEN

International Cooperation Department
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Ms. Hoai NGUYEN

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4.2. For Registration/ Bilateral Meetings/ Documentation

Ms. Huong NGUYEN

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4.3. For Accommodation

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Hoa Binh Group
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5. REGISTRATION AND MEETING BADGES

5.1. Delegate Online Registration

Online registration for the Meeting is now open and will close on **5 September 2019**.

Please follow the below steps for registration:

- Visit <https://www.asemcustoms2019.vn>
- Enter passcode for registration: asem13
- Provide all the details and submit.
- For any change or update, delegates should note down their registration IDs (sent to their emails after completing their online registration) which are used to log in for editing the details.

Delegates are encouraged to get the Meeting badges at the welcome desk outside the Plenary Meeting Room on the day of arrival.

5.2. Delegate On-site Registration

Delegates missing the registration deadline of **5 September 2019** will be required to register and get the Meeting badge at the welcome desk outside the Plenary Meeting Room **from 8.00am to 8.45am on 9 October 2019**.

Meeting badges must be worn during the Meeting and other activities of the Meeting.

6. MEETING VENUE FACILITIES, SERVICES AND ACTIVITIES

6.1. Meeting Room

Room for Plenary Meeting is Event Hall Room, Vinpearl Resort & Spa Ha Long.

6.2. Meeting Language

The Meeting will be conducted in English with simultaneous interpretation to Vietnamese.

6.3. Bilateral Meeting Rooms

Bilateral Meeting Rooms will be available at Vinpearl Resort & Spa Ha Long from 8:00 a.m. to 8:00 p.m. on a reservation basis.

If any Delegation needs a Bilateral Meeting Room, please fill in the Bilateral Meeting Room-Booking Form attached as Annex 1 and send to our contact point indicated in section 4.2.

The Bilateral Meeting rooms will be assigned on a first-come, first-served basis.

6.4. Secretary Room

A Secretary Room is arranged next to the Plenary Meeting Room. The Secretary Room has computers connecting to the internet, printers and is freely accessed.

6.5. Meeting Documents

The Meeting is paperless. Meeting documents will be sent to your registered email once available.

6.6. Dress Code

Unless otherwise noted on invitations for specific events, the Meeting's dress code will be business attire.

6.7. Medical Services

Basic medical services will be provided at the Clinic Room of Vinpearl Resort & Spa Ha Long for delegates. However, cost incurred for medicines and any subsequent treatment provided by hospitals, clinics, pharmacies, ambulances, or other medical providers must be paid directly by delegates to the service providers.

7. ACCOMMODATION

7.1. Designated Hotel

Delegates are advised to book their stay at the Meeting Venue, which is Vinpearl Resort & Spa Ha Long, Ha Long City, Quang Ninh Province. Special rates during the meeting dates have been arranged for all participants.

Delegates are encouraged to make room reservation through the provided website at the item "Accommodation" or email to our contact point indicated in section 4.3 **no later than 15 September 2019**.

Please be informed that Vinpearl Ha Long Resort is always on high demand and the hotel arrangements will be made on first-come, first-served basis. Booking after that deadline is subject to hotel room type availability.

Room rates are provided below:

Hotel	Room type	Public rate	Corporate rate
VINPEAR HA LONG RESORT 5* Reu Island, Ha Long City, Quang Ninh province, Viet Nam (Meeting Venue)	Deluxe room	\$205++	\$135++
	Deluxe ocean room	\$ 248 ++	\$155++
	Deluxe Terrace	\$ 257 ++	\$165++
	Panoramic Suite	\$269++	\$187++
	Executive Suite	\$287++	\$205++
	Presidential Suite	\$1732++	\$1380++

The hotel check-in time is from 03:00PM & the check-out time is till 12:00PM.

8. AIRPORT ARRIVALS AND DEPARTURES

8.1. Arrival at the Noi Bai International Airport

The closest international airport to Ha Long City is Noi Bai International Airport (located in Ha Noi). Delegates may have the international flights directly or transfer flights from domestic airports to the Noi Bai International Airport.

Upon arrival at the Noi Bai International Airport, delegates will be welcomed by the ASEM Viet Nam Customs Team, with a pick-up sign **“WELCOME TO 13th ASEM CUSTOMS DG MEETING”**.

Delegates will be provided transportation to the hotel and accompanied by a Liaison Officer. The distance from Noi Bai International Airport to the Meeting Venue is 165 km, which takes 2 hours by car.

8.2. Baggage tags

Delegates are kindly requested to attach the baggage tags provided during the ASEM Working Group Meeting from 3-5 July 2019 in Brussels to your checked-in luggage to facilitate the ASEM 2019 Viet Nam Customs Team in assisting you to collect your luggage upon arrival.

Baggage tags can also be downloaded from the Meeting website and printed out.

8.3. Immigration Facilities

All delegates entering Viet Nam territory are required to hold a passport valid for six months from the date of arrival. Each delegate is responsible for ensuring that they secure a visa as early as possible. If required, delegates can consult their local Vietnamese embassy or consular office for supporting.

Fast lane for immigration will be secure for delegates of the Meeting. Viet Nam will facilitate the immigration process and expedite visa on arrival (if any) for delegates participating in the Meeting.

We provide details of the relevant visa requirements per country in the table below:

No	Country	Diplomatic Passport		Official Passport		Regular Passport	
		Visa		Visa		Visa	
		Yes	No (max.stay)	Yes	No (max.stay)	Yes	No (max.stay)
1	Australia	√		√		√	
2	Austria	√		√		√	
3	Bangladesh		√ (90 days)		√ (90 days)	√	
4	Belgium	√		√		√	
5	Brunei Darussalam		√ (14 days)		√ (14 days)		√ (14 days)

6	Bulgaria		√ (90 days)		√ (90 days)	√	
7	Cambodia		√ (30 days)		√ (30 days)		√ (30 days)
8	China		√ (30 days)		√ (30 days)	√	
9	Cyprus		√ (90 days)		√ (90 days)	√	
10	Croatia		√ (90 days)		√ (90 days)	√	
11	Czech		√ (90 days)	√		√	
12	Denmark		√ (15 days)		√ (15 days)		√ (15 days)
13	Estonia		√ (90 days)	√		√	
14	Finland		√ (15 days)		√ (15 days)		√ (15 days)
15	France		√ (90 days)	√	√ (15 days)		√ (15 days)
16	Germany		√ (15 days)		√ (15 days)		√ (15 days)
17	Greece	√		√		√	
18	Hungary		√ (90 days)		√ (90 days)	√	
19	India		√ (90 days)		√ (90 days)	√	
20	Indonesia		√ (14 days)		√ (14 days)		√ (30 days)
21	Iceland	√		√		√	
22	Italia		√ (90 days)	√			√ (15 days)
23	Japan		√ (90 days)		√ (90 days)		√ (15 days)
24	Kazakhstan		√ (30 days)		√ (30 days)	√	
25	Korea		√ (90 days)		√ (90 days)		√ (15 days)
26	Lao		√ (30 days)		√ (30 days)		√ (30 days)
27	Latvia	√		√		√	
28	Lithuania	√		√		√	
29	Luxembourg	√		√		√	
30	Malaysia		√ (30 days)		√ (30 days)		√ (30 days)
31	Malta		√ (90 days)	√		√	
32	Mongolia		√ (90 days)		√ (90 days)	√	
33	Myanmar		√ (30 days)		√ (30 days)		√ (14 days)

34	Netherlands	√		√		√	
35	New Zealand	√		√		√	
36	Norway		√ (15 days)		√ (15 days)		√ (15 days)
37	Pakistan		√ (90 days)		√ (90 days)	√	
38	The Philippines		√ (30 days)		√ (30 days)		√ (21 days)
39	Poland		√ (90 days)	√		√	
40	Portugal	√		√		√	
41	Rumania		√ (90 days)		√ (90 days)	√	
42	The Russian Federation		√ (90 days)		√ (90 days)		√ (15 days)
43	Singapore		√ (90 days)		√ (90 days)		√ (30 days)
44	Slovakia		√ (90 days)	√		√	
45	Slovenia		√ (90 days)		√ (90 days)	√	
46	Spain		√ (90 days)		√ (15 days)		√ (15 days)
47	Sweden		√ (15 days)		√ (15 days)		√ (15 days)
48	Switzerland		√ (90 days)	√		√	
49	Thailand		√ (30 days)		√ (30 days)		√ (30 days)
50	United Kingdom		√ (15 days)		√ (15 days)		√ (15 days)
51	ASEAN Secretariat		√(30 days)		√(30 days)		√(30 days)
52	Europe Union						

* **Please note** that no Viet Nam entry visa required for travel less than 60 days for APEC Business Travel Card (ABTC) Holders.

8.4. Departure of Delegates

Participants are highly advised to present at the airport for check-in 3 hours before departure time for international and 2 hours for domestic flights (exclude 2 hours for transferring from Ha Long City to Noi Bai International Airport).

Delegates are advised to keep their Liaison Officer duly informed of their confirmed flight schedules so that airport transfers can be arranged accordingly.

9. INSURANCE

Delegates are strongly advised to arrange for their own insurance for individual travel, medical care and personal effects.

10. GENERAL INFORMATION

10.1. Ha Long City

Ha Long is the capital city and 1st-class provincial city of Quang Ninh Province, Vietnam. The name Ha Long means "Descending Dragon". The city was created in 1993, when the old capital, Hon Gai, was merged with Bai Chay – the main tourist area. The city mainly lies on Ha Long Bay. It is located at about 178 km east of Ha Noi.

Ha Long city is divided into two parts: East Ha Long and West Ha Long. The eastern part, Hon Gai, where most of the official buildings and industry are concentrated, is connected by bridge with the western part, Bai Chay, considered to be more of a tourism attraction.

Visiting Ha Long City and you can experience very diverse natural landscape, varying from long sandy beach to thousand-year-old-lime karst. Discover what you will see as you make your way to this natural wonder.

Some tourist attractions in Quang Ninh Province:

Sun World Ha Long Complex:

- Distance from Vinpearl Ha Long Resort Hotel: 3.2 km
- It takes 10 minutes & costs about 50,000 VND (\$2.1 USD) by taxi from the hotel to there.
- Spread over an area of 214ha, Sun World Ha Long Complex is a world-class entertainment park complex consisting of two main areas: the coastal play complex and the entertainment complex at the top of the Three Deo - concluded Connected by a unique cable car system.



Ha Long Bay:

- Distance from Vinpearl Ha Long Resort Hotel: 11km
- It takes 25 minutes & costs about 150,000 VND (\$7 USD) by taxi from the hotel to there.
- Start at Tuan Chau harbor by Cruise
- Ha Long Bay is known as not only a UNESCO world heritage but also one of the world-famous natural wonders. Ha Long Bay is not only known to tourists for



its natural caves created from millions of years scattered on 1,969 islands, large and small but also world famous for its rich vegetation and multi-species format.

Quang Ninh Museum:

- Distance from Vinpearl Ha Long Resort Hotel: 26km
- It takes 25 minutes & costs about 150,000 VND (7\$) by taxi from the hotel to there.
- Exhibition of Vietnamese history, culture and nature in a modern space with outstanding architecture.



10.2. Weather

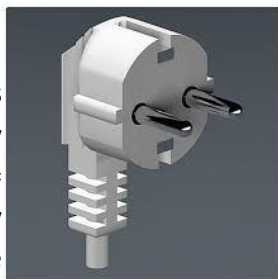
October is autumn season in the North of Viet Nam. Temperature ranges from 23°C (73°F) to 29°C (84°F) and can reach the peak of 32°C (89°F) with high humidity.

10.3. Time

Viet Nam time is GMT + 7.

10.4. Currency and

The local currency is (VND). The currency approximately US\$1 = July 2019). Currency located at the airports, hotels and in



the



Credit Cards

Vietnam is Dong exchange rate is VND 23.500 (as of exchange shops are international city. Major credit

cards are widely accepted in airports, hotels, shopping malls and can be used to retrieve cash from ATMs or Banks throughout the city.

10.5. Electricity Supply

The standard voltage in Viet Nam is 220 V and the standard frequency is 50-60 Hz. In Viet Nam, the following electrical plugs are used in most hotels:

10.6. SIM Cards

The main service providers of SIM cards are Viettel, Vinaphone and Mobiphone. Delegates can purchase SIM cards at the airport or in the city.

ANNEX 1: BILATERAL MEETING ROOM - BOOKING FORM

Requesting Country	
Country	
Organisation	
Contact Person	Tittle :
	Tel :
	Email :
Number of Seats	
Date of Meeting	
Time of Meeting	
Special Requests (if any)	

Participating Country	
Country	
Organisation	
Contact Person	Tittle :
	Tel :
	Email :
Number of Seats	