



Turning Vision into Reality
For a Dynamic ASEAN Community
LAOS 2016

'Promoting Defence Cooperation for a Dynamic ASEAN Community'

9TH NADI ANNUAL MEETING

VIENTIANE, LAO PDR, 23RD -26TH MARCH 2016

ADMINISTRATIVE ARRANGEMENTS

1. General Information

Track II Network of ASEAN Defence and Security Institutions (NADI) was established in Singapore in 2007 aiming to promote mutual trust, confidence and closer cooperation within the ASEAN Defence and Security Institutions in handling security challenges and contributing to peace, stability and development of the region.

Since the formation of NADI, the NADI Annual Meeting and NADI workshops have been organised in the respective ASEAN Member States. This year, the Military Science and History Department, Ministry of National Defence of the Lao PDR has the honour to host the 9th NADI Annual Meeting from 23rd to 26th November 2016 under the theme: Vision on ASEAN Defence and Security Cooperation beyond ASEAN Economic Community Establishment.

Under this theme, the Heads of the ASEAN Defence and Security Institutions will be exchanging views drawn from their professional experiences, lessons learnt and best practices on the provided topics: Exchange of Views on Regional Security: New Emerging Trends and Challenges; Enhancing ASEAN Cooperation in handling Non-Traditional Threats and Challenges; and Maintaining ASEAN Defence and Security Cooperation for a Dynamic ASEAN Economic Community. The NADI Delegates are encouraged to make recommendations to ADMM and future activities of NADI.

2. Presentation

Each ASEAN Member State is requested to make a fifteen-minute presentation on the provided topic as indicated in the detailed programme. In order to help us with further administrative arrangements, each member country is kindly requested to submit their presentation and summary papers to the 9th NADI Secretariat by 15th of March 2016.

3. Meeting Venue

The 9th NADI Annual will be held at the Don Chan Palace from 23rd – 26th March 2016, Vientiane capital, Lao PDR. The address of the hotel is shown below:

Don Chan Palace
Piawat village, Sisatanak district, Vientiane capital, Lao P.D.R
<http://www.donchanpalacelaopdr.com/>
info@donchanpalacelaopdr.com
Tel: +856 21 244288 Fax: +856 21 244111-2

4. Hospitality

The host will cover the meeting expenses and local transportation. The host will also provide a room for the Head of Delegation and spouse at Don Chan Palace from 23rd to 26th March 2016. Personal expenses such as phone calls, room services and late check-out fees are not included.

The participants are advised to stay at Don Chan Palace Hotel where the meeting takes place. However, it is optional for the participants to stay at other hotels nearby.

5. Transportation

The Head of Delegation, spouse and delegates will be received and sent off by the concerning senior officers of the Ministry of National Defence of the Lao PDR at Wattay International Airport.

6. Medical Service

Medical coverage will be available throughout the event of 9th NADI with one medical team on duty at Don Chan Palace.

7. Spouse Program

The Program for the spouses of the Heads of NADI Delegates is attached herewith.

8. Gift Presenting

There will be a gift presentation by the 9th NADI Chair during the official dinner on the 24th March 2016.

9. Currency

Most internationally recognized currencies and travelers' checks can be exchanged at commercial banks, hotels and Vientiane (Wattay) International Airport. Credit cards are also accepted in some local hotels, restaurants and shops. The exchange rate of 1USD is equivalent to approximately 8,000 Lao Kip.

10. Registration

The delegates are requested to return the Registration Form to the 9th NADI Secretariat by 10th March 2016.

11. Hotel Registration Form

The delegates are also requested to fill in and return the Hotel Registration Form by 10th March 2016 to the 9th NADI Secretariat.

12. Attire

The delegates are requested to wear their own suit with tie to the NADI Meeting. However, they are advised to bring along traditional, smart attires and others for certain activities.

13. Cultural Visit

A cultural visit will be conducted on the 25th of March, 2016. Details will be informed later.

14. Electricity Plugs

Electricity plugs in Lao P.D.R may be different from some other countries. The electricity current is 220 V. The plug type often used in Lao P.D.R is shown below.



15. Water

Drinking spring or mineral water is safe. Drinking from tap water is not recommended.

16. Weather

In the Lao P.D.R, March is the period of dry season. Promising a premium travelling condition throughout the month of March, with the average temperature of between 25 – 35 degrees Celsius.

17. Local Time

Local time in the Lao P.D.R is GMT+7.

18. Tourist information desk

Information about places and activities of interest can be obtained at the Hotel Information Counter.

19. 9th NADI Secretariat Contact:

Please contact the 9th NADI Secretariat on the followings:

Point of Contact:

1. Lt Col. Kongsy MANIVANH

Phone: +856 20 22222646
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2. Capt. Manilath Vongpakai

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3. Lt. Vanpheng Daovilai

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20. Others

Delegates will be notified of further details and / or updates of the administrative arrangements later.

Should there be any queries, please contact the 9th NADI Secretariat as shown in item 19.