

**3<sup>RD</sup> S-100 WORKING GROUP MEETING (S-100WG3)**  
**10<sup>TH</sup> TO 13<sup>TH</sup> APRIL 2018**  
**SINGAPORE**

**ADMINISTRATIVE PROGRAMME**

**MEETING VENUE**

Furama RiverFront Hotel  
 Venus Ballroom II (Level 3)  
 405 Havelock Road  
 Singapore 169633

**9<sup>TH</sup> APRIL 2018 (MONDAY)**

| TIME            | ITEM   |
|-----------------|--|
| Whole Day       | Arrival of delegates at Furama RiverFront Hotel for check-in   |
| 0900 – 1700 hrs | S-102 Project Team meeting<br>Venue: Executive Lounge, level 2 |

**10<sup>TH</sup> APRIL 2018 (TUESDAY)**

| TIME            | ITEM  |
|-----------------|---|
| 0800 – 0900 hrs | Arrival of delegates at Venus Ballroom II for registration  |
| 0900 – 0915 hrs | Welcome and Opening Addresses   |
| 0915 – 1020 hrs | Commencement of the 3 <sup>rd</sup> S-100 Working Group Meeting   |
| 1020 – 1030 hrs | Group Photograph  |
| 1030 – 1100 hrs | Morning Tea Break   |
| 1100 – 1230 hrs | Continuation of Meeting   |
| 1230 – 1330 hrs | Buffet Lunch at Venus III   |
| 1330 – 1500 hrs | Continuation of Meeting   |
| 1500 – 1530 hrs | Afternoon Tea Break   |
| 1530 – 1700 hrs | Continuation of Meeting<br>End of Day 1 of S-100WG3   |
| 1900 – 2130 hrs | Welcome Dinner at Long Beach Seafood Restaurant for S-100WG Members (Attire: Casual)<br><br><u>Transportation</u><br>The bus to Long Beach Restaurant departs from the hotel at <b>1830 hrs</b> . Return transport from Long Beach Restaurant to Furama RiverFront is also provided after the welcome dinner. |

**11<sup>TH</sup> APRIL 2018 (WEDNESDAY)**

| <b>TIME</b>     | <b>ITEM</b>  |
|-----------------|--|
| 0900 – 1030 hrs | Continuation of Meeting  |
| 1030 – 1100 hrs | Morning Tea Break  |
| 1100 – 1230 hrs | Continuation of Meeting  |
| 1230 – 1330 hrs | Buffet Lunch at Venus III  |
| 1330 – 1500 hrs | Continuation of Meeting<br>End of Day 2 of S-100WG3  |
| 1500 – 1530 hrs | Afternoon Tea Break  |
| 1615 – 1800 hrs | <p>Visit to Maritime and Port Authority of Singapore (MPA) Port Operations Control Centre (POCC) – VTIS System at PSA Vista<br/><i>*Due to the space constraints, the visit will be split into two groups at staggered timings</i></p> <p><u>Transportation</u><br/>Two buses for the two groups to PSA Vista will depart from the hotel at <b>1545 hrs</b> and <b>1630 hrs</b> for each of the two groups. Return transport from PSA Vista to Furama RiverFront is also provided after the visit.</p> |

**12<sup>TH</sup> APRIL 2018 (THURSDAY)**

| <b>TIME</b>     | <b>ITEM</b>   |
|-----------------|---|
| 0900 – 1030 hrs | Continuation of Meeting                             |
| 1030 – 1100 hrs | Morning Tea Break                                   |
| 1100 – 1230 hrs | Continuation of Meeting                             |
| 1230 – 1330 hrs | Buffet Lunch at Venus III                           |
| 1330 – 1500 hrs | Continuation of Meeting                             |
| 1500 – 1530 hrs | Afternoon Tea Break                                 |
| 1530 – 1700 hrs | Continuation of Meeting<br>End of Day 3 of S-100WG3 |
| Evening         | Free  |

**13<sup>TH</sup> APRIL 2018 (FRIDAY)**

| <b>TIME</b>     | <b>ITEM</b>                                 |
|-----------------|---|
| 0900 – 1030 hrs | Continuation of Meeting                     |
| 1030 – 1100 hrs | Morning Tea Break                           |
| 1100 – 1230 hrs | Continuation of Meeting                     |
| 1230 – 1330 hrs | Buffet Lunch at Venus III                   |
| 1330 – 1500 hrs | Continuation of Meeting                     |
| 1500 – 1530 hrs | Afternoon Tea Break                         |
| 1530 – 1700 hrs | Continuation of Meeting<br>Close of meeting |
| Evening         | Free  |

### **Local Secretariat Contact Information**

Contact Person : Mr. Lim Wee Kiat  
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Contact Person : Mr. Ken Lee  
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### **Additional Information**

- Complimentary Wi-Fi will be available at the meeting venue.
- A printer will be made available at the meeting venue for participants' use. Participants may approach the local secretariat for assistance with printing required documents.
- Buffet lunch will be catered for S-100WG Members for the meeting days from 10 to 13 April at Venus III ballroom.
- Venus III (adjacent to the meeting venue Venus II) will also be used as a breakout room for participants to use for side discussions, whenever required.
- A Welcome Dinner for S-100WG Members is arranged for 10<sup>th</sup> April at Long Beach Seafood Restaurant. Please inform the local secretariat if you have any special dietary requirements.
- For the visit to POCC (11<sup>th</sup> April), please note that for security reasons, photography and videography are strictly not allowed.
- Transportation will be provided from and to Furama RiverFront Hotel for the Welcome Dinner and visit to POCC.