

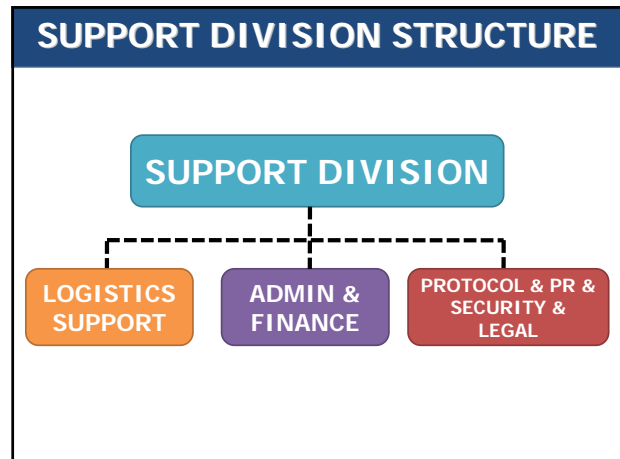


**ASEAN REGIONAL FORUM**  
Promoting peace and security through dialogue and cooperation in the Asia Pacific.


# INITIAL PLANNING CONFERENCE (IPC)

ARF DiREx 2013  
14-16 January 2013

## SUPPORT DIVISION





**ASEAN REGIONAL FORUM**  
Promoting peace and security through dialogue and cooperation in the Asia Pacific.


# LOGISTICS SUPPORT

## 1. LOGISTICS SUPPORT

### A. Main Task

- To coordinate and provide logistics support to receive ARF DiREx assets and personnel from all ARF participants and transfer to the exercise premise;
- Facilitate CIQ arrangements for entry and exit of non-personnel and assets of ARF DiREx participants

## 1. LOGISTICS SUPPORT

### B. Country Participation & Registration

- ARF Member States that are planning to send assets and/or personnel to participate in the ARF DiREx 2013 are required to confirm their participation by submitting the **ARF DiREx 2013 Country Participation Form (Annex A)** to the Secretariat no later than **15 March 2013**
- Each participating country is requested to designate a contact person for secretariat affairs.

## 1. LOGISTICS SUPPORT

### B. Country Participation & Registration

- The co-host countries will provide one Liaison Officer (LO) for each delegation.
- All participants are required to **fill** in the ARF DiREx 2013 Registration Form (Annex B) and submit to the Secretariat no later than **15 March 2013**

## 1. LOGISTICS SUPPORT

### C. Arrival and Departure Arrangements

- VIP (Ministerial level)
  - Thai Senior Official to receive and see off VIPs
  - Request for VIP rooms at the airport must be submitted to the Thai Secretariat through diplomatic channel
- Other Delegates
  - Normal entry and exit channels with assistance from the Thai Secretariat upon request.

## 1. LOGISTICS SUPPORT

### D. CIQ Clearance, Licensing Arrangement

- Normal procedures, rules, and requirements for customs, immigration, and quarantine (CIQ) process shall be applied for all participants.
- More details information on CIQ is provided in Administrative Arrangements

## 1. LOGISTICS SUPPORT

### E. Flight Approval / Ship Clearance Approval

- ARF participants planning to send aircraft or vessels to Thailand are requested to submit request letters for flight approval and/or ship clearance approval through diplomatic channels addressed to the Department of ASEAN Affairs, MFA Thailand by 15 March 2013.
- A copy of request letter together with the completed application forms (Annex H/I in Administrative Arrangements) must be sent to the Thai Secretariat ([arfdirex2013@gmail.com](mailto:arfdirex2013@gmail.com))
- More detailed information can be found in Administrative Arrangements.

## 1. LOGISTICS SUPPORT

### F. Local Transportation

- Unless otherwise arranged or provided by the co-hosts, ARF participants are responsible for their own local transportation.

## 1. LOGISTICS SUPPORT

### G. Accommodation

- It is recommended for ARF participants to stay at Dusit Thani Hua Hin Hotel which is the main meeting venue. The room rates are as appeared in Administrative Arrangement
- Each delegation is required to contact the hotel directly to make reservation.




**ASEAN REGIONAL FORUM**
Promoting peace and security through dialogue and cooperation in the Asia Pacific.



# ADMINISTRATION & FINANCE

## 2. ADMIN & FINANCE

### A. Main Task

- To develop and finalize financial plan
- To identify financial implication of the activities of each WG
- To compile point of contact (POC) of participating countries, participants info, etc.
- To manage overall administrative tasks
- To supervise the Secretariat and documentation

## 2. ADMIN & FINANCE

### B. ARF DiREx 2013 Secretariat

Department of ASEAN Affairs  
MFA-THAILAND  
Tel: +66 (0) 2203 5000 x 14333  
Fax: +66 (0) 2643 5226  
Email: [arfdirex2013@gmail.com](mailto:arfdirex2013@gmail.com)  
*and*  
Development Cooperation Bureau  
MOFAT-ROK  
Tel: +82 2 2100 8363  
Fax: +82 2 2100 8370  
Email: [arfdirex2013@mofat.go.kr](mailto:arfdirex2013@mofat.go.kr)

## 2. ADMIN & FINANCE

### C. Registration

All participants are required to fill in the ARF DiREx 2013 Registration Form (Annex B) and submit to the Secretariat no later than 15 March 2013

## 2. ADMIN & FINANCE

### D. Financing by Co-chairs

- For FPC & DiREx:
  - Conference services and facilities
  - Meals for all participants in official meetings
  - Co-hosts are seeking additional financial funding from the ASEAN-ROK Special Cooperation Fund to support countries that may need financial assistance





**ASEAN REGIONAL FORUM**  
Promoting peace and security through dialogue and cooperation in the Asia Pacific.



# PROTOCOL & PR & SECURITY & LEGAL

## 3. PROTOCOL, PR , SECURITY & LEGAL

### A. Protocol

- To prepare order of proceedings for Opening and Closing Ceremonies
- To provide one Liaison Officer (LO) for each delegation
- To assist VIP and provide VIP programme (Ministerial level)
- To assist delegation with CIQ

### 3. PROTOCOL, PR , SECURITY & LEGAL

#### B. PR / Media

- To develop comprehensive PR plan
- To be responsible for media registration
- To set up Media Center during DiREx 2013
- To provide press package for official and registered media

### 3. PROTOCOL, PR , SECURITY & LEGAL

#### C. Security & Legal

- Security Plan in the form of force protection during the exercise will be provided in due course through the designated contact persons of each delegation.
- All participants are not allowed to bear fire arms
- The host country will provide security for VIP, Main Meeting Venue, and VIP accommodation.

### 3. PROTOCOL, PR , SECURITY & LEGAL

#### C. Security & Legal

- The ARF DiREx 2013 Secretariat will provide ID passes which will determine the level of access of exercise personnel
- Should ARF participants plan to bring their own communication devices, application for the use of frequency should be made to the Secretariat no later than 20 April 2013. The Radio Application Form appears as Annex H.

### 4. Q & A

Questions?

