



**Asia-Pacific
Economic Cooperation**

**The 53rd Meeting of
APEC Expert Group on Energy Efficiency & Conservation**

**The 52nd Meeting of
APEC Expert Group on New and Renewable Energy Technology**

ADMINISTRATIVE CIRCULAR

18 - 22 March 2019

Hong Kong, China

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1. Welcome

We look forward to welcoming you to Hong Kong, China for the 53rd Meeting of APEC Expert Group on Energy Efficiency & Conservation (EGEE&C 53) / the 52nd Meeting of APEC Expert Group on New and Renewable Energy Technology (EGNERT 52) Joint Meeting and Associated Workshops.

This Circular presents the arrangements and other relevant information for your participation at the EGEE&C 53 / EGNRET 52 Joint Meeting and Associated Workshops including registration, accommodation, meeting venue, programme outline, transportation, visa requirements, etc.

For these two meetings (EGEE&C 53 / EGNERT 52), delegates are **STRONGLY** advised to complete the registration and hotel reservation at your earliest convenience.

2. Meeting Dates and Venue

The EGEE&C 53 / EGNRET 52 Joint Meeting and Associated Workshops will be held on 18th – 22nd March 2019. The official venue is **Regal Kowloon Hotel** with details below:

Address : 71 Mody Road, Tsimshatsui, Kowloon, Hong Kong
Telephone : +852 2722 1818
Email : info@kowloon.regalhotel.com
General Website : <https://www.regalhotel.com/regal-kowloon-hotel/tc/home/home.html>

Detailed map is shown in Annex A in the Circular.

3. Programme

The Meeting Schedule for EGEE&C 53 / EGNRET 52 Joint Meeting and Associated Workshops is provided at Annex B. Members' participation in the full week of events is strongly encouraged.

Social events will be scheduled during the week as below.

- Welcome Dinner in the evening of Wednesday, 20 March 2019 (18:00 – 21:00);
- Technical Site Visit on Friday, 22 March 2019 (09:00 – 17:00).

4. Registration

Delegates are required to register their attendance by filling in the registration form(s) in Annex C and send back to EGEE&C / EGNRET Secretariat. We are grateful for your cooperation and registration.

Please note that the registration form is for meeting arrangements ONLY, not for hotel reservation. For the details of hotel, please refer to the following section 5 - Accommodation.

5. Accommodation

Accommodation is at delegates' own expense as per standard APEC practice. **Delegates are required to contact the hotel directly to book and confirm their accommodation.**

Regal Kowloon Hotel is the designated hotel for EGEE&C 53 / EGNRET 52 Joint Meeting and Associated Workshops. The meeting rooms are located on the first and second floors of the hotel with appropriate signage indicated. A meeting venue map of the conference rooms is provided as Annex D.



The hotel offer special room rates for the EGEE&C 53 / EGNRET 52:

Room Type	Daily Room Rate
Superior Single Room (28 square metre)	HK\$1,375 net (around US\$ 175) <i>Room rate is inclusive of in-room internet access and one daily buffet breakfast</i>
Superior Twin Room (28 square metre)	HK\$1,529 net (around US\$ 195) <i>Room rate is inclusive of in-room internet access and two daily buffet breakfast</i>

Reservation

Delegates are required to make and confirm reservation **DIRECTLY** with the hotel. To make

reservation, please complete the Hotel Room Reservation Form provided as **Annex E** and send it to the hotel by email (rkh.mice@regalhotel.com) or fax (+852 2311 8900) on or before Thursday, 31 January 2019.

Please note that any reservation made after the deadline (Thursday, 31 January 2019, Hong Kong, GMT+8) would not be guaranteed for both room availability and special offered rate. Please also note the cancellation policy for hotel reservation.

Some attractions nearby the venue are recommended in Annex F.

6. Official Hospitality

A site visit will be organized for APEC meeting attendees on Friday, 22 March 2019 from 09:00 to 17:00. Details will be advised around 1 month before the meeting by the host.

7. Secretariat Services

A secretariat room will be available at the Regal Kowloon Hotel for the EGEE&C 53 / EGNRET 52 Joint Meeting and Associated Workshops on:

- Sunday, 17 March 2019 from 14:00 to 17:00; and
- Monday, 18 March 2019 to Thursday, 21 March 2019 from 09:00 to 17:00.

8. Language

As the official language of APEC, English will be used during the EGEE&C 53 / EGNRET 52 Joint Meeting and Associated Workshops.

9. Dress Code

The dress code for the EGEE&C 53 / EGNRET 52 Joint Meeting and Associated Workshops is business attire.

Casual and comfortable wear will be more suitable for site visits on Friday, 22 March 2019.

10. Visit Visa / Entry Permit Requirements

In general, all visitors to Hong Kong must have a passport that is valid for at least one month after the period of their intended stay in Hong Kong. Visitors of most of the APEC economies enjoy visa-free period. Delegates from People's Republic of China, Chinese Taipei and Viet Nam should pay attention for applying appropriate visa/ entry permit as early as possible.

The following table sets out the visa free period allowed / visa requirement for various passport holders for entering Hong Kong:

Nationality of Foreign Country	Visa Free Period Allowed (Days) with Regular Passport	Diplomat Passport	Valid APEC Business Travel Card
Australia	90	-	-
Brunei Darussalam	90	-	-
Canada	90	-	-
Chile	90	-	-
People's Republic of China	Visa/ entry permit required ¹	Visa/ entry permit required ¹	Visa/ entry permit required ¹
Indonesia	30	-	-
Japan	90	-	-
Republic of Korea	90	-	-
Russia	14	-	-
Malaysia	90	-	-
Mexico	90	-	-
New Zealand	90	-	-
Papua New Guinea	90	-	-
Peru	30	-	-
The Philippines	14	-	-
Singapore	90	-	-
Chinese Taipei	Visa required ²	Visa required ²	Visa required ²
Thailand	30	-	-
The United States	90	-	-
Viet Nam	Visa required ³	Visa required ³	Visa required ³

“-”: Visa not required

¹ For delegates of People's Republic of China, please visit <http://www.immd.gov.hk/hkt/services/visas/overseas-chinese-entry-arrangement.html#aa> and contact Hong Kong and Macao Affairs Office for entry permit application

² For delegates of Chinese Taipei, please visit <http://www.immd.gov.hk/hkt/services/visas/overseas-chinese-entry-arrangement.html#cc>

³ For delegates of other countries, please visit <http://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html>

Please note that visa free period allowed are subjected to changes.

You are advised to check from the website www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html for any updates. For countries not listed in the able should check the same website as well.

11. Airport and Transfer Information

International visitors to Hong Kong will arrive at Hong Kong International Airport (www.hongkongairport.com).

Airport Passenger Departure Tax & Surcharges

Air Passenger Departure Tax of HK\$120, security charge of HK\$50 and Airport Construction Fee ranged from HK\$90 to HK\$180 (according to destination and class) are normally levied on each passenger who departs from Hong Kong by air. The charges are collected together with the airfare.

Three transportation options are suggested from airport to the designated hotel:

1. The **Airport Express** operates from 05:54 to 00:48 daily. Delegates can take Airport Express from Airport station to Kowloon Station (as shown below).



Then transfer to **Complimentary Airport Express Shuttle Bus #K3**: To Tsim Sha Tsui Mody Road, and get off at Stop 3: Regal Kowloon Hotel (the meeting venue).

2. You could opt for **bus A20 or A21**. Please get off at Granville Road, Chatham Road South.

A20

Operation hour: 11:00 – 00:00

Travelling time: approx. 85 minutes

Fare & Route: <https://goo.gl/3bscNp>

A21

Operation hour: 05:30 – 00:00

Travelling time: approx. 75 minutes

Fare & Route: <https://goo.gl/EcHw28>

3. You could also take **taxi** at the airport to the hotel. The taxi fare is metered and should be around HK\$230-280 (around US\$30-35). It takes about 40 minutes.
4. **Transfer provided by the Hotel:** please refer to the Hotel Reservation Form for full details.

12. Travel Insurance

Delegates are strongly recommended to make travel insurance arrangements before departing for Hong Kong, and ensure that having an appropriate level of protection to cover their stay in Hong Kong.

13. General Information about Hong Kong

Local Time

Hong Kong local time is 8 hours ahead of GMT.

Dialling code

The Hong Kong country code +852 will allow you to call Hong Kong from another country. Hong Kong telephone code +852 is dialled after the IDD and followed by the phone number.

Currency

The legal tender in Hong Kong is the Hong Kong dollar (HKD) which is a decimal currency with units in dollars and cents,

You can exchange your currency for Hong Kong dollars at any authorized money exchanger or currency exchange counters at Hong Kong International Airport. Hong Kong dollar is pegged to the US dollar at a rate of about HK\$7.80 to US\$1, although exchange rates may fluctuate slightly. Exchange rates of other currencies fluctuate daily depending on currency markets.

Traveller's cheques are accepted by most leading banks and hotels. International credit cards such as American Express, VISA, Diners Club and MasterCard are also welcome at many hotels, retail shops and restaurants. Such premises usually display stickers showing the credit cards they accept at their entrances.

Bank

Major Banks are open from 09:00 to 17:00 Monday to Friday, and from 09:00 to 13:00 on Saturdays. Some bank services are not available an hour before closing.

Automatic teller machine (ATM) can be found almost everywhere. Many take international cards and some HSBC 'Electronic Money' machines provide 24-hour cash withdrawal (HK\$) facilities for Visa and MasterCard holders.

Tipping and Service Charge

Most restaurants will levy 10% service charge but waiters will expect to be given some loose change. However, tipping is left to your discretion.

Electricity

The standard electrical voltage in Hong Kong is 220 volts AC 50Hz. Adaptor is necessary for 100-volt appliances and electrical equipment. The majority of electrical outlets in Hong Kong take a three-pronged plug and socket outlet (see photos). Delegates are highly recommended to bring their own adaptor.



Plug



Socket Outlet

Transportation

- **MTR**

Mass Transit Railway (MTR) operates from about 06:00 to 01:00 and covers all major districts in Hong Kong along 10 inter-connected lines. You may also download the MTR mobile app for route suggestion and real-time update of the train schedules.

- **Taxi**

Taxis are red in urban areas, green in New Territories and blue on Lantau Island. Flag falls are HK\$24, HK\$20.5 and HK\$19 respectively for the first 2 kilometres. HK\$1.7, HK\$1.5 and HK\$1.5 will be charged for every subsequent 200 metres. Taxi drivers are required to charge according to the taximeter except extra charge levied for tunnel or bridge tolls and handling luggage. Taxis are usually easily hailed along the street. The hotel front desk will call taxi for the guests upon request.

- **Octopus Card**

Octopus Card is a stored-value electronic card that can be used for most public transport, as well as purchases in convenience stores, fast food shops, supermarkets, vending machines and more. The best types for visitors include Sold Tourist Octopus card at HK\$39 and On-loan Octopus card with a refundable deposit of HK\$50. A refund handling fee will be charged if you return the On-loan Octopus less than 90 days from the date of issue. The cards are available at MTR station customer service centres. For more information, please visit <https://goo.gl/Tx4Ggg>.

Health and Hygiene

Visitors are required to pay HK\$1,230 (~US\$160) if they use Accident and Emergency services in Hong Kong public hospitals. The government of Hong Kong Special Administrative Region assures visitors of proper emergency care as long as they require. For those who cannot pay immediately will be billed later. Therefore, you are recommended to make travel insurance arrangement before departing for Hong Kong which should cover medical expenses during your stay in Hong Kong.

Vaccination certificates are not required usually though, please check with your local carriers as requirements could be changed.

Smoking is prohibited in most enclosed public places, including restaurants, malls and some bars as well as some outdoor areas such as transport interchanges and outside escalators.

Hong Kong has strict laws to maintain environmental hygiene, including fixed penalty fines for littering, spitting and smoking.

Weather

March is the start of spring in Hong Kong. The weather is warm and humid. The average temperature range is from 17°C to 23°C. You may check Hong Kong weather forecast at http://visithk.weather.gov.hk/index_e.htm before coming.

Languages

The official languages are Chinese and English as well as Cantonese which is the most widely spoken language. All major signage is in English or bilingual. Service industry provide English and Putonghua services most of the time.

Emergency Services (Police, Fire or Ambulance): 999

Annex A: Detailed Map of the Meeting Venue



Annex B: EGEE&C 53 and EGNRET 52 Joint Meeting and Associated Workshops Schedule

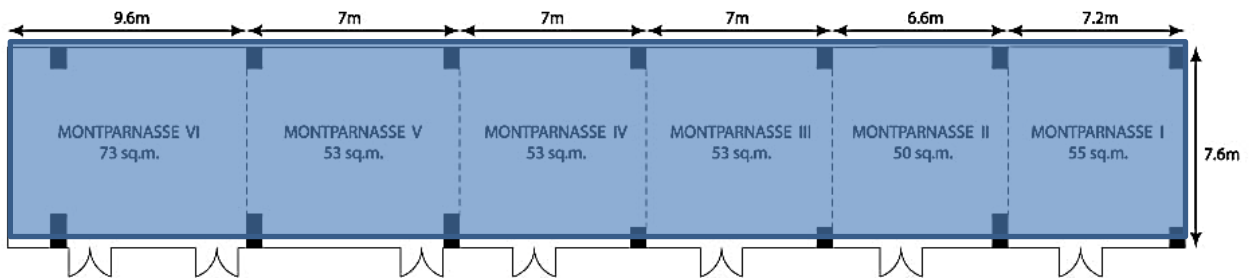
18 Mar 2019 (Monday)			19 Mar 2019 (Tuesday)		
09:00 12:00	APEC Workshop on Energy Efficiency in the Transport Sector - Developing Fuel Economy Regulations		APEC Workshop on Aligning Conformity Assessment Efforts for Energy Efficiency Regulations of Motors in the APEC and ASEAN Regions: 1st Stakeholders' Consultation Workshop	APEC Workshop on Supporting Renewable Energy Integration and Energy Efficiency through Effective Regulation	
Lunch Break					
13:30 17:00	APEC Workshop on Energy Efficiency in the Transport Sector - Developing Fuel Economy Regulations	EGNRET Pre-meeting Discussion	APEC Workshop on Aligning Conformity Assessment Efforts for Energy Efficiency Regulations of Motors in the APEC and ASEAN Regions: 1st Stakeholders' Consultation Workshop	APEC Workshop on Supporting Renewable Energy Integration and Energy Efficiency through Effective Regulation	
20 Mar 2019 (Wednesday)		21 Mar 2019 (Thursday)		22 March (Friday)	
09:00 12:00	EGEE&C + EGNRET Joint Meeting (1)		EGEE&C 53 Meeting	EGNRET 52 Meeting	Technical Site Visit
Lunch Break					
13:30 17:00	EGEE&C 53 Meeting	EGNRET 52 Meeting	EGEE&C + EGNRET Joint Meeting (2)		Technical Site Visit
18:00 21:00	Welcome Dinner				

Annex C: Registration Form of Meetings

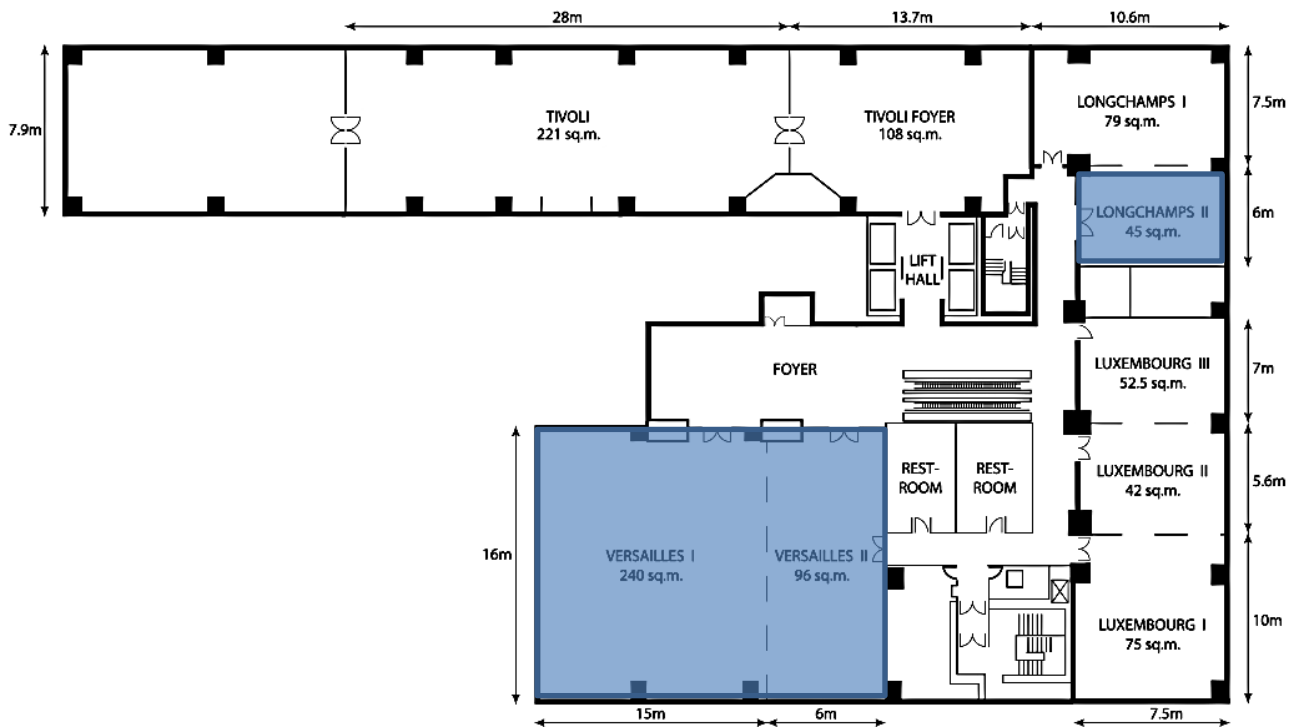
To be provided by the Secretariats

Annex D: Meeting Venue Map

2nd Floor – Meeting Rooms for Day 1 and 2 (Montparnasse I-VI)



3rd Floor – Meeting Rooms for Day 3 and 4 (Versailles Ballroom & Luxembourg I&II) and Secretariat Room (Longchamp II)



Annex E: Hotel Room Reservation Form

PDF version of the form will be provided.

Annex F: Attractions around the Meeting Venue

There are several attractions near the meeting venue.

- Shopping

Tsim Sha Tsui is a giant world bazaar, you can enjoy great shopping experience in a number of shopping malls. More information of the shopping malls could be found in the websites:

- ◆ SOGO Tsim Sha Tsui: <https://www.sogo.com.hk/tst/en/home/index.php>
- ◆ Harbour City: <http://www.harbourcity.com.hk/en/>
- ◆ iSQUARE: <http://www.isquare.hk/>
- ◆ The One: <https://www.the-one.hk/en/index.asp>
- ◆ K11: <https://hk.k11.com/>
- ◆ Mira Place: <https://www.miraplace.com.hk/>

- Tsim Sha Tsui Promenade

With 5-minute walk from Regal Kowloon Hotel (the meeting venue), the amazing view of the skyline of Hong Kong Island over the busy waters of the Victoria Harbour will come into your eyes. Then you can walk along the promenade to Tsim Sha Tsui East Waterfront Podium Garden, Avenue of Stars (*under improvement works and expected to reopen in early 2019*), Hong Kong Space Museum, Hong Kong Cultural Centre, Former Kowloon-Canton Clock Tower and Star Ferry Pier.

- Kowloon Park






In the busy Tsim Sha Tsui, a calm, peaceful garden can provide you a place to relax. The Park was an army fortress and was handed over by the military for public use in 1970. In the Park, there is a Chinese Garden comprising a two-tier lotus pond, with a traditional Chinese pergola at the centre of the pond.

For more details of the attractions in Hong Kong, you may browse <http://www.discoverhongkong.com/eng/index.jsp> .

Location Map



Attractions

-  Tsim Sha Tsui Promenade
-  Hong Kong Space Museum
-  Hong Kong Cultural Centre
-  Clock Tower
-  Star Ferry Pier
-  1881 Heritage
-  Kowloon Park

Shopping

-  SOGO (Tsim Sha Tsui)
-  Harbour City
-  i SQUARE
-  The ONE
-  K11
-  Mira Place 1

Meeting Venue

-  Regal Kowloon Hotel

You may go to <https://goo.gl/dFt4si> for the map.