



**TRAINING WORKSHOP ON THE SYSTEM OF ENVIRONMENTAL-ECONOMIC  
ACCOUNTING (SEEA) WITH A FOCUS ON WATER ACCOUNTING  
DEPARTMENT OF STATISTICS, MALAYSIA, PUTRAJAYA  
26-30 SEPTEMBER 2016**

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**INFORMATION NOTE**

**I. Introduction**

The Regional Training Workshop on the System of Environmental-Economic Accounting (SEEA) with a Focus on Water Accounting is jointly organized by the United Nations Statistics Division (UNSD) and the Department of Statistics, Malaysia (DOSM). The Training Workshop will be held from 26 to 30 September 2016 in Putrajaya, Malaysia.

**II. Workshop Time and Venue**

a) The Workshop will be held at DOSM

Address : Block C6, Complex C  
Federal Government Administration Centre  
62514, Putrajaya, Malaysia

Tel : (603) 8885 7000

Website : <https://www.statistics.gov.my/>

b) The Workshop session will take place at the **Seminar Room** at 2<sup>nd</sup> floor of the DOSM. Morning sessions will start at 9:30 AM, while afternoon sessions at 14:00 PM

### **III. Workshop Language and Materials**

- a) The Workshop will be conducted in English and all materials will be written in English. It is preferred that participants have adequate English communication skills/literacy.
- b) Workshop materials will be shared by UNSD official website and DOSM Portal. All participants are advisable to download the materials and bring it to the workshop sessions. Pencils, notepads and mineral water will be provided throughout the duration of the Workshop.
- c) Complimentary lunch and refreshments will be provided during the Wrokshop.

### **IV. Agenda of the Workshop**

The programme of the Workshop will consist of the following substantive topics:

- a) Overall introduction on SEEA
- b) Water accounting
- c) Energy Accounting
- d) SEEA links to Sustainable Development Goals and Environmental Impact Assessment

### **V. Participants Registration**

- a) Registration of participants will start at 9:00 AM, Monday, 26<sup>th</sup>. September 2016 at the entrance of the Seminar Room at 2<sup>nd</sup> floor of the DOSM. Participants are requested to register and obtain Workshop kit (included badges) at the registration desk.
- b) For identification and security reasons, all participants are requested to wear the workshop badges at all times during the workshop and at any social functions.

## VI. Suggested Accommodation



Putrajaya is the administrative capital of Malaysia and it located about 30km from Kuala Lumpur City. On the other hand, Putrajaya is a quite city, more so during the night.

Based on these factors, the participants are strongly recommended to stay at **The Everly Hotel Putrajaya, a 4-star hotel** which is located in Precinct 1. The hotel is connected to the Alamanda Shopping Centre and it is much more cheaper than most hotels in Putrajaya and this is another plus point. It is still new and therefore most of the facilities are still in good condition. It is take about **40 minutes from Kuala Lumpur International Airport (KLIA)**.

Participants are advised to make their own hotel reservations by contacting the hotel directly at least 20 working days in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details. For room reservation, please contact : <http://www.everlyhotel.com/>

All participants will bear the cost of their daily expenses and accommodation which includes cancellation charges, telecommunications charges and other services being provided by the hotels. It should be noted that before departure from Putrajaya, participants should settle the expenses directly with the respective hotels all accounts,

including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business centre use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or scheduled departure for which inadequate prior notice is given as stipulated by the respective hotels.

## **VII. Public transport from Airport**

Kuala Lumpur International Airport (KLIA / KLIA 2) are located about 40 km from the suggested hotel (The Everly Hotel Putrajaya). Participants should make their own transportation arrangements from KLIA / KLIA 2 to their respective hotels. There are two (2) options for public transport :

a) **Option 1 : Airport Taxi Service – at KLIA / KLIA 2**

Operates daily at any time. For more information, please visit the website at <http://www.klia.com.my> or <http://www.airportlimo.my>

b) **Option 2 : KLIA Ekspres (ERL)**

Which is specially designed for the public who frequently commute to Putrajaya. Participants can board at KLIA Station and stop at Putrajaya Sentral. Once reached the station, take a Putra Jaya Bus no. 300 or 302 to Alamanda or L11 to Everly Hotel directly.

For more information, please visit website at <http://www.kliaekspres.com>

## **VIII. Transport to attend workshop**

DOSM secretariat will organize a shuttle to transport all of participants from the respective hotel. Therefore, all participants are requested to inform the DOSM secretariat which hotel they stayed for the purpose of transportation arrangement. Please assemble at the lobby of the Everly Hotel Putrajaya, the shuttle will be there at 8.30 am to pick up the participants.

## IX. Visa requirements

Most nationalities do not require visas for social or business visits to Malaysia. Visitors to Malaysia must possess a valid passport or travel document with a minimum validity of six months beyond the period of stay. Nationals from countries which require a visa can apply through the nearest Malaysian overseas mission (or log onto [www.imi.gov.my](http://www.imi.gov.my)) by submitting the following documentation:

- a) Visa application form with three (3) passport-sized photographs;
- b) National passport with remaining validity not less than six (6) months; and
- c) Letter of introduction or invitation letter.

**List of nations exempted from visas for short stays of at least 2 weeks**

<ul style="list-style-type: none"> <li>• Albania</li> <li>• Algeria</li> <li>• Argentina</li> <li>• Armenia</li> <li>• Australia</li> <li>• Austria (Vienna)</li> <li>• Azerbaijan</li> <li>• Bahrain</li> <li>• Barbados</li> <li>• Belarus</li> <li>• Belgium</li> <li>• Benin</li> <li>• Bolivia</li> <li>• Bosnia-Herzegovina</li> <li>• Brazil</li> <li>• Brunei</li> <li>• Bulgaria</li> <li>• Cambodia</li> <li>• Cambodia</li> <li>• Cape Verde</li> <li>• Chad</li> <li>• Chile</li> <li>• Costa Rica</li> <li>• Cote d'Ivoire / Ivory Coast</li> <li>• Croatia</li> <li>• Cuba</li> <li>• Czech Republic</li> <li>• Denmark</li> <li>• East Timor</li> <li>• Ecuador</li> <li>• Egypt</li> <li>• El Salvador</li> <li>• Estonia</li> <li>• Finland</li> <li>• France</li> <li>• Gabon</li> <li>• Georgia</li> <li>• Germany</li> <li>• Greece</li> <li>• Guatemala</li> <li>• Guinea Republic</li> <li>• Haiti</li> <li>• Honduras</li> <li>• Hong Kong SAR</li> <li>• Hungary</li> </ul>	<ul style="list-style-type: none"> <li>• Iceland</li> <li>• Indonesia</li> <li>• Iran (90 days)</li> <li>• Iraq (30 days)</li> <li>• Ireland</li> <li>• Italy</li> <li>• Japan</li> <li>• Jordan</li> <li>• Kazakhstan</li> <li>• Kuwait</li> <li>• Kyrgyz Republic</li> <li>• Kyrgyzstan</li> <li>• Laos</li> <li>• Latvia</li> <li>• Lebanon</li> <li>• Libya</li> <li>• Liechtenstein</li> <li>• Lithuania</li> <li>• Luxembourg</li> <li>• Macao</li> <li>• Macao (Travel Permit / Portugal CI)</li> <li>• Macao SAR</li> <li>• Macedonia</li> <li>• Madagascar</li> <li>• Mauritania</li> <li>• Mexico</li> <li>• Moldova</li> </ul>	<ul style="list-style-type: none"> <li>• Monaco</li> <li>• Mongolia</li> <li>• Morocco</li> <li>• Netherlands</li> <li>• New Zealand</li> <li>• Nicaragua</li> <li>• North Korea</li> <li>• North Yemen</li> <li>• Norway</li> <li>• Oman</li> <li>• Palestine (30 days)</li> <li>• Panama</li> <li>• Paraguay</li> <li>• Peru</li> <li>• Philippines</li> <li>• Poland</li> <li>• Portugal</li> <li>• Qatar</li> <li>• Romania</li> <li>• Russia</li> <li>• Sao Tome &amp; Principe</li> <li>• Saudi Arabia</li> <li>• Senegal</li> <li>• Sierra Leone</li> <li>• Singapore</li> <li>• Slovakia</li> <li>• Slovenia</li> <li>• Somalia</li> </ul>	<ul style="list-style-type: none"> <li>• South Korea</li> <li>• South Yemen</li> <li>• Spain</li> <li>• St Marino</li> <li>• Sudan</li> <li>• Surinam</li> <li>• Sweden</li> <li>• Switzerland</li> <li>• Syria (30 days)</li> <li>• Tajikistan</li> <li>• Thailand</li> <li>• Togo</li> <li>• Tunisia</li> <li>• Turkey</li> <li>• Turkmenistan</li> <li>• Ukraine</li> <li>• United Arab Emirates</li> <li>• United Kingdom</li> <li>• United States of America</li> <li>• Upper Volta</li> <li>• Uruguay</li> <li>• Uzbekistan</li> <li>• Vatican City</li> <li>• Venezuela</li> <li>• Vietnam</li> <li>• Yemen</li> <li>• Zaire</li> <li>• Zimbabwe</li> </ul>
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**Remarks:**

1. Nationals from countries not listed above may obtain assistance from the nearest Malaysian High Commission.
2. Delegates could contact the Malaysia Convention & Exhibition Bureau for assistance.

## X. General Information

### a) Foreign exchange

The currency in Malaysia is RM (Ringgit Malaysia). Exchange facilities are readily available at the airport, in most hotel(s) and at various locations nearby. The current rate of exchange is approximately **MYR4.13 to USD1** as at **15<sup>th</sup> September 2016**.

### b) Weather

Average temperature in September is 25° C - 32° C . Further information about the weather:

<http://m.accuweather.com/ms/my/kuala-lumpur>

### c) Information about Malaysia

Useful information about Malaysia :

<http://www.expatarrivals.com/malaysia/essential-info-for-malaysia>

- Time zone : GMT+8
- Electricity : 240 volts, 50Hz. Malaysia uses three-pin, UK-style plugs.
- Internet domain : .my
- International dialling : +60  
code
- Emergency contacts : 999 (police/ambulance), 994 (fire)

d) Nearby Places of Interest

Place	Distance (KM)	Travel From Everly Putrajaya
Putra Mosque	4.1km	8 minutes
Putrajaya Botanical Garden	2.9km	6 minutes
Wetland Park	6.4km	8 minutes
Agricultural Heritage Park	2.5km	3 minutes
Perdana Putra	3.6km	7 minutes
Seri Perdana	4.4km	9 minutes
Taman Wawasan	4.4km	7 minutes
Fit and Spa Lounge	10.5km	12 minutes



**e) Secretariat and contact persons of the Training Workshop**

Participants are advised to communicate their official concerns with DOSM through:

**Mr. Wan Azhar Wan Mokhtar**

Deputy Director

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35600 Sungkai, Perak, Malaysia

Tel.: +605 4066 203 Fax: +605 4386 467

Email: [wanazhar@stats.gov.my](mailto:wanazhar@stats.gov.my)

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