



# **IONS 10<sup>TH</sup> ANNIVERSARY** **CELEBRATIONS**

**12-14 November 2018**  
**Kochi, India**

*Kochi, India*  
*13 - 14 November 2018*  
**Administrative Guidelines**  
**for Delegations**

## **Foreword**

1. The Indian Navy (**IN**) is honoured to have the opportunity to host the 10<sup>th</sup> IONS Commemorative events of the Indian Ocean Naval Symposium and to be able to welcome dignitaries and senior delegates from member nations to India and Kochi for the same. It shall be the endeavour of the **IN** to make this event as productive and fruitful as possible for all distinguished delegates attending it.

2. This document is intended to provide quick and easy guidance to attendees of various events planned as part of IONS 10<sup>th</sup> anniversary commemoration at Kochi, India. The programme is planned for three days commencing 12 November 2018. The General Instructions and Admin Guidelines may facilitate the preparation of guests' pre-travel arrangements and hopefully will be helpful to make their stay comfortable in India.

3. Any queries, clarification or questions in relation to the content of this document can be directed to ***ions.10th.anniv@gmail.com***.

## **Before Visiting India**

4. **Immigration and Visa.** All visiting delegates will require a valid passport and visa or visa waiver to enter India. It is the responsibility of the visiting delegation to approach the nearest Indian Embassy to arrange the appropriate visa. Delegations are encouraged to contact their Embassy or High Commission in India to determine their exact requirements.

5. **Dresses.** For attendees, following military uniforms and dresses will be required for the duration:

- Uniform (8A - Summer Working Dress) – For the IONS seminar and Tall Ship Sail-together ceremony.
- Uniform (6B - Summer Mess Dress) – For the Cultural Evening and IONS Dinner.
- Comfortable attire (casuals - trouser and shirt (open collar) for all male participants) for sunset cruise, ice breaker dinner and cultural tour.

### **Sample Uniforms**



**Summer Working Dress**



**Summer Mess Dress**

Ladies are requested to wear appropriate equivalent suiting the occasion. The participants attending various shore programmes from ships are also requested to be similarly attired.

6. **Sea Riders.** All officers participating as sea riders will be provided with a sea rider kit consisting of shorts, T-shirts, socks and a pair of deck shoes. In addition, they would require the undermentioned items for the voyage: -

- (a) One pair summer working uniform.
- (b) Three additional pairs of games rig (T- shirt and shorts).
- (c) Goggles and sun protection cream (SPF 50 and above).
- (d) Warm clothing (Jacket/ sweatshirt/ sweater/ muffler).
- (e) Personal clothing as required.

7. **Time Zone.** Kochi's time-zone (India Standard Time) is GMT+5:30hrs. No daylight saving time is observed in India.

8. **Climate.** In November, the average temperatures would be between 22.0°C and 31.0°C. Light weight warm clothing is advised.

9. **Language**. The proceedings of the IONS 10<sup>th</sup> Anniversary Commemorative event will be conducted in English. Should any delegation require an English translator, they may choose to have a translator within their delegation or request for the same in time. For other unofficial purposes, working knowledge of English will suffice. Requests for a translator would need to be forwarded in advance, and ***no later than 06 Nov 18***.

### **Travel Itineraries**

10. The **IN** will provide in-country hospitality and transportation at Kochi. As soon as flight details are known, it is requested that the IONS Cell be informed of all delegates flight details so that transport can be coordinated with arrival and departure at Cochin International Airport Limited, Kochi. **IN** requests all delegations to arrive by **evening 12 November 2018 if not earlier**.

### **Arrival in India**

11. On arrival at the airport, visiting delegations will be met by members of the **IN** who will be in Navy uniform. They will escort each delegation to the designated lounge at the airport. The delegation may need to stay in the lounge for a short while till the clearance of immigration and customs aided by Indian authorities.

12. A member of the travelling delegation will be requested to identify and collect the luggage of the group in the Arrival Hall while the remainder of the delegation waits in the lounge. The luggage collection will be assisted by **IN** personnel.

13. At the Cochin International Airport, the delegation will be introduced to the assigned **IN** Liaison Officer, who will assist the delegation throughout its stay in Kochi.

### **Accommodation and Meals**

14. Accommodation for the Head of Delegation, including the spouse and one Staff Officer is being arranged by the Indian Navy at its cost. Hotel Grand Hyatt at Kochi is the designated hotel for stay for the visiting delegation as also the venue for the ice breaker dinner and the IONS seminar. Accommodation for any additional members of the delegation could be facilitated at the same hotel at their own cost, based on requests received. Hotel Taj Gateway is another suitable star-rated hotel in the vicinity (10 minutes driving distance away from seminar venue) where accommodation could be facilitated for visiting delegations at their expense.

15. The rental tariff for rooms at the two mentioned hotels in INR along with types is as listed below:-

| Type of Room                     | Hotel Grand Hyatt |   | Hotel Taj Gateway |   |
|----------------------------------|-------------------|---|-------------------|---|
|                                  | Cost (INR)        | Remarks   | Cost (INR)        | Remarks   |
| Standard Room (Single Occupancy) | 11520             | Inclusive of taxes and breakfast. Major meal will be charged at Rs. 2124 (including taxes). | 5500              | Inclusive of taxes, breakfast and one major meal          |
| Standard Room (Double Occupancy) | 12800             |   | 6300              |   |
| Suite                            | 23040             |   | 14,000            | 28% tax additional, breakfast and one major meal included |

16. Please be advised that any change of travel itineraries notified less than 24 hours prior to occupancy, usually results in the full charges by the hotel. Similarly, unscheduled checking out is required to be intimated well ahead as per hotel policy. In the event that the bookings are being facilitated by the **IN**, it is requested that changes in booking be intimated at the earliest.

17. Breakfasts are complimentary during the stay at the hotel. The following occasions/ meals are being catered for all members of the delegation: -

- (a) **12 November 2018.** Cocktails and dinner during the ice breaker event.
- (b) **13 November 18.** Lunch following the IONS seminar and dinner at the Southern Naval Command Officers Mess. Spouses of delegates would be attending the spouses programme during the IONS seminar during which lunch would be catered. Spouses would be expected to accompany the delegates for all events other than the IONS seminar.
- (c) **14 November 18.** High Tea during the Tall Ship Sail-together and lunch at hotel Grand Hyatt. Dinner for Heads of Delegations and their spouses (subject to travel plans) at the Navy House.

18. Any other meal will need to be arranged by the visiting delegation.

## **Official Programme**

19. The programme is included at the end of this document.
20. A printed programme and invitations to the programmed events will be handed over to each delegation on its arrival in Kochi.
21. A cultural tour has been organised as an optional event during the afternoon of 14 November 2018 to the Folklore Museum, Thevara, Kochi. The museum is a reflection of the rich traditional heritage of the State of Kerala and is a significant value addition. It is, therefore, highly recommended.
22. **Visit to Naval Base/ Training Establishments**. On the sidelines of the IONS 10<sup>th</sup> anniversary commemorative activities, the *IN* would be able to facilitate visit to Naval Training establishments at Kochi. Towards this, it is requested that, based on delegation's programme/ schedule, specific requirements may be intimated by email on [ions.10th.anniv@gmail.com](mailto:ions.10th.anniv@gmail.com).

## **Bilateral Meetings**

23. The IONS anniversary programme caters for delegations to undertake bilateral engagements/ meetings with other participants, as may be required. In this regard, the following information is germane: -
  - (a) A limited number of Bilateral meeting rooms are being arranged by **IN** for the conduct of bilateral meetings from 12 to 14 Nov 18. These are in vicinity of 'The Residence' (or *Atelier*) area in the Grand Hyatt Hotel.
  - (b) *IN* would be able to facilitate arrangement of venue and time slots for scheduling the bilateral meeting. The Delegation representative, after mutually coordinating with the other country, may approach the **IN** Bilat Control Desk directly, or send an email request to [ions.10th.anniv@gmail.com](mailto:ions.10th.anniv@gmail.com) to request for arranging the meeting room indicating the other country and the preferred date/ time.

## **In-Country Arrangements**

24. Additional visits outside of the official programme will be the responsibility of the visiting delegation or Foreign Service Attaches accredited to India. These visits need to be notified beforehand and necessary approvals obtained through diplomatic channels.

25. Any medical or dental expenses, including emergency treatment, arising during a foreign delegation's visit to India will be the responsibility of the visiting delegation. First aid and emergency medical support will be made available by **IN** at all times.

26. Where travel arrangements change at late notice, the visiting delegation is requested to inform the IONS Cell or designated Liaison Officers via mail or phone at the earliest available opportunity so that transfers and airport facilitation can be coordinated with the new times of the delegation.

### **Departures**

27. The visiting delegation will be required to check in at the Cochin International Airport Limited (CIAL), Kochi at least two hours (for international flights) before the scheduled departure time. Accordingly, transport arranged by the **IN** will collect the delegation from the hotel at least three hours before the scheduled flight.

28. Once at the airport, the delegation will be escorted through customs and immigration desks in a similar way as when they arrived.

### **Miscellaneous Information**

29. **Currency.** The local currency is Indian Rupees (INR). USD and Euro are acceptable foreign currencies for exchange purposes. Forex facilities are available at the hotels and payment can also be made in these currencies.

30. **Transport.** Delegations will be provided suitable transport for the entire duration of their stay in India as per protocol. Guests would also be provided with collective transport for movements related to the official programme as practicable. For personal and unscheduled programmes, guests are discouraged to avail public transport and may use following transportation:

- **IN** provided transport.
- Transport provided at respective Hotels by **IN** for use by delegates.
- Transport arranged by local embassy.

**Points of Contact**

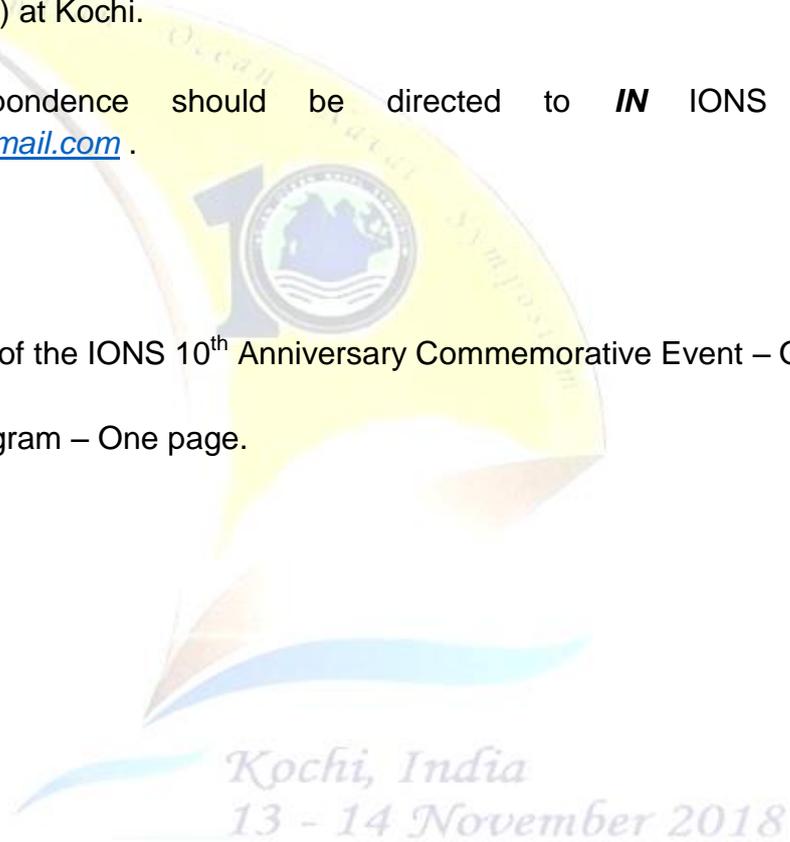
31. Following personnel may be contacted on telephone for any additional information and support at any time: -

- Capt Venkatesh Iyer, Captain (IONS 10<sup>th</sup> Anniversary) +91 9313232207/ +91 9188332240 – (POC at Kochi).
- Cdr Anurag Srivastava, Commander (Foreign Co-operation) +91 7721042038 (IONS POC Indian Navy/ POC at Delhi).
- For arranging bilateral meetings: Capt Saurabh Thakur, Capt(Foreign Liaison) Mob: +91-8800225603, and from 11 Nov 18 - Capt Sairam Balaji (Mob: +91-8086950761) at Kochi.

32. All correspondence should be directed to **IN** IONS Cell at [ions.10th.anniv@gmail.com](mailto:ions.10th.anniv@gmail.com) .

**Enclosures:**

1. Programme of the IONS 10<sup>th</sup> Anniversary Commemorative Event – One page.
2. Spouse Program – One page.





## 10<sup>TH</sup> IONS ANNIVERSARY COMMEMORATIVE EVENT PROGRAMME



| Ser              | Time             | Event                                 | Location  | Remarks  |
|------------------|------------------|---------------------------------------|---|--|
| <b>12 Nov</b>    |                  |                                       |   |  |
| 1.               | PM               | Bilateral Meeting                     | At decided venues                               |  |
| 2.               | 1745 hrs onwards | Sunset Cruise and Ice- breaker dinner | Traditional Boat and Lawns of Grand Hyatt Hotel | - Embarkation on boat from Bolgatty jetty<br>- Dinner at hotel<br>- Dress: Casuals |
| <b>13 Nov</b>    |                  |                                       |   |  |
| 3.               | 0900-1700        | IONS Seminar                          | Liwa Hall, Lulu International Convention Centre | Dress : Summer Working Dress   |
| 4.               | 1230-1330        | Lunch                                 |   |  |
| 5.               | AM/ PM           | Bilateral Meetings                    | At decided venues                               |  |
| 6.               | 1900-2000        | Cultural Evening                      | Sagarika Auditorium                             | - At Naval Base, Kochi<br>- Dress: Summer Mess Dress                               |
| 7.               | 2000 hrs onwards | IONS Cocktails and Dinner             | Officers Mess                                   | At Naval Base, Kochi   |
| <b>14 Nov 18</b> |                  |                                       |   |  |
| 8.               | 1000-1130        | Tall ship Flag off Ceremony           | South Jetty, Naval Base                         | - Dress: Summer Working Dress<br><br>- At Naval Base, Kochi                        |
| 9.               | 1130-1300        | Bilat Meetings                        | As per Arrangements                             |  |
| 10.              | 1430-1730        | Cutural Experience                    | Grand Hyatt hotel and Folklore Museum           | Transit from hotel to Museum by Road   |
| 11.              | 1930 hrs onwards | Dinner hosted by CNS                  | Navy House                                      | - Attendees - Chiefs and Heads of Delegations with spouse<br><br>- Dress : Casual  |



**10<sup>TH</sup> IONS ANNIVERSARY COMMEMORATIVE EVENT  
SPOUSE PROGRAMME**



| Ser              | Time             | Event                                 | Location  | Remarks   |
|------------------|------------------|---------------------------------------|---|---|
| <b>12 Nov</b>    |                  |                                       |   |   |
| 1.               | 1745 hrs onwards | Sunset Cruise and Ice- breaker dinner | Traditional Boat and Lawns of Grand Hyatt Hotel | - Embarkation on boat from Bolgatty jetty<br>- Dinner at hotel<br>- Dress: Casuals  |
| <b>13 Nov 18</b> |                  |                                       |   |   |
| 2.               | 0945             | Depart Hotel                          |   | Depart from Hotel Hyatt for SNCO Mess by bus  |
| 3.               | 1030             | Arrive                                | Officers Mess                                   | At Naval Base, Kochi  |
| 4.               | 1030-1245        | Special Coffee Morning                | Officers Mess                                   | At Naval Base, Kochi  |
| 5.               | 1300             | Lunch                                 | Hotel Taj Malabar                               |   |
| 6.               | 1900-2000        | Cultural Evening                      | Sagarika Auditorium                             | At Naval Base, Kochi  |
| 7.               | 2000 hrs Onwards | IONS Cocktails and Dinner             | Officers Mess                                   | At Naval Base, Kochi  |
| <b>14 Nov 18</b> |                  |                                       |   |   |
| 8.               | 1000-1130        | Tall ship Flag Off Ceremony           | South Jetty                                     | At Naval Base, Kochi  |
| 9.               | 1430-1730        | Cultural Experience                   | Grand Hyatt hotel and Folklore Museum           | Transit from Hotel to Museum by Road  |
| 10.              | 1930 hrs onwards | Dinner hosted by CNS                  | Navy House                                      | - Transit from Hotel to Navy House by Boat<br><br>- Attendees - Chiefs and Heads of Delegations with Spouse<br><br>- Dress : Casual |