

Ref. No.: 24-IN-03-GE-GBM-052

7 March 2024

66th Session of the APO Governing Body
28–30 May 2024, Kuala Lumpur, Malaysia

Dear APO Directors:

As reported in the 1st circular dated 19 September 2023 (Ref. No.: 24-IN-03-GE-GBM-266), the 66th Session of the Governing Body (GBM) will be held in Kuala Lumpur, Malaysia, 28–30 May 2024. All APO Directors are cordially invited to attend.

Among other agenda items, this GBM will elect the new APO Chair and Vice Chairs for 2024–25, receive the Annual Report from the Secretary-General, approve the Financial Report for 2023, and discuss the APO Preliminary Budget for the 2025–26 Biennium. The provisional agenda of the GBM is attached for your reference.

All delegates are requested to arrive in Kuala Lumpur on Monday, 27 May 2024. Should the APO Director be unavailable, the APO Alternate Director or designated Acting APO Director may represent a member country. A preparatory meeting involving APO Directors will be held on the first morning of the GBM on Tuesday, 28 May 2024. Each APO Director may be accompanied to this session by one adviser.

APO Directors (or designates) will be provided with hotel accommodation, per diem allowance of USD54.00 per day for up to four days, and discounted round-trip business-class airfare by the most direct route between the place of work and Kuala Lumpur. Accommodation charges for APO Directors will be settled by the APO directly with the hotel. Advisers, if any, may attend on a self-financed basis.

The accommodation and conference venue will be:

Grand Hyatt Kuala Lumpur

Address: 12 Jalan Pinang, 50450 Kuala Lumpur, Malaysia

Phone: +60 3 2182 1234

Website: <https://www.hyatt.com/grand-hyatt/en-US/>

We would appreciate it if you could provide the names and designations of delegation members by Friday, 22 March 2024, using the attached Attendance Form.

Please note that to contribute to meeting the UN SDGs, all GBM materials will be available electronically, and no printed material will be distributed before/during the GBM. Please ensure that all delegates bring their own digital devices, e.g., notebook/laptop computers, tablets, etc.

Yours sincerely,



Dr. Indra Pradana Singawinata
Secretary-General

cc: APO Alternate Directors, NPO Heads, and APO Liaison Officers

Attachments:

- Attendance Form
- Provisional Agenda