



International
Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref. EC 3/9 – AP104/08(AT)

22 August 2008

**Subject: Workshop on Airport and Air Navigation
Services Economics (Bangkok, 16 to 18 December 2008)**

**Action required: Reply concerning attendance and
submission of working papers not later than
14 November 2008**

Sir/Madam,

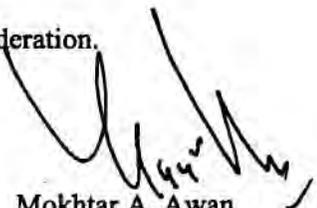
I have the honour to invite your Administration to nominate participants for a Workshop on Airport and Air Navigation Services Economics to be convened at the ICAO Regional Office in Bangkok, Thailand from 16 to 18 December 2008. The workshop is a follow-up event to the Conference on the Economics of Airports and Air Navigation Services (CEANS) which will be held in Montreal from 15 to 20 September 2008. The outcome of the Conference will be discussed in the context of ICAO's policies on user charges. The draft agenda for the workshop is given in Attachment A. Workshop details and Information bulletin are given in Attachment B and Attachment C respectively.

I would urge your Administration to take full benefit of the workshop. Your delegation may include appropriate representatives from airlines, national airports and air navigation services providers. You are also requested to submit informal working papers for the workshop pertaining to the topics indicated in the draft agenda. If you have any queries with regard to the workshop please write to me or to Mr. Östen Magnusson, Chief, Economic Policy and Infrastructure Management Section, ICAO Headquarters, Montreal. Tel.: +1 (514) 954-6122; facsimile: +1 (514) 954-6744, e-mail: omagnusson@icao.int.

...2/-

Please advise me of the participation in the workshop by your Administration by completing the attached Nomination Form (Attachment D) and submitting to the Regional Office at the earliest convenience, preferably **before 14 November 2008**.

Accept, Sir/Madam, the assurances of my highest consideration.



Mokhtar A. Awan
Regional Director

Enclosures:

- A — Agenda
- B — Workshop Details
- C — Information Bulletin
- D — Nomination Form

**REGIONAL WORKSHOP ON AIRPORT AND
AIR NAVIGATION SERVICES ECONOMICS**

(Bangkok, Thailand, 16 to 18 December 2008)

AGENDA

1. The outcome of the 2008 ICAO economic conference
2. ICAO's policies on airport and air navigation services charges
3. Ownership, governance and control of airports
4. Financial management of airports
5. Ownership, governance and control of air navigation services providers
6. Financial management of air navigation services

References to documentation and explanatory notes to the Agenda will be presented in Working Paper WANSE (Bangkok)-WP/1.

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**REGIONAL WORKSHOP ON AIRPORT AND
AIR NAVIGATION SERVICES ECONOMICS**

(Bangkok, Thailand, 16 to 18 December 2008)

WORKSHOP DETAILS

Date	16 to 18 December 2008
Place	“Kotaite Wing”, ICAO Asia and Pacific Regional Office, 252/1 Vibhavadi Rangsit Road, Ladyao, Chatuchak, Bangkok
Registration	Tuesday, 16 December 2008 between 0800 and 0845 hours
Opening	Tuesday, 16 December 2008, 0900 hours
Objective	To provide the general knowledge needed to deal with economic, organizational and other managerial issues related with the financial management of airport and air navigation services. The participants should, after the workshop, have developed an understanding of the main principles and related guidance material in <i>ICAO’s Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082), <i>Airport Economics Manual</i> (Doc 9562) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161).
Invitations	<p>States: Australia, Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, Cook Islands, Democratic People’s Republic of Korea, Fiji, France*, India, Indonesia, Japan, Kiribati, Lao People’s Democratic Republic, Malaysia, Maldives, Marshall Islands, Micronesia (Federated States of), Mongolia, Myanmar, Nauru, Nepal, New Zealand, Palau, Papua New Guinea, Pakistan, Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Sri Lanka, Thailand, Timor-Leste, Tonga, Tuvalu, United States*, Vanuatu, Viet Nam</p> <p>*States with territories in the region</p> <p>Organizations: Airports Council International (ACI), Civil Air Navigation Services Organisation (CANSO), Economic and Social Commission for Asia and the Pacific (ESCAP), International Air Transport Association (IATA) and the Pacific Islands Forum Secretariat.</p>
Attendance	<p>The workshop is intended for those who are currently in positions responsible for the management and financial performance of airports and air navigation services, and for economists and other supporting staff in these areas. The workshop does not assume that participants possess previous knowledge or experience about ICAO’s policy on charges.</p>

It should be emphasized that representatives of autonomous entities (public as well as private) for airports and air navigation services in your State are welcome to participate in this workshop. The participation of such entities is in the interest of States with respect to their obligations under the *Convention on International Civil Aviation* – Doc 7300 (the Chicago Convention), and will contribute to the further dissemination of ICAO’s policy and guidance. As invitations to ICAO workshops are addressed to States, you are encouraged to bring this invitation also to the attention of any autonomous entities established

in your State and to include them in your delegation where appropriate.

There is no attendance fee.

An ICAO certificate will be awarded to participants with a satisfactory level of attendance.

Language

English

**Secretary/
adviser**

Mr. Östen Magnusson, Chief, Economic Policy and Infrastructure Management
Section, ICAO Headquarters
Tel.: +1 (514) 954-6122; facsimile: +1 (514) 954-6744
e-mail: omagnusson@icao.int

Assisted by

ICAO Asia and Pacific Office
Tel.: + 66 (2) 537 8189
e-mail: icao_apac@bangkok.icao.int

The daily services are the responsibility of Ms. S. Sundarachampaka, Administrative Officer, and Ms. Patoomrat Kamboonrat, Secretary to the Air Transport Section.

Documentation

A complete list of ICAO publications used as reference documents for the workshop is at Page B-3. The main reference documents are: *ICAO's Policies on Charges for Airports and Air Navigation Services* (Doc 9082), the *Airport Economics Manual* (Doc 9562) and the *Manual on Air Navigation Services Economics* (Doc 9161) and the *Report of the Conference on the Economics of Airports and Air Navigation Services* (CEANS). These documents are all available via the ICAO website <http://www.icao.int> and the participants may therefore provide themselves with copies of at least one of the two manuals (Doc 9562 and Doc 9161) and bring them to the workshop. A copy of Doc 9082 will be handed out to each participant at the workshop.

Participants who may wish to purchase copies of any of the documents listed at page B 3 will be accorded a 50% discount by quoting the reference of the workshop, WANSE (Bangkok) 2008, when ordering. The documents may be ordered through the ICAO website or at the ICAO Regional Office Document Sales Section located on the first floor of the ICAO Regional Office Secretariat Building.

Participants having points of interest or information relating to the Agenda are encouraged to prepare informal working papers, not exceeding three pages. Papers should be forwarded to the workshop Secretary **not later than 14 November 2008**.

**Travel and daily
subsistence**

The travel and daily subsistence costs for participants are the responsibility of the nominating State/Organization.

**Information on
the Web**

The invitation letter together with explanatory notes to the Agenda and other documentation will be available via ICAO's website <http://www.icao.int>, under the heading "Meetings" and www.bangkok.icao.int under the heading 'APAC State letters'.

**ICAO PUBLICATIONS THAT WILL BE USED AS REFERENCE DOCUMENTS
IN THE WORKSHOP DISCUSSIONS**

(In addition to Working Paper(s) issued for the meeting)

Doc 7300/9	Convention on International Civil Aviation
Doc 9082/7	ICAO's Policies on Charges for Airports and Air Navigation Services
Doc 8632	ICAO's Policies on Taxation in the Field of International Air Transport
Doc 9902	Assembly Resolutions in Force (as of 28 September 2007)
Doc 9562/2	Airport Economics Manual
Doc 9161/4	Manual on Air Navigation Services Economics
Doc 7100 - 2007 Edition	Tariffs for Airports and Air Navigation Services
Circular 284-AT/120	Study on Privatization in the Provision of Airports and Air Navigation Services
Doc 9660	Report on Financial and Related Organizational and Managerial Aspects of Global Navigation Satellite Systems (GNSS) Provision and Operation
Doc 9908	Report of the Conference on the Economics of Airports and Air Navigation Services (CEANS)

GUIDANCE TO ACCESS ICAO DOCUMENTS THROUGH THE ICAO WEB SITE

1. Go to ICAO's web site: <http://www.icao.int>.
2. On the left side of the page, click on "Publications" and under "Free publications" click on "ICAO Doc Series" to find the first six documents in the list above. A revised edition of Doc 9082 will be published after the CEANS Conference.
3. Back on the left side of the ICAO web page, click on "Meetings" and select "Conference on the Economics of Airports and Air Navigation Services (CEANS), 15-20 September 2008" to find the report of that meeting.
4. Doc 7100, Circular 284 and Doc 9660 are not available on the ICAO web site.

**REGIONAL WORKSHOP ON AIRPORT AND
AIR NAVIGATION SERVICES ECONOMICS**

(Bangkok, Thailand, 16 to 18 December 2008)

INFORMATION BULLETIN

1. Schedule of Workshop

1.1 The opening session of the workshop will be held at 0900 hours on Tuesday, 16 December 2008, at the Conference Room, second floor in the “Kotaite Wing” of the ICAO Regional Office, Bangkok.

1.2 The daily order of business will be announced on the first day of the Workshop.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the front of the ICAO Conference Room between 0800 and 0845 hours on the opening day of the workshop. Participants are also requested to wear the identification badge all the time inside the ICAO premise.

3. Location of the ICAO Regional Office

3.1 The ICAO Bangkok Regional Office is located at 252/1 Vibhavadi-Rangsit Road, Chatuchak, next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Central Plaza Bangkok. It is about 35 km away from the Suvarnabhumi International Airport and about 12 km. from the Sukhumvit Road, where most of the recommended hotels are located. Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the *Sky train*) and MRTA Sub-way system (the *Underground Metro*) are published in the APAC website <http://www.Bangkok.icao.int> under the heading “Information for Visitors”.

3.2 The nearest BTS (*Sky train*) station to the Office is **Mo Chit** and the nearest MRTA station to the Office is **Phahon Yothin**. Detailed routing instructions are provided on the web site.

4. Passport, visa and customs

4.1 All foreign nationals entering Thailand must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 15 days. It should, however, be noted that the temporary visas issued upon arrival at the Airport cannot be extended beyond the period of 15 days except under extraordinary circumstances. It is, therefore, suggested that all participants consider obtaining official visas from the Royal Thai Embassy or Consulate prior to their arrival in Thailand.

4.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

4.3 Following items can be brought in duty free:

- a) Personal effects such as clothing etc.
- b) 200 cigarettes or 250 grams of cigar or tobacco.
- c) 1 litre alcoholic beverages.
- d) Perfume for personal use.

4.4 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. (Current exchange rate US\$1 = Baht 32.00 approx).

5. Hotel reservations, arrival and departure

5.1 Participants may contact recommended Hotels listed in APAC website directly. Participants are advised to make reservation as soon as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **While making reservations, participants should mention that they are attending ICAO Meetings to get the special room rate.**

5.2 Participants are requested to make their own arrangements for transportation from the Airport to the city.

5.3 Thai Airways International and Airport Taxi Services operate private limousine services from the Airport to downtown Bangkok, at about Baht 900-1000 per vehicle. Public taxi meter service is also available at the Airport. In addition to the fare indicated in the taximeter, 50 Baht extra surcharge is required to be paid for hiring a taxi from Airport to city plus express way toll charges if any. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

5.4 When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

5.5 Participants are requested to ensure that their return bookings are confirmed as required.

5.6 Participants are requested to make their own arrangements for transportation from their hotels to the venue of the Meeting.

6. Other Useful Information

6.1 Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

6.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

6.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday and some keep the foreign exchange counter open until 2000 hours during weekdays. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change traveler's cheques you are required to show your passport.

6.4 Information about Bangkok climate could be found on the ICAO APAC website. More weather information including 5-day forecasts can be obtained from the web site of the Thai Meteorological Department: www.tmd.go.th.

6.5 Tropical or lightweight and washable cotton clothing's/dresses will suffice.

6.6 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect a tip of at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

6.7 Although the tap water in Bangkok is chemically treated, it is, however, recommended that participants drink only bottled water and beverages.

**REGIONAL WORKSHOP ON AIRPORT AND
AIR NAVIGATION SERVICES ECONOMICS**

(Bangkok, Thailand, 16 to 18 December 2008)

NOMINATION / REGISTRATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name in full:
Mr./Mrs./Ms./Others

	First Name	Middle Name	Last Name
	(as should appear in the official listing and name tag)		

2. Title or Official Position: _____

3. State/Organization: _____

4. Mailing Address: _____

5. Telephone Number: _____

Fax Number: _____

E-mail: _____

6. Hotel _____

Note: Participants are expected to make their own hotel/visa arrangements

Date:..... Signature:

After completing, please send to:

ICAO Regional Office for Asia and Pacific, P.O. Box 11, Samsaek Ladprao, Bangkok 10901, Thailand,
Fax: **66 (2) 537 8199** or E-mail: icao_apac@bangkok.icao.int