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المدني الدولي

国际民用  
航空组织

Ref.: T 3/8.1– AP004/15 (ATM)

14 January 2015

**Subject:** The Fifth Meeting of the Asia/Pacific Air Traffic  
Flow Management Steering Group (ATFM/SG/5)  
(30 March – 03 April 2015, Bangkok, Thailand)

**Action required:** To reply as soon as possible but no later than **13 March 2015**

Sir/Madam,

I have the honour to inform you that the Fifth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/5) will be held in Bangkok, Thailand from 30 March – 03 April 2015.

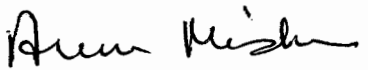
In order to continue the deliberations of the meeting in a consistent, pro-active way the attendance of participants from ATFM/SG/4 (Bangkok, Thailand, 01 – 05 December 2014) is encouraged. It is further recommended that any other participants nominated preferably should have practical, recent operational experience and knowledge of the following issues within their State or Administration:

- airport and airspace capacity constraints;
- current practices and procedures for management of demand (ATFM);
- ATC surveillance and communications capability; and
- Network communications technology and applications.

Enclosed herewith are the provisional Agenda for ATFM/SG/5 (**Attachment A**), Registration Form (**Attachment B**) and Meeting Bulletin (**Attachment C**). I am requesting that you kindly provide, at your earliest convenience and no later than **13 March 2015**, the name(s) of the delegate(s) from your State who will be attending the meeting, using the Registration Form.

It is strongly recommended that papers to the meeting should be submitted no later than two weeks prior to the meeting date, via email to the Regional Office, but in any case not later than **Wednesday 18 March 2015** (after that date papers may be considered as a Flimsy as the discretion of ICAO). ICAO is moving towards a 'paperless' meeting environment by increasing use of electronic media for meeting materials; therefore, participants should obtain copies of meeting materials from the website of the Asia/Pacific Regional Office at <http://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the commencement of the meeting.

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

  
Arun Mishra  
Regional Director

**Attachments:**

- A — Provisional Agenda
- B — Registration Form
- C — Meeting Bulletin



*International Civil Aviation Organization*

**The Fifth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/5)**

Bangkok, Thailand, 30 March – 03 April 2015

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**PROVISIONAL AGENDA – ATFM/SG/5**

(Presented by Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: ATFM/CDM Global Update
- Agenda Item 4: Review of Current CDM/ATFM Operations and Problem Areas
- Agenda Item 5: Development of Regional ATFM Framework
- Agenda Item 6: Any Other Business
- Agenda Item 7: Review of the Task List
- Agenda Item 8: Date and Venue of the Next Meeting

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**The Fifth Meeting of the ICAO Asia/Pacific Air Traffic Flow Steering Group  
(ATFM/SG/5)**

(Bangkok, Thailand, 30 March – 03 April 2015)

**REGISTRATION FORM**

PLEASE PRINT OR TYPE CLEARLY

1. Name in full :  

Mr.	Mrs.	Ms.	Dr.	Capt.
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 \_\_\_\_\_  
(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 1: Participants are expected to make their own hotel/visa arrangements**

**Note 2: Please download meeting materials from the ICAO Asia/Pacific website  
(<http://www.icao.int/APAC>) prior to the meeting.**

Date ..... Signature .....

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11, Samyaeak Ladprao, Bangkok 10901, Thailand, Fax: 66 (2) 537 8199 or E-mail: [apac@icao.int](mailto:apac@icao.int).

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**THE FIFTH MEETING OF THE AIR TRAFFIC FLOW MANAGEMENT  
STEERING GROUP (ATFM/SG/5)**

*(Bangkok, Thailand, 30 March – 03 April 2015)*

**MEETING BULLETIN**

**1. Dates and Venue**

1.1 The Fifth Meeting Of The Air Traffic Flow Management Steering Group (ATFM/SG/5) will be held at Kotaite Wing of ICAO Asia and Pacific Office from Monday, 30 March to Friday, 03 April 2015. The meeting will start at 0900 hours each day. The ICAO Regional Office is located at:

ICAO Building  
252/1 Vibhavadi Rangsit Road  
Chatuchak, Bangkok 10900  
Tel: +66-2-537-8189 to 97  
Fax: +66-2-537-8199  
E-mail: apac@icao.int  
Website: <http://www.icao.int/APAC>

1.2 Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 0830 and 0900 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them, when they are in the ICAO premise.

**2. Officers and Secretariat Concerned with the Meeting**

2.1 Mr. Shane Sumner, Regional Officer Air Traffic Management, ICAO Asia and Pacific Office, will act as the Secretary of the meeting.

**3. Meeting Documents, Papers for Distribution. etc.**

3.1 Participants are kindly requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. If you are unable to meet this deadline, please ensure that the participants bring adequate copies (paper and electronic versions) for all delegates. Meeting documents will be available on ICAO APAC website (<http://www.icao.int/APAC>) prior to the meeting. A hotspot for Wi-Fi connection to the Internet is also available in the premise of the APAC Office to allow viewing papers on-line.

**4. Passport, Visa and Customs**

4.1 Participants may wish to obtain information on Thailand entry requirements by accessing the web page <http://www.mfa.go.th/web/12.php>

4.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area. Participants must be medically fit and in possession of medical insurance coverage to meet expenses for any sickness or medical emergency during the meeting.

4.3 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 30.00 approx).

## 5. Hotel Reservations and Transportation

5.1 Information giving the details of the address, fax number, tariff, etc. of hotels is provided at ICAO APAC website <http://www.icao.int/APAC>. Participants should contact the hotel directly by telephone/fax/e-mail for reservation.

5.2 Participants are required to make their own arrangements for transportation from the airport to the city. When departing, the hotel can arrange for transportation to the airport upon request. Taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

5.3 Participants are requested to make their own arrangements for transportation from their hotels to ICAO Regional Office, Bangkok for attending the meeting.

5.3.1 The nearest BTS (Skytrain) station to the ICAO Bangkok Office is *Mo Chit*. From *Mo Chit* Station, a taxi to the Office will cost approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC website.

5.3.2 The nearest MRT sub-way station to ICAO Asia and Pacific Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit Road using the pedestrian overpass.

## 6. Further Information

6.1 For further information, please contact Mr. Shane Sumner, Regional Officer ATM of ICAO Asia and Pacific Office, at:

Tel: 66-2-537 8189 ext 159  
Fax: 66-2-537 8199  
E-mail: [ssumner@icao.int](mailto:ssumner@icao.int) or [apac@icao.int](mailto:apac@icao.int)

6.2 Information about Bangkok climate may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woollens are not necessary. **Casual clothing is not suitable for the meeting.**

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