



INTERNATIONAL AIRWAYS VOLCANO WATCH OPERATIONS GROUP (IAVWOPSG)

EIGHTH MEETING

Melbourne, Australia, 17 to 20 February 2014

Agenda Item 2: Organizational matters
2.1: Adoption of working arrangements

ARRANGEMENTS FOR THE MEETING

(Presented by the Secretary)

1. SCHEDULE OF THE MEETING

1.1 The opening session of the eighth meeting of the International Airways Volcano Watch Operations Group (IAVWOPSG/8) will be held at 1000 hours on Monday 17 February 2014 in the 6th floor conference room of the Bureau of Meteorology, Head Office, Melbourne, Australia.

2. REGISTRATION OF PARTICIPANTS

2.1 Participants are requested to register at the registration desk located in the 6th floor conference room between 0930 to 1000 hours on the opening day of the meeting. Participants are also requested to wear the identification badge and visitors pass they will be issued with at all times inside the Bureau's premises.

3. OFFICERS AND SECRETARIAT CONCERNED WITH THE MEETING

3.1 Mr. Raul Romero, Technical Officer, Meteorology, ICAO Headquarters will act as the Secretary of the meeting. He will be assisted by Ms. Sue O'Rourke, Head of the Australian Meteorological Authority. Their contact information is as follows:

Mr. Raul Romero
Tel: +1 514 954 8219 Ext. 7079
Fax: +1 514 954 6077
Email: RRomero@icao.int

Ms. Sue O'Rourke
Tel: +61 3 96694662 (work)
Mobile: +61 418 234 138
Email: S.O'Rourke@bom.gov.au

4. **DOCUMENTATION**

4.1 All working/information papers for the meeting will be available on the IAVWOPSG website at <http://www.icao.int/safety/meteorology/iavwopsg/>. No hard copies of papers will be distributed.

5. **WORKING HOURS**

5.1 The expected daily working hours are as follows:

- a) 17 February 2014 from 1000 to 1600 hours;
- b) 18 and 19 February 2014 from 0900 to 1600 hours; and
- c) 20 February 2014 from 0900 to 1230 hours.

5.2 There will be a one-hour lunch break from 1200–1300 hours. A coffee/tea break will be provided between 1015–1030 hours. The Order of Business will be distributed on the first day of the meeting.

6. **LOCATION OF THE BUREAU OF METEOROLOGY HEAD OFFICE**

6.1 The Bureau of Meteorology is located in the Docklands area adjacent to the Melbourne Central Business District (CBD) at 700 Collins Street, Docklands, Melbourne – approximately 2 km from the city centre.

6.2 The meeting will take place in Conference Rooms 1 and 2 located on Level 6. Delegates should follow the IAVWOPSG/8 signs to the lifts and then to the conference rooms.

6.3 There is public transport close to the Bureau of Meteorology via train, tram or bus. There is an approximate 200 metre walk from the Southern Cross Train Station to the Bureau and the number 31 and 48 tram stops on Collins Street within 100 metres of the Bureau at either stop D8 or D9.

7. PASSPORT, VISA AND CUSTOMS

7.1 Information pertaining to passport and visa requirements may be accessed through the following website:

<http://www.immi.gov.au/visitors/event-organisers-participants/>

Note. — You are requested to lodge a visa application approximately 6 to 8 weeks prior to departure to Australia.

7.2 Generally, the Bureau is unable to offer assistance with immigration procedures; however, a formal letter of invitation to the Bureau can be provided, upon request.

7.3 Information pertaining to the duty free shops may be accessed on the Australian Customs and Border Protection Service website:

<http://www.customs.gov.au/site/page4352.asp>

8. HOTEL RESERVATIONS, ARRIVAL AND DEPARTURE

8.1 Some suggested hotels located close to the Bureau are indicated in Appendix A.

8.2 Hotel reservations should be made directly with the selected hotel by telephone/fax/email.

8.3 We would suggest you do not choose anything below 3 stars. Please note that the list is not exhaustive.

8.4 When requesting a rate ask for the “Corporate Commonwealth Government Rate”. However, it is also suggested that prices for hotels be checked through the accommodation websites such as below, as they quite often can offer better rates than the “corporate rates” we would normally obtain.

wotif: <http://www.wotif.com/hotels/australia-melbourne-hotels.html/>

needitnow: www.needitnow.com.au/

8.5 Melbourne Airport is located approximately 25 kms from the Melbourne's CBD on the Tullamarine Freeway, less than 25 minutes by car. The following applies to taxis and the airport bus service, Skybus:

Taxis

Taxis are available from the ground floor (arrivals) level of Melbourne Airport, outside the International Terminal and both Domestic Terminals. Expect a taxi fare of around A\$55 one way between Melbourne Airport and the CBD. A taxi fare estimator is available at the following link: <http://www.taxi.vic.gov.au/passengers/taxi-passengers/taxi-fares/taxi-fare-estimator>

The Victorian Government urges travellers to be aware of unlicensed or illegal taxi and chauffeur drivers, also known as “touters”, operating at the Melbourne Airport. If you are approached by someone offering to assist you with transport needs, you should decline the invitation and report the incident to the Victorian Taxi Directorate on (03) 9320 4300 or (toll free) 1 800 638 802. *Chauffeur services from Melbourne Airport must be pre-booked before your arrival.*

Skybus

Skybus offers a shuttle bus service from the airport to the Melbourne CBD and a free transfer service from the Skybus City Terminal to most city hotels.

The airport to city service operates 24 hours, 7 days a week. Buses run every 10 minutes from 0530 to 2300 and every 15 to 30 minutes overnight.

The Skybus Hotel Transfer Service to most city hotels operates from 0600 to 2200 Monday to Friday, and 0730 to 1830 Saturday and Sunday.

Prices as of August 2013: Adult one way tickets cost \$17 / \$28 return.

For more information visit www.Skybus.com.au/.

9. OTHER USEFUL INFORMATION

9.1 Average weather conditions

9.1.1 In Melbourne, the mean temperatures during the month of February are a minimum of 14.6°C and a maximum of 25.8°C. The highest recorded maximum temperature is 46.4°C and the highest minimum temperature recorded is 30.5°C. On average there is 47.3 mm of rainfall in February. Further climate statistics for Melbourne can be found at http://www.bom.gov.au/climate/averages/tables/cw_086071_All.shtml/.

9.2 Exchange rates and credit cards

9.2.1 The currency is the Australian dollar (AUD). You will need to check the exchange rate closer to your departure, but as of 21 August 2013, \$1.00 AUD is worth: 5.05ARS, 0.94 CAD, 464.57 CLP, 5.53 CNY, 4.41 FRF, 0.64 EUR, 87.87 JPY, 1.14 NZD, 0.58 GBD, 0.90 USD, 458 X OF, and 0.83 CHF. There are official money exchanges at Australian airports and throughout the CBD and some are open 24 hours per day. There are also banks and other official money exchanges located in Melbourne but most are only open from 09:00 to 17:00, Monday to Friday. There are many automatic teller machines (ATMs) available throughout the city, suburbs and regional locations.

9.2.2 Visa, Mastercard, Diners and American Express credit cards are accepted at the majority of hotels and restaurants. However, please note that many retail outlets and restaurants place a surcharge (~2.5 per cent) on the use of Diners and American Express cards.

9.3 Electricity

9.3.1 240 Volts, 50 Hertz. Australia uses a 3-prong plug socket. The following website provides a picture of the plug: <http://www.kropla.com/!i.htm/>. Adaptors are widely available at airports and elsewhere.

9.4 Tourist information

9.4.1 The following websites provide some good insights into Melbourne and the State of Victoria:

- <http://www.melbourne.vic.gov.au/ForVisitors/Pages/ForVisitors.aspx/>
- <http://www.visitmelbourne.com/>
- <http://www.melbourneguide.com/>
- <http://www.thatsmelbourne.com.au/Gettingaroundthecity/Visitorassistance/Pages/Visitorassistance.aspx/>
- <http://www.tourism.vic.gov.au/>
- <http://www.travelvictoria.com.au/>

9.5 Hospitals and emergency care

9.5.1 There are a number of major hospitals around the Melbourne CBD including the following:

Alfred Hospital	http://www.alfred.org.au/	+61 3 9076 2000
Royal Children's Hospital	www.rch.org.au/	+61 3 9345 5522
Epworth Hospital	www.epworth.org.au/	+61 3 9426 6666
Royal Victorian Eye and Ear Hospital	www.rveeh.vic.gov.au/	+61 3 9929 8666
The Royal Melbourne Hospital	www.mh.org.au/	+61 3 9342 7000
St. Vincent's Hospital Melbourne	www.svhm.org.au/	+61 3 9288 2211
Royal Dental Hospital of Melbourne	www.thewomens.org.au/	+61 3 8345 2954

9.5.2 In an emergency dial **000** and request the service you are seeking, such as: ambulance, police or fire. If using a mobile phone you can also dial **112**.

APPENDIX
LIST OF HOTELS

Hotel	Rate (Standard Double) as @ August 2013	URL
☆☆☆☆½ Oaks on Collins	\$220 (Studio Apartment)	http://www.oakshotelsresorts.com/oaks-on-collins/
☆☆☆☆½ Grand Mercure Docklands	\$210 (Studio Apartment)	http://www.docklandsservicedapartments.com.au/
☆☆☆☆ Pensione Hotel	\$125 - \$160	http://www.pensione.com.au/pensione/pensione-melbourne/melbournes-most-affordable-boutique-hotel.html
☆☆☆☆ Quest Docklands – Bourke St.	\$225 - \$255 (one bedroom apartment)	http://www.questapartments.com.au/Accommodation/6/australia/melbourne_cbd_fringe/quest_docklands/welcome.aspx
☆☆☆☆ Holiday Inn on Flinders	\$240	http://www.ichotelsgroup.com/h/d/hi/160/en/hd/melsf?_requestid=710104
☆☆☆☆ Travelodge Docklands (Closest to Meeting)	\$160	http://www.travelodge.com.au/travelodge-docklands-melbourne-hotel/home
☆☆☆☆½ Vibe Savoy Hotel – Collins St.	\$150 - \$200	http://www.vibehotels.com.au/hotels/victoria/melbourne/cbd/vibe-savoy-melbourne
☆☆☆☆½ Batman Hill on Collins	\$185	http://www.batmanshill.com.au/index_batman.cfm?siteaction=welcome

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