



International
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Международная
организация
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/10.1.20 – AP020/11 (ATM)

04 February 2011

Subject: Fourth Meeting of the Asia/Pacific ICAO Flight Plan & ATS Messages Implementation Task Force and Seminar (FPL&AM/TF/4 and Seminar)
(*Bangkok, Thailand, 30 May to 03 June 2011*)

Action required: To reply by **13 May 2011**

Sir/Madam,

I have the honour to invite your Administration to participate in the Fourth Meeting of the Asia/Pacific ICAO Flight Plan & ATS Messages Implementation Task Force and Seminar (FPL&AM/TF/4 and Seminar), which will be held at the ICAO Asia and Pacific Regional Office in Bangkok, Thailand, from 30 May to 03 June 2011.

The meeting will be conducted in two components. In recognition of the need to increase knowledge and interest among users and reinforce the implementation planning by States, a three-day Seminar will be held from 30 May 2011 until 1 June 2011. The FPL&AM/TF/4 meeting will commence from 2 June until 3 June 2011.

The FPL&AM/TF/4 meeting will review the additional guidance material provided by ICAO Headquarters in response to the clarifications requested by the previous meeting, as well as reviewing the functioning of the global database established to support the flight plan implementation. Additionally, the meeting will review and progress the work programme.

Participants are advised that the Regional Office is moving towards a 'paperless' meeting environment by the increasing use of electronic media for the distribution of meeting materials. In this context, delegates should obtain copies of meeting materials from the website of the Asia/Pacific Regional office at <http://www.bangkok.icao.int/> prior to the commencement of the meeting.

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Enclosed herewith are the Provisional Agenda (**Attachment A**), Registration Form (**Attachment B**) and the Meeting Bulletin (**Attachment C**). The Seminar Programme will be put on ICAO APAC website when it becomes available.

I am requesting that you kindly provide, at your earliest convenience and no later than **13 May 2011**, the name(s) of the delegate(s) from your State that will be attending the seminar and/or meeting.

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



Mokhtar A. Awan
Regional Director

Attachments:

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

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

**FOURTH MEETING OF THE ICAO FLIGHT PLAN AND ATS MESSAGES
IMPLEMENTATION TASK FORCE and SEMINAR (FPL&AM/TF/4 & Seminar)**

(Bangkok, Thailand, 30 May to 03 June 2011)

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Seminar on Implementation of NEW ICAO Flight Plan
- Agenda Item 3: Review outcomes of related meetings
- Agenda Item 4: Review available documentation and guidance materials
- Amendment 1, 15th Edition PANS-ATM (Doc 4444)
 - ICAO Guidance for Implementation of Flight Plan amendment
 - Interim Strategy for the implementation of new ICAO flight plan and supporting ATS messages
- Agenda Item 5: Aspects of implementation in Asia/Pacific region
- Agenda Item 6: Regional strategies for implementation
- Agenda Item 7: Review and update FPL&AM/TF Task List
- Agenda Item 8: Any other business
- Agenda Item 9: Date and venue of the next FPL&AM/TF meeting

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REGISTRATION FORM

1. Name in full : _____
(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: Meeting materials will only be available in soft copy (electronic) to participants. Please download meeting materials from the ICAO Asia/Pacific website (<http://www.bangkok.icao.int/>) 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: icao_apac@bangkok.icao.int

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(Bangkok, Thailand, 30 May to 03 June 2011)

MEETING BULLETIN

1. Dates and Venue

1.1 The Fourth Meeting of the ICAO Flight Plan and ATS Messages Implementation Task Force and Seminar (FPL&AM/TF/4 & Seminar) will be held at Kotaite Wing of ICAO Asia and Pacific Office from Monday, 30 May to Friday, 03 June 2011. 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: icao_apac@bangkok.icao.int
Website: <http://www.bangkok.icao.int>.

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. Len Wicks, Regional Officer Air Traffic Management, ICAO Asia and Pacific Office, will act as the Secretary of the meeting. The daily conference services are the responsibility of Ms. Sarangtip Sundarachampaka, Administrative Officer, and Ms. Sunisa Charoenmin, Technical Assistant Air Traffic Management.

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.bangkok.icao.int/>) 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.bangkok.icao.int>. 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. 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 MRTA 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 through the pedestrian overpass.

6. **Further Information**

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

Tel: 66-2-537 8189 ext 152

Fax: 66-2-537 8199

E-mail: lwicks@bangkok.icao.int or icao_apac@bangkok.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.**
