



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: SD 31 – AP 144/11 (AGA)

16 November 2011

Subject: Civil/Military Cooperation Seminar/Workshop
(Bangkok, Thailand, 28 February to 1 March 2012)

Action Required: Submission of Nomination form by 15 February 2012

Sir/Madam,

I have the honor to invite your State/Administration to the Asia/Pacific Civil Military Cooperation Seminar/Workshop scheduled to be held at the ICAO APAC Office in Bangkok from 28 February to 1 March 2012.

Pursuant to the 37th Assembly Resolution A 37-15, Appendix O, Coordination and Cooperation of Civil /Military Air Traffic, this seminar is being convened by ICAO in partnership with Civil Air Navigation Services Organization (CANSO), EUROCONTROL, the International Air Transport Association (IATA), Federal Aviation Administration and the Department of Defence of United States, North Atlantic Treaty Organization (NATO) and UVS International.

The seminar/workshop will be a three days event with the following objectives:

- 1) build on the Global forum outcomes;
- 2) rollout circular 330/AN- *Civil/military cooperation in ATM*;
- 3) optimize the use of airspace;
- 4) improve civil/military cooperation and coordination;
- 5) share information between civil/military authorities; and
- 6) analyze the impact of modernization efforts by States.

The audience will be a broad mix of civil/military authorities, Air Navigation Service Providers (ANSPs), ATM civil/military airspace managers, airline operators and general aviation users. High Level civil and military authorities are encouraged to participate in both seminar and workshop.

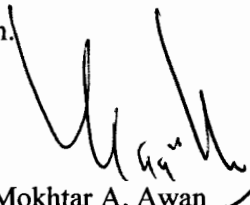
.../2

The seminar sessions will consist of presentations on civil/military cooperation, explanation of guidance material and panel discussions. The workshop sessions will consist of interactive, theoretical and practical activities for the implementation of civil/military cooperation, practical exercises tailored to regional settings, optimization of the use of airspace with simulated scenarios, initiatives to improve civil/military cooperation, coordination and interoperability.

The seminar/workshop programme will be circulated in a separate letter at a later date. The seminar/workshop bulletin is placed at Attachment A to this letter. Information on the location of APAC office, recommended hotels and other information for visitors are available on APAC web site at www.bangkok.icao.int

States/Administrations are urged to extend this invitation to their Defence Authorities and to include their nominations as part of the State delegation. Participants are requested to complete the attached nomination form placed at Attachment B to this letter and submit to the ICAO APAC office by e-mail at icao_bkk@bangkok.icao.int by **15 February 2012**.

Accept Sir/Madam my assurances of highest consideration.



Mokhtar A. Awan
Regional Director

Attachments:

- A — Seminar Bulletin
- B — Nomination Form



CIVIL/MILITARY COOPERATION SEMINAR/WORKSHOP

(Bangkok, Thailand, 28 February to 1 March 2012)

SEMINAR/WORKSHOP BULLETIN

1. Schedule of Meetings

1.1 The opening session of the Seminar/Workshop will be held at 0900 hours on Tuesday, 28 February 2012 at the “Kotaite Wing” of the ICAO Regional Office, Bangkok.

1.2 The provisional programme for the Civil/Military Cooperation Seminar/Workshop will be circulated in a separate letter to Administrations.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the lobby of Kotaite Wing between 0830 and 0900 hours on the opening day of the seminar. Participants are also requested to wear the identification badge all the time they are inside the ICAO premises.

3. Officers and Secretariat concerned with the Meeting

3.1 Mr. N. C. Sekhar, Regional Officer/AGA and Mr. Len Wicks Regional Officer/ATM of the ICAO Asia and Pacific Office will be focal points for the seminar/workshop. Their contact addresses are as follows:

Tel: +66 (2) 537-8189 to 97

Fax: +66 (2) 537-8199

E-mail: nsekhar@bangkok.icao.int or lwicks@bangkok.icao.int

3.2 The daily seminar service is the responsibility of Ms. Sarangtip Sundarachampaka Administrative Officer. Ms. Mantana Dharmvanij, AGA Secretary, will provide secretarial support.

4. Meeting documents for distribution

4.1 Any ICAO publications required by the participants may be obtained from the ICAO Regional Office Library located on the first floor of the Secretariat building. These publications may be purchased or borrowed for reference during the seminar and returned to the Librarian at the end of the seminar.

5. Location of the ICAO Regional Office and hotel accommodation

5.1 ICAO Regional Office is located at 252/1 Vipawadee-Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite Sofitel Centara Grand Bangkok Hotel. It is about 40 km from the Bangkok/Suvarnabhumi International Airport and about 12 km. from 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 Skytrain) and MRTA Sub-way system (the Underground Metro) are published in the APAC website <http://www.icao.int/apac/> under the heading “Information for Visitors”.

5.2 The nearest BTS (Skytrain) station to the Office is Mo Chit and the nearest MRT (Subway) station to the Office is Phahon Yothin (Exit No.3). Detailed routing instructions are provided on the web site at www.bangkok.icao.int.

5.3 Participants may contact the listed hotels directly by telephone/fax/e-mail for reservation. Due to heavy demand for hotel accommodation reservations should be made as early as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. When making reservation, participants should mention that they are attending ICAO meeting to get the special room rate.

5.4 Participants are requested to make their own arrangements for transportation from the airport to the city and from their hotels to the venue of the meeting.

5.4.1 Thai Airways International and Airport Taxi Services operate private limousine services from the airport to downtown Bangkok, at about Baht 1,200 per vehicle. Public taxi service is also available at the taxi stands at the airport. In addition to the fare indicated in the taximeter, 50 Baht surcharge is required to be paid for hiring a taxi from airport to city. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre. In addition a train service has been introduced recently between Suvarnabhumi Airport and the city center. Express and City Line services with different ticket rates operate at regular intervals connecting airport with the city.

5.4.2 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.

6. Passport, visa and customs

6.1 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. Participants may wish to obtain information on entry requirements by accessing the web page <http://www.mfa.go.th/web/2630.php>

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

6.3 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 29.00 approx).

7. Other Useful Information

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

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

7.3 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 travelers' cheques you are required to show your passport.

7.4 Weather in Bangkok is generally hot with high humidity. The cold season in Thailand lasts from November until February. More weather information can be obtained from the web site of the Thai Meteorological Department: <http://www.tmd.go.th/en/>

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

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

— — — — —



CIVIL/MILITARY COOPERATION SEMINAR/WORKSHOP

(Bangkok, Thailand, 28 February to 1 March 2012)

NOMINATION FORM *(Please type or print)*

State/ Organization				
Name	Title	Family Name (Capitals)	First Name	Middle Initial
	Mr./Ms./Mrs.			
Preferred Name				
Official Position				
Mailing Address				
Telephone (Office)				
Fax				
e-mail (1)				
e-mail (2)				
Hotel				

Note 1: *Participants are expected to make their own visa/travel/hotel arrangements*

Date

Signature

After completing, please send to: ICAO Regional Office for Asia and Pacific, Bangkok, Thailand, at Fax: +66 (2) 537 8199 or E-mail: icao_apac@bangkok.icao.int;