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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref. SN 2/1.2 – AP093/12 (FS)

16 July 2012

Subject: Foreign Air Operator Surveillance Database
(FAOSD) Programme Training
(17 – 21 September 2012, Bangkok, Thailand)

Action required: States/Administrations to submit their
nominations **no later than 05 September 2012**

Sir/Madam,

Further to this Office State letter ref. SN 2/1.2-AP015/12 dated 07 February 2012 on the above subject I have the honour to inform you that in implementing the Action Item 45/1 b) from the 45th Conference of Directors General of Civil Aviation, Asia and Pacific Regions, the Foreign Air Operator Surveillance Database (FAOSD) Programme and the associated 'Manual of Procedures and Use of the FAOSD Programme' have been finalized.

The Foreign Air Operator Surveillance Database (FAOSD) Programme training course will be conducted on 17 to 21 September 2012 at the ICAO APAC Office, Bangkok, Thailand.

The Registration Form and the Bulletin are at **Attachments A and B** respectively. The course programme will be forwarded to you in due course.

Participants are requested to bring their laptop computers with the Firefox programme installed for this event.

To facilitate us to undertake adequate preparations for the training course, States / Administrations are requested to kindly forward their nominations on the Registration Form at Attachment A to this State letter **no later than 05 September 2012**. We strongly urge that one of your nominees be the National Coordinator who will be designated by your administration to act as liaison between your Authority and the APAC RO on matters related to the FAOSD Programme.

I would strongly urge all States / Administrations in the Asia Pacific region to kindly take advantage of this opportunity and ensure participation so as to enable effective and harmonized implementation of the FAOSD Programme.

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



Mokhtar A. Awan
Regional Director

Enclosures:

- A – Registration Form
- B – Bulletin

Distribution: Contracting States, Non-contracting States of accreditation of the ICAO APAC Office, Dependent Territories

Cc: COSCAP-SA, COSCAP-SEA, COSCAP-NA and PASO



International Civil Aviation Organization

Foreign Air Operator Surveillance Database (FAOSD) Programme Training

Bangkok, Thailand, 17 – 21 September 2012

MEETING BULLETIN

1. Date, Venue and Schedule of Training

1.1 The Foreign Air Operator Surveillance Database (FAOSD) Programme Training will be held at the Kotaite Wing of ICAO Asia and Pacific Office from 17 to 21 September 2012.

1.2 The opening session of the **(FAOSD) Programme Training** will be held at 09:00 hours on Monday, 21 September 2012 at the Conference Hall, Kotaite Wing of the ICAO Asia and Pacific Office, Bangkok Thailand.

1.3 The ICAO Regional Office is located at 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.bangkok.icao.int>.

1.4 The training will start at 09:00 hours each day.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the lobby of the Kotaite Wing between 08:00 and 09:00 hours on the opening day of the meeting. Participants are also requested to wear the identification badge all the time while inside the ICAO premises.

3. Officers and Secretariat Concerned with the Meeting

3.1 Mr. Amal Hewawasam, Regional Officer Flight Safety, ICAO Asia and Pacific Office, will act as the Coordinator of the Training. The daily meeting services are the responsibility of Ms. Sarangtip Sundarachampaka, Administrative Officer and Ms. Patoomrat Kamboonrat, Secretary Flight Safety Section.

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 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).

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

- 4.5 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.

5. Hotel reservations, arrival and departure

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 may contact recommended hotels directly. It is recommended that reservations are made well in advance of the event. On request, the Regional Office may assist participants in making hotel reservation. **While making reservations, participants should mention that they are attending ICAO Meeting to get the special room rate.**

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

5.2.1 Airports of Thailand (AOT) operate limousine services from the Airport to downtown Bangkok, at about Baht 1000 per vehicle. Public taxi meter service called “Suvarnabhumi Airport Taxi Center” is also available at the Arrival of 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.

5.3 Participants are requested to make their own arrangements for transportation from their hotels to the venue of 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 through the pedestrian overpass.

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

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 travellers' cheques you are required to show your passport.

6.4 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 30 approx).

6.5 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.

6.6 Tropical or lightweight and washable cottons will suffice.

6.7 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.

6.8 Although the tap water in Bangkok is chemically treated, it is recommended to drink only bottled water and beverages.

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