



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Organización
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Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/10.1 – AP153/12 (ATM)

22 October 2012

- Subject:** 1) First Meeting of the Air Traffic Management Sub-Group (ATM/SG/1) of APANPIRG
(*Bangkok, Thailand, 20 – 24 May 2013*)
- 2) First Meeting of the Aerodromes Operations and Planning Working Group (AOP/WG/1)
(*Bangkok, Thailand, 21 – 23 May 2013*)

Action required: To reply before **15 March 2013**

Sir/Madam,

I have the honour to invite your Administration to arrange for attendance by your designated experts at the First Meeting of the Air Traffic Management Sub-Group (ATM/SG/1) of APANPIRG and the First Meeting of the Aerodromes Operations and Planning Working Group (AOP/WG/1), to be held at the ICAO Asia and Pacific Regional Office in Bangkok, Thailand, from 20 to 24 May 2013. The designated experts may be accompanied by adviser(s), as appropriate.

APANPIRG/22 agreed that the contributory body of ATM/AIS/SAR/SG should be restructured as the ATM/SG with an AOP/WG attached to the Sub-Group. The ATM Sub-Group would oversee the coherent development of ATM services and facilities in the Asia/Pacific region and that ATS environmental initiatives are consistently identified and progressed. The AOP Working Group, which will be held from 21 to 23 May 2012, will focus on aerodrome services and facilities.

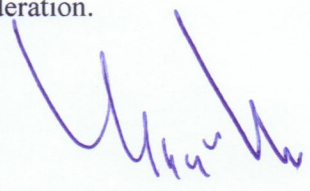
Enclosed herewith are the ATM/SG/1 Provisional Agenda (**Attachment A**), AOP/WG/1 Provisional Agenda (**Attachment B**), Registration Form (**Attachment C**) and the Meeting Bulletin (**Attachment D**). Any comment concerning the proposed agenda should be forwarded as soon as possible.

In order to make the meeting more productive and effective, it is strongly urged that States/International Organizations submit papers to the meeting **no later than two weeks prior to the meeting date**, via email to the Regional Office. Meeting materials will be available on ICAO APAC website. Participants requiring paper copies are expected to download from the website.

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To progress meeting arrangements, please confirm prior to **15 March 2013** that your Administration plans to send a representative to attend the meeting. Kindly provide names, positions and addresses of all attendees using the attached Registration Form.

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



Mokhtar A. Awan
Regional Director

Attachments:

- A — Provisional Agenda ATM/SG/1
- B — Provisional Agenda AOP/WG/1
- C — Registration Form
- D — Meeting Bulletin

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

**FIRST MEETING OF THE AIR TRAFFIC MANAGEMENT SUB-GROUP
(ATM/SG/1) OF APANPIRG**

(Bangkok, Thailand, 20 – 24 May 2013)

PROVISIONAL AGENDA – ATM/SG/1

- Agenda Item 1: Adoption of Provisional Agenda
- Agenda Item 2: Review of APANPIRG/23 Meeting and DGCA's Conference
- Agenda Item 3: Performance Frameworks and Metrics
- Agenda Item 4: ATM Systems (Modernisation, Seamless ATM, CNS, ATFM)
- Agenda Item 5: ATM Coordination (Meetings, Route Development, Contingency Planning)
- Agenda Item 6: AOP, MET, AIM, SAR
- Agenda Item 7: Air Navigation Service Deficiencies
- Agenda Item 8: Update the ATM/AIS/SAR/SG Task List
- Agenda Item 9: Any other business (including Election of Officers)
- Agenda Item 10: Date and venue for next meeting

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

**FIRST MEETING OF THE AERODROMES OPERATIONS AND PLANNING WORKING
GROUP (AOP/WG/1)**

(Bangkok, Thailand, 21 – 23 May 2013)

PROVISIONAL AGENDA – AOP/WG/1

- Agenda Item 1: Election of Chair/Vice-Chair
- Agenda Item 2: Adoption of Provisional Agenda
- Agenda Item 3: Review outcome of relevant meetings
- Agenda Item 4: Provision of AOP in the Asia/Pacific Region
- Agenda Item 5: AOP Air Navigation Service Deficiencies
- Agenda Item 6: AOP/WG Task List
- Agenda Item 7: Any other business
- Agenda Item 8: Date and venue for next meeting

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INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE

FIRST MEETING OF THE AIR TRAFFIC MANAGEMENT SUB-GROUP
(ATM/SG/1) OF APANPIRG and
FIRST MEETING OF THE AERODROMES OPERATIONS AND PLANNING WORKING
GROUP (AOP/WG/1)

(Bangkok, Thailand, 20 – 24 May 2013)

REGISTRATION FORM

I will attend (please tick):

ATM/SG/1 *and/or*
(20-24 May 2013)

AOP/WG/1
(21-23 May 2013)

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: 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, or Fax: 66 (2) 537 8199 or E-mail: icao_apac@icao.int

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE

FIRST MEETING OF THE AIR TRAFFIC MANAGEMENT SUB-GROUP
(ATM/SG/1) OF APANPIRG and
FIRST MEETING OF THE AERODROMES OPERATIONS AND PLANNING WORKING
GROUP (AOP/WG/1)

(Bangkok, Thailand, 20 – 24 May 2013)

MEETING BULLETIN

1. Dates and Venue

1.1 First Meeting of the Air Traffic Management Sub-Group (ATM/SG/1) and First Meeting of the Aerodromes Operations and Planning Working Group (AOP/WG/1) will be held at Kotaite Wing of ICAO Asia and Pacific Office from Monday, 20 May to Friday, 24 May 2013. 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.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.

1.3 The House Keeping Video is available on the APAC Office website through the link 'About APAC Region' <http://www.youtube.com/embed/BIVilcMprnc>

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.

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 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.

6. Further Information

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

Tel: 66-2-537 8189 ext 157, 152

Fax: 66-2-537 8199

E-mail: lwicks@icao.int or NSekhar@icao.int or 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.**
