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Международная
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гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref. T3/10.1 – AP038/16 (ATM)

04 March 2016

Subject: SAR Seminar and First Meeting of the ICAO Asia/Pacific
Search and Rescue Working Group (APSAR/WG/1)
(Bangkok, Thailand, 15 – 19 August 2016)

Action required: To reply by **05 August 2016**

Sir/Madam,


I have the honour to inform you that the SAR Seminar and First Meeting of the ICAO Asia/Pacific Search and Rescue Working Group (APSAR/WG/1) will be held at the ICAO Asia/Pacific Regional Office, Bangkok, Thailand from 15 – 19 August 2016.

APSAR/WG/1 will address regional SAR implementation matters to support Asia/Pacific States/Administrations and APANPIRG.

Accordingly, I wish to invite your Administration to arrange for attendance of suitable ATM, AIS and SAR experts at this important meeting. Enclosed herewith are the Provisional Agenda (**Attachment A**), Registration Form (**Attachment B**) and Meeting Bulletin (**Attachment C**). I am requesting that you kindly provide the name(s) of the delegate(s) from your Administration who will be attending the meetings **by 05 August 2016**. A tentative program for the seminar will be available on the ICAO APAC website in due course.

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. In the event that papers are received after **Thursday 11 August 2016**, these will normally be treated as a flimsy. Meeting materials will be available on ICAO APAC website. Participants requiring paper copies are expected to download from the website.

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


Arun Mishra
Regional Director

Attachments:

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

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

**FIRST MEETING OF THE ICAO ASIA/PACIFIC SEARCH AND RESCUE WORKING GROUP
(APSAR/WG/1)**

(Bangkok, Thailand, 15 – 19 August 2016)

PROVISIONAL AGENDA

Agenda Item 1: Adoption of Agenda

Agenda Item 2: Review Outcomes of Related Meetings

Agenda Item 3: Global update

Agenda Item 4: Asia/Pacific and inter-regional SAR planning,
coordination and cooperation

Agenda Item 5: Asia/Pacific Regional SAR Plan

Agenda Item 6: APSAR/WG Task List

Agenda Item 7: Any Other Business

Agenda Item 8: Date and Venue of Next Meeting

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

**SAR SEMINAR AND FIRST MEETING OF THE ICAO ASIA/PACIFIC SEARCH AND RESCUE
WORKING GROUP (APSAR/WG/1)**

(Bangkok, Thailand, 15 – 19 August 2016)

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.icao.int/apac>) prior to the meeting.

Date Signature

After completing, please send to: ICAO Regional Office for Asia and Pacific, 252/1, Vibhavadi Rangsit Rd., Chatuchak, Bangkok 10900, Thailand, or Fax: 66 (2) 537 8199 or E-mail: apac@icao.int or pjirawiwatkul@icao.int.

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

**SAR SEMINAR AND FIRST MEETING OF THE ICAO ASIA/PACIFIC SEARCH AND
RESCUE WORKING GROUP (APSAR/WG/1)**

(Bangkok, Thailand, 15 – 19 August 2016)

MEETING BULLETIN

1. Dates and Venue

1.1 SAR Seminar and First meeting of the ICAO Asia/Pacific Search and Rescue Working Group (APSAR/WG/1) will be held at Kotaite Wing of ICAO Asia and Pacific Office from Monday, 15 Friday 19 August 2016. 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.icao.int/APAC>

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. More information for Visitors attends the meeting at APAC Regional office available at <http://www.icao.int/APAC/Pages/info-for-visitors.aspx>.

2.2 The daily conference services are the responsibility of Ms. Kirimoke Drollett, Administrative Officer, ICAO APAC Regional Office.

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.icao.int/APAC>) 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.icao.int/APAC>. 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 upon request. 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.

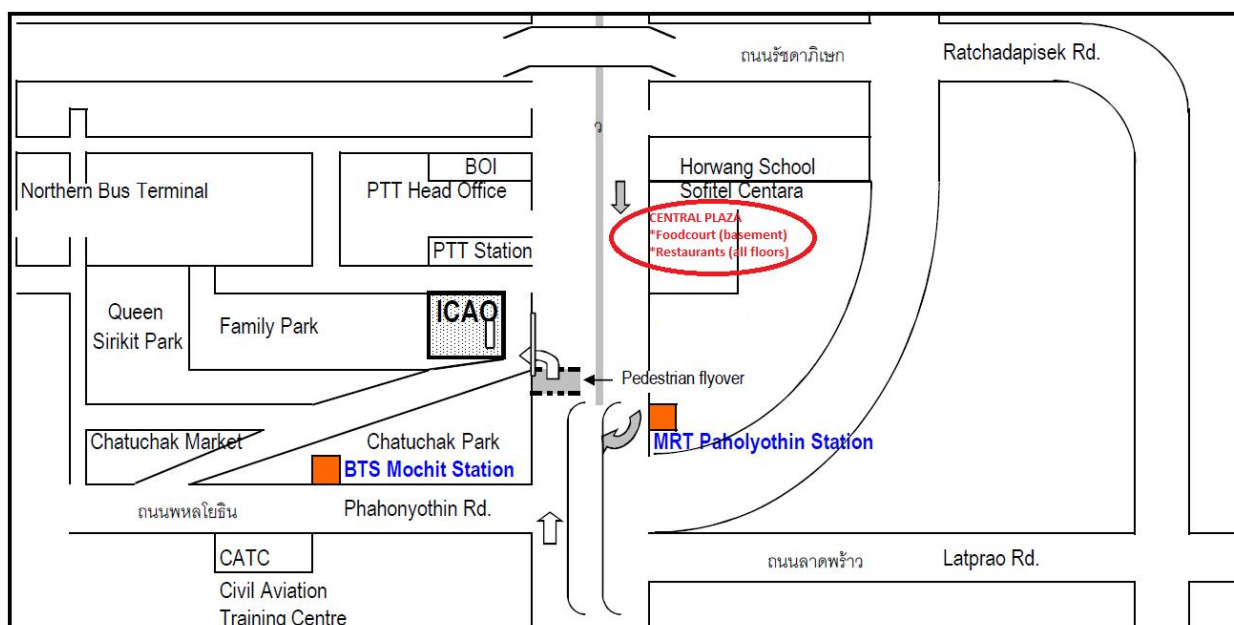
5.3.2 The nearest MRT sub-way station to ICAO Asia and Pacific Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit Road using the pedestrian overpass.

6. **Catering Arrangements**

6.1 Tea and Coffee will be provided for morning and (where programmed) afternoon breaks.

6.2 **Please be informed that meeting participants are required to make their own arrangements for lunch, which will not be provided during the meeting.** Participants will find highlighted on the locality map in red the possible venue available to purchase meals within the Office vicinity.

6.3 Participants should note that the meeting Order of Business will resume promptly at the programmed time following the lunch break (normally 1 hour).



ICAO Asia/Pacific Regional Office Locality Map

7. **Further Information**

7.1 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@icao.int or apac@icao.int

7.2 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.**
