



International  
Civil Aviation  
Organization

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Organización  
de Aviación Civil  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

**Ref.:** T 8/3.5 :AP097/16 (CNS)

13 September 2016

**Subject:** First Meeting of the Asia/Pacific ATS Inter-Facility  
Data Communication Implementation Task Force Working Group on  
AIDC Implementation Guidance Document (APA IGD WG/1)  
(Bangkok, Thailand, from 13 to 15 December 2016)

**Action Required:** Reply at your earliest convenience,  
preferably, before **5 December 2016**

Sir/Madam,

I have the honor to invite your Administration to the First Meeting of the Asia/Pacific  
ATS Inter-Facility Data Communication Implementation Task Force AIDC Implementation Guidance  
Document Working Group to be held at the ICAO Regional Office, Bangkok, from 13 to 15 December  
2016.

The objectives of the Meeting are to progress development of the AIDC implementation  
guidance material. In order to enable the Working Group to meet its objective, Administrations are  
requested to nominate those experts who have been working for the AIDC Implementation Guidance  
Document since the first meeting of APA Task Force.

You may recall that the structure of the draft AIDC Guidance Document has already been  
developed by the Task Force. The working group members have already agreed to take lead on the  
development of the chapters of the IGD as shown below:


- Chapter 1 presented by Aerothai, Thailand;
- Chapter 4 presented by Singapore;
- Chapter 5 presented by India;
- Chapter 6 presented by Singapore;
- Chapter 7 presented by Hong Kong China through Teleconference;
- Chapter 8 presented by Co-chair on behalf of Malaysia; and
- Additional appendices presented by Hong Kong China and India

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The provisional agenda of the meeting is provided in **Attachment 1**. A meeting bulletin containing information about the meeting arrangements is provided in **Attachment 2**.

I shall be grateful if you could make necessary arrangements for nominating the Subject Matter Expert (s) from your Administration to participate in the meeting and forward the Nomination Form provided at **Attachment 3** to this Office by **5 December 2016**.

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

  
Arun Mishra  
Regional Director

**Enclosures:**

- Attachment 1 – Provisional Agenda
- Attachment 2 – Meeting Bulletin
- Attachment 3 – Nomination Form



*International Civil Aviation Organization*

**FIRST MEETING OF THE ASIA/PACIFIC ATS INTER-FACILITY  
DATA COMMUNICATION IMPLEMENTATION TASK FORCE WORKING  
GROUP ON AIDC IMPLEMENTATION GUIDANCE DOCUMENT  
(APA IGD WG/1)**

Bangkok, Thailand, 13 - 15 December 2016

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**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Report the progress of the AIDC Implementation Guidance Document by task lead
- Agenda Item 3: Review draft material presented
- Agenda Item 4: Identification of tasks and future meetings of the ICG working group
- Agenda Item 5: Any other business

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**MEETING BULLETIN**

**1. Schedule of Meeting**

1.1 The opening session of the meeting will be held at 0900 hours on **Tuesday, 13 December 2016** at the Conference Building of the ICAO Regional Office, Bangkok.

1.2 The daily order of business will be announced on the first day of the meeting.

**2. Registration of participants**

2.1 Participants are requested to register at the Registration Desk in the front of the ICAO Conference Room between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge all the time inside the ICAO premises.

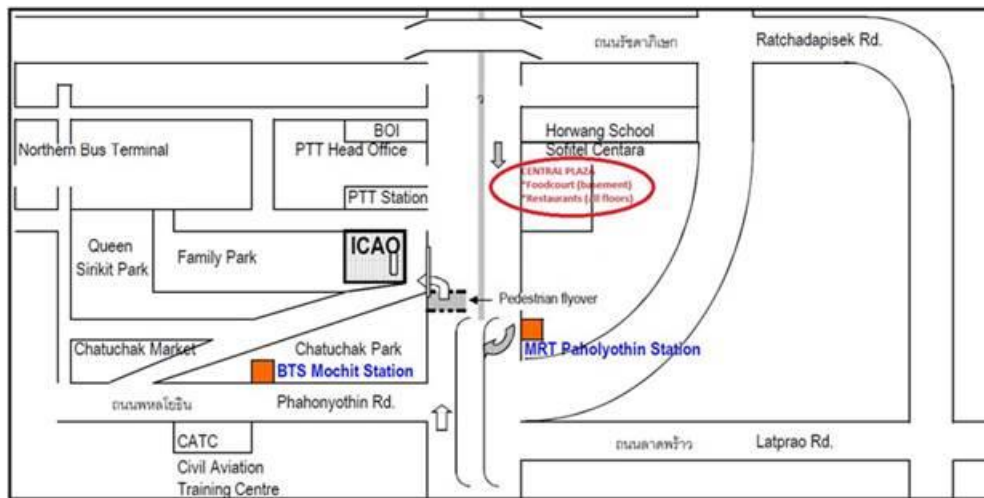
**3. Officer and Secretariat concerned with the Meeting**

3.1 Mr. Li Peng, Regional Officer MET of the ICAO Asia and Pacific Office will act as Secretary of the Meeting. His contact address is as follows:

Mr. Li Peng, Regional Officer CNS  
Tel: +66 (2) 537-8189 to 97 Ext. 158  
Fax: +66 (2) 537-8199  
E-mail: [PLi@icao.int](mailto:PLi@icao.int)

3.2 Ms. Sriprae Somsri, Programme Assistant, will provide secretarial support.

3.3 Please be informed that participants are required to make arrangement their own lunch as lunch will not be provided during the Meeting. Participants will find below in red the possible venue available to purchase meals within the Office vicinity.



#### 4. Meeting documents for distribution

4.1 All working/information papers for the meeting will be posted on the ICAO APAC web site. It is strongly recommend that papers to the meeting should be submitted no later than two weeks prior to the meeting date, in any case, **not later than 5 December 2016**. Participants are requested to submit papers via following e-mail addresses and download and bring all meeting papers with them. No hard copy of papers will be distributed.

E-mail address for meeting documents: [APAC@icao.int](mailto:APAC@icao.int) cc: [PLi@icao.int](mailto:PLi@icao.int)

4.2 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 Meeting and returned to the Librarian at the end of the meeting.

#### 5. Location of the ICAO Regional Office and hotel accommodation

5.1 The ICAO Regional Office is located at 252/1 Vibhavadi Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Centara Grand Bangkok Hotel. It is about 40 km away from the Bangkok/Suwarnabhumi International Airport and about 12 km. from the 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 MRTA station to the Office is Phahon Yothin. Detailed routing instructions are provided on the web site.

5.3 Participants may contact the hotels listed 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 Airport Taxi Services operate private limousine services from the airport to downtown Bangkok, at about Baht 1,000 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.

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/main/en/services/123>

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 36.00 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 travellers' cheques you are required to show your passport.

7.4 Weather in Bangkok is generally hot with high humidity. December is part of the cold season in Thailand, which lasts from November to 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.

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

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DATA COMMUNICATION IMPLEMENTATION TASK FORCE WORKING GROUP ON  
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(Bangkok, Thailand, 13 - 15 December 2016)

**NOMINATION FORM**

1. Name in full : \_\_\_\_\_  
(Mr./Ms./Mrs.) **(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 in Bangkok: \_\_\_\_\_

- Note 1: Participants are expected to make their own hotel/visa arrangements  
Note 2: Please download meeting materials from the ICAO Asia/Pacific website  
<http://www.icao.int/apac> prior to the meeting.  
Note 3: Please submit the nomination form(s) to the following address by 5 December 2016

Date:..... Signature .....

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11, Samsaek Ladprao, Bangkok 10901, Thailand, or **Fax: +66 (2) 537 8199** or **E-mail: [APAC@icao.int](mailto:APAC@icao.int)**  
cc: [SSomsri@icao.int](mailto:SSomsri@icao.int)