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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: Ref.: T 4/3.2.3:AP013/17 (MET)

27 January 2017

Subject: Fifteenth meeting of the Asia/Pacific Meteorological
Information Exchange Working Group (MET/IE WG/15)
(Bangkok, Thailand, 20 – 22 March 2017)

Action Required: Reply at your earliest convenience,
preferably **not later than 6 March 2017**

Dear Sir/Madam,

I wish to invite your Administration to attend the Fifteenth Meeting of the Asia/Pacific Meteorological Information Exchange Working Group (MET/IE WG/15), which will be held at the ICAO Asia and Pacific Regional Office in Bangkok, Thailand from 20 to 22 March 2017.

You may recall that the MET/IE WG was established under the auspices of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) to facilitate improved exchange of meteorological information, which is needed for flight planning and in-flight re-planning.

The purpose of the meeting is to review progress of the MET/IE WG since its last meeting (MET/IE WG/14), which was held in Bangkok, Thailand from 6 to 9 March 2016 (note: a meeting report is available at www.icao.int/apac), and to consider further actions aimed at optimizing the meteorological information exchange schemes in the Asia/Pacific Regions.

In view of the importance of this meeting, we are extending the invitation to all designated members of the MET/IE WG (as listed in Appendix C to the Report of MET/IE WG/14) to attend as key participants and to all other Asia/Pacific States and international organizations concerned to attend as observers.

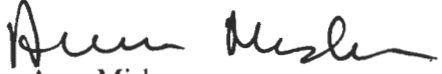
Please note that the meeting will include a conjoint session with the Seventh Meeting of the Asia/Pacific Meteorological Services Working Group (MET/S WG/7)* on 22 March 2017. The conjoint session will specifically address issues common to both working groups relating to the conduct of Regional volcanic ash advisory centre (VAAC) backup tests and Regional SIGMET tests.

* A separate invitation letter has been issued for MET/S WG/7

To assist with your planning and attendance, please refer to the enclosures for a copy of the provisional meeting agenda (Attachment 1), meeting bulletin (Attachment 2) and meeting registration form (Attachment 3).

I will be grateful if you could confirm attendance by expert/s from your Administration by returning the completed registration form and submit all papers intended for consideration by the meeting at your earliest convenience, and preferably **not later than 6 March 2017**.

Yours sincerely,


Arun Mishra
Regional Director

Enclosures:

Attachment 1 – Meeting agenda (provisional)

Attachment 2 – Meeting bulletin

Attachment 3 – Meeting registration form



International Civil Aviation Organization

**FIFTEENTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL
INFORMATION EXCHANGE WORKING GROUP (MET/IE WG/15)**

Bangkok, Thailand, 20 – 22 March 2017

PROVISIONAL AGENDA

MET/IE WG/15

- Agenda Item 1: Organizational matters
- Agenda Item 2: Review of follow-up from previous meetings
- Agenda Item 3: Meteorological information exchange schemes
- Agenda Item 4: Meteorological information exchange in digital form
- Agenda Item 5: Quality control, monitoring and management of meteorological information exchange
- Agenda Item 6: Guidance material related to meteorological information exchange
- Agenda Item 7: Future work programme
- Agenda Item 8: Any other business

MET/IE WG/15 and MET/S WG/7 (Conjoint session – to be conducted on 22 March 2017)

- Agenda Item 1: VAAC backup tests
- Agenda Item 2: SIGMET tests

EXPLANATORY NOTES ON THE PROVISIONAL AGENDA ITEMS

MET/IE WG/15

Agenda Item 1: Organizational matters

Self-explanatory (e.g., opening of the meeting, adoption of the agenda, order of business, etc.)

Agenda Item 2: Review of follow-up from previous meetings

The meeting will review progress on follow-up to action agreed at previous meetings.

Agenda Item 3: Meteorological information exchange schemes

The meeting will review the structure of Regional OPMET exchange schemes and develop proposals for their optimization.

Agenda Item 4: Meteorological information exchange in digital form

The meeting will review the status of planning and implementation of the exchange of meteorological information in digital form, i.e., formatted in accordance with the ICAO meteorological information exchange model (IWXXM). Proposals will be developed for activities such as workshops, etc., to promote the Regional roles and responsibilities for implementation of IWXXM.

Agenda Item 5: Quality control, monitoring and management of meteorological information exchange

The meeting will review the status of Regional quality control, monitoring and management of meteorological information exchange. The results of Regional tests, monitoring and demonstration exercises will also be reviewed to identify and address deficiencies in the implementation of meteorological information exchange.

Agenda Item 6: Guidance material related to meteorological information exchange

The meeting will review and propose improvements to, or development of Regional guidance materials supporting implementation of meteorological information exchange.

Agenda Item 7: Future work programme

The meeting will review, update and revise the future work programme and terms of reference as necessary to ensure alignment with the MET SG and APANPIRG objectives related to meteorological information exchange.

Agenda Item 8: Any other business

Self-explanatory

MET/IE WG/15 and MET/S WG/7 (Conjoint session – to be conducted on 22 March 2017)

Agenda Item 1: Volcanic ash advisory centre (VAAC) backup tests

The conjoint meeting session will review progress reports on the Regional VAAC backup tests and formulate recommendations for procedures and schedules of future tests.

Agenda Item 2: SIGMET tests

The conjoint meeting session will review progress reports on the Regional SIGMET tests and formulate recommendations for procedures and schedules of future tests.



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**FIFTEENTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL
INFORMATION EXCHANGE WORKING GROUP (MET/IE WG/15)**

Bangkok, Thailand, 20 – 22 March 2017

1. Schedule of Meeting

1.1 The opening session of the meeting will be held at 0900 hours on **Monday, 20 March 2017** 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. Officers and Secretariat concerned with the Meeting

3.1 Mr. Peter Dunda, Regional Officer MET of the ICAO Asia and Pacific Office will act as Secretary of the Meeting. His contact addresses are as follows:

Mr. Peter Dunda, Regional Officer MET
Tel: +66 (2) 537-8189 to 97 Ext. 153
Fax: +66 (2) 537-8199
E-mail: PDunda@icao.int

3.2 The daily Meeting service is the responsibility of Mr. Zamir Froitan, Administrative Officer, ICAO Asia and Pacific Office. Ms. Sriprae Somsri, Programme Assistant, will provide secretarial support.

4. Catering Arrangements

4.1 Coffee/tea will be provided for morning and afternoon breaks as scheduled in the daily order of business.

4.2 Please note that lunch will not be provided, however during scheduled lunch breaks participants will find a variety of venues available within walking distance of the Office where lunch may be purchased.

5. Meeting documents for distribution

5.1 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 6 March 2017**. 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 cc: PDunda@icao.int

5.2 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.

6. Location of the ICAO Regional Office and hotel accommodation

6.1 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 Sofitel Centara Grand Bangkok Hotel. It is about 40 km away from the Bangkok/Suvarnabhumi 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**”.

6.2 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.

6.3 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.**

6.4 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.

6.4.1 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.

6.4.2 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.

7. Passport, visa and customs

7.1 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>

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

7.3 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).

8. Other Useful Information

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

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

8.3 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.

8.4 Weather in Bangkok is generally hot with high humidity. March is part of the hot season in Thailand, which lasts from January to April. More weather information can be obtained from the web site of the Thai Meteorological Department: <http://www.tmd.go.th/en/>

8.5 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.

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

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

**FIFTEENTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL INFORMATION
EXCHANGE WORKING GROUP (MET/IE WG/15)**

(Bangkok, Thailand 20 – 22 March 2017)

REGISTRATION 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.**

Date:..... Signature

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