



## MEETING BULLETIN

### 1. Date and Venue

1.1. The Thirteenth Meeting of the Regional Aviation Safety Group – Asia and Pacific Regions (**RASG-APAC/13**) will be held at the at the Civil Aviation Department (CAD) Headquarters of Hong Kong China from 18 to 19 December 2023.

1.2. The Meeting will start at **0900 hrs. Hong Kong Time (HKT, i.e. UTC +8)** each day at the Auditorium of CAD Headquarters, Hong Kong China. The detailed address of the meeting venue is:

**Address:** Civil Aviation Department (CAD) Headquarters,  
1 Tung Fai Road,  
Hong Kong International Airport,  
Lantau, Hong Kong China  
**E-mail:** rasg-apac13@cad.gov.hk

### 2. Registration of Participants

2.1. Each participant should ensure that their respective State/Administration/Organization nominate participant(s) to join the meeting by completing the online registration using <https://icao.int/APAC/Meetings/Pages/2023-RASG-APAC13.aspx> or [\[Click here\]](#) no later than **20 November 2023**.

2.2. Onsite, participants are requested to register at the Registration Desk between 0830 and 0900 hrs HKT on the opening day of the Meeting (18 December 2023) by showing a valid government issued identity card or passport for verification and then collect designated badges. Participants will be required to wear the badges throughout the period of the Meeting for easy identification, and to follow the CAD visitor procedure and comply with relevant instructions when inside the CAD premises.

### 3. Officers and Secretariat

3.1. Secretaries of the Meeting:

Mr. S M Nazmul Anam  
Regional Officer, Flight Safety  
Email: [sanam@icao.int](mailto:sanam@icao.int)

Mr. Susantha De Silva  
Regional Officer, Safety Implementation  
Email: [sdesilva@icao.int](mailto:sdesilva@icao.int)

Ms. Matima Ariyachaipanich  
Flight Safety Officer  
Email: [mariyachaipanich@icao.int](mailto:mariyachaipanich@icao.int)

#### **4. Meeting materials**

4.1. Participants are requested to note that working or information papers for the meetings **must reach the ICAO APAC Office** no later than **20 November 2023**. Meeting documents will be available on ICAO APAC website at <https://www.icao.int/APAC/Meetings/Pages/2023-RASG-APAC13.aspx> prior to the Meeting. Paper documents on hardcopy will not be available.

4.2. Wi-Fi connection to the Internet is available in the meeting venue to allow viewing papers online. Access information to Wi-Fi will be available at the Registration Desk.

#### **5. Useful Travel Information**

##### **5.1. Visa and Entry Requirements**

5.1.1. Application for visa is the responsibility of the State/Administration or delegate concerned, and should be requested well in advance as for certain countries visa processing may require additional security screening time. A valid travelling document is necessary for all persons entering Hong Kong Special Administrative Region (SAR), China. Visitors from most countries do not require a visa for attending the Meeting but some do. Please visit the website of the Immigration Department of the Hong Kong SAR, China at <http://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html> on the Visit Visa / Entry Permit Requirements and the length of stay permitted in Hong Kong that is applicable to you. You can also obtain further advice from your closest Chinese Diplomatic or Consular Mission.

5.1.2. In case a visa support letter is required, the appropriate authority, administration or State in question should send a request, on official letterhead, to the CAD. No personal invitations can be issued by CAD. For the support letter, please contact the Meeting Secretariat of the Civil Aviation Department, Hong Kong, China by email at [rasg-apac13@cad.gov.hk](mailto:rasg-apac13@cad.gov.hk).

##### **5.2. Currency and Credit Cards**

5.2.1. The Hong Kong Dollar is the official currency of the Hong Kong Special Administrative Region. Hong Kong has a comprehensive automatic teller machines network. Besides, credit cards, contactless payments or mobile wallets (such as Apple Pay, Alipay, WeChat Pay, Octopus etc.) are widely accepted by merchants.

##### **5.3. Language**

5.3.1. The official languages are Chinese (Cantonese and Mandarin) and English (widely spoken in the Government and by the legal, professional and business sectors).

##### **5.4. Weather**

5.4.1. The Hong Kong Observatory ([www.hko.gov.hk](http://www.hko.gov.hk)) provides weather forecasts, including a useful 9-day forecast.

##### **5.5. Electricity**

5.5.1. Mains electricity supply is 50Hz alternating current at 220 Volts. The majority of power sockets take a three-pronged square-style plug as shown below.



Figure 1 – Common power socket

## 5.6. Water

5.6.1. Water from public mains meets international health standards. Electric kettles are available in most hotels.

5.6.2. To promote the environmental sustainability, drinking water in plastic bottles is not provided. Water fountains and paper cups are available outside the conference auditorium. Participants are encouraged to bring their own receptacles, preferably spill-proof, which may be replenished from the water fountains. Participants may also wish to bring their own bottled water.

## 5.7. Telephone

5.7.1. Public telephones accept coins, credit cards or phone cards. Prepaid SIM cards can be purchased at convenience stores.

## 5.8. Tipping

5.8.1. Most hotels and restaurants add a 10% service charge to bills. Some people reward good service with an additional 5% and give porters and the like a small tip. Rounding the taxi fare up to the nearest dollar as a small tip is a common practice, while taxi should follow meter to charge as the baseline.

## 5.9. Time Zone

5.9.1. Hong Kong is eight hours ahead of Coordinated Universal Time (UTC +8).

## 5.10. Other Useful Information

5.10.1. Discover Hong Kong (<https://www.discoverhongkong.com/>) is a website hosted by the Hong Kong Tourism Board which provides other useful travel and tourist information.

## 6. Hotel Reservations and Transportation

### Hotel Nearby

6.1. A list of hotels located in proximity of the Meeting Venue is provided in **Appendix A** for reference. For information of other hotels, delegates may refer to the comprehensive list of hotels in Hong Kong which can be found in the website hosted by the Hong Kong Tourism Board (<https://www.discoverhongkong.com/eng/plan/accommodation.html>).

## Transportation to/from CAD

6.2. The nearest MTR (Mass Transit Railway) station to CAD Headquarters is Tung Chung Station. Public bus route no. S1 (read as S-one) is serving commuters between the Tung Chung Station, the CAD Headquarters, Asia World-Expo and Terminal 1 of the Hong Kong International Airport at approximately 5-10 minutes intervals daily from 0530 to 0000 hours. The bus is operating in circular route with a fare of HK\$3.7 per journey and the S1 bus stop is located approximately 50 metres away from Exit B of Tung Chung Station. Useful information about its routing, timetable etc. are available from the website: <https://search.kmb.hk/KMBWebSite/?action=routeseach&route=S1&lang=en> Alternatively, taxi from Tung Chung Station to the CAD Headquarters will take about 5-10 minutes. The following map briefly illustrates the locations of bus terminus for public bus route no. S1 and taxi stand.



Figure 2 – Public Transport near MTR Tung Chung Station

6.3. Courtesy shuttle is available before and after meeting. Details of timetable and pickup points will be provided through the <https://www.icao.int/APAC/Meetings/Pages/2023-RASG-APAC13.aspx>.

**HOTEL INFORMATION**

(In Alphabetic Order)

**1. Four Points by Sheraton Hong Kong Tung Chung**

**Address:** 9 Yi Tung Road,  
Tung Chung, Lantau Island, Hong Kong

**Telephone no.:** (852) 2352 8035

**Fax no.:** (852) 2352 8011

**Website:** [www.fourpointshongkongtungchung.com](http://www.fourpointshongkongtungchung.com)

**Room Type:** Traditional Room (20 sq. m)

**Room Rates:** *For stays during 10 – 20 Dec 2023 –*  
HK\$950+10% service charge per room per night (room only)  
HK\$1,050+10% service charge per room per night (with 1 daily buffet breakfast)  
HK\$1,150+10% service charge per room per night (with 2 daily buffet breakfasts)  
Optional Upgrade to Ocean View Room with an additional charge at  
HK\$200+10% service charge per room per night  
For reservation, please click –  
<https://www.marriott.com/events/start.mi?id=1690862064640&key=GRP>  
Credit card guarantee for each individual booking is required.

**Transportation:** Hong Kong International Airport (HKIA)  
The Hotel provides complimentary airport shuttle bus service between Hong Kong International Airport and the Hotel running every hour daily from 06:45 (departs from Hotel) to 23:15 (departs from Airport). The pick-up and drop-off point at the airport is Bay 11-12 of the Coach Station on the G/F of Arrivals Hall B. Journey takes approximately 10 minutes. It also provides [complimentary shuttle service to Tung Chung MTR Station](#) running every 30 minutes daily from 07:00 to 23:00.

**2. Hong Kong Disneyland Resort**

**Address:** Hong Kong Disneyland Resort,  
Lantau Island, Hong Kong

**Telephone no.:** (852) 1830 830

**Fax no.:** N/A

**Email:** [Reservations@hongkongdisneyland.com](mailto:Reservations@hongkongdisneyland.com)

**Website:** [hongkongdisneyland.com](http://hongkongdisneyland.com)

**Transportation:** Hong Kong International Airport (HKIA)  
Rental of limousine services for transportation from HKIA is available. Delegates wishing to arrange such service should liaise with the Hotel once the hotel reservation has been confirmed.

### 3. Hong Kong Skycity Marriott Hotel

- Address:** 1 Sky City Road East,  
Hong Kong International Airport,  
Lantau, Hong Kong
- Telephone no.:** (852) 3051 2767
- Fax no.:** (852) 3969 2288
- Email:** [mhrs.hkgap.reservations@marriott.com](mailto:mhrs.hkgap.reservations@marriott.com)
- Website:** [www.skycitymarriott.com](http://www.skycitymarriott.com)
- Room Type:** Deluxe Room (35 sq. m)
- Room Rates:** HK\$1,210+10% service charge per room per night (room only)  
HK\$1,340+10% service charge per room per night (with 1 daily buffet breakfast)  
HK\$1,470+10% service charge per room per night (with 2 daily buffet breakfasts)  
Reservation could be made via a dedicated link, which will be updated when available.  
Credit card prepayment for one-night stay will be charged upon reservation made. Credit card prepayment for the remaining nights of stay will be charged after the final review date. Prepayment is not refundable.
- Transportation:** Hong Kong International Airport (HKIA)  
The Hotel provides complimentary airport shuttle bus service between Hong Kong International Airport and the Hotel running every 30 minutes from 5:00 (departs from the hotel) to 00:45 (departs from the airport). The pick-up and drop-off point at the airport is Bay 10-14 of the Coach Station on the G/F of Arrivals Hall B. Journey takes approximately 7 -10 minutes.. Delegates may also travel between the hotel (Asia-World Expo Station) and HKIA (Airport Station) by taking the Airport Express train. The walk between the hotel and Asia-World Expo Station takes about 5 minutes. The train journey takes about 1 minute.

### Novotel Citygate Hong Kong

- Address:** 51 Man Tung Road,  
Tung Chung, Hong Kong
- Telephone no.:** (852) 3602 8888
- Fax no.:** (852) 3602 8899
- Email:** H6239@accor.com
- Website:** [www.novotelcitygate.com](http://www.novotelcitygate.com)
- Room Type:** Standard Room (28 sq. m)
- Room Rates:** *For Dec 11 and 12 nights –*  
HK\$950+10% service charge per room per night (room only)  
HK\$1,190+10% service charge per room per night (with 2 daily buffet breakfasts)

For other nights –

HK\$970+10% service charge per room per night (room only)

HK\$1,210+10% service charge per room per night (with 2 daily buffet breakfasts)

Credit card prepayment for one-night stay will be charged upon reservation made. Credit card prepayment for the remaining nights of stay will be charged after the final review date. Prepayment is not refundable.

**Transportation:** Hong Kong International Airport (HKIA)

The Hotel provides complimentary airport shuttle bus service between Hong Kong International Airport and the Hotel running every 20 minutes daily from 06:00 to 23:40. The pick-up and drop-off point at the airport is Bay 11-14 of the Coach Station on the G/F of Arrivals Hall B. HKIA can also be reached by taking a short taxi or public bus (Route No. S64, S1 or S56) trip. The journey takes about 5-10 minutes.

**4. Regal Airport Hotel**

**Address:** 9 Cheong Tat Road  
Hong Kong International Airport  
Chek Lap Kok, Lantau, Hong Kong

**Telephone no.:** (852) 2286 8888

**Fax no.:** (852) 2286 8686

**Email:** [info@airport.regalhotel.com](mailto:info@airport.regalhotel.com)

**Website:** <http://airport.regalhotel.com>

**Room Types and Rates:**

Superior Room (27 sq. m)

HK\$1,000+10% service charge per room per night (with 1 daily buffet breakfast)

HK\$1,150+10% service charge per room per night (with 2 daily buffet breakfasts)

Deluxe Room (29 sq.m)

HK\$1,150+10% service charge per room per night (with 1 daily buffet breakfast)

HK\$1,300+10% service charge per room per night (with 2 daily buffet breakfasts)

**Transportation:** Hong Kong International Airport (HKIA)

The Hotel is connected directly to the HKIA Passenger Terminal 1 by a covered walkway. The walk between the hotel and HKIA takes about 2 minutes. Free Shuttle Bus Service is available between Hong Kong International Airport, Regal Airport Hotel, Regala Skycity Hotel and Tung Chung MTR Station, on first-come-first-served basis. The journey takes about 10-15 minutes.



### 5. Regala Skycity Hotel

**Address:** 8 Airport Expo Boulevard,  
Hong Kong International Airport,  
Chek Lap Kok, Lantau, Hong Kong

**Telephone no.:** (852) 3556 3288

**Fax no.:** (852) 3556 3299

**Email:** [info@skycity.regala-hotels.com](mailto:info@skycity.regala-hotels.com)

**Website:** <http://skycity.regala-hotels.com/>

**Room Types and Rates:**

*Garden View Room (17 sq. m)*

HK\$850+10% service charge per room per night (with 1 buffet breakfast)

HK\$950 +10% service charge per room per night (with 2 buffet breakfasts)

*Seaview Room (17 sq. m)*

HK\$1,000+10% service charge per room per night (with 1 buffet breakfast)

HK\$1,100+10% service charge per room per night (with 2 buffet breakfasts)

**Transportation:** Hong Kong International Airport (HKIA)

The Hotel is connected directly to AsiaWorld-Expo with 2 minutes' walk via the enclosed link bridge. The Hotel provides complimentary airport shuttle bus service between Hong Kong International Airport and the Hotel running daily from 06:00 to 23:45. The pick-up and drop-off point at the airport is Bay 11-14 of the Coach Station on the G/F of Arrivals Hall B. Complimentary shuttle bus service between Tung Chung MTR Station and the Hotel runs daily from 09:05 to 21:15. The journey takes about 10-15 minutes.

### 6. Sheraton Hong Kong Tung Chung Hotel

**Address:** 9 Yi Tung Road,  
Tung Chung, Lantau Island, Hong Kong

**Telephone no.:** (852) 2535 0035

**Fax no.:** (852) 2535 0011

**Website:** [www.sheratonhongkongtungchung.com](http://www.sheratonhongkongtungchung.com)

**Room Type:** Deluxe Room (26 sq. m)

**Room Rates:** For stays during 10-20 Dec 2023 –

HK\$1,330+10% service charge per room per night (room only)

HK\$1,480+10% service charge per room per night (with 1 daily buffet breakfast)

HK\$1,630 +10% service charge per room per night (with 2 daily buffet breakfasts)

Optional Upgrade to Ocean View Room with an additional charge at HK\$200+10% service charge per room per night



For reservation, please click –

<https://www.marriott.com/events/start.mi?id=1690858298719&key=GRP>

Credit card guarantee for each individual booking is required.

**Transportation:** Hong Kong International Airport (HKIA)

The Hotel provides complimentary airport shuttle bus service between Hong Kong International Airport and the Hotel running every hour daily from 06:45 (departs from Hotel) to 23:15 (departs from Airport). The pick-up and drop-off point at the airport is Bay 11-12 of the Coach Station on the G/F of Arrivals Hall B. It also provides complimentary shuttle service to Tung Chung MTR Station running every 30 minutes daily from 07:00 to 23:00.

**7. The Silveri Hong Kong-MGGallery**

**Address:** 16 Tat Tung Road,  
Tung Chung, Hong Kong

**Telephone no.:** (852) 3602 8989

**Fax no.:** (852) 3602 8990

**Email:** [HA4A4-SL1@accor.com](mailto:HA4A4-SL1@accor.com)

**Website:** [www.thesilveri-hongkong.com](http://www.thesilveri-hongkong.com)

**Transportation:** Hong Kong International Airport (HKIA)

The Hotel provides complimentary airport shuttle bus service between Hong Kong International Airport and the Hotel running every 30 minutes daily from 06:00 to 23:30. The pick-up and drop-off point at the airport is Bay 13-14 of the Coach Station on the G/F of Arrivals Hall B. Delegates may also travel between the hotel (Asia-World Expo Station) and HKIA (Airport Station) by taking the Airport Express train. The train journey takes about 1 minute.

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