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Organization

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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 3/10.1, T 3/10.7 – AP140/18 (ATM)

09 November 2018

**Subject:** Seventh Meeting of the Air Traffic Management Sub-Group (ATM/SG/7) of APANPIRG (Bangkok, Thailand, 05 – 09 August 2019) and Fourth Meeting of the Advanced Inter-Regional ATS Route Development Task Force (AIRARD TF/4) (Bangkok, Thailand, 05 – 7 August 2019)

**Action required:** To reply by **12 July 2019**

Dear Sir/Madam,

I am pleased to invite your State/Administration to participate in the Seventh Meeting of the Air Traffic Management Sub-Group (ATM/SG/7) of APANPIRG which will be held at the ICAO Asia/Pacific Regional Office, Bangkok, Thailand from 05 to 09 August 2019.

To improve meeting efficiencies, I am also pleased to invite your State/Administration to the Fourth Meeting of the Advanced Inter-Regional ATS Route Development Task Force (AIRARD TF/4) which will be held in association with the ATM/SG/7 at the ICAO Asia/Pacific Regional Office, Bangkok, Thailand from 05 to 07 August 2019.

Please refer to the Provisional Meeting Agendas at **Attachment A** for more information on how the meetings will be conducted.

The ATM/SG/7 will continue to address regional matters in the ATM, AIS and SAR fields to support Asia/Pacific States/Administrations and APANPIRG. The AIRARD TF/4 meeting will discuss/coordinate the inter-regional aspects of the ATS route network and ATM issues at the interfaces of the three ICAO Regions (ICAO APAC, EUR/NAT and MID), and work on actions to enhance the airspace management issues at the relevant interfaces.

Enclosed herewith are the 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 **Friday 12 July 2019**.

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 **Wednesday 17 July 2019**, these will normally be treated as a flimsy. Participants should obtain meeting materials from the ICAO Regional Office website at <http://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the commencement of the meeting.

Asia and Pacific Office  
252/1 Vibhavadi Rangsit Road  
Chatuchak  
Bangkok 10900  
Thailand

Postal Address:  
P.O. Box 11  
Samyaeak Ladprao  
Bangkok 10901  
Thailand

Tel.: +66 (2) 537-8189  
Fax: +66 (2) 537-8199

[www.icao.int/apac](http://www.icao.int/apac)  
E-mail: [apac@icao.int](mailto:apac@icao.int)

If your State/Administration is concerned with both meetings, then a minimum of two delegation members should attend, so that active participation can be assured at both the ATM/SG/7 and AIRARD/TF/4. However, due to the limited meeting room space, delegations should be limited to a total of five persons. In exceptional cases, ICAO may approve larger delegations on request.

States and Administrations should come prepared to the meeting to provide a documented status report on the implementation of the following matters, which will require internal research and the readiness of the meeting participants:

1. (for ATM/SG/7 and AIRARD/TF participants) *Asia/Pacific ATS Route Catalogue* – ATS route proposals relevant to the meeting – each route proposal to be updated, especially in terms of priority; for reference, please see the Asia/Pacific Region ATS Route Catalogue version 17 at <https://www.icao.int/APAC/Pages/edocs.aspx>; and
2. (for ATM/SG/7 participants) *Regional ATFM Framework* reporting elements;
3. (for ATM/SG/7 participants) *Regional ATM Contingency Plan* monitoring elements;
4. (for ATM/SG/7 participants) *Asia/Pacific Regional Plan for Collaborative AIM* monitoring elements;
5. (for ATM/SG/7 participants) *Asia/Pacific SAR Plan* (41 element) monitoring system;
6. (for ATM/SG/7 participants) ANS Deficiencies – each deficiency relevant to the meeting to have an update on the implementation of any corrective actions; and
7. (for ATM/SG/7 participants) State Seamless ATM Plan status – whether the State/Administration has such planning in place (related to APANPIRG Conclusion 24/55 a), copied below for ease of reference).

C 24/55	<b>State Seamless ATM Planning</b>	<p>That, given the urgency and priority of Seamless ATM planning for the Asia/Pacific as acknowledged by the 46th Conference of Directors General of Civil Aviation (DGCA, Osaka, Japan, 12-16 October 2009) and APANPIRG/22 (05-09 September 2011), States should be urged to:</p> <p>a) review Version 1.0 of the Asia/Pacific Seamless ATM Plan and utilise the Plan to develop planning for State implementation of applicable Seamless ATM elements;</p> <p>b) ensure relevant decision-makers are briefed on the Seamless ATM Plan;</p> <p>c) submit the first Regional Seamless ATM Reporting Form to the ICAO Regional Office by 01 March 2014; and</p> <p>d) where possible, participate and contribute to Seamless ATM system collaborative training and research initiatives.</p>	
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Please note that the status updates should not be provided by ad hoc working or information papers, but will be requested State-by-State when the meeting reaches the relevant agenda item. However, if the status report is available well before the Wednesday 17 July 2019 Working Paper cut-off date, then States and Administrations are encouraged to send this data to the meeting Secretariat so this can be included in the relevant ICAO Working Paper.

Yours sincerely,



Arun Mishra  
Regional Director

**Enclosures:**

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

ICAO EUR/NAT Office: please forward to the following States – Armenia, Azerbaijan, Bulgaria, Cyprus, Kazakhstan, Kyrgyzstan, Russian Federation, Turkmenistan, Tajikistan, Turkey, Ukraine, Uzbekistan.

ICAO MID Office: please forward to the following States – Bahrain, Egypt, Iraq, I. R. Iran, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, UAE, Yemen.

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

**SEVENTH MEETING OF THE AIR TRAFFIC MANAGEMENT SUB-GROUP  
(ATM/SG/7) OF APANPIRG**

*(Bangkok, Thailand, 05 - 09 August 2019)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of Provisional Agendas - ATM/SG/7 and AIRARD/TF/4 (plenary\*)
- Agenda Item 2: Review of Related High Level Meetings
- Agenda Item 3: Performance Frameworks and Metrics
- Agenda Item 4: Air Navigation Service Deficiencies
- Agenda Item 5: ATM Systems (Modernisation, Seamless ATM, CNS, ATFM)
- Agenda Item 6: ATM Coordination (Meetings, Route Development, Contingency Planning\*)
- Agenda Item 7: AOP, MET, AIM, SAR\*
- Agenda Item 8: ATM/SG and AIRARD/TF/ Task Lists Updates\*
- Agenda Item 9: Any other business\*
- Agenda Item 10: Date and venue for next meetings\*

\*These items are expected to be held as joint plenary sessions of the meeting participants together

**FOURTH MEETING OF THE ADVANCED INTER-REGIONAL ATS ROUTE  
DEVELOPMENT TASK FORCE (AIRARD TF/4)**

*(Bangkok, Thailand, 05 - 07 August 2019)*

**PROVISIONAL AGENDA**

- Agenda Item 2: Background, Concept and Drivers
- Agenda Item 3: Short/Medium Term Inter-Regional Route Developments
- Agenda Item 4: ANS and Aircraft Capability and Performance Expectations
- Agenda Item 5: Identification of Key Stakeholders and Actions (Gap Analysis, etc.)
- Agenda Item 6: Free Route Airspace Concept Implementations
- Agenda Item 7: Aeronautical Data and Other Relevant ATM Safety Issues

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

**SEVENTH MEETING OF THE AIR TRAFFIC MANAGEMENT SUB-GROUP  
(ATM/SG/7) OF APANPIRG AND  
FOURTH MEETING OF THE ADVANCED INTER-REGIONAL ATS ROUTE DEVELOPMENT  
TASK FORCE (AIRARD TF/4)**

*(Bangkok, Thailand, 05 - 09 August 2019 and 05 - 07 August 2019)*

**REGISTRATION FORM**

**Reply by 12 July 2019**

Please indicate by ticking whether you are attending one or both events:

ATM/SG/7

AIRARD TF/4

**PLEASE PRINT OR TYPE CLEARLY**

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: Participants may 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., Bangkok 10900, Thailand, Fax: 66 (2) 537 8199 or E-mail: [apac@icao.int](mailto:apac@icao.int)

INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE (ICAO APAC)

SEVENTH MEETING OF THE AIR TRAFFIC MANAGEMENT SUB-GROUP  
(ATM/SG/7) OF APANPIRG AND  
FOURTH MEETING OF THE ADVANCED INTER-REGIONAL ATS ROUTE  
DEVELOPMENT TASK FORCE (AIRARD TF/4)

*(Bangkok, Thailand, 05 - 09 August 2019 and 05 - 07 August 2019)*

MEETING BULLETIN

1. **Dates and Venue**

1.1 The Meetings will be held at the Kotaite Wing of the ICAO Asia and Pacific Office from Monday 05 August to Friday 09 August 2019 and Monday 05 August to Wednesday 07 August 2019 respectively. The meeting will start at 09:00 hours each day. The ICAO Regional Office is located at at:

ICAO Building  
252/1 Vibhavadi Rangsit Road  
Chatuchak, Bangkok 10900  
Tel: +66-2-537-8189  
Fax: +66-2-537-8199  
E-mail: APAC@icao.int  
**Website: <http://www.icao.int/APAC/Pages/default.aspx>**

1.2 Participants are required to carry a valid government issued identity card or passport for verification of their identify prior to entering ICAO facilities. All participants are required to follow ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO premises.

1.3 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 and obtain a meeting identification badge. Participants shall wear the identification badge at all the time when inside the ICAO premises.

1.4 Additional House Keeping information is available on the at the ICAO APAC Office website through the link 'About APAC Region' [ICAO APAC House Keeping Video](#)

2. **Officers and Secretariat**

2.1 Mr. Len Wicks, Regional Officer, Air Traffic Management ATM/SAR (email: [LWicks@icao.int](mailto:LWicks@icao.int)) will act as the Secretaries of the ATM/SG/7 and AIRARD TF/4 meetings.

### 3. **Meeting Documents, Papers for Distribution etc.**

3.1 Participants are 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.** Meeting documents will be available on ICAO APAC website prior to the meeting. Paper documents on hardcopy will not be available.

3.2 Wi-Fi connection to the Internet is available in the premise of the ICAO APAC to allow viewing papers online. Access information to Wi-Fi will be available at the Registration Desk.

### 4. **Visa, Insurance and Customs**

4.1 Participants must possess the documentation required to enter and stay in Thailand. Participants may wish to obtain information on Thailand entry requirements by accessing the Ministry of Foreign Affairs, Thailand [website](#)

4.2 Application for visa is the responsibility of the State or delegate concerned, and should be requested well in advance as for certain countries visa processing may require additional security screening time. In case if a visa support letter is required, the appropriate authority, administration or State in question should send a request, on official letterhead, to the ICAO APAC Office, at least 6 weeks before the start of the meeting. No personal invitations can be issued by ICAO.

4.3 Participants must be medically fit and in possession of insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO will not take responsibility for any expenses incurred concerning participation to its meetings/events. Information for vaccination shall be obtained from local Thailand embassy or Thailand immigration website.

4.5 Currently, there is no restrictions on import of foreign currency. However, if the amount exceeds US\$20,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. Up to date information is available at the Thailand Customs [website](#)

### 5. **Hotel Reservations, Transportation and Parking**

5.1 Participants are required to make their own accommodation arrangement. a list of hotels in vicinity of ICAO APAC and hotels in the city with UN special rates is available in ICAO APAC website [[Hotels List](#)] Participants should contact the hotel directly for a reservation. The hotels list is provided for convenience of the participants only. ICAO APAC does not take responsibility for any incident arising from stay of the participant in any of the listed hotels. 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.

5.2 Participants are required to make their own transportation arrangement 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. [Grab](#) is an App used for taxi services in Bangkok.

5.3 Participants are required to make their own transportation arrangements from their place of residence to ICAO APAC office for attending the meetings.



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.

5.4 Limited parking space is available for Diplomatic, United Nations and Government vehicles with official registration only. Vehicle information must be sent to ICAO APAC 72 hours prior to access. Parking at the ICAO facility is at the drivers' own risk. ICAO APAC will not be responsible for any incident concerning parking of vehicle in ICAO facilities.

5.4.1 Parking of private vehicle or taxi is not permitted inside the ICAO facilities. Paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit road. Limited street public parking is available near ICAO APAC.

## 6. **Food and Catering Arrangements**

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

6.2 Use of plastic bottles are discouraged in the ICAO facilities. Water dispensers are available in the common meeting area.

6.3 Lunch will not be provided during the meeting. Participants are required to make their own arrangements. Meals for purchase is available in the vicinity of the ICAO APAC office and is marked on the map below.

6.4 Participants should note that the meeting Order of Business will resume promptly at the programmed time following the lunch break (normally 1 – 1.5 hours).

## 7. **Further Information**

7.1 Smoking is prohibited in ICAO APAC building. Participants wishing to smoke are invited to use the designated smoking areas.

7.2 Information about weather condition 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.

7.3 Dress code for the meeting is formal. Casual clothing is not suitable for the meeting.

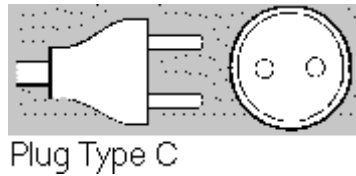
7.4 Bangkok time is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

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



7.6 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.

7.7 The type of electrical plug and socket typically used in Thailand is two parallel prongs:



7.8 For further information, please contact the Secretariat at:

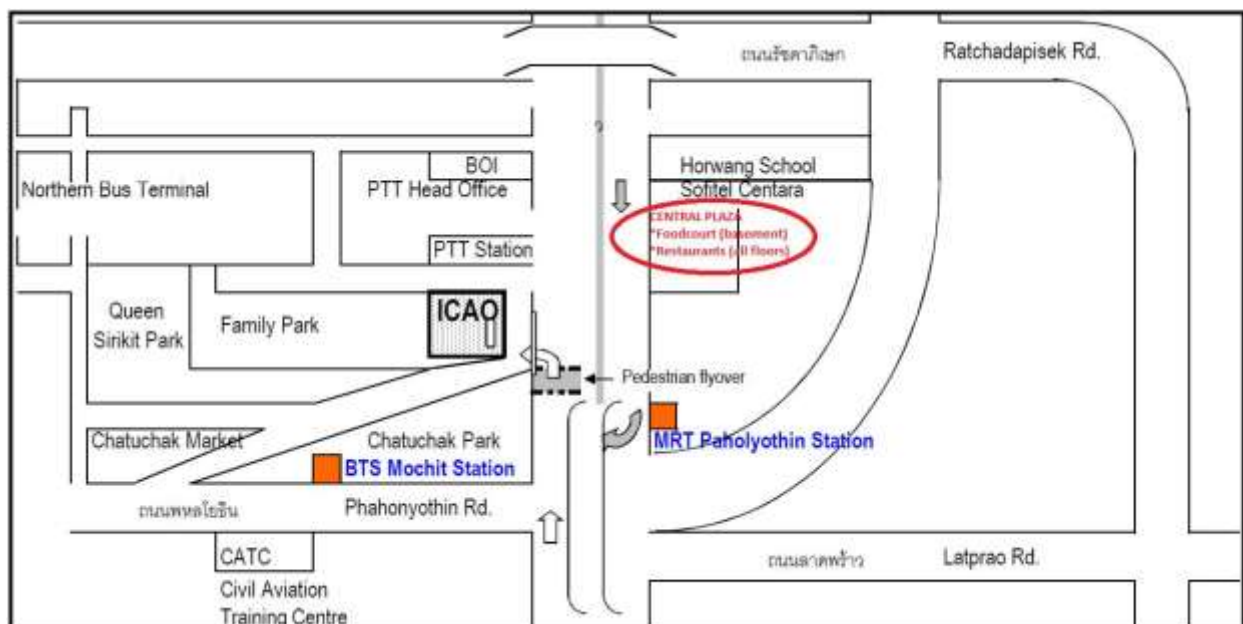
Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: [apac@icao.int](mailto:apac@icao.int)

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### Office location and Public Transport Stations





Food Services Direction



**CENTARA  
GRAND**  
AT CENTRAL PLAZA  
LADPRAO BANGKOK

