



## **MET PANEL MET OPERATIONS GROUP (MOG) THIRD MEETING**

**Gatwick, United Kingdom, 13 to 16 June 2016**

### **Agenda Item 2: Organizational matters**

#### **2.1: Adoption of working arrangements**

#### **ARRANGEMENTS FOR THE MEETING**

(Presented by the Secretary)

#### **1. VENUE OF THE MEETING**

1.1 The third meeting of the MET Operations Group (MOG/3) WAFS and SADIS workstreams will take place in Gatwick, United Kingdom, at the premises of the Civil Aviation Authority (CAA) from 13 to 16 June 2016.

1.2 The CAA is located at:

Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR  
United Kingdom.

A location map is available [here](#). The website of the CAA is: <http://www.caa.co.uk/>

More information on travelling to Aviation House can be found [here](#)

#### **2. REGISTRATION**

Participants are requested to register at the Aviation House Reception between 0830 and 0900 hours on the opening day of the meeting (Monday 13 June 2016). Participants are also requested to wear their identification badge at all times inside the CAA premises.

#### **3. DOCUMENTATION FOR THE MEETING**

3.1 Documentation (working/information papers) for the meeting will be available on the METP MOG website at <https://portal.icao.int/METP/MOG/Pages/Third-Meeting-Documents.aspx>

3.2 No printed copies will be available at the meeting site.

#### 4. **OPENING OF THE MEETING**

4.1 The opening session of the MOG/3 Meeting will be held at 0900 hours on Monday 13 June 2016 at Aviation House.

#### 5. **WORKING HOURS OF THE MEETING**

5.1 The expected daily working hours are as follows:  
13 to 16 September 2015, 0900 to 1600 hours; and

#### 6. **LANGUAGES**

6.1 The meeting will be conducted in the English language only.

#### 7. **OFFICERS OF THE ICAO SECRETARIAT AND ADMINISTRATIVE ASSISTANCE**

7.1 Mr. Raul Romero, Technical Officer, Airspace Management and Optimization Section, ICAO Headquarters will act as Secretary of the meeting. His contact information is as follows:

Mr. Raul Romero  
Technical Officer  
Airspace Management and Optimization Section  
Tel: +1 514 954 8219 Ext 7079  
E-mail: [rromero@icao.int](mailto:rromero@icao.int)

7.2 Requests for information concerning the meeting venue can be directed to Mr. Colin Hord, Principal, MET/AIM/Radio Licensing, CAA. His contact information is as follows:

Mr. Colin Hord  
Principal, MET/AIM/Radio Licensing  
Tel: +44 207 453 6527  
E-mail: [colin.hord@caa.co.uk](mailto:colin.hord@caa.co.uk)

#### 8. **TRAVEL INFORMATION**

##### 8.1 **Passport and visa requirements**

8.1.1 All foreign nationals entering the United Kingdom must possess valid passports or other valid documents for travel.

8.1.2 Visas to enter or to travel through the United Kingdom may be required depending on your nationality. Further information on United Kingdom entry requirements is available [here](#).

## 8.2 Hotels and public transport

8.2.1 A wide range of hotels are within easy reach. Note that preferential rates for meeting participants are *not* available.

8.2.2 The nearest railway station is within 15 minutes walk of Aviation House and is situated at Gatwick Airport, travel can be made via Clapham Junction and Victoria stations. Information on trains can be found on Network Rail website <http://www.nationalrail.co.uk/>

## 8.3 Transportation between from nearby airport

8.3.1 [London Gatwick](#) is the nearest airport. If travelling to [London Heathrow](#) a bus service connects the two, see the following website - <http://www.nationalexpress.com/airports/heathrow-to-gatwick-coach.aspx>. Additionally [London City](#) airport is relatively nearby however this predominantly serves only European destinations.

## 8.4 Climate

8.4.1 The mean minimum temperature during the month of September is 16 °C and the mean maximum temperature is 20 °C. The mean monthly precipitation total for September is 44 mm, with a mean monthly total of 8 days of precipitation.

8.4.2 More weather information can be obtained from the website of the United Kingdom [Met Office](#).

## 8.5 Currency and banking services

8.5.1 The United Nations operational rate of exchange (as at 9 May 2016) is USD 1.00 equals GBP 0.70.

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

8.5.3 A selection of commercial banks, including those that exchange major foreign currencies, are situated at Gatwick Airport. To exchange travellers' cheques, you are required to show your passport.

## 8.6 Other useful information

8.6.1 In June, the local time in the United Kingdom is 1 hour ahead of Co-ordinated Universal Time (UTC+1).