



ICAO

*International Civil Aviation Organization*

**Third Meeting of Surveillance Study Group (SURSG/3)**

*Hong Kong China, 22 – 24 March 2023*

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## MEETING BULLETIN

### 1. Schedule and Venue of the Meeting

1.1. The opening session of the Meeting will be held at **0900 hrs. Hong Kong Time (HKT, i.e. UTC +8)** on **Wednesday, 22 March 2023** at the Auditorium of Civil Aviation Department (CAD) Headquarters, Hong Kong China in hybrid mode. The detailed address of the Meeting venue is:

**Civil Aviation Department (CAD) Headquarters,  
1 Tung Fai Road,  
Hong Kong International Airport,  
Lantau, Hong Kong China**

1.2. The program will be available on the Meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/2023-SURSG-3.aspx>.

### 2. Officers and Secretariat concerned with the Meeting

2.1. Secretaries of the Meeting:

**Ms. Soniya Nibhani, Regional Officer ANS (CNS) Implementation**

Tel: +66 (2) 537 8189 Ext. 155

Fax: +66 (2) 537 8199

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

**Ms. Zhong Wenhan (Nancy), Regional Officer CNS**

Tel: +66 (2) 537 8189 Ext. 108

Fax: +66 (2) 537 8199

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

### 3. Registration of Participants

3.1. Each participant should ensure that their respective State/Organization nominate participant(s) to join the Meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2023-SURSG-3.aspx> no later than **8 March 2023**, as after this the link will be closed automatically to accept registrations.

3.2. In case of multiple delegates are nominated from a State/Organization, each nominated delegate should register themselves separately.

3.3. In-person participants are requested to register at the Registration Desk between 0830 and 0900 hrs HKT on the opening day of the Meeting (22 March 2023) and collect designated badges. In-person participants are required to wear the badges throughout the period of the Meeting for easy identification.

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

4.1. The Secretariat will upload the Meeting materials (i.e. documentation, papers, templates, instructions, etc.) available in electronic format prior to the Meeting on the ICAO APAC Office Meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/2023-SURSG-3.aspx>.

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: [apac@icao.int](mailto:apac@icao.int) with copies to [snibhani@icao.int](mailto:snibhani@icao.int) and [wzhong@icao.int](mailto:wzhong@icao.int) as early as possible and in any case **no later than 8 March 2023**

#### **In Person Participation**

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

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

5.1.1 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 (<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 Besides, in view of the development of COVID-19 epidemic situation in Hong Kong, please refer to the COVID-19 Thematic Website for Inbound Travel (<https://www.coronavirus.gov.hk/eng/inbound-travel.html>), which provides updated requirements for relevant inbound control arrangement for Hong Kong visitors. Participants should refer to the Website and notice the prevailing requirements before departing to Hong Kong.

##### **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, and credit cards are widely accepted.

##### **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. Bottled water is readily available.

## 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

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>).

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, AsiaWorld-Expo and Terminal 1 of Hong Kong 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\$3.5 per journey. 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.

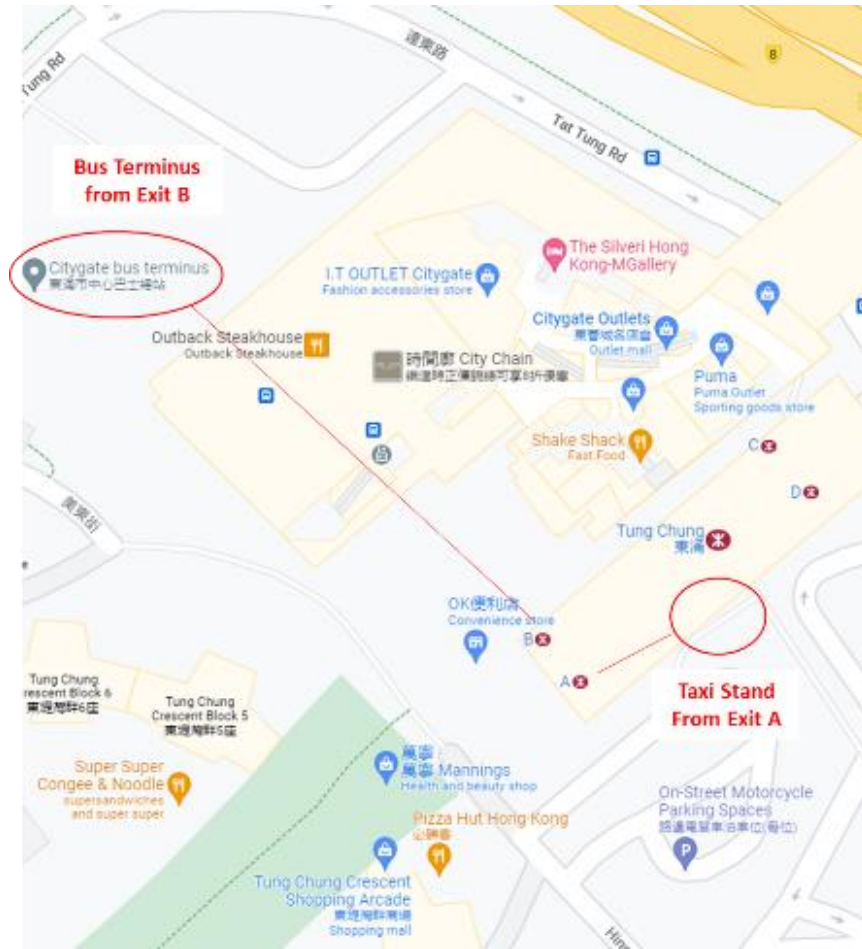


Figure 2 – Public Transport near MTR Tung Chung Station

## 7. Other Assistance

7.1. While delegates are expected to make their own visa / transport / hotel accommodation arrangements, any enquiries regarding the arrangements for the Meeting and any assistance for necessary visa application are welcomed. For further information, please contact the following officers of the Civil Aviation Department, Hong Kong, China at:

Ms Carol Law  
Executive Officer  
Phone: (852) 2910 6297  
Email: cpylaw@cad.gov.hk

Mr Derek How  
Electronics Engineer  
Phone: (852) 2910 6586  
Email: dslhow@cad.gov.hk

## Virtual Participation

### 8. Joining the Meeting (Video Teleconference)

8.1. When joining the Meeting by VTC, please ensure your **microphone is muted** and **video is turned off**.

8.2. Each participant should ensure that their Video Teleconference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – name**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

8.3. Each registered participant will receive by e-mail from the Secretariat with the “*Join Meeting*” link and appropriate instructions about one week before the Meeting (Video Teleconference) sessions.

8.4. Participants should join the Meeting (Video Teleconference) sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

## **9. Participants’ working environment**

9.1. Each participant should ensure they join the Video Teleconference from a location with minimal, or preferably no, background noise.

9.2. To minimize the potential for audio-feedback to hinder the discussions, each participant should join the Video Teleconference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the Video Teleconference with fellow participant/s, please ensure that only one computer/device per room/office has its microphone unmuted and audio speaker on at any one time.

## **10. During the Video Teleconference**

10.1. Participants who wish to address a question, answer or comment to the Meeting should please inform the Chair, Secretary or moderator of the discussion by using the Video Teleconference interface to send a “CHAT” message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

10.2. Participants who wish to address a message only to a specific member of the Meeting, e.g., to the Chair or Secretary (or another participant), should use the Video Teleconference interface to send a private CHAT message. CAUTION: When sending a private CHAT message, please exercise care and avoid inadvertently sending a private CHAT message to “EVERYONE”.

10.3. Additional information and instructions concerning the Video Teleconferencing tools and applications, will be provided separately at the Meeting website.

10.4. Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finished speaking.

10.5. The Chair and/or Secretary will manage the presentation of Meeting material during the Video Teleconference, unless specifically arranged otherwise. Speakers should clearly identify to the Meeting the relevant paper, presentation or other Meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.

## **11. External User Access Guide for using Microsoft Teams**

To access the Meeting as an external user, follow the steps below.

11.1. Find the email inviting you to the online Meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.

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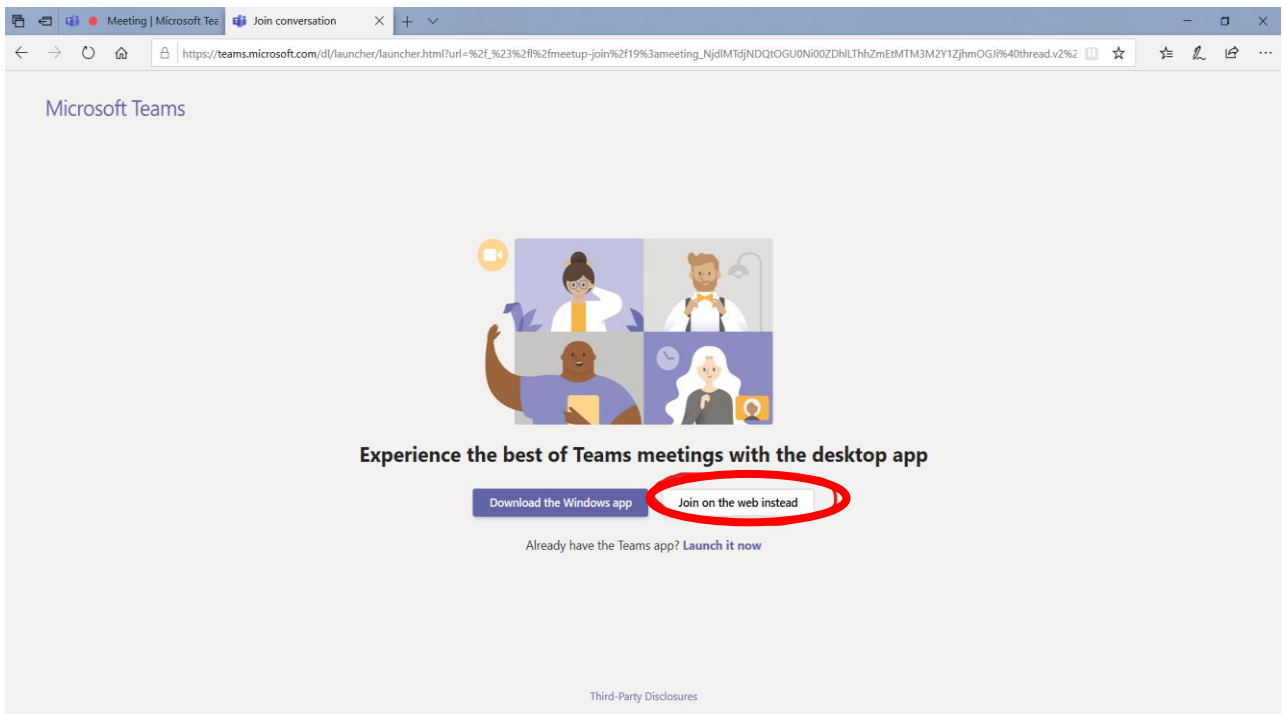
## Microsoft Teams meeting

**Join on your computer or mobile app**  
[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

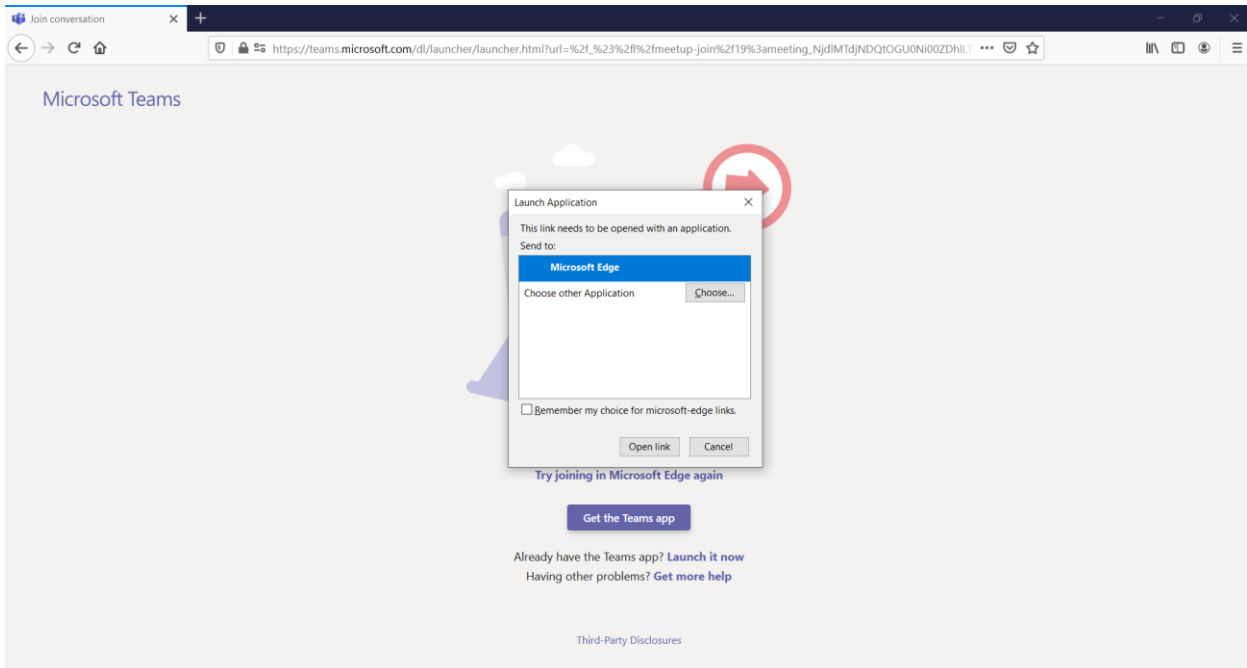
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11.2. The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: "**ICAO – name**". Then, click join now.

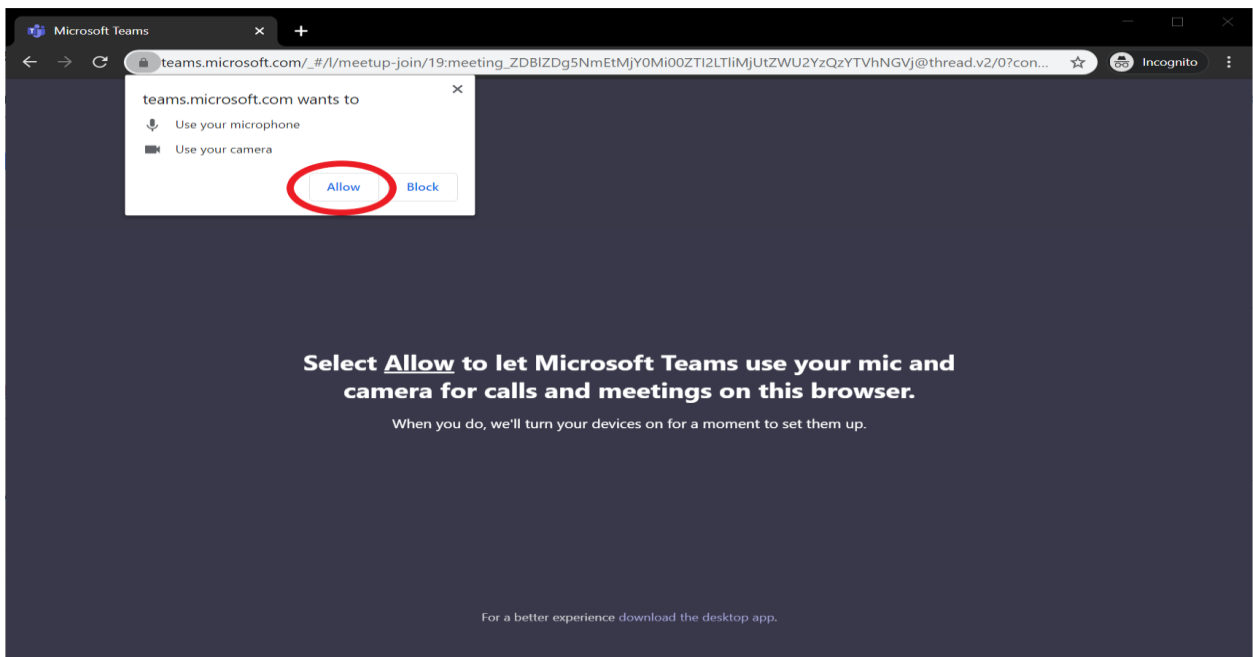


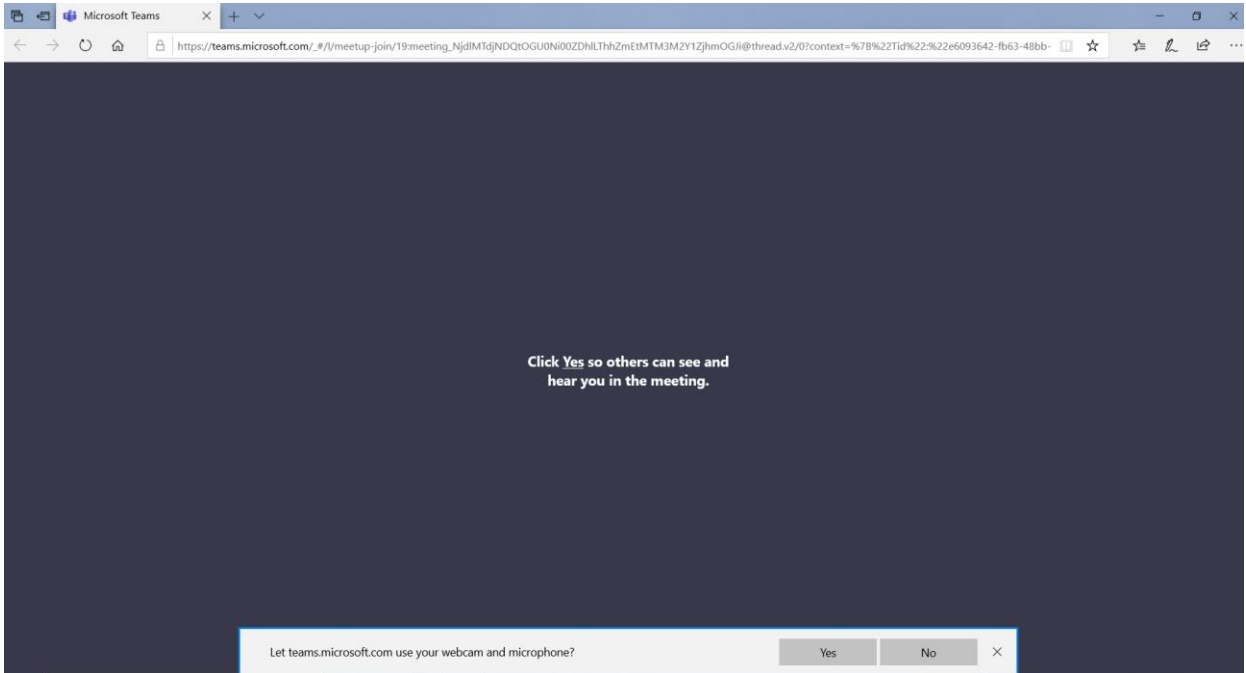
**NOTE:** Some browsers are not capable of joining a Teams Meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

Select Open Link to open Microsoft Edge Browser



11.3. After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the "Allow" button to let Teams access your microphone and camera.



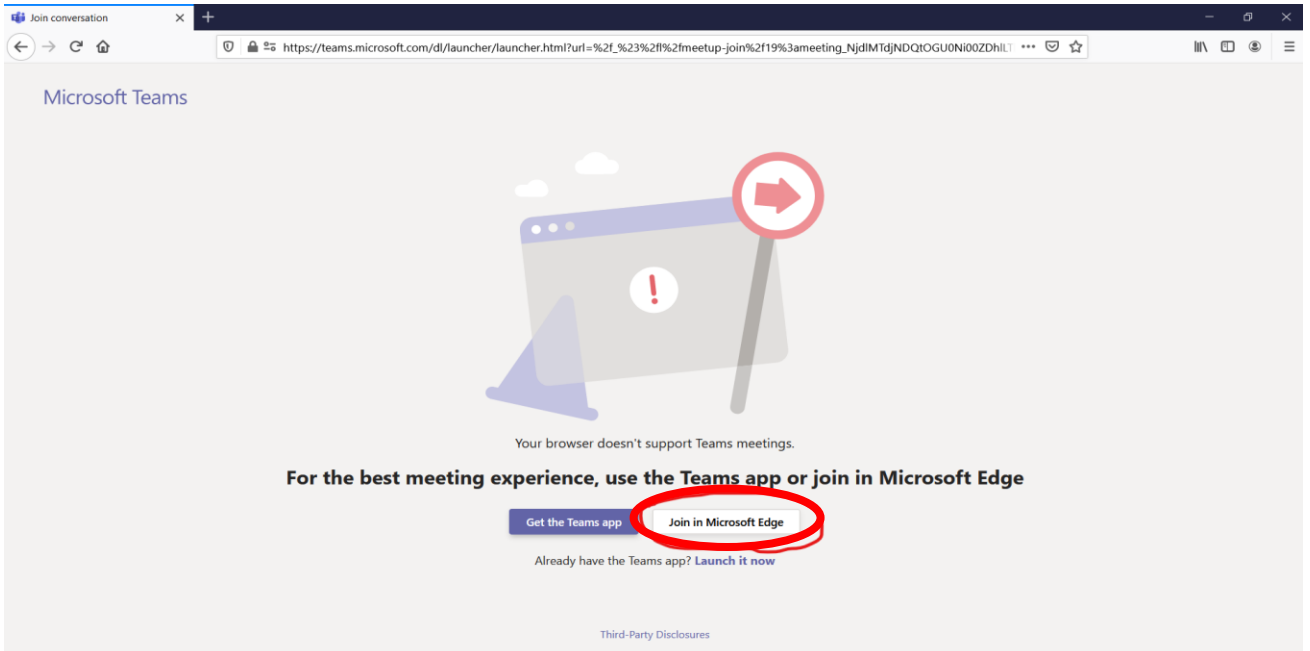


**NOTE:** *If you are trying to join the Meeting from an unsupported browser, you will see the following screen.*

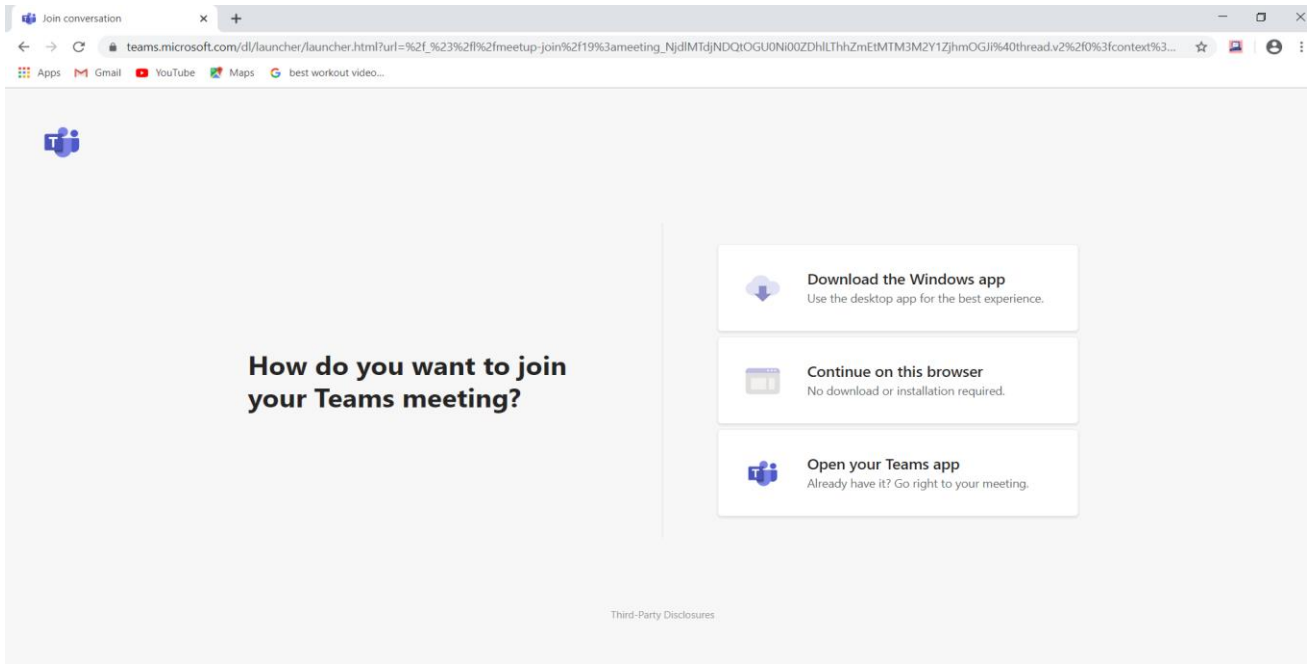
**“Please use either Microsoft Edge or Google Chrome for the full experience”.**

Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

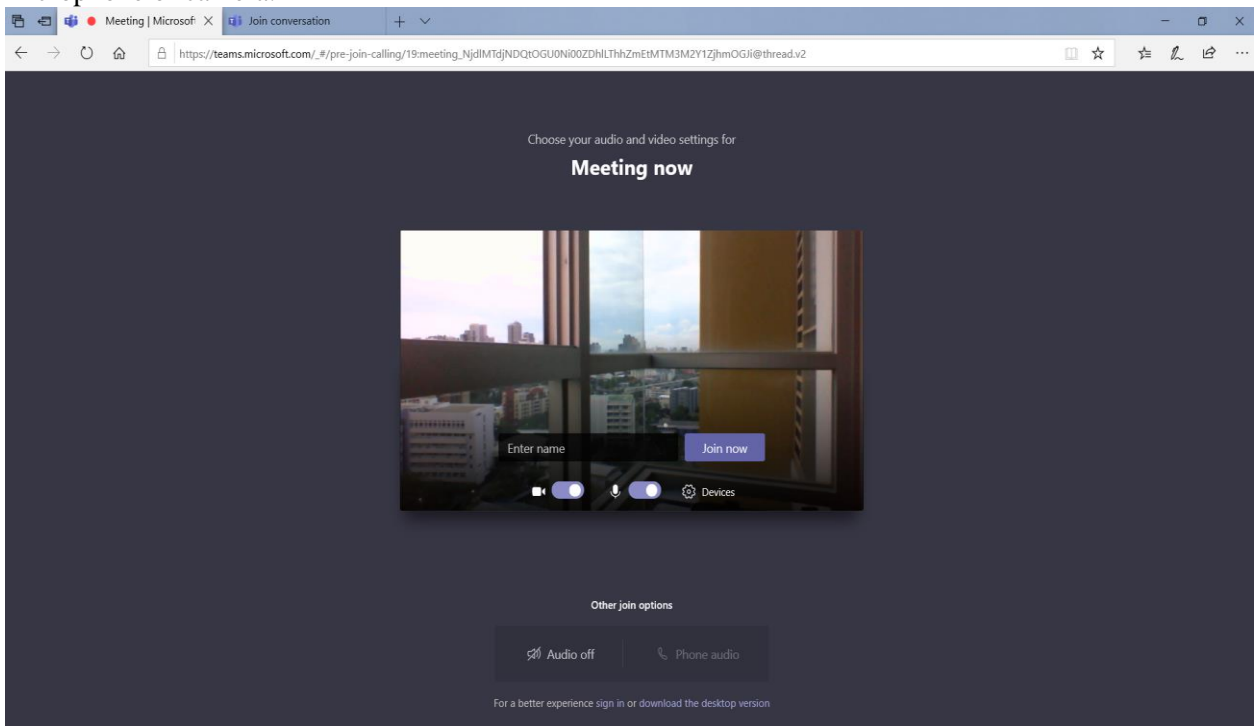
See display below when using Firefox browser



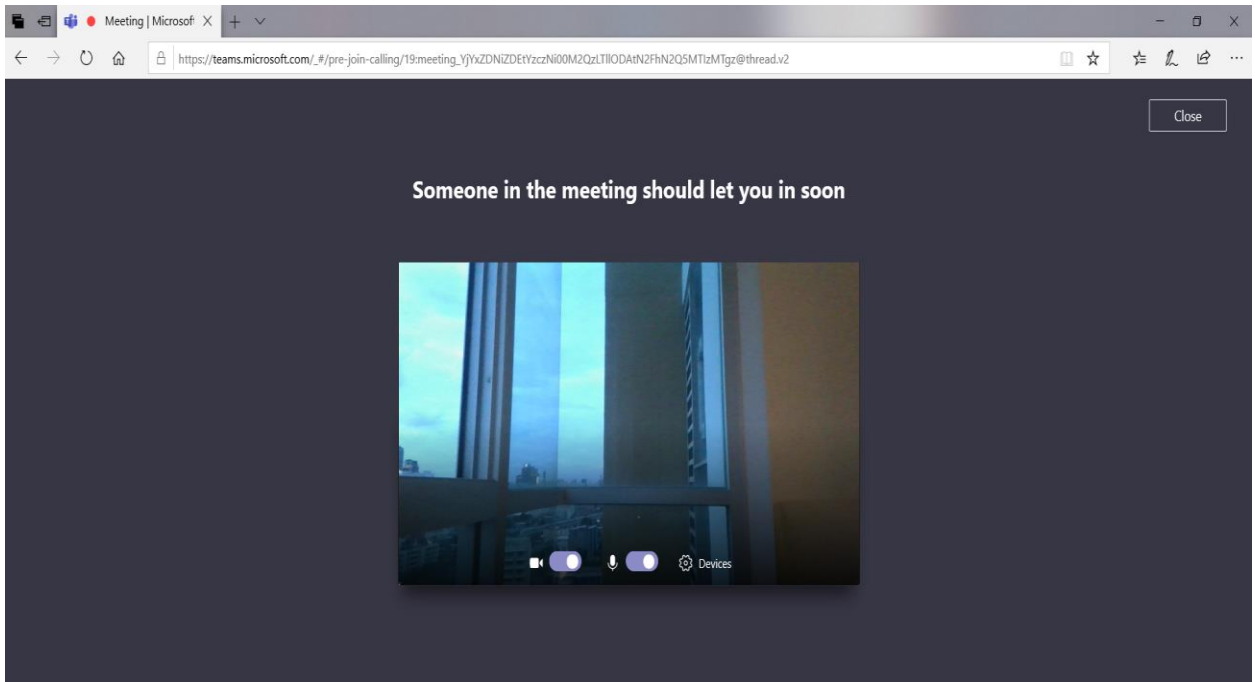
Below is displayed when using Chrome browser.



11.4. After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**" If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone or camera.

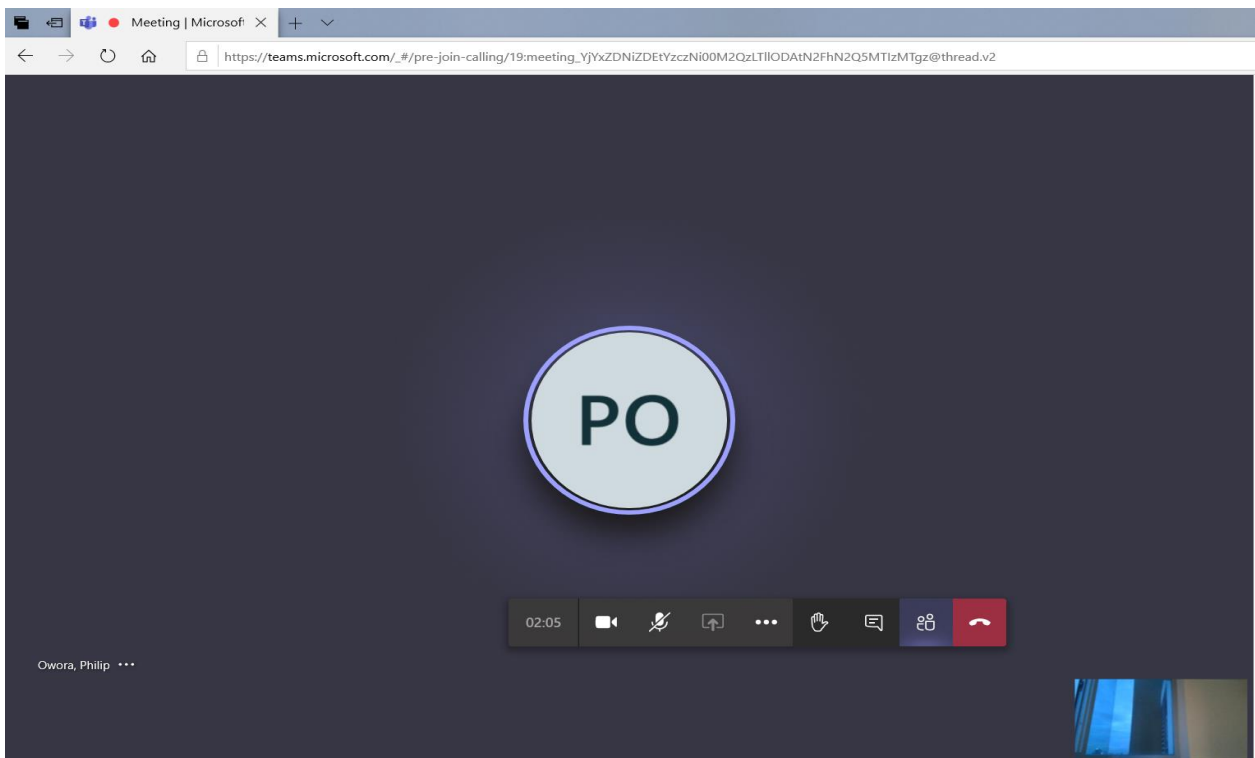


Selecting the Join now button will automatically send you into the Meeting or the Lobby where the Meeting Presenter will admit you.



**Once Admitted You will be able to attend the Meeting, chat and see other participants in the Meeting.**

Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.



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**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)

**Special Rates:** Traditional Room (20 sq. m)

**Room Rate:** HK\$700+10% service charge per room per night (room only) and  
HK\$800+10% service charge per room per night (with 1 daily buffet breakfast)  
Optional Upgrade to Ocean View Room with an additional charge at  
HK\$200+10% service charge per room per night

For reservation, please click the following booking link:  
<https://www.marriott.com/events/start.mi?id=1674202489078&key=GRP>

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

The Hotel provides complimentary airport shuttle bus service between Hong Kong International Airport and the Hotel running every 1 hour daily from 06:45 (departs from Hotel) to 23:15 (departs from Airport). Reach the Coach Station on the G/F of Arrivals Hall B. Journey takes approximately 10 minutes.

**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:** <https://www.hongkongdisneyland.com/?located=true>

**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.

**Hotel Information**

**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)

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

There is a complimentary scheduled hotel shuttle bus for hotel's guests to/from the HKIA Passenger Terminal. On arrival to HKIA, please proceed directly to Bay 29-30 of the Coach Station in Terminal 2. 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.

**4. 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)

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

There is a complimentary scheduled hotel shuttle bus for hotel's guests to/from the HKIA Passenger Terminal. On arrival to HKIA, please approach Counter B16 in the Arrival Hall or proceed directly to Bay 29-30 of the Coach Station in Terminal 2. 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.

**Hotel Information**

**5. 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>

**Special Rates:** Superior Room at daily rate HK\$1,000+10% service charge (for one person) / HK\$1,150+10% service charge (for two persons);  
Deluxe Room at daily rate HK\$1,150+10% service charge (for one person) / HK\$1,300+10% service charge (for two persons).  
Both room types include daily breakfast.

For reservation, please click the following booking link:

<https://www.booking.regalhotel.com/?rhotel=rah&prcorp=ICAO2023>

**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.

**Hotel Information**

**6. 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/>

**Special Rates:** Garden View Room at daily rate HK\$800+10% service charge (for one person) / HK\$900 (for two persons)  
Seaview Room at daily rate HK\$950+10% service charge (for one person) / HK\$1,050+10% service charge (for two persons)  
Both room types include daily breakfast.  
For reservation, please click the following booking link:  
<https://www.booking.regalhotel.com/?rhotel=rgsh&prcorp=ICAO2023>

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

The Hotel is connected directly to AsiaWorld-Expo with 2 minutes' walk via the enclosed link bridge. 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.

**7. 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)

**Special Rates:** Deluxe Room (26 sq. m)

**Room Rate:** Rates at HK\$950+10% service charge per room per night (room only) and HK\$1,100+10% service charge per room per night (with 1 daily buffet breakfast)  
Optional Upgrade to Ocean View Room with an additional charge at HK\$200+10% service charge per room per night  
For reservation, please click the following booking link:

**Hotel Information**

<https://www.marriott.com/events/start.mi?id=1674202071196&key=GRP>

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

The Hotel provides complimentary airport shuttle bus service between Hong Kong International Airport and the Hotel running every 1 hour daily from 06:45 (departs from Hotel) to 23:15 (departs from Airport). Reach the Coach Station on the G/F of Arrivals Hall B. Journey takes approximately 10 minutes.

**8. The Silveri Hong Kong-MGallery**

**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), please contact Miss Yulia Sirkina

**Special Rates:** Classic Room with a complimentary breakfast for 1 person (stay for 21-25 March 2023); rates starting from HK\$980+10% per room per night on weekdays and from HK\$1,100+10% per room per night during weekend (Fri & Sat)

For reservations and enquiry, please contact Yulia Sirkina / Assistant Director of Sales at [HA4A4-SL1@accor.com](mailto:HA4A4-SL1@accor.com) or (852) 3602 8903 and mention code: CADM

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

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

There is a complimentary scheduled hotel shuttle bus for hotel's guests to/from the HKIA Passenger Terminal. On arrival to HKIA, please proceed directly to Bay 29-30 of the Coach Station in Terminal 2. 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.