



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: E 2/4, T 14/3.RAS/97/903: AP044/24 (TC)

15 March 2024

Subject: 3rd ICAO - EASA Forum on Civil Aviation in South East Asia
(23 April 2024, Manila, Philippines)
and
21st COSCAP South East Asia Steering Committee Meeting
(24 - 25 April 2024, Manila, Philippines)

Action required: Please register participants by **18 April 2024**

Dear Sir/Madam,

I have the honour to invite you to the 3rd ICAO - EASA Forum on Civil Aviation in South East Asia, which will be held in Manila, Philippines on 23 April 2024. The Forum will be followed by the 21st COSCAP South East Asia Steering Committee Meeting (SCM/21) which will be held at the same venue on 24 and 25 April 2024. The Forum and Meeting are graciously hosted by the Government of the Philippines through the Civil Aviation Authority of the Philippines (CAAP) in collaboration with the European Union Aviation Safety Agency (EASA).

The Forum will be focused on Safe and Sustainable Connectivity in South East Asia and participation is open to all States and representatives of invited international and regional organizations, and aviation industry with an interest in advancement of aviation in South East Asia. This dialogue will bring together high level officials, including Directors General of Civil Aviation, aviation industry leaders and development partners, who will address topics relevant to the development and improvement of aviation safety in South East Asia, within the context of achieving the commitments of the Beijing Ministerial Declaration, connectivity and regional integration, as well as sustainable aviation, as is shown in the attached preliminary programme. Information on the Forum is available at <https://www.icao.int/APAC/Meetings/Pages/2024-ICAO-EASA-Forum.aspx>.

The COSCAP SEA Steering Committee Meeting will be a closed by invitation only meeting for COSCAP SEA Member States and Partner States, Organisations and Industry, as shown at <https://www.icao.int/coscap>. Information on the Steering Committee meeting is available at <https://www.icao.int/APAC/Meetings/Pages/2024-COSCAP-SEA-SCM-21.aspx>.

The Forum preliminary programme, participant registration form and event bulletin are attached. Additional information for the Forum and Meetings will be available on the ICAO Asia and Pacific Regional Office web site.

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

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

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

www.icao.int/apac
E-mail: apac@icao.int

You are kindly requested to confirm your attendance by completing the attached registration form and submitting it to apac@icao.int with copy to csakdanuphap@icao.int and sjuntarapratin@icao.int at your earliest convenience, but not later than **18 April 2024**.

Accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Tao Ma' in Chinese characters, written in a cursive style.

Tao Ma
Regional Director

Enclosures:

- A - Provisional Programme
- B - Registration Form
- C - Bulletin



ICAO



THIRD ICAO - EASA FORUM ON CIVIL AVIATION IN SOUTH EAST ASIA

Manila, Philippines – 23 April 2024

“Safe and Sustainable Connectivity in South East Asia”

Provisional Programme

Master of Ceremonies: Mr. Parakrama Dissanayake (ICAO) and Mr. David Waller (EASA)

Time Hr.		Activity	Moderator/Speaker
08:30	09:30	Registration (Meeting room foyer)	
09:30	09:50	Welcome Remarks	Capt. Manuel Antonio Tamayo Director General Civil Aviation Authority Philippines
		Opening Speech	Mr. Tao Ma Regional Director ICAO APAC RO
		Opening Speech	Mr. Luc Tytgat EASA
		Keynote Speech	(TBC)
09:50	10:00	Group Photo	
10:00	10:30	Coffee Break	
Panel 1 – Connectivity and regional integration			
10:30	12:00	<div>1. Enhancing connectivity in South East Asia</div> <div>2. ASEAN air transport integration and liberalisation</div> <div>3. Overcoming obstacles towards seamless skies</div> <div>4. The role of RSOOs and RAIOS in regional integration</div> <div>Panel discussion</div> <div>Moderator: South East Asia State</div>	<div>Panelists</div> <div>1. Industry Association</div> <div>2. Academia</div> <div>3. European Union Aviation Safety Agency (EASA)</div> <div>4. International Civil Aviation Organization (ICAO)</div>
12:00	13:00	Lunch Break	



ICAO



Time Hr.	Activity	Moderator/Speaker
Panel 2 – Addressing the Beijing Declaration		
13:00	14:30	Panelists <ol style="list-style-type: none"> 1. South East Asia State 2. COSCAP-SEA 3. South East Asia State 4. European Network of Civil Aviation Safety Investigation Authorities (ENCASIA)
		<ol style="list-style-type: none"> 1. Where does South East Asia currently stand? 2. What are the areas the South East Asia region could address collaboratively? 3. Addressing human resource challenges 4. How to strengthen the aircraft accident and incident investigation area? <p><i>Panel discussion</i></p> <p>Moderator: ICAO</p>
14:30	15:00	Coffee Break
Panel 3 – Sustainable Aviation		
15:00	16:30	Panelists <ol style="list-style-type: none"> 1. International Civil Aviation Organization (ICAO) 2. South East Asian State 3. South East Asian State 4. Industry (Aircraft Manufacturer)
		<ol style="list-style-type: none"> 1. Working towards the Long Term Aspirational Goal (LTAG) 2. Gearing Sustainable Aviation at the regional level 3. States' preparedness towards decarbonisation of air transport. 4. Challenges and opportunities in the decarbonisation of aviation: A manufacturer's perspective <p><i>Panel discussion</i></p> <p>Moderator: EASA</p>
Conclusions To draw conclusions to provide an update to the next day's COSCAP-SEA 21 st Steering Committee Meeting and the EU-ASEAN Sustainable Connectivity Package Aviation Partnership Project.		
17:00	17:30	Conclusions of the Forum <ol style="list-style-type: none"> 1. Mr. Tao Ma, RD APAC RO 2. Mr. Luc Tytgat, EASA
19:00		Dinner



ICAO



3rd ICAO-EASA Forum on Civil Aviation in South East Asia

21st COSCAP South East Asia Steering Committee Meeting (SCM/21)

**EU-ASEAN Sustainable Connectivity Package (SCOPE) Aviation Partnership Project
(APP) Project Management Board Meeting**

Hilton Manila Hotel, Manila, Philippines, 23 - 25 April 2024

Registration Form

Please indicate your attendance at following events:

- ☐ **23 April 2024:** 3rd ICAO-EASA Forum on Civil Aviation in South East Asia
- ☐ **24 - 25 April 2024:** 21st COSCAP South East Asia Steering Committee Meeting, SCM/21
(until 12:00 hrs)
- ☐ **25 April 2024:** EU-ASEAN Sustainable Connectivity Package (SCOPE) Aviation
(13:45 - 16:30 hrs) Partnership Project (APP) Project Management Board Meeting

State / Int. Org.				
Name	Title	Surname (Capitals)	First Name	Middle Name
Position / Title				
Division / Department / Organization				
Telephone (office & mobile)	<input type="checkbox"/> Office _____ <input type="checkbox"/> Mobile _____			
E-mail (office & alternate)	<input type="checkbox"/> Office _____ <input type="checkbox"/> Alternate _____			
Dietary Preferences	<input type="checkbox"/> Halal <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other _____			
Date / Flight to MNL				
Date / Flight from MNL				
Hotel / Accommodation				
Visa Support Letter	<input type="checkbox"/> Yes: Please contact International Civil Aviation Coordinating Staff, Civil Aviation Authorities of the Philippines (icacs@caap.gov.ph). <input type="checkbox"/> No			



ICAO



Please submit the completed registration form(s) by 18 April 2024 to:

ICAO Asia and Pacific Office, apac@icao.int

Cc:

Ms. Chananphorn Sakdanuphap, ICAO APAC Administrative Associate, csakdanuphap@icao.int

Ms. Sudhatai Juntarapatin, COSCAP-SEA Programme Secretary, sjuntarapatin@icao.int

Remarks:

- Kindly await an acknowledgement of your registration from the ICAO Secretariat.
- Participants are expected to make their own travel, visa and accommodation arrangements.
- For participants from COSCAP SEA Member States, please contact Ms. Thita Pongdara, Stakeholder Liaison Officer, EASA (thita.pongdara.ext@easa.europa.eu) regarding travel and accommodation sponsorship.
- For preparation of visa support letters, please provide passport details to International Civil Aviation Coordinating Staff, Civil Aviation Authority of the Philippines (icacs@caap.gov.ph).



ICAO



3rd ICAO-EASA Forum on Civil Aviation in South East Asia

21st COSCAP South East Asia Steering Committee Meeting (SCM/21)

EU-ASEAN Sustainable Connectivity Package (SCOPE) Aviation Partnership Project (APP) Project Management Board Meeting

Hilton Manila Hotel, Manila, Philippines, 23 - 25 April 2024

BULLETIN

1. Dates and Venue

1.1 The 3rd ICAO - EASA Forum on Civil Aviation in South East Asia will be held in Manila, Philippines on 23 April 2024. The Forum will be followed by the 21st COSCAP South East Asia Steering Committee Meeting (SCM/21) which will be held at the same venue from 24 to 25 April 2024 until 12:00 hrs. After lunch break on 25 April 2024, the EU-ASEAN Sustainable Connectivity Package (SCOPE) Aviation Partnership Project (APP) Project Management Board Meeting will be held in a hybrid setting.

1.2 Venue of the Meeting:

Venue: Hilton Manila Hotel
Address: 1 Newport Blvd, Pasay, 1309 Metro Manila
Telephone no.: +63 2 7239 7788
Point of Contact: Mr. Marc Christian Afable
E-mail: MarcChristian.Afable@hilton.com
Website: <https://www.hilton.com/en/hotels/mnlphhi-hilton-manila/>

2. On-site Registration and Opening

2.1 Delegates are requested to register at the Registration Desk one hour prior to the tentative schedule on the opening day of each event. Delegates are required to wear the identification badge throughout the period of the events.

2.2 The Opening ceremonies of the 3rd ICAO-EASA Forum and the 21st COSCAP South East Asia SCM will commence at 09:30 hrs. followed by a Group photo and Coffee break.

3. Contact Persons

Civil Aviation Authority of Philippines (CAAP)

Ms. Maria Edda M. Lamarca
Chief, International Civil Aviation Coordinating Staff (ICACS)
Tel: +632 8246 4988 local 2019 (office), +63 9763430137 (mobile)
E-mail: icacs@caap.gov.ph

ICAO Asia and Pacific Regional Office (3rd ICAO-EASA Forum)

Ms. Chananphorn Sakdanuphap
Administrative Associate - Technical Assistance
Tel: + 66 2 5378189 ext. 31 (office), +66 81 4044550 (mobile)
E-mail: csakdanuphap@icao.int



ICAO



European Union Aviation Safety Agency (3rd ICAO-EASA Forum and SCOPE APP Project Management Board Meeting)

Ms. Thita Pongdara

Stakeholder Liaison Officer

Tel: +66 64 9564239 (mobile)

E-mail: thita.pongdara.ext@easa.europa.eu

ICAO COSCAP SEA Programme (21st COSCAP South East Asia SCM)

Ms. Sudhatai Juntarapratin

Programme Secretary

Tel: + 66 2 5378197 and 8189 ext. 136 (office), +66 64 292 0999 (mobile)

E-mail: sjuntarapratin@icao.int

4. Travel Information

4.1 Delegates are responsible for their own travel arrangements, including air transportation, visa, hotel reservation, and travel/medical insurance.

4.2 Sponsorship for air travel and accommodation in line with EASA travel policy is available for the participants from COSCAP SEA Member States. Please contact Ms. Thita Pongdara, Stakeholder Liaison Officer, EASA (thita.pongdara.ext@easa.europa.eu) for specific information.

4.3 All delegates are advised to keep the CAAP informed of their arrival flight itinerary for airport reception and transfer to hotel. CAAP will provide land transfers to/from the hotel venue to delegates arriving at/departing Ninoy Aquino International Airport. Please submit flight itineraries for the airport to hotel transfer to the CAAP focal point Ms. Lamarca (email: icacs@caap.gov.ph) at your earliest convenience.

4.4 All foreign nationals entering Philippines must bear passports with expiration dates not earlier than 6 months prior to the date of arrival into Philippines.

4.5 The delegates may apply for visas at the nearest Embassy of the Philippines or Consulate and inform the CAAP for visa and arrival facilitation.

4.6 All international travellers are required to fill out and submit the Philippines eTravel for the following, using this link [Philippines eTravel Online Declaration](#)

- To enter the Philippines
- To depart from the Philippines

4.7 List of countries with visa exemption can be accessed at <https://dfa.gov.ph/list-of-countries-for-21-day-visa>. Citizen of member States of the Association of Southeast Asian Nations (ASEAN) are entitled to visa exemption.

5. Accommodation

5.1 The meeting venue hotel is recommended with special rate as follows:

	Hilton Manila		
Room type	King Guest Room (Single)	Pool View (Single)	Executive Guest Room
Special rate	Php 9,000	Php 10,000	Php 11,800
Inclusions: (breakfast, internet) Exclusions: (tax, service charge)	Rate includes buffet breakfast at Kusina Sea Kitchen, and internet. Rate excludes 12% VAT, 10% service charge, and 0.83% local tax.		
Reservation contact information	Tel: +63 2 7239 7788; Email: MarcChristian.Afable@hilton.com		

5.2 Other nearby hotels are as follows:

Hotel	Room Type	Room Rate
Savoy Hotel Manila Andrews Avenue, Newport City, Pasay City, Metro Manila T: +63 2 5317 2869 W: www.savoyhotelmanila.com.ph	Essential 1 Twin	Php 4,000.00
	Essential 1 Queen	Php 4,500.00
Belmont Hotel Manila Newport Boulevard, Newport City, Pasay City, Metro Manila T: +63 2 5318 8888 W: www.belmonthotelmanila.com	Superior Queen	Php 4,800.00
	Deluxe Queen	Php 5,600.00
Marriott Hotel Manila No. 2 Resorts Drive, Pasay City, Metro Manila T: +63 2 8988 9999 F: +63 2 8836 9998 W: www.manilamarriott.com	King Bed (Guest Room)	Php 10,804.00
	King Bed (Junior Suite)	Php 16,025.00

6. Meals and Refreshments

6.1 Refreshments during breaks and lunch for all delegates will be provided complimentary during each day of the events.

6.2 A welcome dinner reception on 23 April 2024 will be hosted by the EU-ASEAN Sustainable Connectivity Package (SCOPE) Aviation Partnership Project. A welcome dinner on 24 April and a Farewell Dinner on 25 April 2024 will be hosted by the CAAP.

7. Further useful information

7.1 **Language:** Filipino, the standardized form of Tagalog, is the national language in the Philippines. However, the locals can also speak in English.

7.2 **Currency and Money Exchange:** Local currency is the Philippine Peso (PHP). Approximate currency exchange rates in April 2024 is 1 USD = 56 PHP and 1 € = 60.63 PHP. Credit cards (American Express, Visa, and Mastercard) are acceptable by the hotels and the shopping malls. There are money exchange companies and commercial banks both in arrival and departure at the International Airport. ATMs are available in the malls and around the Metro.

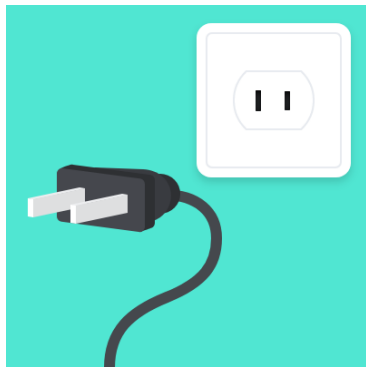
7.3 **Sim Card:** International Sim Cards are available in the arrival passenger lounge.

7.4 **Time Difference:** The Philippines is 8 hours ahead of Coordinated Universal Time (UTC +8).

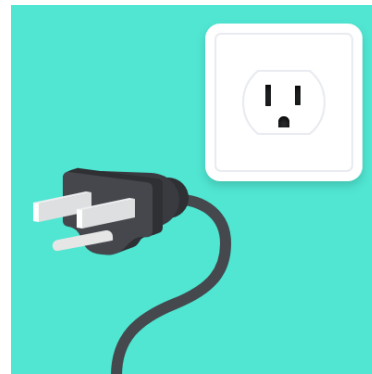
7.5 **Weather:** The average temperature in Manila in April for a typical day range from a high of 92°F (33°C) to a low of 76°F (24°C). It would be described as hot with a gentle breeze.

7.6 **Tourist Information:** Further tourist information is at <https://philippines.travel/safetrip>.

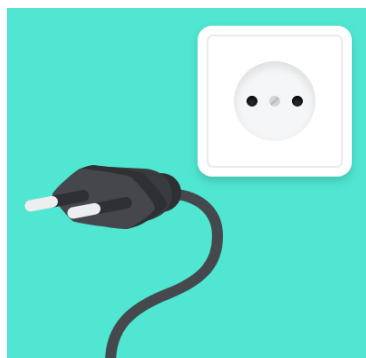
7.7 **Electric Plug and Socket:** Electric voltage is 220V, 60 cycles, AC in the Philippines. We suggest you to bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



Type A



Type B



Type C



Universal travel adapter plug