International Civil Aviation Organization

Joint Event and the Fouth Meeting of Surveillance Study Group (SURSG/4)

Hong Kong China, 28-31 May 2024

THE MEETING BULLETIN

1.   Schedule and Venue of the Meeting

1.1.   The Joint Event will commence on **Tuesday, 28 May 2024**, starting with a dress rehearsal, and followed by a Demonstration/Trial on **Wednesday, 29 May 2024**.

1.2.   The opening session of the SURSG/4 Meeting will be held at **0900 hrs. Hong Kong Time (HKT, i.e. UTC +8)** on **Thursday, 30 May 2024**.

1.3.   The Joint Event and SURSG/4 Meeting will be held at the Auditorium of Civil Aviation Department (CAD) Headquarters, Hong Kong China. 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**

1.4.   The   program   will   be   available   on   the   Meeting   webpage   at https://www.icao.int/APAC/Meetings/Pages/2024-SURSG-4.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

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/2024-SURSG-4.aspx no later than **10 May 2024,** 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.

Joint Event

3.3.　　　　Participants are requested to register at the Registration Desk between 0900 and 0930 hrs. HKT on the first day of the Joint Event (28 May 2024) and collect designated badges. Participants are required to wear the badges throughout the period of the Meeting for easy identification.

SURSG/4

3.4.　　　　Participants are requested to register at the Registration Desk between 0830 and 0900 hrs. HKT on the opening day of SURSG/4 Meeting (30 May 2024) and collect designated badges. Participants are required to wear the badges throughout the period of the Meeting for easy identification. **Participants who attended the Joint Event are required to register again for SURSG/4 meeting.**

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/2024-SURSG-4.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　with copies to snibhani@icao.int and vmeefuengsart@icao.int as early as possible and in any case **no later than 10 May 2024**

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.

5.2.　　　　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) 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, Asia-World-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.
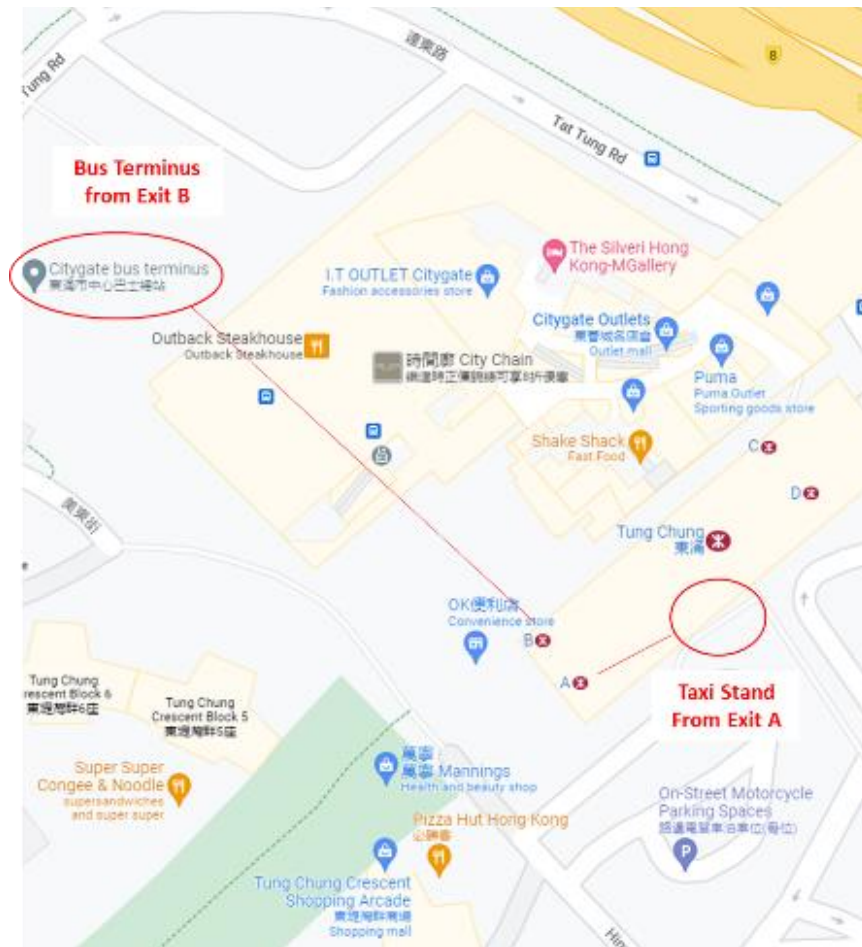

Figure 2 – Public Transport near MTR Tung Chung Station

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:

Miss Ava Chan	Ms Yumi Tung
Executive Officer	Electronics Engineer
Phone: (852) 2910 6297	Phone: (852) 2910 6578
Email: aynchan@cad.gov.hk	Email: yymtung@cad.gov.hk

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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

   Special Rates: Traditional Room (20 sq. m)

   Room Rate: HK$800+10% service charge per room per night (room only);

   HK$900+10% service charge per room per night (with daily breakfast for 1 person); and

   HK$1,000+10% service charge per room per night (with daily breakfast for 2 persons)

   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/event-reservations/reservation-link.mi?id=1709289674465&key=GRP&app=resvlink

   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

   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
Website:	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
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
Website:	http://airport.regalhotel.com

Special Rates: Superior Room (27 sq. m) at daily rate HK$1,030+10% service charge (for one person) / HK$1,180+10% service charge (for two persons);

Deluxe Room (29 sq. m) at daily rate HK$1,180+10% service charge (for one person) / HK$1,330+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/default.aspx?s=d1i6eHz9yG3jk6Nuiudw MW03HAOtSyHdC1_HiRv3QEpk3mSinET4TA==

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.

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
Website:	http://skycity.regala-hotels.com/

Special Rates: Garden View Room (17sq. m) at daily rate HK$830+10% service charge (for one person) / HK$930 (for two persons)

Seaview Room (17 sq. m) at daily rate HK$1,080+10% service charge (for one person) / HK$1,180+10% service charge (for two persons)

Both room types include daily breakfast.

Hotel Information

For reservation, please click the following booking link:
https://www.booking.regalhotel.com/default.aspx?s=d1i6eHz9yG3jk6Nuiudw
MW03HAOtSyHdC1_HiRv3QEpk3mSinET4TA==

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. <u>Sheraton Hong Kong Tung Chung Hotel</u>

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

Special Rates: Deluxe Room (26 sq. m)

Room Rate: Rates at HK$1,440+10% service charge per room per night (room only); HK$1,590+10% service charge per room per night (with daily breakfast for 1 person); and HK$1,740+10% service charge per room per night (with daily breakfast for 2 persons);

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/event-reservations/reservation-link.mi?id=1709288285518&key=GRP&app=resvlink

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.

Hotel Information

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, please contact Miss Yulia Sirkina
Special Rates:	Classic Room (26 sq. m)with breakfast for 1 person
Room Rates:	HK$1,300 for Sunday - Thursday; and
	HK$1,450 for Friday & Saturday

For reservations and enquiry, please send email HA4A4-SL1@accor.com / OR yulia.sirkina@accor.com, and mention code: CAD.

Special offer is valid for the reservations received on or before 30 Apr 2024; after that date 20% off the Best Unrestricted Rate of the day on Classic room might be offered.

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.