



ICAO

International Civil Aviation Organization  
**ICAO APAC CRV PSDIS Workshop and  
the Thirteen Meeting of CRV OG**  
(CRV OG/13 - In Person Meeting)

Wellington, New Zealand, 03-08 March 2025

## WORKSHOP/MEETING BULLETIN

### 1. Dates and Meeting Venue

1.1 The subsequent event of *ICAO APAC CRV PSDIS Workshop and the Thirteenth meeting of Common aeRonautical VPN (CRV OG/13)*, hosted by New Zealand and USA will be organised in Wellington, New Zealand, from 3 March to 8 March 2025 as per following details.

1. 3 March to 4 March 2025 (2 days)- ICAO APAC CRV PSDIS Workshop
2. 5 March to 8 March 2025 (4 days)- CRV OG/13

1.2 The Workshop and Meeting venue is:

**CAA New Zealand**  
Level 15, Asteron Centre,  
55 Featherston Street, PO Box 3555,  
Wellington, 6011 New Zealand

1.3 For any enquiries regarding this information bulletin, you may contact the following officers of the Civil Aviation Authority of New Zealand at:

Mr. Edmund Heng  
Email: [edmund.heng@caa.govt.nz](mailto:edmund.heng@caa.govt.nz)

Ms. Gillian Openstein  
Email: [gillian.openstein@caa.govt.nz](mailto:gillian.openstein@caa.govt.nz)

Ms. Maddie McKnight  
Email: [maddie.mcknight@caa.govt.nz](mailto:maddie.mcknight@caa.govt.nz)

### 2. Officers and Secretariat

NAME	TITLE	CONTACT
Ms Soniya Nibhani	Regional Officer	Email: <a href="mailto:snibhani@icao.int">snibhani@icao.int</a>
	Air Navigation Systems	Tel: +66 (0)2 537 8189 x155
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Ms Varapan Meefuengsart	Programme Assistant	Email: <a href="mailto:vmeefuengsart@icao.int">vmeefuengsart@icao.int</a>
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### 3. Registration and Access

3.1. All nominated participants must register using the online registration form available at <https://www.icao.int/APAC/Meetings/Pages/2025-CRV-Workshop-and-CRV-OG-13.aspx> no later than **10 February 2025**.

#### 3.2. **Documentation Requirement for Registration**

A formal letter or email of Designation/Nomination from a Member State/Administration is required for registration(s). The letter should be on official letterhead and signed by the appropriate authority or authorised signatory for the government entity of the State/Administration. The letter/email should be addressed to the ICAO Regional Director in response to *AP0123/24 (CNS) - Invitation to the CRV Workshop for PSIDS and the Thirteenth Meeting of the Common aeRonautical Virtual Private Network Operations Group (Wellington, New Zealand, 03 – 08 March 2025* and must be sent before **31 January 2025**.

Please include the full name, title, and email address of each nominee.

- International organisations: Please note that only international organisations recognised by ICAO can register to attend in this category. The following link contains a list of recognised IOs: [List of International Organizations](#).
- Please submit the letter or email of Designation/Nomination to [apac@icao.int](mailto:apac@icao.int), along with a copy to the Secretariat.

3.3. Participants are required to carry a valid government-issued identity card for citizens of the New Zealand or a passport for verification of their identity prior to entering Meeting facilities. All participants are required to follow the New Zealand CAA security screening procedure and must comply with security instructions when inside the New Zealand CAA premises. Please allow adequate time for security clearance.

### 4. Meeting Documents, Papers for Distribution, etc.

4.1. Meeting documents will be available at <https://www.icao.int/APAC/Meetings/Pages/2025-CRV-Workshop-and-CRV-OG-13.aspx> prior to the meeting. No printed version of documents will be provided.

### 5. Hotel Information

5.1. Civil Aviation Authority New Zealand has made arrangements for special rates for the delegates attending the Working Session near to the venue, as follows:

NO	Hotel	Room type	Rates/night
<b>1</b>	<b>Rydges Wellington/4*</b> 75 Featherston Street, Pipitea, Wellington 6011 (92m from the venue)	<b>Deluxe King Room</b> 1 King Size Bed Breakfast	<b>NZD \$310.00</b>
<b>2.</b>	<b>Ibis Wellington/4*</b> 153 Featherston Street, Wellington Central, Wellington 6011 (450m from venue)	<b>Standard Room</b> 1 Queen Size Bed or  <b>Standard Room</b> 2 Double Beds for 2 occupancies	<b>NZD</b> <b><u>15 % Discount</u></b> <b><u>off Best</u></b> <b><u>Unrestricted Rate</u></b> <b><u>of the Day</u></b>

## ATTACHMENT C to State Letter AP123/24 (CNS)

<b>3.</b>	<b>Double Tree by Hilton/4*</b> 28 Grey Street, Lambton Quay, Wellington Central, Wellington 6011 (600m from venue)	<b>A Range of options</b>	<b>NZD</b> <u><b>10 % Discount</b></u> <u><b>off Best</b></u> <u><b>Unrestricted Rate</b></u> <u><b>of the Day</b></u>
<b>4.</b>	<b>Novotel Wellington/4*</b> 133 The Terrace, Wellington Central, Wellington 6011 (850m from venue)	<b>Superior King</b> 1 King Size Bed  <b>Superior Twin</b> 2 Double Beds for 2 occupancies	<b>NZD</b> <u><b>15 % Discount</b></u> <u><b>off Best</b></u> <u><b>Unrestricted Rate</b></u> <u><b>of the Day</b></u>
<b>5</b>	<b>Atura Wellington/4*</b> 24 Hawkestone St, Thorndon, Wellington 6011 (800m from venue)	<b>Classic King</b> 1 King Size Bed or 2 Single Beds for 2 occupancies	<b>NZD \$209.00*</b> <u><b>1 person</b></u> <b>NZD \$239.00</b> <u><b>2 person</b></u>

***Inclusion:*** Daily breakfast; Wifi internet in room; Complimentary in room tea, and coffee and Free access to Pool & Fitness/ Gym (if any)

***Exclusion:*** Minibar, personal expenses in the room, business centre service, service charge of the hotel.

**\*Kindly note that it is subject to availability and occupancy at the selected hotel. The delegates will bear the cost of accommodation, including cancellation charges, telecommunications charges and other services provided by the hotel.**

## **6. Travel to Wellington, New Zealand**

### **6.1 Passport and Visa Requirements**

6.1.1 All visitors to New Zealand must hold a valid Passport or internationally recognised Travel Document valid for travel to New Zealand. The documents shall be valid and still valid for at least 6 (six) months from the date of arrival. Foreign nationals who require a Visa to enter New Zealand must apply and obtain a Visa in advance at any New Zealand Representative Office abroad before entering the country.

6.1.2 Further information about New Zealand's Visa requirements can be found at the Immigration New Zealand's website <https://www.immigration.govt.nz/>.

### **6.2 Transfer Services**

6.2.1 Delegates should make their own transportation arrangement upon arrival in and departure from Wellington. Public transportation is easily accessible at the Airport and the hotels. It normally takes approximately 30 minutes from the airport to the meeting venue, subject to traffic conditions.

Wellington Airport - <https://www.wellingtonairport.co.nz/> (Transport options)

- 6.2.2 Plenty of public transportation is available, including:
- **Taxi:** Easily available outside the terminals.
  - **Bus** (Airport Express): Provides affordable routes Wellington Airport and the Wellington Railway Station seven days a week, with a timetable designed around airport and train departure and arrival times. (<https://www.metlink.org.nz/getting-started/airport-express>)
  - **Ride-Hailing Apps:** Services like Uber and Ola are convenient and widely used.
  - **Car Rental:** Available at the airport for those preferring to drive themselves.

For more information about travel to Wellington, New Zealand, please refer to

- New Zealand Ministry of Foreign Affairs and Trade: <https://www.mfat.govt.nz/>
- New Zealand Customs Service: <https://www.customs.govt.nz/>

## 7 Currencies and Credit Cards

- 7.1. The currency is New Zealand Dollar (NZD): (1 USD  $\approx$  1.578 NZD as of 2<sup>nd</sup> October 2024).
- 7.2. The New Zealand Dollar (NZD) is the official local currency.
- a. Use only an authorised money changer, a formal bank or ask your hotel for a money exchange and always ask for a receipt.
  - b. The charge commission is various rates depending on the changers policies. Always ask first about the rate offered and charge commission. Avoid changing money in smaller currency exchange offices located within shops.
- 7.3. International credit cards such as American Express, Visa, Master, etc, are usually accepted at major hotels, shops and restaurants and some establishment charge a credit card fee of between 1.5%-3%.
- 7.4. Most major commercial banks have branches in the main tourist centres. Banking hours are generally from 8 a.m. to 3 p.m., Monday to Friday.
- a. There are many ATMs (Automatic Teller Machines) all over the place, especially at shopping centres and bank branches. Most of them are connected to international banking networks. ATMs dispense New Zealand Dollar (NZD) only, and it comes in either NZD 20 or NZD 50 notes

## 8 Time

- 8.1. The New Zealand Daylight Time (NZDT), is 13 hours ahead of Coordinated Universal Time (UTC + 13) during February and March 2025.

## 9 Climate and weather

- 9.1. In February and March, New Zealand experiences the summer/autumn season. Temperatures typically range between 12°C (54°F) and 25°C (77°F).

**10 Electricity**

10.1 The power plugs and sockets are of Type I.



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