

**THE THIRTEENTH MEETING OF THE SOUTH CHINA SEA
TRAFFIC FLOW REVIEW GROUP
(SCSTFRG/13)**

(Beijing, China, 16 – 18 July 2025)

MEETING BULLETIN

1. Dates and Venue

1.1. The Meeting will be held at the ICAO Asia and Pacific Regional Sub-Office from Wednesday 16 July to Friday 18 July 2025. The meeting will start at 9:00 a.m. (UTC+8) each day. The ICAO APAC Regional Sub-Office is located at:

<p>ICAO Asia & Pacific Regional Sub-Office (ICAO APAC RSO) 1st Floor, Section C, China Service Mansion, No.9, Erwei Road, Shunyi District, Beijing, China</p> <p>Tel: +86 (10) 6455 7172 Fax: +86 (10) 6455 7164 E-mail: apac-rso@icao.int</p> <p>Please Click here for ICAO APAC RSO map, or ICAO APAC Regional Sub-Office - Google Maps</p> <p>Website: Asia & Pacific Regional Sub-Office (APAC RSO)</p>	<p>How to get to Regional Sub-Office?</p> <ul style="list-style-type: none"> From Beijing Capital Airport Terminal 3 : just 15 min by walk From Beijing Capital Airport Terminal 1-2 : Take a free shuttle to Terminal 3 then walk <p>FOR TAXI: Please show this indication to the driver : 中国北京顺义区二纬路 9 号中国服务大厦一 层 C 座</p> <p>By express train to Terminal 3 : Get the train at Dongzhimen or Sanyuanqiao station (both accessible by metro)</p>
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2. Officers and Secretariat

NAME	TITLE	CONTACT
Mr. KWON Hyuk Jin	Regional Officer	Email: hykwon@icao.int
	Air Traffic Management - AOM	Tel: +861064557174
Ms. Yanru Chen	Assistant Officer	Email: yanruchen@icao.int
		Tel: +861064557172

3. Registration and Access

3.1. All participants are invited to pre-register using the online registration form available on <https://www.icao.int/APAC/Meetings/Pages/2025-SCSTFRG13.aspx>.

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 authorized signatory for the government entity of the State/Administration. The letter/email should be addressed to

the ICAO Regional Director in response to SCSTFRG/13. Please include the full name, title, and email address of each nominee.

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

3.3. Participants are required to carry a valid government-issued identity card for citizens of the host State (China) or passport for verification of their identity prior to entering ICAO facilities. All participants must comply with security instructions when inside the ICAO premises.

3.4. Participants are requested to register at the Registration Desk in the reception area of Conference Building (China Service Mansion C Section) between 08:30 and 09:00 hours on the opening day of the meeting and obtain a meeting identification badge. Identification badge must be always worn visibly while on the ICAO premises.

3.5. Additional House Keeping information is available on the ICAO APAC Regional Sub-Office website (Section: ‘About RSO Housekeeping Video’) at [APAC Office Housekeeping Video for RSO](#).

4. Meeting Documents, Papers for Distribution etc.

4.1. Participants are requested to note that working or information papers for the meetings **must reach this office** no later than **2 July 2025**. Meeting documents will be available at the <https://www.icao.int/APAC/Meetings/Pages/2025-SCSTFRG13.aspx>, prior to the meeting. Paper documents in hardcopy will not be available.

5. Wi-Fi

5.1. Wi-Fi connection to the ICAO APAC RSO Internet is available to allow viewing papers online. Please select ‘**Public@ICAOBeijing**’ to access ICAO’s wireless services while on-site.

6. Food and Catering Arrangements

6.1. Tea and Coffee will be provided for the morning and afternoon breaks during the meeting/event.

6.2. In accordance with the ICAO APAC Office environmental policy on single-use plastics, drinking water in plastic bottles is not provided by ICAO. Water fountains are available in the lobby area outside the conference hall and meeting rooms. Participants are encouraged to bring their own receptacles, preferably spill-proof, which may be replenished from the water fountains. Participants may also wish to bring their own bottled water. In this case, it would be appreciated if any plastic bottle waste is disposed of off-site.

6.3. **Lunch will be provided during the meeting.** Participants will receive further details during the opening session.

6.4. Participants should note that the meeting Order of Business will resume promptly at the programmed time following the lunch break (normally 1 hour).

7. Visa, Insurance and Customs

7.1. For entry into China, all visitors must hold a passport valid for at least 6 months or other valid travel documents.

7.2. To check whether you are required to obtain a visa as well as the customs formalities, please visit the website: [Overseas Missions Ministry of Foreign Affairs of the People's Republic of China](http://Overseas.Missions.Ministry.of.Foreign.Affairs.of.the.People's.Republic.of.China) to find the official website address/email address/phone number of Chinese Embassy in your country.

7.3. According to the information we have so far, some countries request the invitation letter with bar code. If participants need above files, please feel free to reach out to apac-rso@icao.int, with a copy to Secretariat, at least 4 weeks prior to the start of the meeting.

7.4. Participants must be medically fit and in possession of health or medical insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO APAC RSO will not take responsibility for any expenses incurred concerning participation in its meetings/events. Information for required vaccination shall be obtained from the local Chinese embassy or Chinese immigration website.

8. Hotel Reservations and Transportation

8.1. Participants are required to make their own accommodation arrangements. A list of hotels in the vicinity of ICAO APAC RSO and hotels in the city with UN/ICAO preferential rates is available on the ICAO APAC RSO website [[Hotels List](#)]. Participants should contact the hotel directly for a reservation. The hotel list is provided for the convenience of the participants only. ICAO APAC RSO does not take responsibility for any incident arising from a stay of the participant in any of the listed hotels.

Hotel	Room Type	Special Rate
Hilton Beijing Capital Airport / 5 mins by walk to RSO (500m) Address: Terminal 3, 1 SanJing Road, Capital International Airport, Beijing, China Tel: +86 10 6450 4739 +86 156 1197 9160 Website: https://www.hilton.com/en/hotels/bjscahi-hilton-beijing-capital-airport/ Transportation : Offers free shuttle buses between hotel and the Beijing Capital Airport T3 every 20 minutes for 24 hours Depart from hotel: 0:10, 0:30, 0:50... Depart from T3: 0:00, 0:20, 0:40... Parking position: at Gate 5 on the first floor of Terminal 3 If you need any help with shuttle bus, please call: +86 10 64504828 For reservation under special rate, please email Ms.Kelly Gan (Kelly.gan@Hilton.com)	Guest Room (Single bed) /	RMB 800.00 inclusive 1 buffet breakfast
	Guest Room (Double/Twin beds)	RMB 920.00 inclusive 2 buffet breakfast
	Executive Room (Single bed)	RMB 1,250.00 inclusive 1 buffet breakfast
	Executive Room (Double/Twin beds)	RMB 1,370.00 inclusive 2 buffet breakfast

Hotel	Room Type	Special Rate
Cordis Beijing Capital Airport / 10 mins by walk to RSO (1km) Address: No.1 Yi Jing Road, Terminal 3, Capital International Airport, Shunyi District, Beijing, China Tel: +86 10 6457 5555 Website: www.cordishotels.com/en/beijing/ Transportation : Offers free shuttle buses between hotel and the Beijing Capital Airport T3 every 30 minutes for 24 hours Depart from hotel: 0:00, 0:30... Depart from T3: 0:10, 0:40... Parking position: Area 5 of temporary pick-up area between Gate 5 and Gate 7 on the first floor of Terminal 3 If you need any help with shuttle bus, please call: +86 10 64575555 For reservation under special rate, please email (cdbca.resv@cordishotels.com)	Superior Room (45 sqm, King/Twin beds)	RMB 700 inclusive 1 buffet breakfast RMB 800 inclusive 2 buffet breakfast
	Deluxe Room (45 sqm, King/Twin beds)	RMB 900 inclusive 1 buffet breakfast RMB 1000 inclusive 2 buffet breakfast
	One Bedroom Suite (85 sqm, King bed)	RMB 1300 inclusive 1 buffet breakfast RMB 1400 inclusive 2 buffet breakfast
	Standard Room (Double/Twin Beds)	RMB 800 inclusive 1 buffet breakfast
		RMB 900 inclusive 2 buffet breakfast
		RMB 900 inclusive 2 buffet breakfast
Crowne Plaza Beijing International Airport / 15-20 mins by taxi to RSO (6km) Address: 60, Fuqian 1 St., Tianzhu, Shunyi District, 101312 Beijing, China Tel: +86 10 5810 8805 +86 189 1026 1763 Website: https://www.ihg.com.cn/crowneplaza/hotels/cn/zh/beijing/pegap/hoteldetail Transportation : Offers free shuttle buses between hotel and the Beijing Capital Airport T2/T3 Please contact the following number: 86 10 58108114 & 156 0101 7615 or email at con@cpairportbj.com to arrange airport pick-up service in advance. For reservation under special rate, please email Ms. Tina Wu (ados@cpairportbj.com)	Standard Room (Double/Twin Beds)	RMB 800 inclusive 1 buffet breakfast
		RMB 900 inclusive 2 buffet breakfast
		RMB 900 inclusive 2 buffet breakfast

Hotel	Room Type	Special Rate
<p>Jinglin Hotel / 5 mins by shuttle bus to RSO (1.5km)</p> <p>Address: Second-No.1 Nanping Dongli Capital International Airport, Beijing, China Tel: +86 13522954320 Website: www.jinglinhotel.com</p> <p>Transportation: (Please contact the following number: 86 13522954320 or email at 13522954320@163.com to arrange airport pick-up service in advance)</p> <ul style="list-style-type: none"> ➤ Offers free vehicle between hotel and the Beijing Capital Airport (T1/T2/T3). ➤ Offers free vehicle between hotel and RSO. <p>For room reservation under special rate, please email Ms. Liu (13522954320@163.com)</p>	<p>Standard Room (Double/Twin Beds)</p>	<p>RMB 450.00 inclusive 2 buffet breakfast</p>

8.2. Participants are required to make their own transportation arrangements from the airport to the city. When departing, the hotel can be requested to arrange for transportation to the airport. The cost to be borne by the participant. Taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter. [DiDi](#) is the mostly used App for taxi services in Beijing.

9. Direction to the ICAO APAC Regional Sub-Office

9.1. Participants are requested to make their own arrangements for transportation except for those staying at the Jinglin Hotel. If you choose to stay at the Jinglin Hotel, they can provide vehicles to the participants from Beijing Capital International Airport to Jinglin Hotel and vice versa, and from Jinglin Hotel to RSO and vice versa during the meeting period.

9.2. Search for “ICAO APAC Regional Sub-Office” or “International Civil Aviation Organization” when a taxi service is requested. Please show this indication to the driver (中国北京顺义区二纬路9号中国服务大厦一层C座).

9.3. By express train to Terminal 3 : Get the train at Dongzhimen or Sanyuanqiao station (both accessible by metro) .

10. Payment services and exchange in China

10.1. The RMB(CNY) is the local currency used in China. The current exchange rate is USD 1 equivalent to CNY 7.20. Cash or bank cards such as UnionPay, Visa, American Express, and Mastercard

are acceptable by the hotels and all the stores in the shopping malls, but the most commonly used payment methods are mobile payment such as Weixin pay and Alipay.

10.2. Please follow steps below for mobile payment.

- 1) Search for Alipay or WeChat in the app store or its official website, and download the app.
- 2) Open the app, and register with your phone number or just sign in if you have already registered.
- 3) Add bank cards. Visa, Mastercard, JCB, Diners Club, and Discover cards can all be added to Alipay/ Weixin Pay.
- 4) Pay by scanning QR code. You can pay by scanning a merchant's QR code(method 1) or by having a merchant scan yours(method 2).

10.3. If you need cash, you can withdraw RMB cash with your bank card at an ATM with logos of the corresponding bank card organizations. There are money exchange companies at the Beijing Capital International Airport and Beijing Daxing International Airport and commercial banks next to RSO office, where you can exchange your money.

11. Further Information

11.1. Smoking is prohibited within the ICAO APAC RSO buildings. Participants wishing to smoke are requested to use the designated smoking areas.

11.2. Dress code for the meeting/event is business attire.

11.3. Electric voltage is 220V, 50 Hz, AC in China. Two-pin plug and three-flat-pin plug are commonly used. We suggest you bring a universal travel adapter plug to charge your laptop and mobile electronic devices.:



11.4. For further information, please contact the Secretariat at:

Tel: +86-10-6455 7174

Fax: +86-10-6455 7164

E-mail: apac-rso@icao.int Hykwon@icao.int yanruchen@icao.int
