

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
Technical Co-operation Bureau**

**SEMINAR ON
ICAO'S TECHNICAL CO-OPERATION PROGRAMME**



Opportunities to obtain more ICAO support for civil aviation initiatives

Singapore, 12 to 14 January 2004



Civil Aviation Authority of Singapore



SINGAPORE AVIATION ACADEMY

**Seminar on
ICAO's Technical Co-operation Programme -
Opportunities to obtain more ICAO support for civil aviation initiatives
Singapore, 12 to 14 January 2004
Invitation**

Dear Sir/Madam,

I have the honour to communicate to you that as part of the activities planned by the Technical Co-operation Bureau of ICAO, the convening of a Seminar on ICAO's Technical Cooperation Programme - Opportunities to obtain more ICAO support for civil aviation initiatives will take place in Singapore from 12 to 14 January 2004.

The Seminar is addressed to organizations in the civil aviation field such as directorates general of civil aviation, airport authorities, air navigation service providers, financial institutions and other ICAO partners interested in the implementation of technical cooperation projects in the Asia and Pacific Regions.

The programme of the Seminar includes the following subjects:

- Possibilities of developing projects in Asia and the Pacific Region
- Types of technical cooperation projects and modalities of financing
- Advantages when contracting international and national personnel through ICAO
- Benefits of using the international procurement services offered by ICAO
- ICAO fellowship system and training programmes for national personnel
- ICAO Safety Oversight and Aviation Security Follow-up Programmes
- Information technology available at ICAO to support the management of technical cooperation projects
- Information on major ICAO programmes and projects in the Region
- Round table to exchange views and proposals for future cooperation

You or representatives from your organization are cordially invited to attend this Seminar, which will provide extensive information on technical cooperation activities in Asia and the Pacific Region as well as the benefits you may obtain by using the expertise of the Technical Co-operation Bureau.

Kindly inform ICAO's Technical Co-operation Bureau in Montreal, copied to the ICAO Regional Office in Bangkok and the Singapore Aviation Academy, of your participation or that of any person designated by you. If the participants are planning to stay at any of the hotels mentioned under General Information on the next page, you may wish to specify that they are participating in the ICAO Seminar in order to benefit from the special rate offered by the hotel to participants.

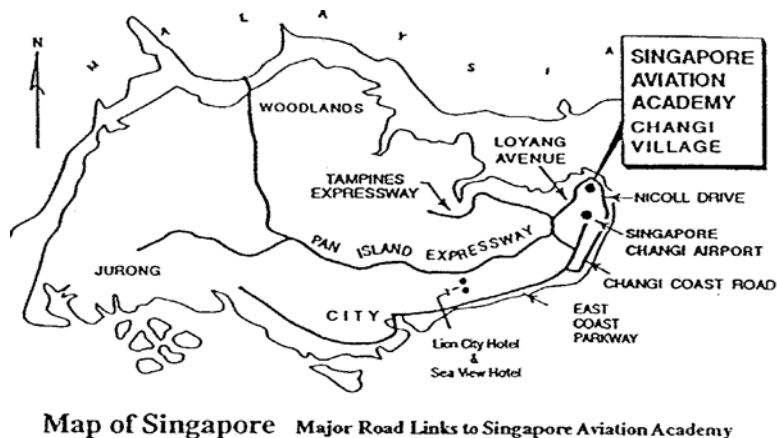
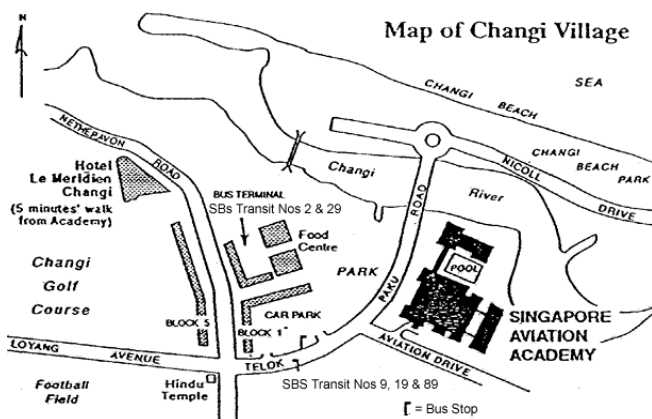
Accept, Sir/Madam, the assurances of my highest consideration.

A. Sánchez
Director, Technical Co-operation Bureau

General Information Bulletin

Site of the Seminar

Singapore Aviation Academy
No. 1 Aviation Drive
Singapore 499867
Tel.: +65 6540 6433
Fax: +65 6542 9890 / +65 6543 2778
Web: <http://www.saa.com.sg/>



Opening Ceremony

The Opening Ceremony will be held in the Auditorium of the Singapore Aviation Academy (letter K on the picture above) at 10:00 a.m. on 12 January 2004. Dr. Assad Kotaite, President of the Council of the International Civil Aviation Organization (ICAO), and Mr. Yeo Cheow Tong, Hon. Minister of Transport of Singapore, together with other personalities will preside at the Opening Ceremony.

Documentation

Documents of the Seminar will be available at the registration desk. A complete set will be delivered to each participant after the registration procedures.

Language

The language of the conference will be English.

Online information on the Seminar

Please refer to <http://www.icao.int/icao/en/tcb>.

Registration of participants

Formalities

All participants are requested to register at the registration desk located in the lobby of the Singapore Aviation Academy (letter A on the picture). The desk will be open from 8:30 a.m. on Monday, 12 January 2004.

Note. —: Please follow the registration procedures. Only registered participants will be allowed at the Opening Ceremony.

Identification of participants

A Seminar identity badge will be issued to each participant upon registration. Participants are requested to wear the badge visibly at all times during the duration of the Seminar.

Hotel reservations

Hotels offering special rates to participants of the project should be contacted before 4 January 2004 and a copy of the reservation should be sent to the Singapore Aviation Academy (for contact details see ‘Site of the Seminar’).

These hotels are:

Goodwood Park Hotel

22 Scotts Road, Singapore 228221

Tel.: +65 6730 1848 Fax: +65 6738 5034

Rates: S\$150 (approximately US\$87) for single accommodation and S\$165 (approximately US\$96) for double accommodation. Reservations should be made through Mr. Bernard Ang, Senior Sales Manager (sales@goodwoodparkhotel.com.sg)

Web: <http://www.goodwoodparkhotel.com.sg>

The Elizabeth

24 Mount Elizabeth, Singapore 228518

Tel.: +65 6739 8021 Fax: +65 6732 4173

Rates: S\$135 (approximately US\$78) for single accommodation and S\$147 (approximately US\$85) for double accommodation. Reservations should be made through Mr. Gabriel Ng, Senior Sales Manager (gabrielng@theelizabeth.com)

Web: <http://www.theelizabeth.com>

For other accommodations, please check the Singapore hotel directory on:

<http://www.visitsingapore.com>

Local transport

Transfers will be provided to and from Singapore Aviation Academy by the hotel.

For general information on taxi, bus and train services see travel information.

Some useful travel information

Passport

All foreign nationals entering Singapore must possess a passport valid for at least 6 months, as well as confirmed onward/return tickets.

Visa

Foreigners holding travel documents issued by the following countries will require a visa to enter Singapore

Afghanistan	Libya
Algeria	Moldova
Bangladesh <i>(except Diplomatic/Official passport holders)</i>	Myanmar <i>(except Diplomatic/Official passport holders)</i>
Cambodia <i>(except Diplomatic/Official passport holders for a stay of up to 30 days)</i>	People's Republic of China <i>(except Diplomatic/Service/Public Affairs passport holders for a stay of up to 30 days)</i>
Commonwealth of Independent States <i>(except Diplomatic/Official/Service passport holders for a stay of up to 30 days)</i>	Pakistan
Armenia	Russia
Azerbaijan	Saudi Arabia
Belarus	Somalia
Egypt	Sudan
Georgia	Syria
India <i>(Except Diplomatic/Official passport holders)</i>	Tajikistan
Iran	Tunisia <i>(except Diplomatic/Official passport holders)</i>
Iraq	Turkmenistan
Jordan <i>(except Diplomatic/Official passport holders)</i>	Ukraine
Kazakhstan	Uzbekistan
Kyrgyzstan	Vietnam <i>(Except Diplomatic/Official passport holders)</i>
Laos <i>(except Diplomatic/Official passport holders for a stay of up to 30 days)</i>	Yemen
Lebanon	
In addition, visitors holding Hong Kong Document of Identity, Macao Special Administrative Region (MSAR) Travel Permit, Palestinian Authority Passport, Refugee Travel Document issued by the Middle-East countries and Temporary Passport issued by United Arab Emirates will also require a visa to enter Singapore.	

Please refer to the following website of the Singapore Immigration & Checkpoints Authority:
<http://app.ica.gov.sg/travellers/index.asp>

Weather

The weather is tropical with an average humidity around 84%, and average temperatures around 30°C/86°F during the day and 23°C/74°F in the evening. Frequent afternoon showers could be expected in January.

Currency, credit cards, and banking services

The unit of currency is the Singapore Dollar (S\$). Current rate of exchange for S\$ is: S\$ 1 = 0.57 US\$ (on 06 Nov. 2003). International credit cards are widely accepted. Licensed currency exchangers could be found in most shopping centres, exchange services are also provided by most banks as well as at Changi Airport. Banking hours are: Monday through Friday (9.30 a.m. to 3:00 p.m.) and Saturday (9:30 a.m. to 11:30 a.m.). ATMs are widespread.

Customs regulations

For customs regulations please refer to Singapore Customs: <http://www.gov.sg/customs/>

Time

GMT/UTC+8

Electricity

220-240V, 50 Hz

Phone calls/post offices

International direct dialing (IDD) calls can be made from phone card and credit card phones located at post offices, hotels and SAA. Phone cards come in five denominations at \$2, \$5, \$10 \$20 and \$50 and are sold at post offices, sundry stores, petrol kiosks and also certain denominations at Singapore Aviation Academy. A 10% levy is normally imposed on IDD calls made from hotels. A 3-minute local call from public phones costs 10¢.

Opening hours for post offices are: Monday through Friday (8:30 a.m. to 5:00 p.m.) and Saturday (8:30 a.m. to 1:00 p.m.).

Transportation

All taxis are metered and the flag fare is \$2.40 for the first 1.0 km or less. Thereafter, the fare increases at 10¢ for every 240m or less, up to 10km. After 10km, the fare increases 10¢ for every 225m or less. If the taxi has to wait, the fare increases by 10¢ every 30 seconds or less. Extra charges, not shown on the meter, are applicable for some journeys. Some of these surcharges are:

- A \$5 surcharge for trips originating from Changi International on Friday, Saturday and Sunday from 5pm to midnight and surcharge for all other times there is no surcharge for trips to Changi International Airport.
- A 10% surcharge for fares paid by credit card.

Some Taxi Service numbers:

Comfort CabLink Tel: (65) 6552 1111

CityCab Tel: (65) 6552 2222

TIBS Taxi Tel: (65) 6555 8888

The Mass Rapid Transit (MRT) is a modern, air-conditioned passenger train service with stations at Changi International Airport and most parts of the city. Trains normally operate at intervals of between 3 and 8 minutes from 6.00 am until midnight.

The Singapore Bus Services (SBS) and the Trans Island Bus Services (TIBS) both operate regular bus services. EzLink cards, which are valid on the MRT as well as bus services operated by SBS and TIBS, are available at most MRT stations. SAA could be reached by SBS buses numbered 2, 9, 19, 29 and 89.

Useful phone numbers

Police	Tel: 999
Ambulance	Tel: 995
Fire Brigade	Tel: 995
Flight Information	Tel: 1800-542 4422 (toll-free in Singapore only)
CitySearch	Tel: 1900-777 7777 (Operator-Assisted Yellow Pages)

UPDATED PROVISIONAL AGENDA

Date/Time	Topics	Speakers
Monday, 12 January 2004		
08:30-10:00	Registration of Participants, Singapore Aviation Academy (SAA) - Lobby	
10:00-12:00	Opening Ceremony Opening Speeches Photograph of Seminar Tour of SAA	Mr. Yeo Cheow Tong, Minister of Transport, Singapore Dr. A. Kotaite, President of the Council of ICAO
12:00-14:00	Lunch	
14:00-15:00	ICAO's Technical Cooperation and Asia/Pacific Programme	W. Sander-Fischer, Acting Chief, Asia/Pacific Section, TCB
15:00-15:30	Coffee Break	
15:30-16:30	Information Technology in Support of Technical Cooperation Projects	A. O'Hara, Systems Analyst, TCB
18:00	Dinner hosted by CAAS	
Tuesday, 13 January 2004		
09:00-10:00	TCB's Procurement Services	P. Molinari, Technical Officer, Procurement Section, TCB
10:00-10:30	Advantages of Recruitment of National and International Experts through ICAO	D. Thibodeau, Acting Chief, Field Personnel Administration, TCB
10:30-11:00	Coffee Break	
11:00-11:30	TCB's Training System	D. Martínez Rodríguez, Field Operations Officer, TCB N. Baierl, Regional Office Asia/Pacific
11:30-12:00	TCB's Budgetary System and Audits	D. De Guzman, Budget Assistant, Programme Budget Unit, TCB
12:00-12:30	ICAO Universal Safety Oversight Audit and Follow-up Programme	L. Cormier, Regional Project Coordinator COSCAP-NA, TCB
12:30-14:00	Lunch	
14:00-14:30	ICAO Universal Security Audit Follow-up Programme	M. Aleman, Senior AVSEC Expert, TCB
14:30-15:00	Presentation	Host Country
15:00-15:30	Presentation	H.M.C. Nimalsiri, DGCA Sri Lanka
15:30-16:00	Coffee Break	
16:00-16:30	Presentation	Participant Country
16:30-17:00	Presentation	Participant Country
17:30	Cocktail sponsored by the Director, TCB - Poolside, SAA	

Date/Time	Topics	Speakers
Wednesday, 14 January 2004		
09:00-09:30	ICAO's Cooperative Development of Operational Safety and Continuing Airworthiness Programme (COSCAP)	L. Cormier, Senior Project Coordinator COSCAP-NA, TCB
09:30-10:00	Technical Co-operation Projects in Indonesia	R. Allendorfer, Project Coordinator, TCB
10:00-10:30	EC Contribution to World Aviation Safety Improvement	J. Fajardo, European Commission
10:30-11:00	Coffee Break	
11:00-11:45	Presentation	H. Nesbitt, FAA Singapore
11:45-12:30	Round Table: Views and Suggestions	Participants of Seminar
12:30-14:00	Lunch	
14:00-15:00	Why ICAO?	A. Sánchez, Director, TCB
15:00-16:00	Closing Ceremony	Mr. Wong Woon Liong, Director General, CAAS A. Sánchez, Director, TCB
1800	Social activity arranged by CAAS	