



*International Civil Aviation Organization*

**AERONAUTICAL TELECOMMUNICATION  
NETWORK IMPLEMENTATION  
COORDINATION GROUP – EIGHTH  
WORKING GROUP MEETING (ATNICG WG/8)**



Christchurch New Zealand  
28 September – 1 October 2010

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**MEETING BULLETIN**

**1. Location and Schedule of the meeting**

1.1 The Eighth ATNICG Working Group Meeting, hosted by Airways New Zealand, will be held from 28 September to 1 October 2010 at the Crowne Plaza Hotel in Christchurch. The hotel is conveniently located in the centre of Christchurch, about 12 kilometers from Christchurch International Airport. For more details of the hotel, please see:  
<http://www.ichotelsgroup.com/h/d/cp/160/en/hd/chcks>

1.2 The Meeting commences at 0900 hours on Tuesday 28 September 2010.

**2. Nomination and registration of participants**

2.1 Please complete the accompanying Nomination Form, either online at: [http://www.airways.co.nz/ATNICG\\_WG8\\_Nomination\\_Form](http://www.airways.co.nz/ATNICG_WG8_Nomination_Form) or by completing the form and sending it by fax or email as detailed on the Nomination form. Nominations should be submitted by **10 September 2010** in order to allow the organizers to finalize venue and catering arrangements in good time.

2.2 Participants are requested to register at the Registration Desk in the Gallery Foyer (on the 4<sup>th</sup> Floor of the hotel) between 0830 and 0900 hours on the opening day of the Meeting.

2.3 If participants are accompanied by a partner who will not be attending the meeting, then such people are welcome to approach the Meeting registration desk towards the end of the registration period in order to obtain advice on interesting things to see and do in Christchurch.

**3. Contact points for the Meeting**

3.1 Any inquiries relating to the meeting should be addressed to:

- a) Ian Dore, ATNICG WG/8 Coordinator  
E-mail: [ian.dore@airways.co.nz](mailto:ian.dore@airways.co.nz)
- b) Raewyn James, Corporate Administration Manager  
E-mail: [raewyn.james@airways.co.nz](mailto:raewyn.james@airways.co.nz)

#### **4. Meeting documents, papers for distribution, etc.**

4.1 Participants wishing to present papers for distribution during the Meeting are requested to forward the files in MS Word or Power Point format to Ian Dore at [ian.dore@airways.co.nz](mailto:ian.dore@airways.co.nz) **before 17 September 2010**. A copy of the paper should also be forwarded to ICAO Secretariat at the following e-mail addresses:

- [icao\\_apac@bangkok.icao.int](mailto:icao_apac@bangkok.icao.int)
- [pli@bangkok.icao.int](mailto:pli@bangkok.icao.int)
- [ssaraswati@bangkok.icao.int](mailto:ssaraswati@bangkok.icao.int)

#### **5. Passport, Visa and Customs**

##### **5.1 Passports**

All foreign nationals entering New Zealand must possess a valid passport.

Before you travel to New Zealand, please check that your passport is ready for the trip. Your passport must be:

- Valid for at least three months beyond your intended departure date.
- Not damaged, defaced or excessively worn.
- Showing a visa or permit, if you require one.

##### **5.2 Visa requirements**

Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 3 months.

Please visit the NZ Immigration web site for details on your visa requirements:  
<http://www.immigration.govt.nz/migrant/stream/visit/>

##### **5.3 NZ Customs**

Please visit the following website for NZ Customs information:  
<http://www.customs.govt.nz/travellers/Arriving+in+New+Zealand/default.htm>

*Please visit the following website for MAF (Ministry of Agriculture and Fisheries) restrictions on goods coming into New Zealand:*

<http://www.maf.govt.nz/quarantine/>

#### **6. Hotel reservations**

6.1 Airways New Zealand have a corporate rate with the Crowne Plaza Hotel where the Meeting is being held. This rate (\$NZ145 per night including breakfast) is available to participants of the Meeting and compares very favourably with rates at other hotels in the city centre. Whilst there are obvious advantages of staying at the same location as the meeting, participants are welcome to consider other hotels in the vicinity.

Participants are responsible for booking their own hotel accommodation. For the Crowne Plaza, this should be done by emailing: [reservations@crowneplazachristchurch.co.nz](mailto:reservations@crowneplazachristchurch.co.nz)

Please mention your attendance of the ATNICG WG/8 Meeting and the following 3-letter Group Booking code in order to secure the discounted Airways accommodation rates:

Group Booking Code (For ATNICG WG/8 attendees): **WAY**

Please note:

- Additional breakfasts (if accompanied by a partner) will cost \$15 per breakfast (i.e. the room rate only covers breakfast for one person).
- If you plan to stay beyond the 1<sup>st</sup> of October, the room rate will increase from NZ\$145 to NZ\$148.22 per night due to the New Zealand GST rate increasing from 12.5% to 15% on 1<sup>st</sup> October.

## 7. Other Useful Information

### 7.1 Currency and Credit card

The New Zealand unit of currency is the New Zealand dollar (NZ\$). Currency is available in \$5, \$10, \$20, \$50 and \$100 notes and in 10c, 20c, 50c, \$1 and \$2 coins. Banks are open from 9.00 am to 4.30 pm, Monday through Friday. Most Banks accept travellers' cheques and operate currency exchanges. Money can also be exchanged at Christchurch International Airport and at dedicated currency exchanges in the central city.

Cash withdrawals can be made from ATMs (Automatic Teller Machines) throughout the city. These are accessible 24 hours a day.

All major credit cards are accepted in New Zealand. Credit cards with International Debit and Credit plans can access New Zealand ATM and EFT-POS (Electronic Funds Transfer at Point of Sale) machines.

### 7.2 Time Zone

New Zealand Standard Time is twelve (12) hours ahead of Coordinated Universal Time (UTC + 12). Note, however, that New Zealand switches to Daylight Saving Time at 0230 on Sunday 26<sup>th</sup> September, so for the duration of the meeting, New Zealand will be thirteen (13) hours ahead of Coordinated Universal Time (UTC + 13).

### 7.3 Electricity

The electrical mains power supplied in New Zealand is 240 volts AC. The electrical sockets used in New Zealand (and Australia) are Type I:



7.4 Water

Christchurch has one of the highest-quality water supplies in the world. Untreated, naturally filtered water is sourced from aquifers emanating from the foothills of the Southern Alps. As such, there is no need to drink bottled water. Bottled water can, however, be purchased throughout the city.

7.5 Weather

The end of September is still early spring in New Zealand. The average maximum temperature at the end of September in Christchurch is just over 15°C and the average minimum temperature is 6°C.

7.6 Tipping and Taxes

As service charges are included in the prices of meals in New Zealand, tipping is not expected.

Generally the price you see is the price you pay, i.e. sales tax is included in prices displayed in retail stores and restaurants.

7.7 Language

The official language in New Zealand is English.

7.8 Information on Christchurch and New Zealand

General Information on Christchurch can easily be found on the Internet, e.g. <http://en.wikipedia.org/wiki/Christchurch>

Information on Christchurch Tourism can be found at the following website: <http://www.christchurchnz.com>

Information about tourism in New Zealand as a whole can be found at the following websites:  
<http://www.newzealand.com/International/>  
<http://www.tourism.net.nz/>

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