



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: AN 3/3 – AP079/11 (AGA)

9 June 2011

Subject: Twenty-Second Meeting of the ASIA/PACIFIC
Air Navigation Planning and Implementation Regional Group
(APANPIRG/22) (Bangkok, Thailand, 5-9 September 2011)

Action Required: Reply at your earliest convenience,
preferably not later than

- 1) **29 July 2011** for submission of Nomination form
- 2) **15 August 2011** for submission of papers and presentation slides

Dear Sir/Madam,

I am pleased to inform you that the Twenty-Second Meeting of the ASIA/PACIFIC Air Navigation Planning and Implementation Regional Group (APANPIRG/22) will be held at ICAO Regional Office, Bangkok from 5 to 9 September 2011.

I have the pleasure in inviting your Organization to attend the APANPIRG/22 Meeting. The Provisional Agenda for the meeting and explanatory notes on Agenda Items are placed in **Attachment A**. Following the establishment of Regional Aviation Safety Group in Asia Pacific Regions and because of changes to APANPIRG Terms of Reference the Provisional Agenda is amended to include Flight Safety and RASG Activities under Agenda Item 2. A bulletin containing information about the arrangements for the meeting is in **Attachment B**. Information about recommended hotels in Bangkok, location of Regional Office and other information of interest for the participants is available on the ICAO APAC website at: <http://www.bangkok.icao.int>.

To facilitate this Office to make appropriate preparations for the meeting, I would appreciate receiving from you the following via e-mail at icao_apac@bangkok.icao.int or fax +66 (2) 537-8199:

- a) any suggestion for additions/changes to the Provisional Agenda of the meeting, keeping in view the Terms of Reference of APANPIRG approved by the ICAO Council;

.../2


- b) the titles of any Working/Information Papers your Organization intends to submit in accordance with the Provisional Agenda. Kindly note in this regard that electronic copy of the paper(s) should be sent to this Office by e mail at your earliest convenience, preferably not later than **15 August 2011**.

The documents for the APANPIRG/22 Meeting will be made available on the ICAO APAC website www.bangkok.icao.int. Please note that the working papers/information papers are meant for restricted use and can be accessed using: username: **apanpirg** and password: **BKKapac** (case-sensitive).

Participants are advised that the ICAO Regional Office is moving towards a 'paperless' meeting environment by the increasing use of electronic media for the distribution of meeting materials. Meeting participants are encouraged to take advantage of the wireless network facility available in APAC office. A portable computer equipped with Wi-Fi networking capability is required.

I will be grateful to receive your reply at the earliest, preferably not later than **29 July 2011**. Please also complete a nomination form for each of your nominees using the form in **Attachment C** and forward via e-mail to icao_apac@bangkok.icao.int or fax +66 (2) 537 8199.

Yours sincerely,


Mokhtar A. Awan
Regional Director

Enclosures:

- A – Provisional Agenda (WP/1)
- B – Meeting Bulletin (IP/1)
- C – Nomination Form



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**TWENTY SECOND MEETING OF THE
ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG/22)**

Bangkok, Thailand, 5-9 September 2011

PROVISIONAL AGENDA

STRATEGIC OBJECTIVE(s)	AGENDA ITEM #	SUBJECTS
A & C	1	Follow-up on the outcome of APANPIRG/21 Meeting 1.1 Review of the action taken by the ANC and the Council on the report of APANPIRG/21 1.2 Review status of implementation of APANPIRG/21 Conclusions and Decisions 1.3 Review status of implementation of APANPIRG outstanding Conclusions and Decisions
A & C	2	Flight Safety and RASG-APAC activities Global and inter regional activities
A & C	3	Performance Framework for Regional air navigation planning and implementation 3.0 Regional and National Performance Framework 3.1 AOP 3.2 ATM/AIS/SAR 3.3 RASMAG 3.4 CNS/MET 3.5 Other Air Navigation matters
A & C	4	Regional air navigation deficiencies
A & C	5	Future work programme
—	6	Any other business

The Council agreed to the following Strategic Objectives (SO) for the triennium 2011- 2013 as follows (C-DEC 188/13 refers):

Strategic Objective A: Safety — *Enhance global civil aviation safety*

Strategic Objective B: Security — *Enhance global civil aviation security*

Strategic Objective C: *Environmental Protection and Sustainable Development of Air Transport — Foster harmonized and economically viable development of international civil aviation that does not unduly harm the environment*

EXPLANATORY NOTES ON THE AGENDA ITEMS

Agenda Item 1: Follow-up on the outcome of APANPIRG/21 Meeting

1.1 Review of the action taken by the ANC and the Council on the report of APANPIRG/21

The Group will review the actions taken by the ANC and Council on the APANPIRG/21 Conclusions and Decisions.

1.2 Review status of implementation of APANPIRG/21 Conclusions and Decisions

The Group will review the progress made in the follow-up actions by the States, International Organizations and ICAO Secretariat on the APANPIRG/21 Conclusions and Decisions.

1.3 Review status of implementation of APANPIRG Outstanding Conclusions and Decisions

The Group will review the progress made on the APANPIRG outstanding Conclusions/Decisions of its previous meetings and update the list of outstanding Conclusions/Decisions which are to be pursued further.

Agenda Item 2: Flight Safety and RASG-APAC activities

Global and inter regional activities

Agenda Item 3: Performance Framework for Regional air navigation planning and implementation

3.0 Regional and National Performance Framework

The Group will review and discuss the adopted Regional and completed National Performance Framework Forms for achieving the performance objectives taking into consideration the user expectations.

3.1 AOP

The Group will review the aerodrome operations and planning current and future requirements. The Group will also discuss other relevant aerodrome /AOP matters if any, raised by the Members, States and the Secretariat.

3.2 ATM/AIS/SAR Matters

The Group will review the report of the ATM/AIS/SAR SG/21 meeting and take action on the proposed draft Conclusion/Decisions or other regional initiatives, as required. The Group will also discuss other relevant ATM/AIS/SAR matters, if any, raised by the Members, States and the Secretariat.

3.3 RASMAG

The Group will review the activities and result of the work of RASMAG and take action on the proposed draft Conclusion/Decisions or other regional initiatives, as required. The Group will also discuss other relevant RASMAG matters, if any, raised by the Members, States and the Secretariat.

3.4 CNS/MET

The Group will review the report of the CNS/MET SG/15 meeting and take action on the proposed draft Conclusion/Decisions or other regional initiatives, as required. The Group will also discuss other relevant CNS/MET matters, if any raised by the Members, States and the Secretariat.

3.5 Other Air Navigation Matters

The Group will consider matters related to the air navigation services and facilities in the regions not covered under agenda items 3.1 - 3.4. In accordance with its Terms of Reference, the Group is expected to review the Statement of Basic Operational Requirements and Planning Criteria and recommend to the ANC any changes required in the light of new developments in the air navigation field.

Agenda Item 4: Regional air navigation deficiencies

The Group will review the status of the deficiencies included in the ASIA/PAC List of Deficiencies in the Air Navigation Fields and propose appropriate actions with target dates for remedial measures. All provider and user States, IATA and IFALPA are requested to provide inputs to the Group.

Agenda Item 5: Future Work Programme

The Group is expected to review its Terms of Reference and to update its future work programme taking into account the proposals from its contributory bodies. The Group will assign priorities to tasks and will endorse the future meeting programme.

Agenda Item 6: Any other business

The Group will consider any other matters raised by States, International Organizations and Secretariat that could not be addressed under the preceding agenda items.



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**TWENTY SECOND MEETING OF THE
ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG/22)**

Bangkok, Thailand, 5-9 September 2011

MEETING BULLETIN

1. Schedule of Meeting

- 1.1 The opening session of the Meeting will be held at 0900 hours on Monday, 5 September 2011, at the Conference Room, second floor in the “Kotaite Wing” of the ICAO Regional Office, Bangkok.
- 1.2 The daily Order of Business will be announced on the first day of the Meeting.

2. Registration of participants

- 2.1 Participants are requested to register at the Registration Desk between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge all the time inside the ICAO premise.

3. Officers and Secretariat concerned with the Meeting

- 3.1 Mr. Mokhtar A. Awan, Regional Director, ICAO Asia and Pacific Office, will act as Secretary of the Meeting. He will be assisted by Mr. N.C. Sekhar, Regional Officer, Aerodromes and Ground Aids.
- 3.2 The daily conference services are the responsibility of Ms. Sarangtip Sundarachampaka, Administrative Officer, and Ms. Mantana, Secretary to the AGA Section.
- 3.3 Any inquiries related to the Meeting should be addressed to:

Fax: +66 (2) 537-8199
E-mail: icao_apac@bangkok.icao.int
Cc: nsekhar@bangkok.icao.int

4. Meeting documents for distribution

- 4.1 The general policy of the Regional Office is towards environmental friendly and efficient “paperless meetings”. To facilitate this policy, the Conference Room is equipped with wireless network and internet access. The documents for the Meeting will be made available on the Regional Office website: <http://www.bangkok.icao.int>. It is therefore strongly encouraged that participants should download the papers for the Meeting from the website and bring copies with them as necessary or use their notebook computers during the meeting.

4.2 According to the established procedures for APANPIRG meetings, only the working papers are to be presented at the meeting, while the related information papers should provide relevant background and technical information without calling for specific action by the Meeting. The working papers should indicate clearly the action expected from the meeting; where necessary, a draft text for appropriate Decision/Conclusion to be adopted by the Meeting should be included.

4.3. Participants are strongly encouraged to attach to the working papers a “Summary for inclusion in APANPIRG/22 Report” in the format provided together with the template for working papers on the website. As a rule, the content of the information paper will not be reflected in the Report, unless specifically decided by the Meeting.

4.4 All working and information papers for the meeting should be submitted to the Regional Office in MS Word format using the template available for download on the website. Papers should be sent via e-mail to the Regional Office as early as possible, preferably **not later than 15 August 2011**. Please include in the subject line of the e-mail the text “APANPIRG/22”.

4.5 The username and password required for access to APANPIRG/22 documents has been provided to the States’ Civil Aviation Administrations and the International Organizations in the Invitation Letter.

4.6 Papers submitted after the established deadline will be regarded as information papers. During the session, ad-hoc discussion documents and flimsies will be distributed via the website or, if so required by the Group, in hardcopy delivered to the pigeon-holes allocated to the delegation.

4.7 Upon registration, all delegates should indicate whether they require a hard copy of the draft report of the Meeting which will be reviewed and adopted on Friday morning. The electronic version of the draft report will be made available on the website for download at least one hour before the opening of the morning session on Friday 9th September 2011.

4.8 Any ICAO publication required by the participants may be obtained from the ICAO Regional Office Library located on the first floor of the Secretariat Building. These publications may be borrowed for reference during the meeting and returned to the Librarian at the end of the Meeting.

5. Location of the ICAO Regional Office

5.1 The ICAO Bangkok Regional Office is located at 252/1 Vibhavadi-Rangsit Road, Chatuchak, next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Central Plaza Bangkok. It is about 35 km. away from the Suvarnabhumi International Airport and about 12 km. from the Sukhumvit Road, where most of the recommended hotels are located. Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the *Sky train*) and MRTA Sub-way system (the *Underground Metro*) are published in the APAC website <http://www.Bangkok.icao.int> under the heading “Information for Visitors”.

5.2 The nearest BTS (*Sky train*) station to the Office is **Mor Chit** and the nearest MRTA station to the Office is **Phahon Yothin**. Detailed routing instructions are provided on the web site.

6. Passport, visa and customs

6.1 All foreign nationals entering Thailand must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 15 days. It should, however, be noted that the temporary visas issued upon arrival at

the Airport cannot be extended beyond the period of 15 days except under extraordinary circumstances. It is, therefore, suggested that all participants consider obtaining official visas from the Royal Thai Embassy or Consulate prior to their arrival in Thailand.

6.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

6.3 Following items can be brought in duty free:

- a) Personal effects such as clothing etc.
- b) 200 cigarettes or 250 grams of cigar or tobacco.
- c) 1 litre alcoholic beverages.
- d) Perfume for personal use.

6.4 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. (Current exchange rate US\$1 = Baht 30.00 approx).

7. Hotel reservations, arrival and departure

7.1 Participants may contact recommended Hotels listed in APAC website directly. Participants are advised to make reservation as soon as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **While making reservations, participants should mention that they are attending ICAO Meetings to get the special room rate.**

7.2 Participants are requested to make their own arrangements for transportation from the Airport to the city.

7.2.1 Thai Airways International and Airport Taxi Services operate private limousine services from the Airport to downtown Bangkok, at about Baht 1000-1200 per vehicle. Public taxi meter service is also available at the Airport. In addition to the fare indicated in the taximeter, 50 Baht extra surcharge is required to be paid for hiring a taxi from Airport to city plus express way toll charges if any. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

7.2.2 When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

7.2.3 Participants are requested to ensure that their return bookings are confirmed as required.

7.2.4 Participants are requested to make their own arrangements for transportation from their hotels to the venue of the Meeting.

8. Other Useful Information

8.1 Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

8.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

8.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday and some keep the foreign exchange counter open until 2000 hours

during weekdays. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

8.4 Information about Bangkok climate could be found on the ICAO APAC website. More weather information including 5-day forecasts can be obtained from the web site of the Thai Meteorological Department: www.tmd.go.th.

8.5 Tropical or lightweight and washable cotton clothing's/dresses will suffice.

8.6 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect a tip of at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

8.7 Although the tap water in Bangkok is chemically treated, it is, however, recommended that participants drink only bottled water and beverages.

— END —



**TWENTY-SECOND MEETING OF THE
ASIA/PAC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG/22)**

Bangkok, Thailand, 5-9 September 2011

Nomination Form [please type or print]				
State/ Organization				
Name	Title	Family name (capitals)	First name	Middle initial
	Mr/Dr/ Ms			
Status		Principle Delegate	Delegate	Advisor
Official Position				
Mailing Address				
Telephone (office)				
Fax				
e-mail (1)				
e-mail (2)				
Hotel in Bangkok				

Note 1: Participants are expected to make their own hotel/visa arrangements.

Note 2: All meeting material will be provided in soft copy (electronic) to participants. Please indicate if you also wish to receive paper copies of meeting materials by ticking the box below:

I will also require paper copies of meeting materials.

Date

Signature

After completing, please send to: ICAO Regional Office for Asia and Pacific, Fax: 66 (2) 537 8199 or E-mail: icao_apac@bangkok.icao.int by 25 July 2011.