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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Tel.: 514-954-8219, ext. 8158

Ref.: EC 8/76.2

SCRAG/7-Memo/1

6 September 2006

To: Members and Observers of the SADIS Cost Recovery Administrative Group (SCRAG)

cc: ICAORDs Bangkok, Cairo, Dakar and Paris  
Secretary SADISOPSG

From: Secretary, SCRAG

Subject: **SCRAG/7 Meeting in Bangkok, Thailand, 1-2 November 2006**

I am pleased to confirm that the Seventh Meeting of the SCRAG Group (SCRAG/7) will be held at the ICAO Regional Office of Bangkok, Thailand, on 1 and 2 November 2006. I will act as Secretary of the SCRAG for this meeting.

My colleagues in the ICAO Regional Office of Bangkok have kindly prepared the attached Meeting Bulletin which includes necessary information.

Also attached is the draft Agenda for the Meeting (SCRAG/7-WP/1). Additional documentation for the meeting will be sent to you in due course.

Best regards.

Claude Gauthier  
Secretary, SCRAG  
Coordinator, Joint Financing, ICAO  
E-mail: cgauthier@icao.int  
Tel: 1-514-954-8219, ext. 8158  
Fax: 1-514-954-6744

**Enclosures:** - SCRAG/7-WP/1  
- Meeting Bulletin  
- Map of ICAO Bangkok Office location  
- List of Recommended Hotels

## **SADIS COST RECOVERY ADMINISTRATIVE GROUP (SCRAG)**

### **SEVENTH MEETING**

(Bangkok, 1 - 2 November 2006)

#### **PROVISIONAL AGENDA**

- Agenda Item 1. Review of SCRAG's Terms of Reference, Composition and Working Arrangements
- Agenda Item 2. Consideration of issues relevant to the SCRAG's work addressed by the SADIS Operations Group (SADISOPSG)
- Agenda Item 3. Review of actual SADIS costs and cost shares for the period 1 January to 31 December 2005
- Agenda Item 4. Review of estimated SADIS costs and cost shares for the period 1 January to 31 December 2007
- Agenda Item 5. Amendments to Annexes to the Agreement on the Sharing of Costs of the Satellite Distribution System relating to Air Navigation
- Agenda Item 6. Future work and arrangements for the SCRAG/8 Meeting
- Agenda Item 7. Other business

(1 page)

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INTERNATIONAL CIVIL AVIATION ORGANIZATION

SCRAG/7

Bangkok, Thailand, 1 – 2 November 2006

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## MEETING BULLETIN

### 1. **Schedule of Meeting**

1.1 The opening session of the meeting will be held at 0900 hours on Wednesday, 1 November 2006 at 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 in the front of the ICAO Conference Room 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 Seminar/Meeting**

3.1 Mr. Claude Gauthier, Coordinator, Joint Financing, will act as Secretary of the Meeting, assisted by Mr. Paul Hooper, Regional Officer, Air Transport, ICAO Regional Office, Bangkok. Their contact addresses are as follows:

Mr. Claude Gauthier  
Secretary, SCRAG  
Coordinator, Joint Financing, ICAO  
Tel: 1-514-954-8219. ext. 8158  
Fax: 1-514-954-6744  
E-mail: [cgauthier@icao.int](mailto:cgauthier@icao.int)

Mr. Paul Hooper, Regional Officer Air Transport  
Tel: +66 (2) 537-8189 to 97 Ext. 156  
Fax: +66 (2) 537-8199  
AFTN: VTBBICOX  
E-mail: [phooper@bangkok.icao.int](mailto:phooper@bangkok.icao.int)

3.2 The daily meeting service is the responsibility of Ms. Sarangtip Sundarachampaka, Administrative Officer.

### 4. **Meeting documents for distribution**

4.1 All working/information papers for the meeting received by **20 October 2006** will be posted on the ICAO APAC website. Participants are requested to download and bring the papers with them.

4.2 Any ICAO publications 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 purchased or 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 Regional Office is located at 252/1 Vipawadee-Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Central Plaza Bangkok. It is about 12 km away from the Bangkok 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 *Skytrain*) and MRTA Sub-way system (the *Underground Metro*) are published in the APAC website <http://www.icao.int/apac/> under the heading "Information for Visitors".

5.2 The nearest BTS (Skytrain) station to the Office is **Mo Chit** and the nearest MRTA station to the Office is **Phahon Yothin**. Detailed routing instructions are provided on the website.

## 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. Participants may wish to obtain information on entry requirements by accessing the web page [www.mfa.go.th/ConsInfo/](http://www.mfa.go.th/ConsInfo/).

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 gms 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 38.00 approx).

## 7. Hotel reservations, arrival and departure

7.1 Participants may contact recommended Hotels listed in APAC website <http://www.icao.int/apac> under the menu item "Information for Visitors", directly. Participants are advised to make reservations as soon as possible. The Regional Office would be pleased to assist in making hotel reservation, if required. **While making reservations, participants should mention that they are attending ICAO Meeting in order 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 650-700 per vehicle. Public taxi meter service is also available at the taxi stand 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. 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 For passengers departing on international flights, a passenger service charge of Baht 500 is levied at the Airport. 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 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 10:00 to 20:00 hours. To change travellers' cheques you are required to show your passport.

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

8.5 Tropical or lightweight and washable cottons 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 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.

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# Welcome to ICAO Asia and Pacific



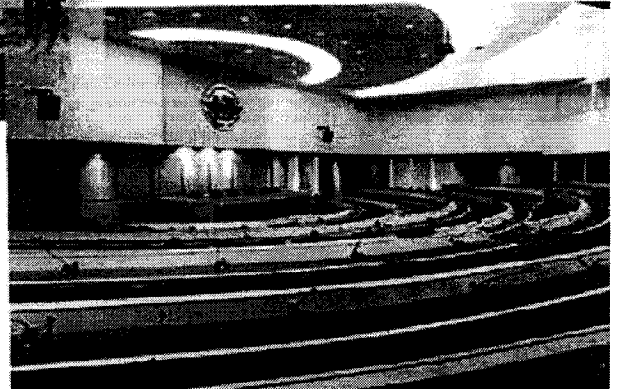
International Civil Aviation Organization (ICAO)  
Asia and Pacific Office

252/1 Vibhavadee-Rangsit Road  
Chatuchak, Bangkok 10900

Tel.: (02) 537-8189

Fax.: (02) 537-8199

E-mail: [icao\\_apac@bangkok.icao.int](mailto:icao_apac@bangkok.icao.int)



องค์การการบินพลเรือนระหว่างประเทศ (ไอคาโอ)

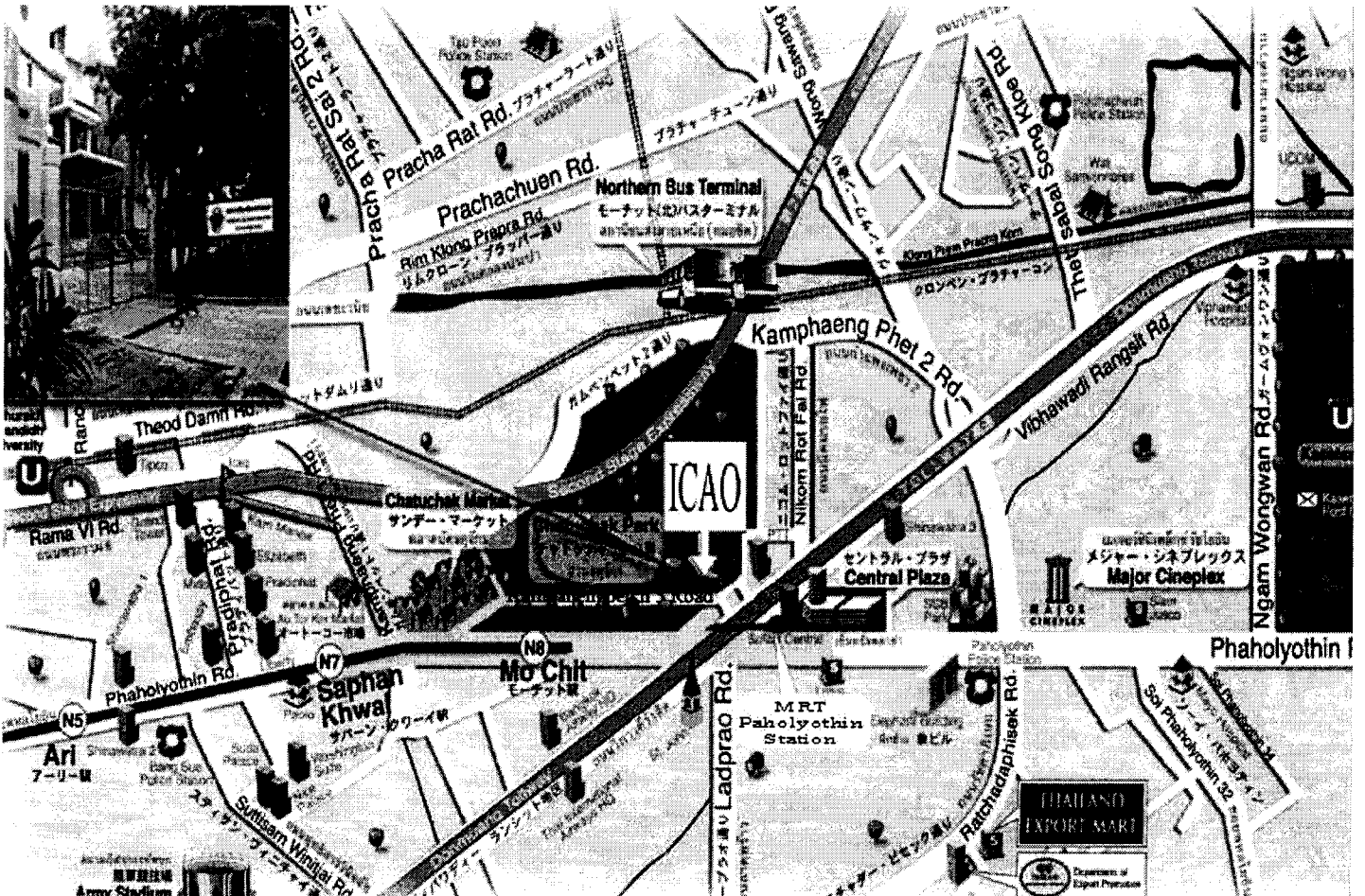
252/1 ถนนวิภาวดี-รังสิต

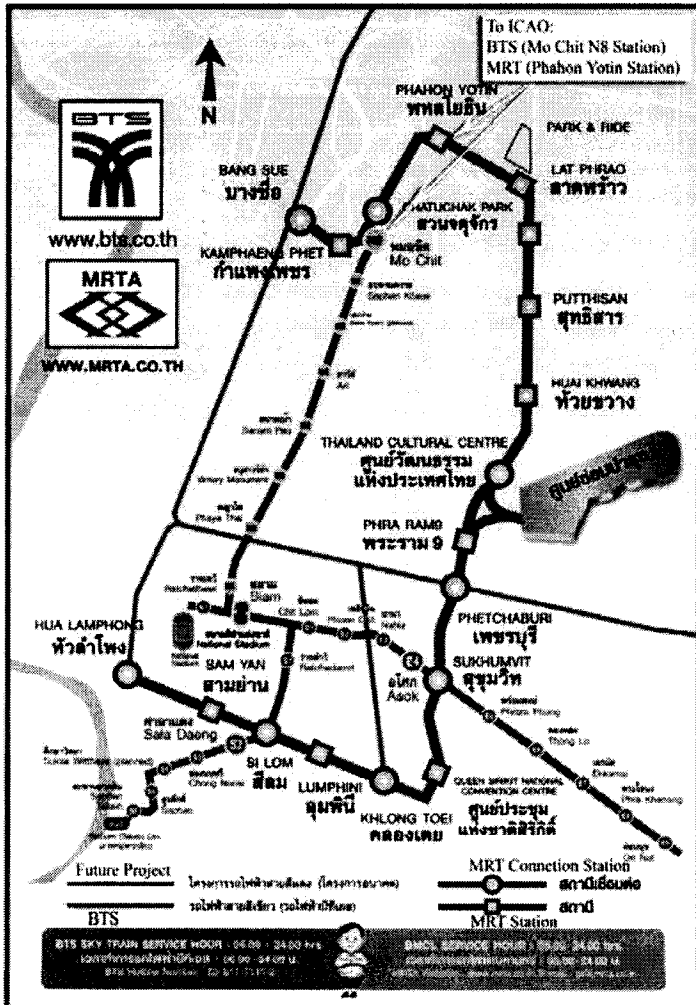
แขวงจตุจักร เขตจตุจักร กรุงเทพมหานคร 10900

โทร. (02) 537-8189

แฟกซ์. (02) 537-8199

อีเมล. [icao\\_apac@bangkok.icao.int](mailto:icao_apac@bangkok.icao.int)





You can reach the ICAO Asia and Pacific Office by various modes of transportation from the City or Sukhumvit area.

**By BTS Skytrain :**

1. Take BTS skytrain (Sukhumvit Line) heading for Mo Chit N8 Station (Terminal Station).
2. Disembark at Mo Chit N8 Station and then take a taxi to ICAO (Please see direction for taxi below).

**By MRT Subway :**

1. Take MRT subway heading for Bang Sue Station.
2. Disembark at Pahon Yothin Station and take Exit No. 3
3. At exit to station, turn left.
4. Take first turn left into park and follow the pathway until crossing under the first (road) flyover.
5. Use the stairs to cross over the highway. (You can see ICAO buildings on the right side as you walk across the highway (ICAO is on the corner of Kamphaeng Phetch 3 Road and Vibhavadi Rangsit Road.))

**For Taxi :**

องค์การการบินพลเรือนระหว่างประเทศ (ไอซีอีโอ)  
 อาคาร 3 ชั้น ห้างมุดนท่าแพงเพชร 3 (ถนนหลังสวนจตุจักร)  
 ด้านหน้าติดกับถนนวิภาวดีรังสิต  
 ถึงก่อนทางเข้าสวนวชิรเบญจทัศ (สวนรถไฟ)  
 และปั้มน้ำมัน ป.ต.ท.

Go Straight = Trong-pai  
 Turn Left = Lieaw-Saay  
 Turn Right = Lieaw-Khwa  
 Stop = Yud



Hello = Sawad-dee  
 Thank you = Kob-khun  
 How much does it cost? = Ra-kha-thao-rai

## LIST OF RECOMMENDED HOTELS

<i>Hotel</i>	<i>Room type</i>	<i>Net Price in Baht</i>
<b>Grand President (Serviced Apartment)</b> <sup>until Mar 1, 2007</sup> 14, 16 Sukhumvit Soi 11 Road, Klongtoey Nua, Wattana, Bangkok 10110. Tel: +66 (2) 651 1200, 653 1335 Fax: +66 (2) 651 3835 e-mail: reservations@grandpresident.com www.grandpresident.com	Topaz Studio Single/Double	2,050 (+1 ABF)
	Executive Studio Single/Double	2,550 (+1 ABF)
<b>Business Inn</b> <sup>until Aug 31, 2006</sup> 155/4-5 Sukhumvit Soi 11 Road, Klongtoey Nua, Wattana, Bangkok 10110. Tel: +66 (2) 255 7155 Fax: +66 (2) 255 7159 e-mail: awbusinn@asiaaccess.net.th	Single Standard	500 (+ABF)
	Twin/Double Deluxe	700 (+ABF)
	Triple Deluxe	900 (+ABF)
<b>Landmark Bangkok Hotel</b> <sup>until Dec 31, 2006</sup> 138 Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok 10110. Tel: +66 (2) 254 0404 Fax: +66 (2) 253 4259 e-mail: email@landmarkbangkok.com www.landmarkbangkok.com	Superior/Special Landmark Floor	
	Single Double	4,100 (+ABF) 4,300 (+ABF)
<b>President Solitaire</b> <sup>until further notice</sup> 75/23 Sukhumvit Soi 11 Road, Klongtoey Nua, Wattana, Bangkok 10110. Tel: +66 (2) 255 7200 Fax: +66 (2) 651 2294 e-mail: enquiry@presidentsolitaire.com www.presidentsolitaire.com	Executive Suite	
	Single Double	2,900 (+ ABF) 3,150 (+1 ABF)
	Premier Suite	
	Single Double	3,300 (+ABF) 3,550 (+1 ABF)
<b>Sofitel Central Plaza Bangkok Hotel</b> <sup>1</sup> <sup>until Oct 31, 2006</sup> 1695 Phaholyothin Road, Chatuchak, Bangkok 10900. Tel: +66 (2) 541 1234 Fax: +66 (2) 541 1087 e-mail: centel@chr.co.th www.centralhotelsresorts.com	Superior Room	
	Single Double	3,814 (+ABF) 4,237 (+ABF)
	Single/Double	3,390 (room only)
<b>Swiss Park Hotel</b> <sup>until Dec 31, 2006</sup> 155/23 Sukhumvit Soi 11 Road, Klongtoey Nua, Wattana, Bangkok 10110. Tel: +66 (2) 254 0228 - 9 Fax: +66 (2) 254 0378 e-mail: swissshot@asiaaccess.net.th	Superior Room	
	Single Double	1,200 (+ABF) 1,400 (+ABF)
	Executive Room	
	Single Double	1,500 (+ABF) 1,600 (+ABF)
<b>Westin Grande Sukhumvit Hotel</b> <sup>until Dec 31, 2006</sup> 259 Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok 10110. Tel: +66 (2) 651 1000 Fax: +66 (2) 255 2441 e-mail: bangkok@westin.com www.westin.com	Deluxe Room	
	Single/Double	US\$ 147.12 (room only)

*Note.— The net price given includes all taxes and service charges. To be assured of receiving the ICAO discount, please inform the hotel while making reservation that you are attending an ICAO meeting. Hotel rates are subject to change without notice.*

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Within walking distance from the ICAO Regional Office