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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

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SCRAG/4-Memo/1
1 August 2003

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/4 Meeting – Bangkok, Thailand, 4-5 November 2003

I am pleased to confirm that the Fourth Meeting of the SCRAG Group (SCRAG/4) will be held at the ICAO Regional Office of Bangkok, Thailand, on 4 and 5 November 2003.

My colleagues in the ICAO Regional Office of Bangkok have kindly prepared the attached Information Bulletin which includes all necessary information regarding, in particular hotel reservations, transportation, visas, public health requirements, etc.

Also attached is the draft Agenda for the Meeting (SCRAG/4-WP/1). Additional documentation for the meeting will be sent to you in due course.

Best regards.

Jean-Claude Bugnet
Secretary, SCRAG
Chief, Joint Financing Section, ICAO
E-mail: jcbugnet@icao.int
Tel: 1 514 954 8053
Fax: 1 514 954 6744

Enclosures: - SCRAG/4-WP/1
- Information Bulletin
- Map of ICAO Bangkok Office location

SADIS COST RECOVERY ADMINISTRATIVE GROUP (SCRAG)

FOURTH MEETING

(Bangkok, 4 and 5 November 2003)

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 2002

Agenda Item 4. Review of estimated SADIS costs and cost shares for the period 1 January to 31 December 2004

Agenda Item 5. Amendment to Annex II, SADIS Inventory, 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 SCRAG/5 Meeting

Agenda Item 7. Other business

- END -

**FOURTH MEETING OF THE SADIS COST RECOVERY
ADMINISTRATIVE GROUP (SCRAG/4)**

(Bangkok, Thailand, 4-5 November 2003)

INFORMATION BULLETIN

1. SCHEDULE/LOCATION OF THE MEETING

1.1 The opening session of the meeting will be held at 0900 hours on Tuesday, 4 November 2003, at the ICAO Conference Room Ground Floor of the ICAO Regional Office.

1.2 The ICAO Regional Office is located at 252/1 Vibhavadi Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Central Plaza Hotel, 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. The list of recommended hotels is in Annex 1. Location of the Regional Office is provided in Annex 2. The contact numbers of the ICAO Office are as follows:

Tel: +66 (2) 537 8189 to 97
Fax: +66 (2) 537 8199
E-mail: icao_apac@bangkok.icao.int

1.3 The daily order of business will be announced on the first day of the meeting, which will commence at 0900 hours following registration of participants.

2. REGISTRATION OF PARTICIPANTS

2.1 Participants are requested to register at the Registration Desk in front of the ICAO Conference Room between 0800 and 0845 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them, when attending the meeting and other official functions.

3. OFFICERS AND SECRETARIAT CONCERNED WITH THE MEETING

3.1 Mr. Jean-Claude Bugnet, Chief, Joint Financing Section, ICAO Headquarters will act as Secretary. He will be assisted as necessary by Dr. Paul G. Hooper, Regional Officer, Air Transport and Mr. Dimitar H. Ivanov, Regional Officer, Aeronautical Meteorology.

3.2 The daily meeting services are the responsibility of Ms. Sanrangtip Sundarachampaka, Administrative Officer, and Ms. Aemiga Sirivichitvorakarn, Secretary to the Meteorology and Air Transport Section.

4. DOCUMENTS, PAPERS FOR DISTRIBUTION. ETC.

4.1 Participants will be provided with reference materials and any papers.

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 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. SOME USEFUL TRAVEL INFORMATION

5.1 *Passport*

All foreign nationals entering Thailand must possess valid passports or other valid documents for travel.

5.2 *Visas*

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/web/12.php

5.3 *Public Health Requirements*

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

5.4 *Customs*

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. HOTEL RESERVATIONS, ARRIVAL AND DEPARTURE

6.1 Participants may contact the Hotel listed in Annex 1 directly by telephone/fax/e-mail for reservation. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **While making reservation, participants should mention that they are attending an ICAO meeting to get the special room rate.**

6.2 Participants are requested to make their own arrangements for transportation from the Airport to the city. Thai Airways International and Airport Taxi Services operate private limousine services from the Airport to downtown Bangkok, at about Baht 650 per vehicle. Thai Airways International also operates a coach service from the airport to the city terminal at Baht 100 per person. Public meter-taxi service is also available at the taxi stand at the Airport. In addition to the fare indicated in the fare meter, 50 Baht extra surcharge is required to be paid for hiring a taxi from Airport to city. The Bangkok Mass Transit Authority also operates and Airport Bus service to the city centre.

6.3 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.

6.4 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. **Currency, Credit Cards and Banking Services**

7.1 The unit of currency in Thailand is the Baht. Baht 1,000; 500; 100; 50 and 20 notes are in circulation, along with 10, 5 and 1 Baht and 50 and 25 Stang coins. Current exchange rate US\$1 = Baht 42.00 approx.).

7.2 International credit cards such as American Express, Diners Club, Visa, Master Charge are usually accepted at major hotels, department stores and restaurants.

7.3 All commercial banks and moneychangers exchange major foreign currencies and are normally open from 0930 to 1530 hours from Monday through Friday. Foreign exchange kiosks operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sunday and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

8. **Other Useful Information**

8.1 ***Time***

Time in Thailand is 7 hours ahead of Coordinated Universal Time (UTC+7).

8.2 ***Bangkok Weather***

November is the cool season, although still hot by most standards. The mean daily maximum temperature for November is 30°C, and the mean daily minimum 20°C.

8.3 ***Clothing***

Tropical or lightweight and washable cottons will suffice and woollens should not be necessary. The ICAO Conference Room is air-conditioned.

8.4 ***Shopping and Dining***

Most shops open seven days a week. For dining various cuisines are available. 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 the restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

8.5 ***Tap Water***

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

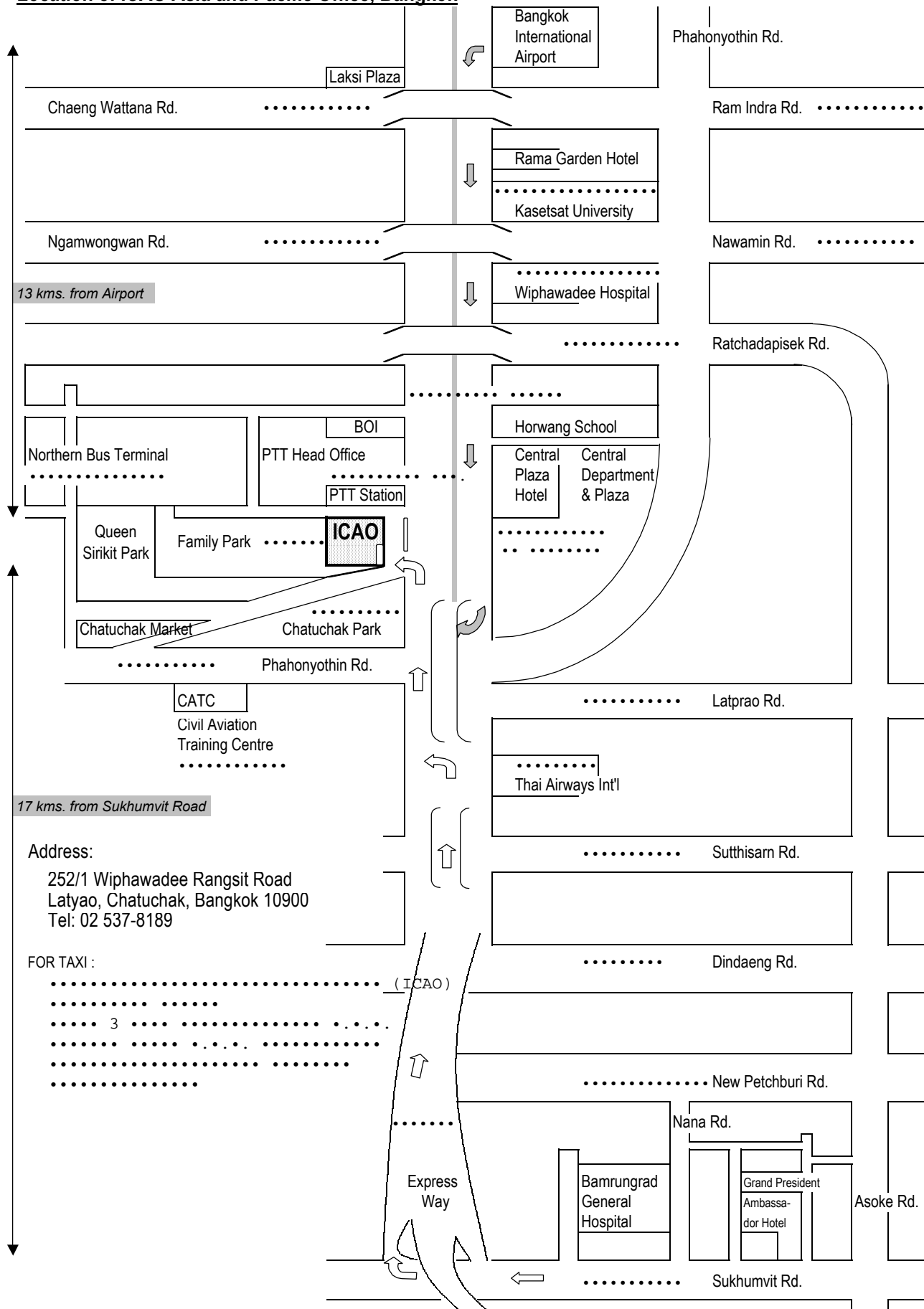
LIST OF RECOMMENDED HOTELS

<u>Hotel</u>	<u>Net Price in Baht</u>	
Business Inn 155/4-5 Sukhumvit Soi 11 Tel: +66 (2) 2547981 Fax: +66 (2) 2557159 e-mail: awbusinn@asiaaccess.net.th	Single/ Double	500 (+ABF)
City Lodge 137/1-3 Sukhumvit Soi 9 Sukhumvit Road Tel: +66 (2) 2537705 Fax: +66 (2) 2554667 e-mail: citylodge@amari.com www.amari.com/citylodge	Single Twin	2,200 2,400 (room only)
Grand President (Serviced Apartment) 14, 16 Sukhumvit Soi 11 Tel: +66 (2) 6511200 Fax: +66 (2) 6511262 e-mail: gpesa@presidentpark.com www.presidentpark.com/grand.html	Topaz Studio Executive Tower	Single/ Double Single/ Double 1,480 1,892
Land Mark Hotel 138 Sukhumvit Road Tel: +66 (2) 2540404 Fax: +66 (2) 2534259 e-mail: email@landmarkbangkok.com www.landmarkbangkok.com	Superior	Single Double 3,000 (+ABF) 3,200 (+ABF)
Sheraton Grand Hotel 250 Sukhumvit Road Tel: +66 (2) 6530333 Fax: +66 (2) 6530400 e-mail: reservations.sgs@luxurycollection.com www.sheratongrandesukhumvit.com	Deluxe Grande Deluxe	Single/ Double Single/ Double US\$120 US\$145 (+ABF)
Sofitel Central Plaza Hotel* Vibhavadi Rangsit Road Tel: +66 (2) 5411234 Fax: +66 (2) 5411087 e-mail: cghsales@chr.co.th www.centralhotelsresorts.com		Single Double 3,755 (+ABF) 4,078 (+ABF)
Swiss Park Hotel 155/23-4 Soi 11, Sukhumvit Road Tel: +66 (2) 2540228 Fax: +66 (2) 2542578 e-mail: swisshot@asiaaccess.net.th	Standard	Single Double 1,100 (+ABF) 1,300 (+ABF)

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.

* Within walking distance from the ICAO Regional Office

Location of ICAO Asia and Pacific Office, Bangkok



Address:
 252/1 Wiphawadee Rangsit Road
 Latyao, Chatuchak, Bangkok 10900
 Tel: 02 537-8189

FOR TAXI :
 (ICAO)

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