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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 3/10.1.21 – AP037/13 (ATM)

13 March 2013

**Subject:** Fourth Meeting of the ICAO Asia/Pacific Seamless ATM Planning Group (APSAPG/4)  
(Hong Kong, China, 3 to 7 June 2013)

**Action required:** To reply by **3 May 2013**

Sir/Madam,

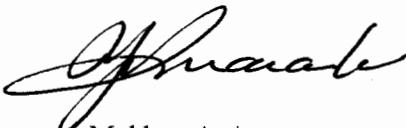
I have the honour to invite your Administration to participate in the Fourth Meeting of the ICAO Asia/Pacific Seamless ATM Planning Group (APSAPG/4), which will be kindly hosted by the Civil Aviation Department, Hong Kong (CAD) and will be held at the Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong, from Monday, 3 June to Friday, 7 June 2013.

The APSAPG/4 Meeting will be expected to finalize the Asia/Pacific Seamless ATM Plan for submission to APANPIRG.

Enclosed herewith are the Provisional Agenda (**Attachment A**), Registration Form (**Attachment B**) and the Meeting Bulletin (**Attachment C**).

I am requesting that you kindly provide, at your earliest convenience and no later than **3 May 2013**, the name(s) of the delegate(s) from your State who will be attending the meeting.

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



Mokhtar A. Awan  
Regional Director

**Attachments:**

- A — Provisional Agenda
- B — Registration Form
- C — Meeting Bulletin

Asia and Pacific Office  
252/1 Vibhavadi Rangsit Road  
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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**FOURTH MEETING OF THE ICAO ASIA/PACIFIC SEAMLESS ATM PLANNING GROUP  
(APSAPG/4)**

*(Hong Kong, China, 3 to 7 June 2013)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: Drivers for a Seamless ATM Environment
- Agenda Item 4: Asia/Pacific Seamless ATM Status and Strategies
- Agenda Item 5: APSAPG Task List
- Agenda Item 6: Any Other Business

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**FOURTH MEETING OF THE ICAO ASIA/PACIFIC SEAMLESS ATM PLANNING GROUP  
(APSAPG/4)**

*(Hong Kong, China, 3 to 7 June 2013)*

**REGISTRATION FORM**

**PLEASE PRINT OR TYPE CLEARLY**

1. Name in full :  

Mr.	Mrs.	Ms.	Dr.	Capt.
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 \_\_\_\_\_  
(as should appear in the official listing and name tag)
  
2. Title or Official Position: \_\_\_\_\_
  
3. State/Organization: \_\_\_\_\_
  
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  
5. Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_
  
6. Hotel \_\_\_\_\_

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

**Note 2: Please download meeting materials from the ICAO Asia/Pacific website  
(<http://www.bangkok.icao.int/>) prior to the meeting.**

Date ..... Signature .....

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11, Samyaek Ladprao, Bangkok 10901, Thailand, Fax: 66 (2) 537 8199 or E-mail: [apac@icao.int](mailto:apac@icao.int) and copy to Mr. Samuel Ng, Air Traffic Management Division, Civil Aviation Department, Hong Kong, China at E-mail: [sng@cad.gov.hk](mailto:sng@cad.gov.hk), Fax: (852) 2910 0186

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**The Fourth Meeting of the ICAO Asia/Pacific Seamless ATM Planning Group (APSAPG/4)  
(Hong Kong, China, 3 – 7 June 2013)**

**INFORMATION BULLETIN**

**1. Venue and Schedule of the Meeting**

- 1.1 The Fourth Meeting of the ICAO Asia/Pacific Seamless ATM Planning Group (APSAPG/4) will be held at the Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong, from Monday, 3 June to Friday, 7 June 2013. The meeting will start at 0900 hours each day.

**2. Registration of Delegates**

- 2.1. Delegates are requested to register at the Registration Desk located at the entrance of the Office Building of Civil Aviation Department Headquarters between 0830 and 0900 hours on the opening day of the Meeting (3 June 2013).
- 2.2. Designated badges will be issued to delegates after registration. Delegates are required to wear the badges throughout the period of the Meeting for easy identification.

**3. Useful Travel Information**

**3.1. Visa and Entry Requirements for Hong Kong**

Visitors from most countries do not require a visa but some do. Please check with the Immigration Department, Hong Kong, China ([www.immd.gov.hk](http://www.immd.gov.hk)) on the Visit Visa, Entry Permit Requirements and the length of stay permitted in Hong Kong applicable to you.

**You can also obtain further advice from your closest Chinese Diplomatic or Consular Mission.**

**3.2. Currency and Credit Cards**

The Hong Kong Dollar is pegged to the US\$ at HK\$7.8 to US\$1. Hong Kong has a comprehensive ATM network and Credit Cards are widely accepted.

**3.3. Language**

The official languages are Chinese (Cantonese) and English (widely spoken in the service industry).

### **3.4. Weather**

Generally, June is hot and humid with occasional showers and thunderstorms. Afternoon temperatures often exceed 31°C whereas at night, temperatures generally remain around 26°C with high humidity. The mean relative humidity is about 80%. The Hong Kong Observatory ([www.hko.gov.hk](http://www.hko.gov.hk)) provides a useful 7-day weather forecast.

### **3.5. Electricity**

Electricity is 220 volts, 50Hz. Most sockets accept [rectangular blade plugs \(UK style\)](#). A picture of the plug can be found in [electricaloutlet.org/type-g](http://electricaloutlet.org/type-g).

### **3.6. Water**

Water from public mains meets international health standards. Electric kettles are available in most hotels. Bottled water is readily available.

### **3.7. Telephone**

Public telephones accept coins, credit cards or phone cards. Phone cards as well as SIM cards for mobile phones can be purchased at convenience stores.

### **3.8. Tipping**

Most hotels and restaurants add a 10% service charge to bills. Some people reward good service with an additional 5% and give porters and the like a small tip. Rounding the taxi fare up to the nearest dollar as a small tip is a common practice.

### **3.9. Time Zone**

Hong Kong is eight hours ahead of Coordinated Universal Time (UTC +8).

### **3.10. Other Useful Information**

Discover Hong Kong ([www.discoverhongkong.com](http://www.discoverhongkong.com)) is a website hosted by the Hong Kong Tourism Board which provides other useful information.

## **4. Hotel**

A list of hotels located within close proximity of the Meeting Venue is provided in Appendix for reference. For access to the Meeting Venue from these hotels with public transportation, it would take a short bus (Route no. S1) or taxi trip (5-10 minutes).

For information on other hotels, delegates may refer to the comprehensive list of hotels in Hong Kong which can be found in the website hosted by the Hong Kong Tourism Board (<http://www.discoverhongkong.com/eng/accommodation/index.jsp>).

For delegates who would stay in downtown such as Kowloon, the most direct route to the Meeting Venue would be to take the MTR (Tung Chung Line) train to Tung Chung

Railway Station or the AEL (Airport Express) train to the Airport Station, then the bus (Route no. S1) or taxi.

A map depicting the respective positions of the Meeting Venue, nearby hotels and the railway stations is attached for reference.

## **5. Further Information**

- 5.1. While delegates are expected to make their own visa / transport / hotel accommodation arrangements, any enquiries regarding this information bulletin and the logistics arrangements for the Meeting are welcomed. For further information, please contact the following officers of Air Traffic Management Division, Civil Aviation Department, Hong Kong, China at:

Mr. Samuel Ng  
Phone: (852) 2910 6451  
Fax: (852) 2910 0186  
Email: sng@cad.gov.hk

Ms. Sarah Wong  
Phone: (852) 2910 6494  
Fax: (852) 2910 0186  
Email: ssnwong@cad.gov.hk

**HOTEL INFORMATION**  
**(in alphabetic order)**

**Hong Kong Disneyland Resort**

Hong Kong Disneyland Resort,  
Lantau Island,  
Hong Kong

Telephone no.: (852) 1830 830

Fax no.: N/A

Email: [Reservations@hongkongdisneyland.com](mailto:Reservations@hongkongdisneyland.com)

Website: [http://park.hongkongdisneyland.com/hkdl/en\\_US/home/home?name=HomePage](http://park.hongkongdisneyland.com/hkdl/en_US/home/home?name=HomePage)

Room rate: Hong Kong Disneyland Hotel - Sea View Room (Facing South China Sea)  
HK\$3080 (inclusive of 10 % service charge) per room per night  
(breakfast NOT included)

Disney's Hollywood Hotel - Sea View Room (Facing South China Sea)  
HK\$2310 (inclusive of 10 % service charge) per room per night  
(breakfast NOT included)

- Rates listed are only applicable during 2 – 7 June 2013 (inclusive)
- above Rates listed above does NOT include park tickets
- A maximum of 4 registered guests per room, including infants.
- At the reservation stage, the Hotel will charge the 1st night room rate as room deposit.

Transportation: Hong Kong International Airport (HKIA)

Rental of limousine services for transportation from HKIA is available. Delegates wishing to arrange such service should liaise with the Hotel once the hotel reservation has been confirmed.

## **Hong Kong Skycity Marriott Hotel**

1 Sky City Road East,  
Hong Kong International Airport,  
Lantau,  
Hong Kong

Telephone no.: (852) 3969 2028  
Fax no.: (852) 3969 2023  
Email: mrhs.hkgap.reservations@marriott.com  
Website: www.skycitymarriott.com

Room rate: Deluxe Room Rate  
HK\$1,200 + 10 % service charge per night (breakfast NOT included)  
(Single or double occupancy)  
Buffet breakfast, if required, is charged at HK\$198 + 10% service charge, per person per meal

Remarks: Method of Reservation  
Delegates must reserve his/her room via the [Reservation Link](#) provided by Hong Kong SkyCity Marriott Hotel. Reservation has to be submitted to the Hotel on or before May 13, 2013. Rooms are reserved on first come, first serve basis. Rates are subject to availability outside the period 2 – 8 June 2013 (inclusive).

Any individual's room cancellation or amendment (including shortened stay) is required before May 13, 2013. Any cancellation or amendment afterwards will be subject to a penalty of entire period of reservation per room cancellation. However, the individual may substitute another person in his/her place at no additional charge or penalties.

Please also note other applicable terms and conditions when making the reservation.

Transportation: Hong Kong International Airport (HKIA)

There is a complimentary scheduled hotel shuttle bus for hotel's guests to/from the HKIA Passenger Terminal. On arrival to HKIA, please proceed directly to Bay 29-30 of the Coach Station in Terminal 2.

Delegates may also travel between the hotel (Asia-World Expo Station) and HKIA (Airport Station) by taking the Airport Express train. The walk between the hotel and Asia-World Expo Station takes about 5



minutes. The train journey takes about 1 minute.

### Meeting Venue

On request, the complimentary shuttle bus can drop off or pick up hotel's guests at the Meeting Venue. Delegates can make the request from the driver. For pickup service, advanced notice is required and seats are on first come first serve basis.

## **Novotel Citygate Hong Kong**

51 Man Tung Road,  
Tung Chung,  
Hong Kong

Telephone no.: (852) 3602 8888  
Fax no.: (852) 2109 9190  
Email: H6239-SL1@accor.com  
Website: www.novotelcitygate.com

Room rate: 10% off on “Best Unrestricted Rate” of the day + 10% service charge  
(breakfast NOT included)

This rate can be ascertained from the hotel (in the hotel’s website or  
through the following contact)

Name : Ms. Alice Leung, Sales Manager

E-mail: H6239-SL1@accor.com Tel : (852) 3602 8803

Buffet breakfast, if required, is charged at HK\$148 + 10% service  
charge, per person per day

Transportation: Hong Kong International Airport (HKIA)

There is a complimentary scheduled hotel shuttle bus for hotel’s guests  
to/from the HKIA Passenger Terminal. On arrival to HKIA, please  
approach Counter B16 in the Arrival Hall or proceed directly to Bay 29-  
30 of the Coach Station in Terminal 2.

HKIA can also be reached by taking a short taxi or public bus (Route No.  
S64, S1 or S56) trip. The journey takes about 5 – 10 minutes.

## **Regal Airport Hotel**

9 Cheong Tat Road  
Hong Kong International Airport  
Chek Lap Kok, Lantau,  
Hong Kong

Telephone no.: (852) 2286 8888  
Fax no.: (852) 2286 8686  
Email: rah.info@regalhotel.com  
Website: www.regalhotel.com

Room rate:

	Room only	Room with <u>1</u> breakfast	Room with <u>2</u> breakfasts	Room with <u>4</u> breakfasts
Superior Room	HK\$1020	HK\$1170	HK\$1650	N/A
Deluxe Room	HK\$1220	HK\$1700	HK\$1850	N/A
Quadruple Room (max. 4 persons per room)	HK\$1620	N/A	N/A	HK\$2220
	Single Room	Double Room		
#Executive Club Room	HK\$1520	HK\$1670		

#Executive Club Room inclusive of full Club Floor Privileges (e.g. free access to Club Lounge, free continental breakfast, free cocktail and snacks during happy hour etc...)

- The above rates are subject to 10% service charge per room per night
- The above rates are inclusive of free use of in-room internet access for one IP access per room

Remarks:

- Booking may be made through this link [ICAO4](#)
- The above offer is valid until 22 April 2013

Transportation: Hong Kong International Airport (HKIA)

The Hotel is connected directly to the HKIA Passenger Terminal 1 by a covered walkway. The walk between the hotel and HKIA takes about 2 minutes.

### Meeting Venue

Rental of shuttle bus for transportation to and from the Meeting Venue is available. Delegates may contact the Hotel for details.

Respective positions of the Meeting Venue, nearby hotels and the railway stations

