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.: T 6/11.22 – AP-AGA0168/13   14 October 2013

Subject: Regional Runway Safety Seminar (Asia Pacific)
Kuala Lumpur, Malaysia, 18 to 20 November 2013

Action required: a) Plan for attendance; and
b) Register online at ICAO website by 31 October 2013

Sir/Madam,

1.   I have the honour to invite your reference to ICAO Regional Office letter T 6/11.22 – AP123/13 (AGA) dated 15 August 2013 on the subject (copy attached).

2.   I am pleased to inform you that the Regional Runway Safety Seminar will be held at **Sheraton Imperial Kuala Lumpur Hotel**. DCA Malaysia has negotiated the best rates with the hotel and participants are encouraged to book their accommodation with this hotel. The Room Reservation Form is attached for your convenience which will allow the participants to obtain the preferred hotel rate. No other hotels are recommended in order to fulfil hotel quota.

3.   I am also pleased to attach the updated seminar programme. The revised programme has been tailored to reflect the regional needs. The RRSS, which will include a workshop and Airport Site Visit, will be a three day event with the objective to promote the establishment and enhancement of airport-specific, multidisciplinary, RSTs in an effort to improve runway safety.

4.   I encourage your Administration/Organization to participate in this Seminar/Workshop and in particular Administrations who could not participate at the Bali RRSS last year. Participation in the event is free and registration can be completed on-line at the RRSS webpage at http://www.icao.int/Meetings/MalaysiaRRSS/Pages/default.aspx.

Accept, Sir/Madam, my assurances of highest considerations.

Mokhtar A. Awan
Regional Director

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Enclosures:
1) Copy of State Letter AP123/13 (AGA) dated 15 August 2013
2) Imperial Sheraton KL Hotel Room Reservation Form
3) Updated RRSS Programme