



*INTERNATIONAL CIVIL AVIATION ORGANIZATION*

**TWENTY FIFTH MEETING OF THE  
ASIA/PACIFIC AIR NAVIGATION PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (APANPIRG/25)**

*Kuala Lumpur, Malaysia, 8 – 11 September 2014*

---

**MEETING BULLETIN**

**1. Schedule of Meeting**

1.1 The opening session of the Meeting will be held at 0900 hours on Monday, 8 September 2014, at the Ballroom A, Convention Centre, First Floor, Renaissance Hotel, Kuala Lumpur, Malaysia.

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.

**3. Officers and Secretariat concerned with the Meeting**

3.1 Mr. Arun Mishra, Regional Director, ICAO Asia and Pacific Office, will act as Secretary of the Meeting. He will be assisted by Mr. N.C. Sekhar, Mr. Li Peng, Mr. Len Wicks and Mr. Peter Dunda.

3.2 The daily conference services will be supported by Ms. Raslina Yahya, Assistant Director (ICAO & A), DCA Malaysia (Email: [raslina@dca.gov.my](mailto:raslina@dca.gov.my)), and Ms. Mantana, Programme Assistant.

3.3 Any inquiries related to the Meeting should be addressed to:

Fax: +66 (2) 537-8199

E-mail: [apac@icao.int](mailto:apac@icao.int)

Cc: [nsekhar@icao.int](mailto:nsekhar@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 meeting room is equipped with wireless network and internet access. The documents for the Meeting will be made available on the APAC Portal website. 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 encouraged to attach to the Working Papers a “Summary for inclusion in APANPIRG/25 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 22 August 2014**. Please include in the subject line of the e-mail the text “APANPIRG/25”.

4.5 Papers submitted after the established deadline will be regarded as Information Paper. During the session, ad-hoc discussion documents and flimsies will be distributed via the website.

4.6 The electronic version of the draft report will be made available on the APAC website for download on the last day of the meeting.

## **5. Location of the Meeting Venue**

5.1 Renaissance Hotel, Kuala Lumpur is located at the corner of Jalan Sultan Ismail and Jalan Ampang, Kuala Lumpur, Malaysia.

## **6. Passport and visa**

6.1 All visitors to Malaysia must hold a valid Passport or internationally recognised Travel Document valid for travel to Malaysia. The documents shall be valid, for more than six months from the date of entry. Foreign nationals who require a Visa to enter Malaysia must apply and obtain a Visa in advance at any Malaysian Representative Office abroad before entering the country. Further information about Malaysia’s Visa requirements can be found at the Immigration Department of Malaysia’s website <http://www.imi.gov.my>

## **6.2 Currencies and Credit Cards**

The unit of currency is Malaysian Ringgit indicated as RM. The current exchange rate is about US\$1 = RM 3.10 International credit cards such as Visa, MasterCard, Amex and Diners Club are accepted at major hotels, departmental stores and restaurants.

## **6.3 Time**

Malaysia is eight hours ahead of GMT and 16 hours ahead of U.S. Pacific Standard Time.

## **6.4 Climate**

Malaysia has tropical climate with warm weather all year round.

## **6.5 Electricity**

Voltage is 220 - 240 volts.

## **7. Arrival and Departure**

7.1 Participants are requested to make their own arrangement for transportation from the airport to the city. K.L. International Airport (KLIA) operates limousine services from the airport to Kuala Lumpur City ([www.airportlimo.my](http://www.airportlimo.my)). Public taxi meter service is also available at Level 2 Main Terminal Building KLIA. In addition to the fare, passengers are required to pay the express way toll charges if any.

7.2 Various buses at KLIA and Express Rail Link (ERL) KLIA Express provide travellers with transportation to different destinations. Information about the routes and fares are available at [www.klia.com.my](http://www.klia.com.my) and [www.kliaexpress.com](http://www.kliaexpress.com).

7.3 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.

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

7.5 The nearest My Rapid Monorail and Light Rail Transit (LRT) to the meeting venue are Bukit Nanas Station and Dang Wangi Station.

**Transportation**

My Rapid Monorail	Bukit Nanas Station	4 Minutes walking distance	www.myrapid.com.my
My Rapid LRT	Dang Wangi Station	6 Minutes walking distance	
My Rapid Bus	T332, U21, U22, U26	In front of Hotel	

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

**8. Hotel Reservation**

8.1 DCA Malaysia has negotiated the best rates with Renaissance Hotel and participants are encouraged to book their accommodation with this hotel via the Reservation link given, ([RESERVATION](#)). Please contact Ms. Karen Yap at [rhi.kulrn.reservations@renaissancehotels.com](mailto:rhi.kulrn.reservations@renaissancehotels.com) for any inquiries. Please use **BLOCK CODE K98** and **BLOCK ID 291 9982** for group reference.

<b>East Wing</b>	
Superior room (single)	RM290.00nett per room per night with one breakfast and in room high speed internet access
Superior room (twin)	RM330.00nett per room per night with two breakfasts and in room high speed internet access

<b>West Wing</b>	
Deluxe room (single)	RM350.00nett per room per night with one breakfast and in room high speed internet access
Deluxe room (twin)	RM390.00nett per room per night with two breakfasts and in room high speed internet access

**Note: This Offer valid is for reservation until 25 AUGUST 2014**

**Nearby Hotels**

<b>HOTEL</b>	<b>DETAILS</b>	<b>REMARKS</b>
Concorde Hotel (4 Star Hotel)	<b>Concorde Hotel Kuala Lumpur</b> 2 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia  Tel: +603 2144 2200 Fax: +603 2144 1628 <a href="http://kualalumpur.concordehotelsresorts.com">http://kualalumpur.concordehotelsresorts.com</a>	Walking distance to Meeting Venue (4 Minutes)
Maya Hotel (5 Star Hotel)	<b>Hotel Maya Kuala Lumpur</b> 138, Jalan Ampang, 50450 Kuala Lumpur, Malaysia  Tel: +60 3 2711 8866 Fax: +60 3 2711 9966 Resv Fax: +60 3 2711 2277 <a href="http://www.hotelmaya.com.my/">http://www.hotelmaya.com.my/</a>	Walking distance to Meeting Venue (4 Minutes)

— END —