



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 14/3.RAS/06/801 – AP046/14 (TC)

14 March 2014

Subject: 7th Meeting of the Collaborative Arrangement
for the Prevention and Management of public health
events in Civil Aviation Asia Pacific (CAPSCA-AP)
(Colombo, Sri Lanka, 20 - 23 May 2014)

Action required: Please reply no later than 2 May 2014

Sir/Madam,

I have the pleasure in inviting your State/Administration/Organization to attend the 7th Meeting of the Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP) which will be held in Colombo, Sri Lanka from 20 to 23 May 2014. The meeting will be kindly hosted by the Civil Aviation Authority of Sri Lanka.

I would also like to specifically request you to forward this letter to *public health departments/authorities, airports, airlines and air navigation service providers* in your country and to coordinate representative attendance from these stakeholders, especially from the public health authority. I would indeed urge your State/Administration/Organization and agencies to participate and benefit from the meeting as CAPSCA provides a multi-sector platform to develop, improve and implement, in States and at individual international airports, preparedness plans for a public health emergency (PHE) that impacts the aviation sector and economies and businesses that depend on it. Recent outbreaks of H7N9 indicate the Asia-Pacific region remains very sensitive to possible emergence of novel infectious agents. From the traditional public health risks and disruptions associated with pandemics, the accident at the Fukushima nuclear power plant in 2011 has also focused attention on other public health events that can affect human health and disrupt aviation.

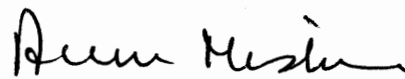
Please note that the main achievements of CAPSCA in the Asia Pacific (and other) regions have been the development and implementation of relevant ICAO Standards and Recommended Practices (SARPs) and associated guidance material and implementing relevant aspects of World Health Organization International Health Regulations (2005), the development of a process for auditing States on the implementation of the PHE SARPs which commenced in 2013, the development of public health/aviation networks at a global, regional, State and operational level, and the acceptance by many in the aviation and public health communities that public health emergency preparedness in the aviation sector is worthy of more attention than it was given previously. The 7th CAPSCA-AP Meeting aims to build upon this success by bringing together, aviation and public health sector stakeholders, to facilitate further collaboration to mitigate the risks from public health emergencies that affect the aviation sector.

In addition to providing seminars and workshops on preparedness planning in the aviation sector, CAPSCA also arranges 'assistance visits' (AV) to States and their international airports. These visits by a team of aviation and public health experts (called Technical Advisors) facilitate local training for aviation and public health officers and improvements/developments of preparedness plans. The 7th CAPSCA-AP meeting will also address experiences, methodology and guidelines for CAPSCA State and airport assistance visits as well as measures to strengthen communications and coordination between public health institutions and the aviation sector.

In the interest of harmonizing international aviation response to public health risks in the Asia Pacific Region, it has been decided that the 7th CAPSCA-AP meeting will be open for participation to all Asia Pacific States/Administrations. Should your State wish to officially join CAPSCA-AP, please send a letter expressing interest to the ICAO APAC Regional Office. There is currently no cost associated with joining CAPSCA, and once a State joins CAPSCA, it may request ICAO to schedule a CAPSCA assistance visit which is offered on a cost-recovery basis to members.

The Provisional Agenda of the meeting is enclosed in **Attachment A** for your reference. Should your State/Administration/Organization wish to submit a discussion paper, provide a CAPSCA related presentation or share your experiences with the Meeting, please advise me as soon as possible to enable its inclusion in the agenda/programme. In order to facilitate the necessary administrative arrangements, you are requested to complete the attendance notification form at **Attachment B** and submit to the ICAO Asia and Pacific Office by fax: +662 537-8199 or email: APAC@icao.int no later than **2 May 2014**. A bulletin containing information about the arrangements for the meeting including details of recommended hotels is attached in **Attachment C**.

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



Arun Mishra
Regional Director

Enclosures:

- A – Provisional Agenda
- B – Attendance Notification Form
- C – Meeting Bulletin

7th Meeting of the Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP)

(Colombo, Sri Lanka, 20-23 May 2014)

Provisional Agenda

- Status and Follow-Up of CAPSCA-AP Outstanding Conclusions (6th CAPSCA-Asia Pacific project meeting in Manila, 22-25 April 2013)
- Report on the 4th Global Coordination Meeting of CAPSCA (Bern, Switzerland, 18 to 21 June 2013)
- Highlights of CAPSCA activities and achievements in all regions
- Experience of States/Airports in preparedness planning, including training video/s (State/Airport/Airline/ANSP Presentations)
- CAPSCA-AP technical assistance visits to Nepal (2012) and Sri Lanka (2013) – Update/progress on the Action Plans (by the States)
- Bio Diaspora-Evidence-Based Decision-Making in Public Health [TBD]
- WHO Presentation(s):
 - International Health Regulations update and progress in the region
 - 2013 Pandemic Influenza Risk Management WHO Interim Guidance – an overview
 - Update relating to the H7N9 and the MERS-CoV outbreaks
- Business Continuity Planning, Public Health Emergency - a template for aircraft operators
- Business Continuity Planning, Public Health Emergency - a template for airport operators
- European AIRSAN project update - Coordinated action to control infectious diseases transmission on the aircraft
- ICAO Universal Safety Oversight Audit Programme and CMA update
- Training for Technical Advisors (TAs), and potential TAs
- Discussions:
 - Contact tracing
 - Transit passengers who become unwell
- Table top exercise
- Update on CAPSCA 2014 Meetings
- Future funding, Work Plan for CAPSCA-AP project and Next Steps
- Date and Venue of the Next CAPSCA AP Meeting (Note: *States wishing to host the CAPSCA AP meeting in 2015 may indicate their interest*)
- Airport visit on 23rd May to Mattala Rajapaksa International Airport (MRIA)

International Civil Aviation Organization



7th Meeting of the Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP)

(Colombo, Sri Lanka, 20-23 May 2014)

Nomination Form [please type or print]				
State/ Organization				
Name	Title	Family name (capitals)	First name	Middle initial
	Mr/ Mrs/ Ms			
Official Position				
Mailing Address				
Telephone (office)				
Fax				
E-mail				
Hotel				

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

Date: _____

Signature: _____

After completing, please send to: ICAO Regional Office for Asia and Pacific, Bangkok, Thailand, Fax: 66 (2) 537 8199 or E-mail: APAC@icao.int by **2 May 2014**.

**7th Meeting of the Collaborative Arrangement for the Prevention and Management of
public health events in Civil Aviation Asia Pacific (CAPSCA-AP) Project
20th to 23rd May 2014
Colombo, Sri Lanka**

BULLETIN

1. Dates and Meeting Venue

1.1 The 7th Meeting of the Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP) Project will be hosted by the Civil Aviation Authority of Sri Lanka (CAASL). The meeting will be held at the Moonstone & Amathis Hall, Hilton, Colombo on 20– 22 May 2014 & Mattala Airport visit on 23 May 2014. The meeting will start at 0900 hours each day.

2. Schedule of Meeting

2.1 The opening session of the meeting will be on Tuesday, 20th May 2014 from 0900 hours to 1030 hours. The daily schedule for the meeting is from 0900 hours to 1600 hours with a tea / coffee break in the morning and afternoon and a mid-day break for lunch. However, the Chairman may need to vary these times to meet agenda requirements.

3. Registration of Delegates

3.1 Delegates are requested to register at the Meeting Registration Desk located at the meeting venue between 0800 and 0900 hours on the opening day of the meeting. Delegates are required to wear the identification badges which will be issued to them during registration when attending the meeting.

4. Passport, visa and customs

4.1 All foreign nationals entering the Sri Lanka must possess valid passports or applicable travel documents with visas or entry permits to enter the Sri Lanka. Participants are responsible for obtaining their own visa, if required, and should contact the nearest Sri Lanka diplomatic or consular office for further information prior to their arrival in Sri Lanka.

5. Officer and Secretariat concerned with the meeting

- **Dr Manjit Singh** (msingh@icao.int), Technical Assistance Officer, ICAO Asia and Pacific Office, will act as the ICAO Coordinator for the Meeting.
- Discussion papers or a CAPSCA related presentation(s) to the Meeting should be submitted to the ICAO Asia and Pacific Office at APAC@icao.int at least a week before the meeting.
- Host Coordinator for the meeting in Sri Lanka - **Dr Bimal Dias**, CAA Sri Lanka
 - Telephone: 0779029775
 - E-mail: bimaldias@gmail.com

ATTACHMENT D to State letter T 14/3.RAS/06/801– AP000/13(TC)

- The daily meeting services Coordinator - **Ms Kaushalya Balasuriya**, CAA Sri Lanka.

Any inquiries related to the meeting should be addressed to:

- Telephone: 011 2358867/0775261686
- Fax: 011 2304676
- E-mail: kaushalya@caa.lk

6. Hotel Reservations

- A list of recommended hotels for participants is stated below. Participants may contact hotels directly; it is recommended that reservations are made well in advance. Also, meeting host (Civil Aviation Authority of Sri Lanka - CAASL) team can assist participants in making hotel reservation.

1. Hilton, Colombo, 2 Sir Chittampalam A Gardiner Mw, Sri Lanka

Tel: 94-11-249-2492, Fax: 94-11-254-4657

Single room – US\$ 171

Double room – US\$ 184

2. Hotel Galadari, 64, Lotus road, Colombo 01.

Tel. (94 11)2544544, Fax: (94 11)2449875

Single room: US\$160.00* Nett per night

Double room: US\$171.00* Nett per night

Located 0.5 km from the Colombo Hilton

3. The Kingsbury Hotel, 48, Janathipathi Mawatha, Colombo 01.

Tel. +94112421221/5421221, Fax: +94112433251

www.thekingsburyhotel.com

Deluxe	US\$ 171 Nett	US\$ 184 Nett	US\$ 196 Nett
Premium	US\$ 202 Nett	US\$ 214 Nett	US\$ 226 Nett
Executive Ocean	US\$ 234 Nett	US\$ 246 Nett	US\$ 258 Nett
Ocean View Suite	US\$ 272 Nett	US\$ 284 Nett	US\$ 296 Nett
Presidential Suite	US\$ 952 Nett	US\$ 952 Nett	US\$ 952 Nett

Located 0.6 km from Colombo Hilton

4. Grand Oriental Hotel, 02, York Street, Colombo 01, Sri Lanka.

Tel: +94 11 2 320320 || Dir. +94 112 320440 |

Fax : +94 2 380 433 | | Mobile : +94 0777 389188 |

E MAIL - gm@grandoriental.com

Visit us @ www.grandoriental.com

Standard Room	- Room only @ 82 US \$
Single with Breakfast -	US \$ 82 + 8US \$ = 90 US\$
Double with Breakfast	- US \$ 82 + 16 US\$ = 98 US\$

Located 2km from Colombo Hilton

There are many more hotels around the Colombo Hilton which gives cheaper rates. Please refer to trip adviser or agoda for reservations.

The meeting host (CAASL) team takes **no responsibility** of transportation for participants during meeting, which includes transportation between the airport and the city as well as their hotels and venue of the meeting. However, you can arrange airport pickups from the hotel where you stay during the meeting.

7. Weather

Sri Lanka is tropical, with distinct dry and wet seasons. The seasons are slightly complicated by having two monsoons. From May to August the Yala monsoon brings rain to the island's southwestern half, while the dry season here lasts from December to March. The southwest has the highest rainfall – up to 4000mm a year. The Maha monsoon blows from October to January, bringing rain to the North and East, while the dry season is from May to September. The North and East are comparatively dry, with around 1000mm of rain annually. There is also an inter-monsoonal period in October and November when rain can occur in many parts of the island.

Colombo and the low-lying coastal regions have an average temperature of 27°C. At Kandy (altitude 500m), the average temperature is 20°C, while Nuwara Eliya (at 1889m) has a temperate 16°C average. The sea stays at around 27°C all year.

8. Time Zone

Sri Lanka is in Southern Asia, island in the Indian Ocean, south of India.

- The new Sri Lanka time is 5 1/2 hours ahead of Greenwich Mean Time (GMT) compared to 6 hours + GMT in the past decade.
- Sri Lanka Time Zone (UTC+05:30)

9. Other Useful Information

- There are no restrictions on import of foreign currency. However, if the amount exceeds USD\$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 = Rs.132 Sri Lanka currency approx.).

ATTACHMENT D to State letter T 14/3.RAS/06/801– AP000/13(TC)

- International credit cards such as American Express, Visa, Master Card, etc. are normally accepted at major hotels and department stores.
- All commercial banks exchange major foreign currencies and are open from 09:00 am to 05:00 pm 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 13.00 hours.