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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 3/8.25 – AP083/14 (ATM)

11 June 2014

**Subject:** Europe – Asia Trans-regional Special Coordination Meeting  
(22 – 23 September 2014, Beijing, China)

**Action required:** To reply by 31 August 2014

Sir/Madam,

As you are aware, a Europe – Asia Trans-regional Special Coordination Meeting (SCM) was held in Beijing, China in conjunction with an IATA meeting from 23 – 25 September 2013. As there are still open issues and concerns from States and airspace users regarding the inter-regional interface between the EUR and ASIA Regions, it has been decided to hold a second Europe – Asia Trans-regional SCM, which I am pleased to advise will be held at the ICAO Regional Sub-Office, Beijing, China, from 22 – 23 September 2014.

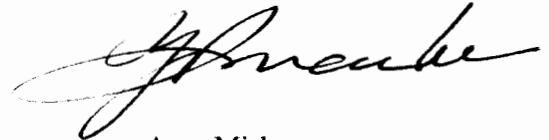
Issues that would be addressed at the meeting include, but are not limited to:

- Asia/Pacific Seamless ATM Planning and reporting;
- ATS surveillance capability to support trans-regional traffic flows effectively;
- ATS route realignment;
- RVSM issues;
- Airspace improvement programmes;
- ANSP Coordination and Civil/Military Cooperation;
- ATS contingency planning; and
- SAR cross-border arrangements and SAREX planning.

We are pleased to invite your Administration to participate in the Europe – Asia Trans-regional SCM. States that are being invited to the Europe – Asia Trans-regional SCM include China, Democratic People's Republic of Korea, Japan, Kazakhstan, Kyrgyzstan, Mongolia, Republic of Korea, Russian Federation and Tajikistan. International organisations, such as EUROCONTROL, are also expected to support this meeting.

Enclosed herewith are the Provisional Agenda for Europe – Asia Trans-regional Special Coordination Meeting (**Attachment A**), Registration Form (**Attachment B**), the Meeting Bulletin (**Attachment C**) and the Hotel Information (**Attachment D**). I am requesting that you kindly provide, at your earliest convenience and no later than **31 August 2014**, 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.



Arun Mishra  
Regional Director

**Attachments:**

- A — Provisional Agenda
- B — Registration Form
- C — Meeting Bulletin
- D — Hotel Information

**Distribution List:**

China, Democratic People's Republic of Korea, Japan,  
Kazakhstan, Kyrgyzstan, Mongolia, Republic of Korea,  
Russian Federation and Tajikistan

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

**EUROPE – ASIA TRANS-REGIONAL SPECIAL COORDINATION MEETING**

*(Beijing, China, 22 – 23 September 2014)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of Provisional Agenda
- Agenda Item 2: Asia/Pacific Seamless ATM Planning and Reporting
- Agenda Item 3: ATS surveillance capability and data sharing
- Agenda Item 4: ATS route realignment
- Agenda Item 5: RVSM issues
- Agenda Item 6: Airspace Improvement Programmes
- Agenda Item 7: ANSP Coordination and Civil/Military Cooperation
- Agenda Item 8: ATS contingency planning
- Agenda Item 9: SAR
- Agenda Item 10: Any other business

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

**EUROPE – ASIA TRANS-REGIONAL SPECIAL COORDINATION MEETING**  
*(Beijing, China, 22 – 23 September 2014)*

**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.icao.int/apac>) prior to the meeting.**

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

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11,  
Samaek Ladprao, Bangkok 10901, Thailand, Fax: 66 (2) 537 8199 or E-mail: [apac@icao.int](mailto:apac@icao.int)

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

**Europe – Asia Trans-regional Special Coordination Meeting**

*(Beijing, China, 22 – 23 September 2014)*

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

The Europe – Asia Trans-regional Special Coordination Meeting will be held at the ICAO Regional Sub-Office located at 1st floor, C Section, China Service Mansion, No.9 Erwei Road, Shunyi District, Beijing, China 100621, Tel: +86-10-64557169, Fax: +86-10-64557164.

The meeting will commence at 0900 hours on Monday, 22 September 2014. The program for the remainder of the meeting will be announced during the meeting.

**2. Registration of Delegates**

Delegates are requested to register at the Registration Desk located at the entrance of the Office between 0830 and 0900 hours on the opening day of the Meeting.

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. Visa and Entry Requirements for China**

**Visas**

Participants from most of the countries are required to obtain visas for a temporary visit not exceeding 30 days. Chinese visa should be applied from the Embassy or Consulate-general of Peoples' Republic of China in participant's resident country.

**Passport**

All foreigner nationals entering China (The People's Republic of China) must possess valid passports or other valid document for travel, valid for six months beyond the expected time of departure from China.

If needed, we can provide Invitation Letter to facility the visa application.

The following items can be brought in duty free:

- a) Personal effects such as clothing etc.
- b) 400 cigarettes;
- c) 2 bottles of alcoholic beverages; and
- d) Perfume for personal use

There are no restrictions on the import of foreign currency. However, when leaving China, you are not allowed to take money, which exceeds the amount you declared when entering. (Current exchange rate US\$ 1 = 6.2 Chinese Yuan approx.)

**4. Transportation:**

Beijing has an extensive public transportation network of buses, trolleybuses, suburban rail and a rapidly expanding subway system.

## **Beijing Subway**

The Beijing Subway now has 16 lines, 442 km (275 mi) of tracks and 261 stations in operation. Subway travel is generally fast, clean, economical and during peak periods congested. On average currently around five million people ride the subway daily. A flat fare of ¥2 with unlimited transfers applies to all lines, except the express link to the airport, which costs ¥25.

The IATA Office is nearest to the Exit A, Jintaixizhao subway station, subway line 10.

## **City bus & trolleybus**

The Beijing Public Transport Holdings, Ltd. ("BPT") is the main bus and trolleybus operator in the city.

## **Taxi**

Taxi fares depend on the vehicle type: these start at CNY 10 for the first 3 kilometers, and go up by CNY2.00 per extra kilometer; the per-kilometer charge is based upon the make and model of the vehicle. After 10pm the base fare goes up to CNY 11. All legal cabs will be part golden yellow in color, and display their permits and paperwork on the dash board and windshield.

## **5. Hotel Information**

The participants are requested to make their own arrangements for hotel accommodation and transportation from airport to hotel. The recommended hotels are provided in Attachment D.

## **6. Contact:**

If you have any questions of an administrative nature, please contact:

Mr. Len Wicks  
Regional Officer, Air Traffic Management  
International Civil Aviation Organization (ICAO)  
252/1 Vibhavadi-Rangsit Road, Chatuchak  
Bangkok 10900  
Thailand  
T: (+66-2) 537 8189 ext 152  
F: (+66-2) 537 8199  
M: (+66-8) 490 73 260

- 7.** Useful Information for visitors is available on APAC RSO Beijing website at <http://www.icao.int/APAC/RSO-Beijing/Pages/default.aspx>

## **Hotel Information**

<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>1-Name:</b> Hilton Beijing Capital Airport ★★★★★</p> <p><b>Address:</b> Terminal 3, 1 SanJing Road, Capital International Airport, Beijing, China</p> <p><b>酒店地址:</b> 北京首都机场希尔顿酒店 北京首都机场三号航站楼 (四经路与三经路交汇处)</p> <p><b>Tel:</b> (+86) 10 400-699-8818</p> <p><b>Fax:</b> (+86) 10 6458-8889</p> <p><b>Website</b> : <a href="http://www3.hilton.com/en/hotels/china/hilton-beijing-capital-airport-BJSCAH1/index.html">http://www3.hilton.com/en/hotels/china/hilton-beijing-capital-airport-BJSCAH1/index.html</a></p> <p><i>For reservation under special rate, please email Adam Liu (Adam.Liu@Hilton.com) with group code <b>RSO001</b></i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary buffet breakfast up to one person.</li> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ In-room Coffee/tea making facilities.</li> <li>➤ Personal in-room safe deposit box.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Hilton Beijing Capital Airport offers transportation to/from the airport <b>Free</b> of charge.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Around 5-minute walk from Hilton to ICAO-RSO</li> <li>➤ Around 25 minutes from the City Centre by Express Train or 30 minutes by car.</li> <li>➤ Around 45 minutes by car to famous historical sites, including Tian'anmen Square and the Forbidden City</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB918 net (Approx150USD) inclusive 1 buffet breakfast (King or Twin bed)</li> <li>➤ RMB1368 net (Approx225USD) inclusive 1 buffet breakfast (King or Twin bed)</li> </ul> <p>Benefits :free access to Executive Lounge</p>

<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>2-Name:</b> Langham Place Beijing Capital Airport★★★★★</p> <p><b>Address:</b> No. 1 Er Jing Road Terminal 3, Capital International Airport, Beijing, China</p> <p><b>酒店地址:</b> 北京首都机场朗豪酒店 北京首都国际机场三号航站楼二经路 1 号</p> <p><b>Tel:</b> (+86) 10 6457 5555 (+86) 10 400 133 8338</p> <p><b>Fax:</b> (+86) 10 6457 5555</p> <p><b>Website:</b> <a href="http://beijingairport.langhamplacehotels.com/">http://beijingairport.langhamplacehotels.com/</a></p> <p><i>For reservation under special rate, please email Amy Ding (amy.ding@langhamhotels.com) with group code <b>RSO002</b>.</i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary buffet breakfast up to 2 persons per room per night.</li> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ Complimentary usage of our Fitness Centre.</li> <li>➤ In-room Coffee/tea making facilities.</li> <li>➤ Personal in-room safe deposit box.</li> <li>➤ Complimentary broadband internet and WIFI access.</li> <li>➤ Free computer usage in Business Center.</li> <li>➤ Free laundry 1 piece per day</li> <li>➤ 15% discount on F&amp;B consumption and not applied to Banquet and conference.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Offers transportation to/from the airport <b>Free</b> of charge.</li> <li>➤ Free shuttle bus between hotel and RSO one round trip per day.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Around 15-minute walk from langham to ICAO-RSO</li> <li>➤ One minute from Terminal 3 at Beijing Capital International Airport by complimentary shuttle bus which also runs between the hotel and Terminals 1 and 2.</li> <li>➤ Around 25 minutes from the City Centre by Express Train or 30 minutes by car.</li> <li>➤ Around 45 minutes by taxi to famous historical sites, including Tian'anmen Square and the Forbidden City</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB600 net (Approx97USD) inclusive 1 buffet breakfast</li> <li>➤ RMB700 net (Approx97USD) inclusive 2 buffet breakfast for Essential Place (King or Twin bed)</li> <li>➤ RMB800 net (Approx129USD) upgrade to club Place and enjoy all Club benefits.</li> </ul>



<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>3-Name:</b> Crown Plaza Sun Palace Beijing ★★★★★</p> <p><b>Address:</b> Yunnan Dasha, North-East Corner of Taiyanggong Bridge, Xibahe, North-East 3rd Ring Road, Chaoyang District, Beijing 100028, P. R. China</p> <p><b>酒店地址:</b> 北京新云南皇冠假日酒店 中国北京朝阳区东北三环, 西坝河, 太阳宫桥东北角 云南大厦 邮编: 100028</p> <p><b>Tel:</b> (+86) 10 6429 8888</p> <p><b>Fax:</b> (+86) 10 6452 1898</p> <p><b>Website:</b> <a href="http://www.ichotelsgroup.com/hd/cp/1/en/hotel/pegsp">http://www.ichotelsgroup.com/hd/cp/1/en/hotel/pegsp</a> <i>For reservation under special rate, please email Vivi Li (Vivi.lee@cpsunpalace.cn) with group code <b>RSO003</b>.</i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary buffet breakfast up to 1 persons per room per night.</li> <li>➤ Complimentary usage of our Fitness Centre.</li> <li>➤ In-room Coffee/tea making facilities.</li> <li>➤ Personal in-room safe deposit box.</li> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ Complimentary High-speed broadband internet access.</li> </ul>		<ul style="list-style-type: none"> <li>➤ 30-minute from Crown Plaza to ICAO-RSO by car or Express Train</li> <li>➤ Only 30 minute drive from the Beijing Capital International Airport.</li> <li>➤ Around 20 minutes by taxi to famous historical sites, including Tian'anmen Square and the Forbidden City</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB1000 net (Approx165USD) inclusive one buffet breakfast (King or Twin bed)</li> <li>➤ RMB1300 net (Approx215USD) upgrade to Club Lounge and enjoy all Club Lounge benefits.</li> </ul>

<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>4-Name:</b> JingLin Hotel★★★</p> <p><b>Address:</b> Second-No. 1 Nanping Dongli Capital International Airport, Beijing, China</p> <p><b>酒店地址:</b> 首都机场南平东里乙 1 号</p> <p><b>Tel:</b> (+86) 10 64572626</p> <p><b>Fax:</b> (+86) 10 64583723</p> <p><i>For reservation under special rate, please email Yong ( <a href="mailto:lijianyong2012@163.com">lijianyong2012@163.com</a>) with group code <b>RSO004</b>.</i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ In-room Coffee/tea making facilities.</li> <li>➤ Complimentary broadband internet.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Offers transportation to/from the airport <b>Free</b> of charge.</li> <li>➤ Free shuttle bus between hotel and RSO one round trip per day.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Located in the airport residential area where you can find super market and restaurants and mails easily.</li> <li>➤ About 10-minute drive to the ICAO-RSO</li> <li>➤ Only 25 minutes from the City Centre by Airport Express or a 30-minute drive.</li> </ul>	<p>RMB360 net (Approx59USD) inclusive 2 buffet breakfast (King or Twin bed)</p>

<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>5-Name:</b> Beijing Ping An Jing Yi Hotel ★★</p> <p><b>Address:</b> No.34 North Guangximen, Chaoyang District, Beijing</p> <p><b>酒店地址:</b> 北京市朝阳区光熙门北里 34 号 平安京忆栈酒店</p> <p><b>Tel:</b> (+86) 10 64228181</p> <p><b>Fax:</b> (+86) 10 64229090</p> <p><b>Website:</b> <a href="http://en.pinganjing.com">http://en.pinganjing.com</a></p> <p><i>For reservation under special rate, please email Sunny (15001289385@126.com) with group code <b>RSO005</b>.</i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary local Chinese newspaper.</li> <li>➤ Personal in-room safe deposit box.</li> <li>➤ Complimentary broadband internet.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Airport shuttle bus between hotel and terminals 1\2\3 is charged for RMB16net one way ticket. Around 50 minutes by airport shuttle bus from hotel to RSO.</li> <li>➤ Around 45 minutes from the City Centre by Airport Express to RSO.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Located in the Beijing downtown which is full of traditional restaurants plus cinemas and shopping malls.</li> </ul>	<p>RMB228net (Approx37USD) exclusive breakfast (King or Twin bed) Breakfast is served with RMB10 net surcharge.</p>