

Tel.: +1 514-954-8219 ext. 6710

29 September 2014

Ref.: AN 13/4.3-IND/14/15

Subject: High-level meeting on Afghanistan Airspace Contingency Planning to be held in Hong Kong SAR, China, on 28 November 2014

Action required: Confirm acceptance of invitation by 14 November 2014

Sir/Madam,

I have the honour to inform that ICAO is convening a high-level meeting on Afghanistan Airspace Contingency Planning at the Headquarters of the Civil Aviation Department of Hong Kong SAR, China, on 28 November 2014.

The effective transition from military to civilian control of Afghanistan Air Navigation Services planned for December 2014 is critically important to support the major traffic flow between Europe and Asia through the Kabul flight information region (FIR) and adjacent airspace. In order to discuss and clarify barriers impeding an effective transition, the ad hoc Afghanistan Contingency Group (AHACG) first met in Kuala Lumpur, Malaysia on 11 and 12 September 2014, and its second meeting is planned for mid-November 2014. Since ICAO attaches utmost importance to this matter, I will be leading a team of senior officials from ICAO Headquarters as well as from the regional offices in Paris, Cairo and Bangkok for this meeting. The meeting will take into account the deliberations and recommendations of the AHACG. Participation of Heads of Civil Aviation Administrations, Directors General of Civil Aviation and concerned high-level decision-makers will provide the opportunity to build consensus, obtain commitments and formulate recommendations deemed necessary for the effective and efficient transition of air navigation services in Afghanistan.

Accordingly, I wish to invite your State or Organization to attend the meeting. Enclosed herewith (in English) are the Provisional Agenda (Attachment A), Registration Form (Attachment B) and Meeting Bulletin (Attachment C). Other meeting documentation will be uploaded on the website of the ICAO Asia Pacific Office at <http://www.icao.int/APAC/Meetings/Pages/default.aspx> in due course.

In view of the above, you are kindly requested to provide the name(s) of your delegate(s) who will be attending the meeting by completing and returning the attached Registration Form to the ICAO Asia Pacific Office by facsimile at 66 (2) 537 8199 or by e-mail at apac@icao.int by 14 November 2014.

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


Raymond Benjamin
Secretary General

Enclosures:

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

PROVISIONAL AGENDA

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

High-level Meeting on Afghanistan Airspace Contingency Planning
(Hong Kong SAR, China, 28 November 2014)

- Agenda Item 1: Adoption of Provisional Agenda
 - Agenda Item 2: Background, current status and outcomes from the first and second AHACG meetings
 - Agenda Item 3: Afghanistan Capacity Building and Contingency Response Plan
 - Agenda Item 4: Adoption of Afghanistan Contingency Action Plan
 - Agenda Item 5: Any other business
-

REGISTRATION FORM

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE

High-level Meeting on Afghanistan Airspace Contingency Planning
(Hong Kong SAR, China, 28 November 2014)

PLEASE PRINT OR TYPE CLEARLY

1. Name in full:

Mr.	Mrs.	Ms.	Dr.	Capt.
-----	------	-----	-----	-------

(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, Samsaek Ladprao, Bangkok 10901, Thailand, Fax: 66 (2) 537 8199 or E-mail: apac@icao.int.

MEETING BULLETIN

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

High-level Meeting on Afghanistan Airspace Contingency Planning
(Hong Kong SAR, China, 28 November 2014)

1. VENUE AND SCHEDULE OF THE MEETING

- 1.1 High-level Meeting on Afghanistan Airspace Contingency Planning will be held at the Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong SAR, China, on 28 November 2014.

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 day of the meeting.
- 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 SAR, China, <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 the Diplomatic or Consular Mission of the People's Republic of China in your State.

3.2. Currency and Credit Cards

The Hong Kong dollar is pegged to the US dollar 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**

Weather information, including nine-day forecast, can be obtained from the website of the Hong Kong Observatory:

<http://www.hko.gov.hk/wxinfo/currwx/fnd.htm>

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 <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 in local convenient stores and supermarkets.

3.7. **Telephone**

Public pay 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. **Gratuities**

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

4. **ACCOMODATIONS**

A list of hotels located within close proximity of the meeting venue is provided in the Appendix. For access to the meeting venue from these hotels, delegates may take a short bus (Bus Route no. S1) trip 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 the downtown area such as Kowloon, the most direct route to the meeting venue would be to take the Mass Transit Railway (MTR) Tung Chung Line train to Tung Chung Railway Station, or the Airport Express (AEL) train to the Airport Station, then bus (Bus Route no. S1) or taxi.

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

5. **FURTHER INFORMATION**

- 3.4. 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 the Air Traffic Management Division, Civil Aviation Department, Hong Kong SAR, China, at:

Mr. Bill Leung

Phone: (852) 2910 6288
Fax: (852) 2910 1655
Email: bchleung@cad.gov.hk

Ms. Sarah Wong

Phone: (852) 2910 6494
Fax: (852) 2910 1655
Email: ssnwong@cad.gov.hk

APPENDIX TO ATTACHMENT C

HOTEL INFORMATION
(in alphabetical order)

Hotel Name	Contacts
Hong Kong SkyCity Marriott Hotel	1 Sky City Road East Hong Kong International Airport Telephone: +852 3969 1888 Fax: +852 3969 2288 Website: www.skycitymarriott.com Email: reservations.hkgap@marriott.com
Novotel Citygate Hong Kong	51 Man Tung Road Tung Chung, Hong Kong Telephone: +852 3602 8888 Fax: +852 3602 8899 Website: www.novotel.com/6239 Email: H6239@accor.com
Regal Airport Hotel	9 Cheong Tat Road Hong Kong International Airport Telephone: +852 2286 8888 Fax: +852 2286 8686 Website: www.regalhotel.com Email: stay@airport.regalhotel.com

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

