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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

**Ref.:** T 4/3.2:AP082/14 (MET)

03 June 2014

**Subject:** Eighteenth Meeting of the  
Meteorology Sub-group (MET SG/18) of APANPIRG  
(ICAO Regional Sub-Office, Beijing, China  
18 – 21 August 2014)

**Action Req'd:** Reply at your earliest convenience,  
preferably, not later than **04 August 2014**

Sir/Madam,

I have the honour to inform you that the Eighteenth Meeting of the Meteorology Sub-group (MET SG/18) of APANPIRG will be held at the ICAO Regional Sub-Office, Beijing, China from 18 to 21 August 2014.

I have the pleasure to invite you to designate appropriate expert(s) from your Administration to attend the above meeting. The designated expert(s) may be accompanied by advisor(s), as appropriate. I would urge you to nominate expert(s) who are responsible for planning and implementation of MET facilities and services in your Administration.

The Provisional Agenda with explanatory notes of the meeting is provided in Attachment 1. A Meeting Bulletin containing information about the arrangements for the meeting is in Attachment 2.

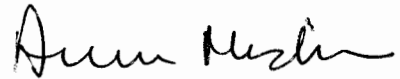
In order to enable this Office to take appropriate action, I would like to request you to:

- a) review the provisional agenda and submit suggestions for changes, if any; and
- b) submit papers for presentation at the meeting in electronic format (MS Word or Adobe pdf) as early as possible, but not later than **04 August 2014**. This is necessary to facilitate States' internal coordination and the publishing of the papers on the ICAO website well in advance of the meeting. Papers received after **04 August 2014** will be considered as information papers only.

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I will be grateful if you could send any proposals for the agenda of the meeting, as well as, the completed Registration Form(s) provided in Attachment 3 at your earliest convenience and not later than **04 August 2014**

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



Arun Mishra  
Regional Director

**Enclosures:**

- Attachment 1: Provisional Agenda with explanatory notes
- Attachment 2: Meeting Bulletin
- Attachment 3: Registration Form



*International Civil Aviation Organization*

**EIGHTEENTH MEETING OF THE METEOROLOGY  
SUB-GROUP (MET SG/18) OF APANPIRG**

ICAO Regional Sub-Office, Beijing, China  
18 – 21 August 2014

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**PROVISIONAL AGENDA**

- Agenda Item 1:** Opening of the meeting
- Agenda Item 2:** Organizational matters
- Agenda Item 3:** Review outcomes from ICAO global groups
- Agenda Item 4:** Review outcomes from ICAO APAC groups
- Agenda Item 5:** Planning and monitoring
- Agenda Item 6:** Air navigation deficiencies in the MET field
- Agenda Item 7:** Research, development and implementation issues in the MET field
- 7.1 WAFS
  - 7.2 Observations and reports
  - 7.3 Forecasts
  - 7.4 Advisories and warnings
  - 7.5 Data exchange
  - 7.6 MET/ATM coordination
  - 7.7 Climatological information
  - 7.8 Governance and training (incl. quality management, cost recovery, qualification and competencies of meteorological personnel)
- Agenda Item 8:** Regional guidance material
- Agenda Item 9:** Inter-regional and intra-regional coordination
- Agenda Item 10:** Future work programme
- Agenda Item 11:** Any other business
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## EXPLANATORY NOTES ON THE PROVISIONAL AGENDA ITEMS

**Agenda Item 1: Opening of the meeting**

Self-explanatory

**Agenda Item 2: Organizational matters**

The meeting will adopt the working arrangements (e.g. Secretary, Chair/s, hours of business, etc.) and the agenda.

**Agenda Item 3: Review outcomes from ICAO global groups**

The Secretariat will provide an overview of the outcomes and progress on activities of the relevant global ICAO groups, including: Air Nav/12, MET DIV/14, WAFSOPSG, SADISOPSG, IAVWOPSG, METWSG, AMOFSG and MARIE-PT.

**Agenda Item 4: Review outcomes from ICAO APAC groups**

The Secretariat and the Chairs will report on significant outcomes, progress and issues from the regional ICAO groups, including: DGCA Conference, APANPIRG, MET SG, ROBEX WG, WAFS TF, MET/H TF and MET/R TF.

**Agenda Item 5: Planning and monitoring**

With a focus on the relationship to implementation of MET in the APAC region, the Secretariat will provide an overview of the new global plans: Global Air Navigation Plan (GANP, 2013-2028) and Global Aviation Safety Plan (GASP, 2014-2016), the new Air Navigation Reporting Forms (ANRFs), the APAC Seamless ATM Plan, regional priorities and targets, and the linkages to the APAC Air Navigation Plan (ANP). The Secretariat will also provide overviews of recent updates to the APAC ANP Part VI MET and the new regional ANP template under development.

**Agenda Item 6: Air navigation deficiencies in the MET field**

The Secretariat will provide an overview of the status of air navigation deficiencies currently listed in the APANPIRG database in the MET field. There are currently 20 deficiencies in the MET field, listed against 11 APAC States. It is expected that progress towards resolution of some deficiencies will be presented for consideration by the group ahead of the upcoming APANPIRG meeting. In accordance with the *APANPIRG Procedural Handbook*, States are invited to report on the status of MET deficiencies and, in cases where deficiencies have been rectified, submit in writing an official report providing full details of the action taken.

**Agenda Item 7: Research, development and implementation issues in the MET field**

The meeting will monitor research and development, trials, demonstrations and other initiatives, aimed at improving MET services and the coordination of MET with ATM in the APAC region, in order to facilitate the transfer of this information and expertise between States. It is expected that States will report on activities that support this item.

**Agenda Item 8: Regional guidance material**

The meeting will review regional guidance materials and make recommendations to develop the guidance with the aim of improving MET services through the use of existing and/or new procedures, facilities and technologies. Specially tasked ad-hoc groups are expected to present updates to the SIGMET Guide and ROBEX Handbook for review and endorsement by the sub-group.

**Agenda Item 9: Inter-regional and intra-regional coordination**

The meeting will review and identify inter-regional and intra-regional co-ordination issues in the field of MET and recommend actions to address those issues. The Secretariat will provide an overview of the framework of ICAO groups and participants are invited to raise relevant issues for discussion in the sub-group. The Secretariat will present a proposal for a future APAC MET/ATM Seminar.

**Agenda Item 10: Future work programme**

The meeting will review the work programme of the sub-group, including the terms of reference (TOR) of the sub-group, and make recommendations to update the work programme and TOR to ensure alignment with the overall goals and objectives of APANPIRG.

**Agenda Item 11: Any other business**

Self-explanatory

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*International Civil Aviation Organization*

**EIGHTEENTH MEETING OF THE METEOROLOGY  
SUB-GROUP (MET SG/18) OF APANPIRG**

ICAO Regional Sub-Office, Beijing, China  
18 – 21 August 2014

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**1. Location & Schedule of Meeting**

1.1. The Eighteenth Meeting of the MET Sub-group of APANPIRG (MET SG/18) will be held from 18 to 21 August 2014 at the ICAO Regional Sub-office in Beijing, China.

1.2. The detailed venue information is provided in **Annex 1** of this Bulletin.

**2. Registration of Participants**

2.1. Participants are requested to register at the Registration Desk outside the conference room on Monday, 18 August 2014 between 0830 – 0900 hrs. Participants are also requested to put on the identification badge while attending all activities during the meeting. Daily programme will be announced at the first day of the meeting.

**3. Secretariat concerned with the Meeting**

3.1 Mr. Peter Dunda, Regional Meteorological Officer, of the ICAO Asia and Pacific Office will act as Secretary of the meeting. His contact address is as follows:

**Mr. Peter Dunda, Regional Officer MET**  
Tel: +66 (2) 537 8189 to 97 Ext. 153  
Fax: +66 (2) 537 8199  
E-mail: [PDunda@icao.int](mailto:PDunda@icao.int)

**4. Meeting documents for distribution**

4.1 All Working/Information Papers for the Meeting should be submitted in Microsoft Word or Power Point format **before 04 August 2014** for publishing on the ICAO APAC web site. Participants are requested to download meeting documents at following webpage and bring the papers with them at <http://www.icao.int/apac/Pages/default.aspx> No hard copy of papers will be distributed. E-mail address for submitting documents is: [APAC@icao.int](mailto:APAC@icao.int) with cc: [PDunda@icao.int](mailto:PDunda@icao.int)

## **5. Hotel Accommodation**

5.1. The list of hotels near the venue of the meeting and their tariff is provided at **Annex 1** to this Bulletin. Taxi services are normally available through the hotel reception counters.

5.2. Additional hotel information near the RSO in Beijing can also be found at [http://www.fpp-icao.org/cn/Venue/index.asp?Basic\\_Class\\_ID=53](http://www.fpp-icao.org/cn/Venue/index.asp?Basic_Class_ID=53)

## **6. Miscellaneous Information**

### Time

6.1. Beijing time is 8 hours ahead of Universal Coordinated Time (UTC+0800 hours.)

### Electric System

6.2. The electrical system in China operates on 220 Volt 50 cycles, with two flat parallel pin is more common. In the conference room, extension power cord will be made available to the users.

## **7. Contact Point for Visa**

7.1. Correspondence pertaining to visa facilitation letters should be directed to the following, Officers of ICAO Regional Sub-Office in Beijing, China.

### **Mr. Wang Xiaoyin (Ian) - Programme Assistant**

Tel: +86 (10) 6455 7171

Fax: +86 (10) 6455 7164

E-mails: [xwang@icao.int](mailto:xwang@icao.int); [APAC-RSO@icao.int](mailto:APAC-RSO@icao.int)

Please also cc: to **Mr. Hou Zhenhao** at [Zhou@icao.int](mailto:Zhou@icao.int) who will support Mr. Wang Xiaoyin (Ian) on visa facilitation.

7.2. When a letter of invitation for visa application is required at a Chinese Embassy or Consulate, nominated participants are requested to provide scanned copy of their passport page with photo ID and name, passport number and expired date, etc. to the contact point mentioned above before **30 July 2014** for a specific invitation letter and ICAO RSO Certification from the ICAO Regional Sub-Office in Beijing, China. The letter of invitation and attached document are required to be submitted to the Chinese Embassy or Consulate for visa application.

7.3. All foreign nationals entering China must possess valid passports. Participants from certain countries are not required to obtain visas for a temporary visit.

7.4. It is suggested that all participants consider obtaining official visas from the Chinese Embassy or Consulate prior to their arrival in China

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## International Civil Aviation Organization

Asia and Pacific Regional Sub-Office

Beijing, China

### INFORMATION BULLETIN FOR VISITORS

#### Location of the ICAO Regional Sub-Office (RSO)

The ICAO Asia and Pacific Regional Sub-Office (RSO) is located on the 1<sup>st</sup> Floor, C Section, China Service Mansion, No. 9 Erwei Road, Shunyi District, Beijing, China 100621

北京顺义区首都机场二纬路9号  
中国服务大厦一层 C座  
邮编：100621

Telephone: +86 (10) 64557169







### **Passport, visa and customs**

All foreign nationals entering China must possess valid passports. Participants from certain countries are not required to obtain visas for a temporary visit. It is suggested that all participants consider obtaining official visas from the Chinese Embassy or Consulate prior to their arrival in China.

The following items can be brought in duty free:

- Personal effects such as clothing etc.
- 400 cigarettes;
- 2 bottles of alcoholic beverages; and 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 amounts you declared when entering. (Current exchange rate US\$ 1 = 6.1 Chinese Yuan approx.)

### **Hotel information**

Up-to-date hotel information near the RSO can be founded at [http://www.fpp-icao.org/cn/Venue/index.asp?Basic\\_Class\\_ID=53](http://www.fpp-icao.org/cn/Venue/index.asp?Basic_Class_ID=53)

### **Useful Information**

International credit cards such as Visa, American Express etc. are normally accepted at the recommended hotel.

Time in Beijing is 8 hours ahead of Coordinated Universal Time (UTC +8).

All commercial banks, such as the Bank of China, exchange foreign currencies such as Euro, US Dollar and are open from 09:00 to 16:00 hours from Monday to Saturday. All major hotels also have foreign exchange counters. To change travellers' cheques, customers are requested to show their passport. Bank at Airports also provided the currency exchange service.

### **Facilities near the RSO**

#### The Capital International Airport Pharmacy

Address: 5, Yan Xiang Dong Li, The Capital International Airport, Chao Yang, Beijing (北京市朝阳区首都国际机场燕翔东里 5 号) Tel: (+86) 10 6456 4134

#### Beijing Tianzhu Golf & Country Club

Address: 14, Lou Tai Duan, Li Tian Road, Shun Yi, Beijing (北京市顺义区李天路楼台段14号) Tel: (+86) 10 64565226

#### Jing Ke Long Supermarket

Address: Ji Chang South Road, Capital International Airport, Beijing, China (北京市朝阳区首都机场机场南路) Tel: (+86) 10 6468 8233

### **Tourist Destinations**

#### **798 Art District < 798 艺术区 >**

**17 km (20 minutes)**

This former factory complex has been transformed into a thriving artistic and cultural community. Located in the Dashanzi area northeast of central Beijing, the industrial-looking estate is a creative hub with a range of galleries, exhibitions, artist studios, design companies and restaurants.

#### **National Stadium (Bird's Nest) < 国家体育馆 (鸟巢) >**

**28 km (35 minutes)**

During the 2008 Olympic Games the National Stadium became an iconic image, showcasing the excellence of Chinese architecture. The design reflects traditional Chinese elements (the red glow symbolises luck) and incorporates modern elements (the structure evokes the energetic spirit of athletes). Sports buffs will also want to visit the nearby National Aquatics Centre (dubbed the 'Water Cube') and the National Indoor Stadium.

#### **Hutongs < 胡同 (南锣鼓巷) >**

**30 km (40 minutes)**

Step into the past and stroll down these tight alleys and narrow streets. A hutong is a simple alleyway, usually running East-West, built around a major building. Full of character and slice-of-life charm, you'll need your compass to navigate your way out of the labyrinth.

**Forbidden City & Tian'anmen Square <紫禁城与天安门广场>**

**32 km (45 minutes)**

Put these at the top of your to-do list.

In the heart of Beijing, Tian'anmen Square is a huge open space bordered by grand, imposing government buildings, including Memorial Hall of Chairman Mao and the National Museum of China. Open daily, you can get there via Subway Line 1 and disembark at Tiananmen East or Tiananmen West Station.

Just north of Tian'anmen Tower, the Forbidden City deserves at least one full afternoon. Once the imperial palace of the Ming and Qing dynasties, for over 500 years this magnificent palace was home to 24 emperors. Now fully restored to its former glory, this tourist Mecca inspires awe with its architectural beauty and imposing size. The largest and most well-preserved imperial residence in China today, in 1987 the United Nations Educational, Scientific and Cultural Organisation recognised the Forbidden City as a world cultural legacy.

**Temple of Heaven <天坛>**

**33 km (45 minutes)**

Located in the southeast of Beijing, the Temple of Heaven was the place where royalty came to pray. Built in 1420 during the Ming Dynasty, UNESCO has listed the Temple as one of the World Cultural Relics.

**Summer Palace <颐和园>**

**43 km (60 minutes)**

Epic in scale and ingenious in its design, construction of the Summer Palace began in 1750 under Emperor Qianlong. An awe-inspiring masterpiece of Chinese landscape design, it remains one of China's largest and best-preserved imperial gardens. Spread out over 294 hectares (726 acres), it blends the natural landscape of the hills with man-made features and residences. Located 15 km from central Beijing.

**Great Wall at Mutianyu <慕田峪长城>**

**46 km (60 minutes)**

Not for nothing is this listed as one of the Wonders of the World. Spanning almost 9,000 km, this spectacular engineering marvel inspires awe and wonder. For visitors to Beijing, the closest point along the Great Wall is at Mutianyu, about 50 km northeast of Langham Place, Beijing Capital Airport. Winding through lofty mountains and high ridges, this stretch of the Great Wall is dotted with watch towers.

### **Transportation from the ICAO Beijing Regional Sub-Office (China Service Mansion) to Town/ Tourist Attractions**

#### ***Subways and Light Railways:***

Please take Airport Express from Terminal 3 to SANYUANQIAO Station (Transfer Line10 and get off BEITUCHENG Station, then Transfer Line8 and get off Olympic Sports Centre Station) for National Stadium /Bird's Nest.

Or until to DONG ZHI MEN station (Transfer Line2, then Transfer Line1 and get off WANGFUJING Station or TIAN'ANMEN WEST/ EAST Station) for

- Hutongs (Take subway Line2 and get off at GULOUDAJIE Station)
- Forbidden City & Tian'anmen Square
- Temple of Heaven (Take subway Line2 and get off at CHONGWENMEN Station, then take a taxi for 10 yuan)
- Summer Palace (Take subway Line2 and get off XIZHIMEN Station, then take a taxi for about 40 yuan)

#### ***Taxi:***

Taxis are a great and inexpensive way to get about town. Taxi "flag-falls" begin at 13 Yuan during the day for the first 3 km and 14.40 Yuan from 11 p.m. until 5 a.m. The cost of a ride is 2.30 Yuan per kilometre after the first 3 km , 3.45 Yuan after 15 kilometres. There is also a flat 1 Yuan fuel surcharge for each ride. Highway Tolls are charged to the passenger. Receipts are available on demand. Booking Taxi: Please call 96103 or 96106. (Additional service fee of 5 Yuan)

#### ***Transportation Web sites and numbers for information:***

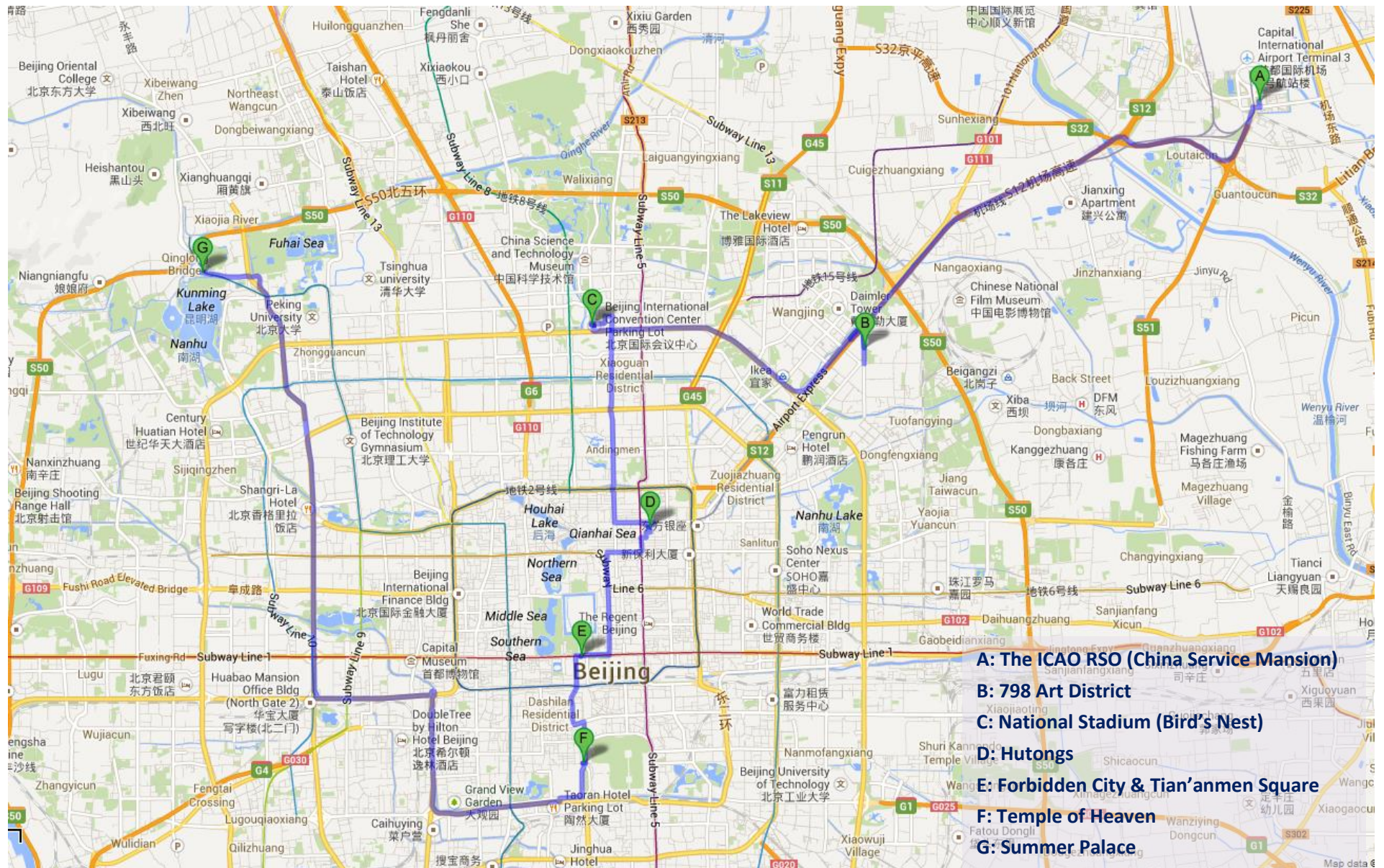
Beijing Transport Information: <http://www.1039.com.cn>

Beijing maps: <http://www.go2map.com>

Beijing bus information: <http://www.bjbus.com>

Beijing bus hotline centre: 96166

Booking Taxi: 96103, 96106



- A: The ICAO (China Service Mansion)**
- B: 798 Art District**
- C: National Stadium (Bird's Nest)**
- D: Hutongs**
- E: Forbidden City & Tian'anmen Square**
- F: Temple of Heaven**
- G: Summer Palace**



**EIGHTEENTH MEETING OF THE METEOROLOGY SUB-GROUP  
(MET SG/18) OF APANPIRG**

**ICAO Regional Sub-Office Beijing, China  
18 – 21 August 2014**

Registration Form				
<b>State/ Organization</b>				
<b>Name</b>	<input type="checkbox"/> <b>Dr.</b> <input type="checkbox"/> <b>Mr.</b> <input type="checkbox"/> <b>Ms.</b>	Family name (capitals)	First name	Middle initial
<b>Title/Official Position</b>				
<b>Mailing Address</b>				
<b>Telephone (office)</b>				
<b>Telephone (mobile)</b>				
<b>Fax</b>				
<b>e-mail (1)</b>				
<b>e-mail (2)</b>				
<b>Hotel in Beijing</b>				

**Note:**

- *Participants are expected to make their own hotel/visa arrangements*
- *Participants requiring a letter of invitation to facilitate their visa application are kindly requested to submit their completed nomination form together with a copy of their current, valid national passport **no later than 30 July 2014***

**Please submit the completed form by 04 August 2014 by e-mail, fax or mail.**

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