



International  
Civil Aviation  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref. T 3/8.12, T3/8.13 – AP007/14 (ATM)

21 January 2014

**Subject:** Combined the Fourth Meeting of the South Asia/Indian Ocean ATM Coordination Group (SAIOACG/4) and Twenty-First Meeting of the South – East Asia ATS Coordination Group (SEACG/21)

**Action required:** To note and action accordingly

Sir/Madam,

I refer to State Letter Ref. T 3/8.12, T3/8.13 – AP153/13 (ATM) dated 22 October 2013, regarding the Fourth Meeting of the South Asia/Indian Ocean ATM Coordination Group (SAIOACG/4) and the Twenty-First Meeting of the South-East Asia ATS Coordination Group (SEACG/21) which was scheduled to be held at the ICAO Regional Office, Bangkok, Thailand, during the period 11 to 20 February 2014.

Due to the political unrest being experienced in Thailand at present, there is uncertainty as to the effect on the Regional Office's facilities and the availability of safe and efficient land transportation within Bangkok over the coming weeks. The Department of Civil Aviation Hong Kong, China has graciously proposed to support the SAIOACG/4 and SEACG/21 in Hong Kong China from **24 – 28 February 2014**. The ICAO Regional Office has gratefully accepted the Department of Civil Aviation Hong Kong's kind offer, thus allowing the combination of the SAIOACG/4 and SEACG/21 meeting over five days.

Accordingly, I wish to invite your Administration to arrange for attendance at the new location of suitable ATM experts at this important meeting. I am requesting that you kindly provide, at your earliest convenience, the name(s) of the delegate(s) from your State that will be attending the meeting.

Enclosed herewith the revised Registration Form is attached at **Attachment A**. An updated Meeting Bulletin is attached at **Attachment B**. Please be advised that the Regional Office will not be able to accept late papers for this meeting after Wednesday 19 February 2014.

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

Yoshiaki Imawaka  
Acting Regional Director

**Attachment:** A – Registration Form (Revised)  
B – Meeting Bulletin (Revised)

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

**COMBINED FOURTH MEETING OF THE SOUTH ASIA/INDIAN OCEAN ATM  
COORDINATION GROUP (SAIOACG/4) AND TWENTY-FIRST MEETING OF THE SOUTH-  
EAST ASIA ATS COORDINATION GROUP (SEACG/21)**

*(Hong Kong, China, 24 – 28 February 2014)*

**REGISTRATION FORM**

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: Participants may 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, Samyaek  
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**

**Combined Fourth Meeting of the South Asia/Indian Ocean ATM Coordination Group  
(SAIOACG/4) and the Twenty-First South East Asia ATM Coordination Group  
(SEACG/21)**

(Hong Kong, China, 24 – 28 February 2014)

**INFORMATION BULLETIN**

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

- 1.1 The Fourth Meeting of the South Asia/Indian Ocean ATM Coordination Group (SAIOACG/4) and the Twenty-First South East Asia ATM Coordination Group (SEACG/21) will be held at the Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong, from Monday, 24 February to Friday, 28 February 2014. As these meetings are combined with a resultant higher workload, delegates can expect the meeting to start promptly at 0900 hours and extend until 1600 each day.

**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 opening day of the Meeting (24 February 2014).
- 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, China ([www.immd.gov.hk](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 your closest Chinese Diplomatic or Consular Mission.**

**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**

Generally, February is mild and dry. Temperatures rarely dip below 13 °C (55 °F). Though light drizzly rain can occur, it is rarely heavy. The average low and high temperatures are 14 °C (57 °F) and 19 °C (66 °F). The Hong Kong Observatory ([www.hko.gov.hk](http://www.hko.gov.hk)) provides a useful 7-day weather forecast.

### **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.

### **3.7. Telephone**

Public 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. Tipping**

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

## **4. Hotel**

A list of hotels located within close proximity of the Meeting Venue is provided in Appendix for reference. For access to the Meeting Venue from the Hong Kong Skycity Hotel, Novotel Citygate Hong Kong, and Regal Airport Hotel with public transport, 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 downtown 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 the railway stations is attached for reference.

## **5. Further Information**

- 5.1. 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 Air Services Division, Civil Aviation Department, Hong Kong, China at:

Mr. Patrick Ma  
Phone: (852) 2910 6654  
Fax: (852) 2326 3654  
Email: [pspma@cad.gov.hk](mailto:pspma@cad.gov.hk)

Mr. Jeffrey Law  
Phone: (852) 2910 6655  
Fax: (852) 2326 3654  
Email: [jcwlaw@cad.gov.hk](mailto:jcwlaw@cad.gov.hk)

**HOTEL INFORMATION**  
**(in alphabetic order)**

**Hong Kong Disneyland Resort**

Hong Kong Disneyland Resort,  
Lantau Island,  
Hong Kong

Telephone no.: (852) 1830 830

Fax no.: N/A

Email: [Reservations@hongkongdisneyland.com](mailto:Reservations@hongkongdisneyland.com)

Website: [http://park.hongkongdisneyland.com/hkdl/en\\_US/home/home?name=HomePage](http://park.hongkongdisneyland.com/hkdl/en_US/home/home?name=HomePage)

Room rate: Hong Kong Disneyland Hotel - Sea View Room (Facing South China Sea)  
HK\$3080 (inclusive of 10 % service charge) per room per night  
(breakfast NOT included)

Disney's Hollywood Hotel - Sea View Room (Facing South China Sea)  
HK\$2310 (inclusive of 10 % service charge) per room per night  
(breakfast NOT included)

- Rates listed are only applicable during 23 – 28 February 2014 (inclusive)
- above Rates listed above does NOT include park tickets
- A maximum of 4 registered guests per room, including infants.
- At the reservation stage, the Hotel will charge the 1st night room rate as room deposit.

Transportation: Hong Kong International Airport (HKIA)

Rental of limousine services for transportation from HKIA is available. Delegates wishing to arrange such service should liaise with the Hotel once the hotel reservation has been confirmed.

## **Hong Kong Skycity Marriott Hotel**

1 Sky City Road East,  
Hong Kong International Airport,  
Lantau,  
Hong Kong

Telephone no.: (852) 3969 2028

Fax no.: (852) 3969 2023

Email: mrhs.hkgap.reservations@marriott.com

Website: www.skycitymarriott.com

Room rate: Deluxe Room Rate  
HK\$1,588 + 10 % service charge per night (breakfast NOT included)  
(Single or double occupancy)

Buffet breakfast, if required, is charged at HK\$150 + 10% service charge, per person per meal

Remarks: Method of Reservation  
Delegates must reserve his/her room via the [Reservation Link](#) provided by Hong Kong SkyCity Marriott Hotel. Rooms are reserved on first come, first serve basis. Rates are subject to availability outside the period 23 – 28 February 2014 (inclusive).

Any individual's room cancellation or amendment (including shortened stay) is required before 22 February 2014. Any cancellation or amendment afterwards will be subject to a penalty of entire period of reservation per room cancellation. However, the individual may substitute another person in his/her place at no additional charge or penalties.

Please also note other applicable terms and conditions when making the reservation.

Transportation: Hong Kong International Airport (HKIA)

There is a complimentary scheduled hotel shuttle bus for hotel's guests to/from the HKIA Passenger Terminal. On arrival to HKIA, please proceed directly to Bay 29-30 of the Coach Station in Terminal 2.

Delegates may also travel between the hotel (Asia-World Expo Station) and HKIA (Airport Station) by taking the Airport Express train. The walk between the hotel and Asia-World Expo Station takes about 5

minutes. The train journey takes about 1 minute.

Meeting Venue

On request, the complimentary shuttle bus can drop off or pick up hotel's guests at the Meeting Venue. Delegates can make the request from the driver. For pickup service, advanced notice is required and seats are on first come first serve basis.

**Novotel Citygate Hong Kong**

51 Man Tung Road,  
Tung Chung,  
Hong Kong

Telephone no.: (852) 3602 8888  
Fax no.: (852) 2109 9190  
Email: H6239-SL1@accor.com  
Website: www.novotelcitygate.com

Room rate: Standard Room rate

HK\$ 1,680 (inclusive of 10% service Charge) per room per night  
(breakfast NOT included)

This rate can be ascertained from the hotel (in the hotel's website or through the following contact)

Name : Ms. Alice Leung, Sales Manager  
E-mail: H6239-SL1@accor.com Tel : (852) 3602 8803

Buffet breakfast, if required, is charged at HK\$ 158 + 10% service charge, per person per day

Transportation: Hong Kong International Airport (HKIA)

There is a complimentary scheduled hotel shuttle bus for hotel's guests to/from the HKIA Passenger Terminal. On arrival to HKIA, please approach Counter B16 in the Arrival Hall or proceed directly to Bay 29-30 of the Coach Station in Terminal 2.

HKIA can also be reached by taking a short taxi or public bus (Route No. S64, S1 or S56) trip. The journey takes about 5 – 10 minutes.



## **Regal Airport Hotel**

9 Cheong Tat Road  
Hong Kong International Airport  
Chek Lap Kok, Lantau,  
Hong Kong

Telephone no.: (852) 2286 8888  
Fax no.: (852) 2286 8686  
Email: rah.info@regalhotel.com  
Website: www.regalhotel.com

Room rate:

	Room only	Breakfast (per head per meal)
Superior Room	HK\$1,550	HK\$ 203
Deluxe Room	HK\$1,750	
Quadruple Room (max. 4 persons per room)	HK\$2,150	
	Single Room	Double Room
#Executive Club Room	HK\$2,250	HK\$2,400

#Executive Club Room inclusive of full Club Floor Privileges (e.g. free access to Club Lounge, free continental breakfast, free cocktail and snacks during happy hour etc...)

- The above rates are subject to 10% service charge per room per night
- The above rates are inclusive of free use of in-room internet access for one IP access per room

Remarks: • Booking may be made through this link [ICAO4](#)

Transportation: Hong Kong International Airport (HKIA)

The Hotel is connected directly to the HKIA Passenger Terminal 1 by a covered walkway. The walk between the hotel and HKIA takes about 2 minutes.

### Meeting Venue

Rental of shuttle bus for transportation to and from the Meeting Venue is available. Delegates may contact the Hotel for details.

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

