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Международная
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авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 12/10.1 – AP036/15 (ATM)

20 February 2015

Subject: The Tenth Meeting of ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/10) (Bangkok, Thailand, 27 – 30 April 2015)

Action required: To reply as soon as possible but not later than **10 April 2015**

Sir/Madam,

I have the honour to invite your Administration to participate in the Tenth Meeting of the Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/10), which will be in Bangkok, Thailand from 27 – 30 April 2015.

AAITF/10 is expected to review the progress of the transition from AIS to AIM and to identify further work to be undertaken regionally by the Task Force. In addition, the Regional AIM transition performance will be reported on the ICAO Regional Performance Dashboards.

Enclosed herewith are the provisional Agenda for AAITF/10 (**Attachment A**), Registration Form (**Attachment B**) and Meeting Bulletin (**Attachment C**). I am requesting that you kindly provide, at your earliest convenience and no later than **10 April 2015**, the name(s) of the delegate(s) from your State who will be attending the meeting, using the Registration Form.

It is strongly recommended that papers to the meeting should be submitted no later than two weeks prior to the meeting date, via email to the Regional Office, but in any case not later than **Wednesday 15 April 2015** (after that date papers may be considered as a Flimsy as the discretion of ICAO). Participants should obtain copies of meeting materials from the website of the Asia/Pacific Regional Office at <http://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the commencement of 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

Asia and Pacific Office
252/1 Vibhavadi Rangsit Road
Chatuchak
Bangkok 10900
Thailand

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P.O. Box 11
Samyaeek Ladprao
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**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

**THE TENTH MEETING OF ICAO AERONAUTICAL INFORMATION SERVICES –
AERONAUTICAL INFORMATION MANAGEMENT IMPLEMENTATION TASK FORCE
(AAITF/10)**

(Bangkok, Thailand, 27 – 30 April 2015)

PROVISIONAL AGENDA - AAITF/10

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: Review of Air Navigation Deficiencies in the AIS Field
- Agenda Item 4: AIS-AIM Updates
- Agenda Item 5: Any Other Business
- Agenda Item 6: Review of the Task List
- Agenda Item 7: Date and Venue for the Next meeting

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(Bangkok, Thailand, 27 – 30 April 2015)

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.**

DateSignature

After completing, please send to: ICAO Regional Office for Asia and Pacific, 252/1, Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900, Thailand, Fax: 66 (2) 537 8199 or E-mail: apac@icao.int

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

**THE TENTH MEETING OF ICAO AERONAUTICAL INFORMATION SERVICES –
AERONAUTICAL INFORMATION MANAGEMENT IMPLEMENTATION TASK FORCE
(AAITF/10)**

(Bangkok, Thailand, 27 – 30 April 2015)

MEETING BULLETIN

1. Dates and Venue

1.1 The Tenth Meeting of ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force will be held at Kotaite Wing of ICAO Asia and Pacific Office from Monday, 27 to Thursday, 30 April 2015. The meeting will start at 0900 hours each day. The ICAO Regional Office is located at:

ICAO Building
252/1 Vibhavadi Rangsit Road
Chatuchak, Bangkok 10900
Tel: +66-2-537-8189 to 97
Fax: +66-2-537-8199
E-mail: apac@icao.int
Website: <http://www.icao.int/APAC>

1.2 Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 0830 and 0900 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them, when they are in the ICAO premise.

2. Officers and Secretariat Concerned with the Meeting

2.1 Mr. Shane Sumner, Regional Officer Air Traffic Management, ICAO Asia and Pacific Office, will act as the Secretary of the meeting.

3. Meeting Documents, Papers for Distribution, etc.

3.1 Participants are kindly requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. If you are unable to meet this deadline, please ensure that the participants bring adequate copies (paper and electronic versions) for all delegates. Meeting documents will be available on ICAO APAC website (<http://www.icao.int/APAC>) prior to the meeting. A hotspot for Wi-Fi connection to the Internet is also available in the premise of the APAC Office to allow viewing papers on-line.

4. Passport, Visa and Customs

4.1 Participants may wish to obtain information on Thailand entry requirements by accessing the web page **<http://www.mfa.go.th/web/12.php>**

4.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area. Participants must be medically fit and in possession of medical insurance coverage to meet expenses for any sickness or medical emergency during the meeting.

4.3 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$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 = Baht 30.00 approx).

5. Hotel Reservations and Transportation

5.1 Information giving the details of the address, fax number, tariff, etc. of hotels is provided at ICAO APAC website <http://www.icao.int/APAC>. Participants should contact the hotel directly by telephone/fax/e-mail for reservation.

5.2 Participants are required to make their own arrangements for transportation from the airport to the city. When departing, the hotel can arrange for transportation to the airport upon request. Taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

5.3 Participants are requested to make their own arrangements for transportation from their hotels to ICAO Regional Office, Bangkok for attending the meeting.

5.3.1 The nearest BTS (Skytrain) station to the ICAO Bangkok Office is *Mo Chit*. From *Mo Chit* Station, a taxi to the Office will cost approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC website.

5.3.2 The nearest MRT sub-way station to ICAO Asia and Pacific Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit Road using the pedestrian overpass.

6. Further Information

6.1 For further information, please contact Mr. Shane Sumner, Regional Officer ATM of ICAO Asia and Pacific Office, at:

Tel: 66-2-537 8189 ext 159
Fax: 66-2-537 8199
E-mail: ssumner@icao.int or apac@icao.int

6.2 Information about Bangkok climate may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woollens are not necessary. **Casual clothing is not suitable for the meeting.**
