

*International Civil Aviation Organization*



**Asia Pacific Regional Aviation Safety Team – Third Meeting of the Asia Pacific Accident Investigation Group (APAC-AIG/3)**

*(Colombo, Sri Lanka, 23 – 24 June 2015)*

**ICAO Regional Accident Investigation Workshop - Asia and Pacific Regions**

*(Colombo, Sri Lanka, 25 - 26 June 2015)*

## BULLETIN

### 1. Meeting and Workshop Venue

1.1. Third Meeting of the Asia Pacific Accident Investigation Group (APAC/AIG/3) of the ICAO Asia Pacific Regional Aviation Safety Team and Regional Accident Investigation Workshop, Asia & Pacific Region will be held on 23 – 26 June 2015 at:

#### **Ramada Colombo**

No 30, Sir Mohamed Macan Markar Mawatha

Colombo 03

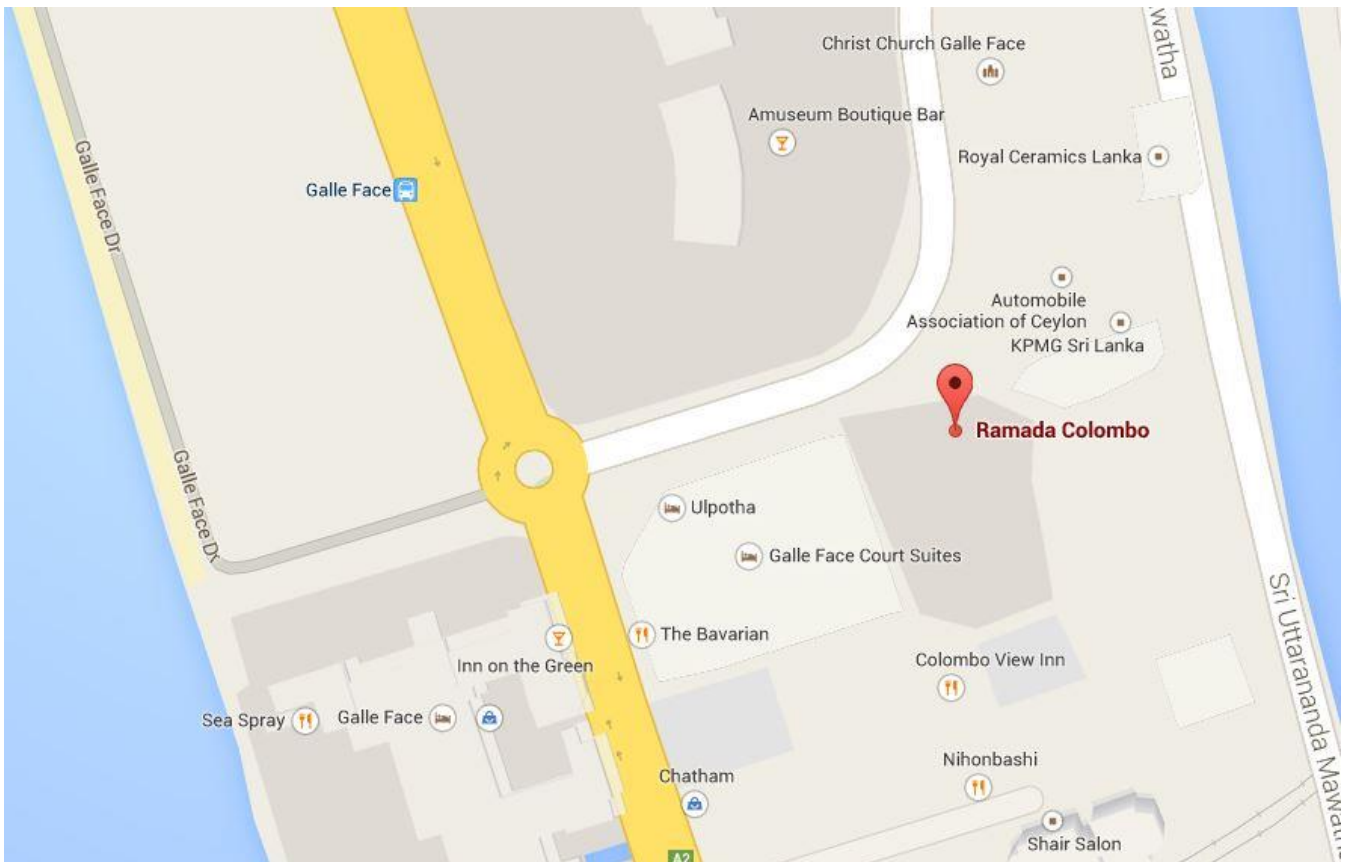
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## **2. Meeting and Workshop Information**

2.1. All information relevant to the meeting and workshop, including the program, will be posted on the ICAO Asia/Pacific Regional Office web at <http://www.bangkok.icao.int> and updated from time to time. It is requested that the participants browse through the website to get regular updates. Discussion Papers and other relevant logistical information will also appear in the [http://www.caa.lk/index.php?option=com\\_icagenda&view=list&Itemid=1411&lang=en](http://www.caa.lk/index.php?option=com_icagenda&view=list&Itemid=1411&lang=en) link which will be provided with effect from 01<sup>st</sup> June 2015 in the Civil Aviation Authority of Sri Lanka website at [www.caa.lk](http://www.caa.lk).

## **3. Meeting and Workshop Registration**

3.1. The nominees for the APAC-AIG/3 Meeting and/or the Regional Workshop should register by filling the Nomination/Registration form provided at **Attachment C** and sending it to ICAO Regional Office on or before 08<sup>th</sup> June 2015 with a copy to the Organizing Committee by e-mail or fax number appear in the Nomination / Registration form. It is appreciated if the participants to the workshop be limited to persons who are involved with aircraft accident investigation and flight safety matters for their respective governments.

3.2. On-site registration of the participants will commence at 08:30 a.m. on the first day of the APAC/AIG meeting i.e. 23<sup>rd</sup> June 2015. A registration desk will be set up outside the Meeting/Workshop venue, 'Liberty Ballroom', Ramada Colombo Hotel. Participants may kindly co-operate with the timely completion of the registration process so that the opening session on the first day could begin on schedule. Participants are also requested to wear the identification badge for all activities during the meeting and workshop.

3.3. Depending on the time availability during the Meeting, the Organizing Committee will arrange a brief tour for the delegates to visit several places of interest in Colombo. Weather towards the end of June would be warm and humid, with day time temperatures in the range of 28 to 30 degree Celsius. Intermittent rain is expected. Cotton casual clothing would make it comfortable.

## **4. Hotel Information**

4.1. The list of hotels which are convenient for stay in Colombo is attached at **Attachment D**. The hotels in the list are located in the proximity to the meeting venue, Ramada Colombo Hotel except for Renuka City Hotel, Grand Oriental Hotel and Cinnamon Red.

4.2. Delegates should arrange their hotel accommodation directly with the hotel by communicating through the e-mail given for room reservation in Attachment D.

4.3. Participants will be responsible for the payment of their individual hotel bills.

## **5. Transportation**

5.1. Organizers will provide transport from airport to the hotel and back to the airport for participants who would stay at any of the hotels in Attachment D. Please clearly indicate the name of the hotel and travel itinerary details in the Nomination / Registration form. If the travel details are yet not finalized at the time of sending the Nomination / Registration form, kindly inform those details to [AIG3@caa.lk](mailto:AIG3@caa.lk) at the earliest possible.

5.2. For those participants who chose to stay at any hotel included in Attachment D will be provided complimentary transport to and from the hotel to the meeting and workshop venue hotel.

5.3. For any other travel while in Colombo, participants are kindly requested make own arrangements. Though 'Tuk Tuk' three-wheeler taxis are available, it is advisable to use a call cab. Kindly ask for assistance from the respective hotels for a cab booking.

## **6. Meals**

6.1. Organizers will provide complimentary lunch and morning / afternoon refreshments during the Meeting and Workshop days. Other meals should be taken care of by the participants themselves.

## **7. Passport and Visa Requirements**

7.1. Participants must be in possession of a Passport issued by a competent issuing authority which is valid for at least six more months from the date of travel to Sri Lanka.

7.2. Travelers to Sri Lanka has the convenience of obtaining visa for travel on line through web. Business visa for short term travel could be obtained through [www.ETA.gov.lk](http://www.ETA.gov.lk) by payment of the applicable fee by credit card. If the participants find any difficulty in this process, kindly contact the Organizing Committee via e-mail [AIG3@caa.lk](mailto:AIG3@caa.lk).

## **8. Travel to Colombo, Sri Lanka**

8.1. Bandaranaike International Airport, Colombo (located at Katunayake) which is the main gateway is connected to major destinations in South Asia, South East Asia and the Middle East. In the busy hours of the day, travel to and from the airport to any of the hotels in Attachment D would take 45 minutes on average via airport highway.

## **9. Currency, Credit Cards and Banking Services**

9.1. The Sri Lankan rupee (LKR) is the official local currency. USD 1 is equal to 130 LKR with slight fluctuations.

9.2. Use only authorized money changers, a formal bank or ask your hotel for money exchange and always ask for a receipt.

9.3. International credit cards such as American Express, Diners Club, Visa, Master Cards, etc, are usually accepted at major hotels, shops and restaurants. You will need change in the Sri Lankan rupees for local transport and other miscellaneous expenses.

9.4. Automated Teller Machines (ATMs) are available at local bank branches and main shopping centers.

9.5. Bank working hours are from 09.00am to 01.00 pm during the working days, from Monday to Friday.

## **10. Medical and Insurance Coverage**

10.1. The programme does not provide medical and personnel insurance cover for the delegates. It is therefore recommended that delegates obtain necessary insurance in the home country before departure to cover emergencies, other medical expenses and any other unforeseen circumstances during stay in Colombo.

## **11. Time**

11.1. The time in Sri Lanka, is 5 hours and 30 minutes ahead of Coordinated Universal Time (UTC + 5.5)

## **12. Tap water**

12.1. There is no health certification for drinking tap water though it is not uncommon for locals to drink. Foreign visitors are always advised to drink bottled water which is available and inexpensive. When bought, please be certain that the bottle has an intact plastic seal.

12.2. Tap water in hotels too should not be used for drinking unless explicitly labeled as safe or drinkable.

### **13. Electricity**

13.1. The power supply in Sri Lanka is 230 -240 Volt AC, 50 Hz and uses round/square-3-pin plugs. It is recommended to carry an electrical power multi socket which will become handy. The most common type of a multiple socket outlet is shown below.



### **14. Telephone Service**

14.1. Pre-paid mobile phone sim cards can be purchased in the airport on arrival or stores in Colombo. Sri Lanka country code is +94 and area code for Colombo and the Western Province is 011 (dial +94 11 followed by the local telephone number).

### **15. Focal point of the organization Committee**

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