



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: SN 2 (2015) – AP105/15 (RD)

27 July 2015

Subject: First Meeting of the Expert Group established by APAC Civil Aviation Commission Task Force Bangkok, Thailand, 21 to 22 September 2015

Action Required: To note and reply by 4 September 2015

Sir/Madam,

I have the honour to draw your attention to Para 4.1 and 4.2 of the Report of the First Meeting of the APAC Civil Aviation Commission Task Force held in Bangkok from 22 to 23 June 2015, the text of which is reproduced below:

- 4.1 *The meeting agreed on the establishment of an Expert Group comprising the 18 APAC States which participated in the APCACTF/1 meeting including ICAO. The meeting further invited these States to nominate their experts to the Expert Group, citing the name, and area of expertise and submit to Chairman APCACTF/ICAO RO by 30 June 2015. The meeting further agreed that the Expert Group would be guided by the Terms of Reference of the APCACTF. ICAO Regional Office would participate in the Expert Group meetings.*
- 4.2 *The meeting invited the ICAO RO to coordinate the First Meeting of the Expert Group which would be scheduled in August 2015 at APAC Office, Bangkok. The meeting noted that at the first meeting the Expert Group will elect a Coordinator and Vice Coordinator from among its members to organize, coordinate and conduct the meetings. For conduct of face to face meetings of Expert Group the venue of ICAO Regional Office in Bangkok could be utilized.*

I am pleased to acknowledge the nominations received from the following Administrations - Australia, Bangladesh, Bhutan, Hong Kong China, Japan, Malaysia, Maldives, New Zealand, Philippines, Republic of Korea, Singapore, Sri Lanka and Thailand and to inform you that I took the liberty to propose the name of experts for the remaining administrations namely - China, India, Indonesia, Nepal, Pakistan and Timor Leste from the list of Participants who attended the APCACTF/1 meeting. In this regard the ICAO Regional Office circulated a letter to the Administrations on 9 July 2015 with a rider that if no reply is received by 15 July it would be considered as acceptance of the names proposed. The List of Experts of APCACTF/1 is placed at **Attachment A** to this letter.

.../2

As advised by the Chair of APCACTF the First Meeting of the Expert Group will be held at ICAO Regional Office, Bangkok from 21 to 22 September 2015. On behalf of the Chair APCACTF, I have the pleasure in inviting your Administration for the Meeting and request you to arrange for attendance by the Member designated by your Administration. The Member may be accompanied by Advisor(s), as appropriate.


The Provisional Agenda for the Meeting is in **Attachment B** to this letter. A Bulletin containing information about the arrangements for the Meeting is in **Attachment C** to this letter. Information about recommended hotels in Bangkok, location of Regional Office and other information of interest for the participants are available on the ICAO APAC website at:
<http://www.icao.int/apac/Pages/default.aspx>

To facilitate this Office to make appropriate preparations for the Meeting, I would appreciate receiving from you the following via e-mail at apac@icao.int or fax +66 (2) 537-8199:

- a) any suggestion for additions/changes to the Provisional Agenda;
- b) the name, position and address of all attendees including advisors, if any, intended to accompany your Member using the Nomination Form provided in **Attachment C** to this letter; and
- c) the titles of any Working/Information Papers your Administration intends to submit in accordance with the Provisional Agenda. Kindly note in this regard that electronic copy of the papers should be sent to this Office at your earliest convenience, by e mail to apac@icao.int preferably not later than **11 September 2015**.

I will be grateful to receive your confirmation on the participation by your Administration at the meeting, in addition to the information requested in Para a, b and c above at the earliest, preferably not later than **4 September 2015**.

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


Arun Mishra
Regional Director

Enclosures:

- A — List of Experts
- B — Provisional Agenda
- C — Meeting Bulletin
- D — Nomination Form

ATTACHMENT A to State Letter SN 2 (2015) – AP105/15 (RD)



INTERNATIONAL CIVIL AVIATION ORGANIZATION

FIRST MEETING OF THE EXPERT GROUP OF APAC CIVIL AVIATION COMMISSION TASK FORCE

Bangkok, Thailand, 21 to 22 September 2015

LIST OF EXPERT GROUP OF APCACTF

As of 20 July 2015

| NAME | | AREA OF EXPERTISE | TEL/FAX NUMBER | E-MAIL |
|------|--|--|--|---|
| 1. | AUSTRALIA | | | |
| 1. | Mr. Jim Wolfe General Manager, Air Traffic Policy Department of Infrastructure and Regional Development | Mr. Wolfe is an expert in aviation policy and governance development and implementation, and has applied that expertise across a broad range of aviation issues including air traffic and airspace management, safety, regulation and infrastructure | Tel: +61 2 6274 7611 Fax: +61 2 6274 7804 | Jim.wolfe@infrastructure.gov.au ; |
| 2. | Ms. Melissa Cashman Director Air services Policy and Governance, Department of Infrastructure and Regional Development | Ms. Cashman has extensive experience in policy and governance development, in particular in the areas of aviation safety and air traffic services and in the delivery of aviation related development programmes in the Pacific. | Tel: +61 2 Fax: +61 2 | |
| 2. | BANGLADESH | | | |
| 3. | Mr. Prasanta Kumar Chakraborty Deputy Director (Budget & Revenue) | Budget and Multilateral Agreement | Tel: + Fax: + | |
| 4. | Mr. S M Lutful Kabir Assistant Director (International Relations & Regulations) | Multilateral Agreement | | |

LIST OF EXPERT GROUP OF APCACTF

| NAME | AREA OF EXPERTISE | TEL/FAX NUMBER | E-MAIL |
|--|---|---|--|
| 3. BHUTAN | | | |
| 5. | Mr. Wangdi Gyaltsen Director General Department of Civil Aviation | | Tel: +61 2 Fax: +61 2 |
| 4. CHINA | | | |
| 6. | Ms. Yang Jiru Director, International Affairs Dept. Civil Aviation Administration of China | | Tel: + Fax: + |
| HONG KONG, CHINA | | | |
| 7. | Ms. CHAN Tak Pui, Alice Senior Operations Officer (Legal & International Relations) | Legal & International Relations | Tel: +852 2910 6621 Fax: +852 2877 8542 |
| atpchan@cad.gov.hk | | | |
| 5. INDIA | | | |
| 8. | Mr. Arvind Sardana Joint Director General of Civil Aviation Civil Aviation Department of India | | |
| 6. INDONESIA | | | |
| 9. | Mr. Yusfandri Gona Head of DGCA Regional Office IV Directorate General of Civil Aviation Indonesia | | |
| 7. JAPAN | | | |
| 10. | Mr. Shohya Daisuke Director, International Policy Planning Office Japan Civil Aviation Bureau | Legal, Financial And Operational Management | Tel: +81 3 5253 8695 Fax: +81 3 5253 1656 |
| Shohya-d23n@mlit.go.jp | | | |

LIST OF EXPERT GROUP OF APCACTF

| NAME | | AREA OF EXPERTISE | TEL/FAX NUMBER | E-MAIL |
|------|---|--|--|--|
| 8. | MALAYSIA | | | |
| 11. | Dr. Manjit Singh Director for the Malaysia Civil Aviation Academy (MAvA) | Director, Malaysia Civil Aviation Academy (MAvA) | Tel: +603 8777 9000 Fax: +603 8787 1550 | manjit@dca.gov.my ; |
| 9. | MALDIVES | | | |
| 12. | Mr. Ali Shafeeu Director Administration and Finance, Administration and Finance Section Maldives Civil Aviation Authority | Mr. Shafeeu has been working in the field of finance for the past 17 year. | Tel: +960 330 2087 Fax: +960 332 3039 | shafeeu@caa.gov.mv ; |
| 10. | NEPAL | | | |
| 13. | Mr. Rajan Pokhrel Deputy Director General Civil Aviation Safety Regulations Directorate of Civil Aviation Authority of Nepal | | | |
| 11. | NEW ZEALAND | | | |
| 14. | Mr. John Glyde Kay General Manager Policy & System Interventions Civil Aviation Authority of New Zealand | | Tel: +64 4 560 9447 Fax: +64 4 569 2024 | John.kay@caa.govt.nz Petro.mersham@caa.govt.nz |
| 15. | Mr. Bryce James Wigodsky Senior Policy Advisor Civil Aviation Authority of New Zealand | | Tel: +64 4 560 9416 Fax: +64 4 | Bryce.wigodsky@caa.govt.nz |
| 12. | PAKISTAN | | | |
| 16. | Mr. Muhammad Akhtar Zaidi Senior Additional Director Civil Aviation Authority of Pakistan | | | |

LIST OF EXPERT GROUP OF APCACTF

| NAME | | AREA OF EXPERTISE | TEL/FAX NUMBER | E-MAIL |
|------|---|---|--|--|
| 13. | PHILIPPINES | | | |
| 17. | Atty. Deo B. Deocampo Assistant Director General II, Enforcement and Legal Services | Atty. Deocampo, also a licensed Aeronautical Engineer, has vast experience in civil aviation regulatory and enforcement functions, aircraft accident/incident investigations and participates in regional civil aviation related negotiations/agreements. | Tel: +632 879 9175 Fax: +632 879 9175 | deobdeocampo@yahoo.com ; |
| 14. | REPUBLIC OF KOREA | | | |
| 18. | Ms. Jenny Heehyun Kim Assistant Director of International Air Transport Division Ministry of Land, Infrastructure and Transport (MOLIT) | Expertise in International Relations | Tel: +82 44 201 4214 Fax: +82 44 201 5624 | jenkim@korea.kr ; |
| 15. | SINGAPORE | | | |
| 19. | Ms. Eileen Poh Director (International Relations) Civil Aviation Authority of Singapore | | Tel: +65 Fax: +65 | |
| 20. | Mr. Edmund Heng Deputy Chief Air Traffic Control Officer (Planning) Civil Aviation Authority of Singapore | | Tel: +65 Fax: +65 | |
| 21. | Mr. Dalen Tan Head (Policy & Rulemaking) Civil Aviation Authority of Singapore | | Tel: +65 Fax: +65 | |
| 22. | Mr. Roy Toh Senior Assistant Director (International Relations) Civil Aviation Authority of Singapore | | Tel: +65 Fax: +65 | |

LIST OF EXPERT GROUP OF APCACTF

| NAME | | AREA OF EXPERTISE | TEL/FAX NUMBER | E-MAIL |
|------|--|---|----------------------|--------|
| 23. | Mr. Kelvin Caleb Senior Manager (International Relations) Civil Aviation Authority of Singapore | | Tel: +65 Fax: +65 | |
| 24. | Mr Chew An Ee Assistant Manager (International Relations) Civil Aviation Authority of Singapore | | | |
| 16. | SRI LANKA | | | |
| 25. | Mr. Parakrama Dissanayake Senior Director Civil Aviation Authority of Sri Lanka | Safety, Regional Corporation and Partnership Programmes | | |
| 17. | THAILAND | | | |
| 26. | Mr. Pvitpol Harisaphan Chief of Air Services Agreement and Negotiation Group Air Transport Regulatory Bureau Department of Civil Aviation | Air Services Agreement | | |
| 18. | TIMOR LESTE | | | |
| 27. | Mr. Sabino Henriques Chief of Air Traffic Services Department Civil Aviation Division Timor Leste | | | |

CAA Macau has not nominated due to resource constraints.



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**FIRST MEETING OF THE EXPERT GROUP OF APAC CIVIL AVIATION
COMMISSION TASK FORCE**

Bangkok, Thailand, 21 to 22 September 2015

PROVISIONAL AGENDA

- | | |
|----------------|--|
| Agenda Item 1: | Adoption of Provisional Agenda |
| Agenda Item 2: | Election of Coordinator/Vice–Coordinator |
| Agenda Item 3: | Adoption of the Terms of Reference |
| Agenda Item 4: | State Presentations |
| Agenda Item 6: | Breakout sessions — Assignment of Tasks |
| Agenda Item 7: | Work Programme |
| Agenda Item 8: | Any other business |
| Agenda Item 9: | Date and venue for the next meeting |



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**FIRST MEETING OF THE EXPERT GROUP OF APAC CIVIL AVIATION
COMMISSION TASK FORCE**

Bangkok, Thailand, 21 to 22 September 2015

MEETING BULLETIN

1. Schedule of Meeting

1.1 The opening session of the Meeting will be held at 0900 hours on Monday, 21 September 2015, at the Meeting Room 1, second floor at the “Kotaite Wing” of the ICAO Regional Office, Bangkok.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge all the time inside the ICAO premise.

3. Secretariat concerned with the Meeting

3.1 The daily meeting services are the responsibility of Administrative Officer and Ms. Mantana, Secretary to the AGA Section.

3.2 Any inquiries related to the Meeting should be addressed to:

Fax: +66 (2) 537-8199

E-mail: apac@icao.int

Cc: nsekhar@icao.int

4. Location of the ICAO Regional Office

4.1 The ICAO Bangkok Regional Office is located at 252/1 Vibhavadi-Rangsit Road, Chatuchak, next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Central Plaza Bangkok. It is about 35 km. away from the Suvarnabhumi International Airport and about 12 km. from the Sukhumvit Road, where most of the recommended hotels are located. Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the *Sky train*) and MRTA Sub-way system (the *Underground Metro*) are published on the APAC website <http://www.icao.int/apac/> under the heading “Information for Visitors”.

4.2 The nearest BTS (*Sky train*) station to the Office is **MOR Chit** and the nearest MRTA station to the Office is **Phahon Yothin**. Detailed routing instructions are provided on the web site.

5. Passport, visa and customs

5.1 All foreign nationals entering Thailand must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary

visit not exceeding 15 days. It should, however, be noted that the temporary visas issued upon arrival at the Airport cannot be extended beyond the period of 15 days except under extraordinary circumstances. It is, therefore, suggested that all participants consider obtaining official visas from the Royal Thai Embassy or Consulate prior to their arrival in Thailand.

5.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

5.3 Following items can be brought in duty free:

- a) Personal effects such as clothing etc.
- b) 200 cigarettes or 250 grams of cigar or tobacco.
- c) 1 litre alcoholic beverages.
- d) Perfume for personal use.

5.4 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).

6. Hotel reservations, arrival and departure

6.1 Participants may contact recommended Hotels listed in APAC website directly. Participants are advised to make reservation as soon as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **While making reservations, participants should mention that they are attending ICAO Meetings to get the special room rate.**

6.2 Participants are requested to make their own arrangements for transportation from the Airport to the city.

6.2.1 Thai Airways International and Airport Taxi Services operate private limousine services from the Airport to downtown Bangkok, at about Baht 1000-1200 per vehicle. Public taxi meter service is also available at the Airport. In addition to the fare indicated in the taximeter, 50 Baht extra surcharge is required to be paid for hiring a taxi from Airport to city plus express way toll charges if any. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

6.2.2 When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

6.2.3 Participants are requested to ensure that their return bookings are confirmed as required.

6.2.4 Participants are requested to make their own arrangements for transportation from their hotels to the venue of the Meeting.

7. Other Useful Information

7.1 Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

7.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

7.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday and some keep the foreign exchange counter open until 2000 hours during weekdays. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

7.4 Information about Bangkok climate could be found on the ICAO APAC website. More weather information including 5-day forecasts can be obtained from the web site of the Thai Meteorological Department: www.tmd.go.th.

7.5 Tropical or lightweight and washable cotton clothing's/dresses will suffice.

7.6 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect a tip of at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

7.7 Although the tap water in Bangkok is chemically treated, it is, however, recommended that participants drink only bottled water and beverages.

— END —