



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.: T 4/3.2.3:AP009/15 (MET)

19 January 2015

Subject: Thirteenth Meeting of the Asia/Pacific
Regional OPMET Bulletin Exchange Working Group
(ROBEX WG/13) and Fifth Meeting of the Asia/Pacific
Meteorological Hazards Task Force (MET/H TF/5)
(Seoul, Republic of Korea, 16 – 20 March 2015)

Action Required: Reply at your earliest convenience,
preferably, **not later than 27 February 2015**

Sir/Madam,

I have the honour to invite your Administration to participate in the 13th Meeting of the Asia/Pacific Regional OPMET Bulletin Exchange Working Group (ROBEX WG/13) and the 5th Meeting of the Asia/Pacific Meteorological Hazards Task Force (MET/H TF/5), which will be held at the GLAD Hotel, Seoul, Republic of Korea from 16 to 18 March and 18 to 20 March 2015, respectively.

Note: a conjoint session of ROBEX WG/13 and MET/H TF/5 will be held on 18 March 2015 to discuss common SIGMET issues relating to both groups.

The purpose of the meetings is to review progress of the respective groups since their last meetings (ROBEX WG/12 and MET/H TF/4) held in Beijing, China from 17 to 21 March 2014. The reports of those meetings are available at the ICAO Asia and Pacific Office website: <http://www.icao.int/APAC/Meetings/Pages/2014-ROBEX-WG12.aspx>; and <http://www.icao.int/APAC/Meetings/Pages/2014-MET-HTF4.aspx>.

The meetings will also provide the groups an opportunity to propose further actions aimed at optimizing the OPMET exchange schemes and improving the availability and quality of OPMET information, and information on meteorological hazards, in the Asia/Pacific Region. In view of the importance of the meetings, in addition to the designated members of the ROBEX WG and MET/H TF, we are extending this invitation to all Asia/Pacific States to attend as observers.

The provisional agenda, meeting bulletin and registration/nomination form are provided in the **Attachments 1, 2 and 3** respectively.

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To facilitate our preparations, I will be grateful if you could confirm participation by expert/s from your Administration at your earliest convenience by returning the completed nomination form, **preferably not later than 27 February 2015**.

*Note: participants requiring assistance with their visa application should request a letter of invitation from the host State in accordance with the instructions in the Information Bulletin for Participants **no later than 20 February 2015**.*

Lastly, I will be grateful if all papers intended for consideration by the meetings are submitted at your earliest convenience, **preferably not later than 27 February 2015**.

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



Arun Mishra
Regional Director

Enclosures:

- Attachment 1 – Provisional agenda
- Attachment 2 – Meeting bulletin
- Attachment 3 – Registration/Nomination form

International Civil Aviation Organization



**THIRTEENTH MEETING OF THE ASIA/PACIFIC REGIONAL OPMET
BULLETIN EXCHANGE WORKING GROUP (ROBEX WG/13) AND THE
FIFTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL
HAZARDS TASK FORCE (MET/H TF/5)**

Seoul, Republic of Korea, 16 – 20 March 2015

PROVISIONAL AGENDA

ROBEX WG/13 (16 – 18 March 2015)

- Agenda Item 1: Organizational matters
- Agenda Item 2: Review of follow-up from previous meetings
- Agenda Item 3: OPMET information
- Agenda Item 4: OPMET exchange
- Agenda Item 5: Guidance material
- Agenda Item 6: Future work programme
- Agenda Item 7: Any other business

Conjoint session: ROBEX WG/13 and MET/H TF/5 (18 March 2015)

- Agenda Item 1: VAAC Backup Tests
- Agenda Item 2: SIGMET and advisory information

MET/H TF/5 (18 – 20 March 2015)

- Agenda Item 1: Organizational matters
 - Agenda Item 2: Review of follow-up from previous meetings
 - Agenda Item 3: Guidance material
 - Agenda Item 4: Contingency plans
 - Agenda Item 5: Aerodrome warnings
 - Agenda Item 6: Future work programme
 - Agenda Item 7: Any other business
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HAZARDS TASK FORCE (MET/H TF/5)**

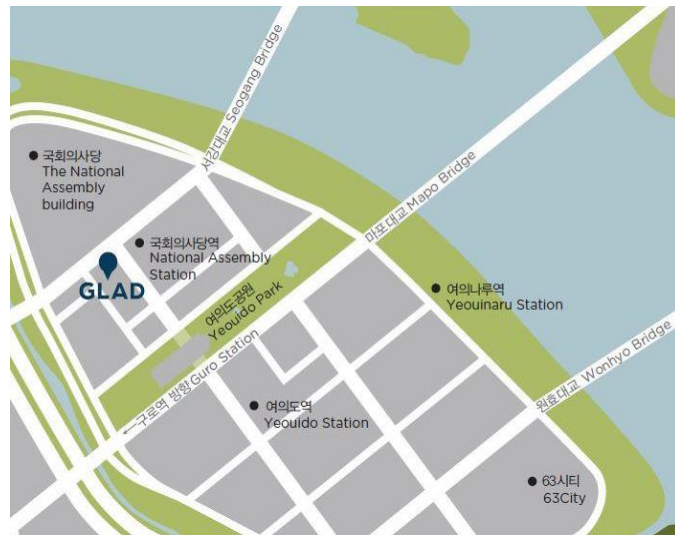
Seoul, Republic of Korea, 16 – 20 March 2015

MEETING BULLETIN

1. Location of the venue

1.1 The conference will be held at the GLAD Hotel. The hotel is located at 16, Uidsang-daero, Yeongdeungpo-gu, Seoul, 150-874, Republic of Korea. It is about 53 kilometers away from the Incheon International Airport (IIA) and 13 kilometers away from the Gimpo International Airport.

1.2 A notification concerning the conference room will be posted at the entrance of the GLAD Hotel. Please follow the ROBEX WG & MET/H TF meeting sign to get to the conference room.



1.3 More detailed information about the venue is provided in **Annex A** to Meeting Bulletin.

2. Passport, visa and customs

2.1 All foreign nationals entering the Republic of Korea must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary visit. It should, however, be noted that the temporary visa exemption and its length are decided for each country. The exemption issued upon arrival at the airport cannot be extended beyond the period except under extraordinary circumstances. Detailed information regarding entry visa requirements could be found on: <http://www.mofa.go.kr/ENG/main/index.jsp> (The Ministry of Foreign Affairs)

2.2 Participants may request an assistance concerning immigration procedures by e-mailing to Mr. LEE Seungju. Participants who need an invitation letter for visa application should submit a filled visa assistance request form provided at **Annex B** to Mr. LEE Seungju **no later than 20 February 2015**. The contact address is as follows:

Mr. LEE Seungju, Planning and General Affair Division, Korea Aviation
Meteorological Agency (KAMA)
Tel: +82 (32) 740 2803
Fax: +82 (32) 740 2807
E-mail: av_pod@korea.kr with cc: lee_sj@kma.go.kr

2.3. The following items can be brought in duty free:
- Personal effects such as clothing etc. (Under USD 400);
- 200 pieces of cigarette;
- 1 bottle (Less than 1 liter and valued at under USD 400) alcoholic liquors; and
- 2 ounces of perfume for personal use
For more information, please visit the Customs service's web site:
<http://www.customs.go.kr/>

2.4 There are no restrictions on the import of foreign currency. However, when leaving Korea, you are not allowed to take money, which exceeds the amounts you declared when entering. (Current exchange rate US\$ 1 = Approximately 1,098.8 KRW)

3. Hotel accommodation

3.1 Participants are requested to make their own arrangements for accommodation. Some of recommended hotels are as follows:

GLAD Hotel
(The meeting venue)
159,500 KRW/night/Standard (Including breakfast),
144,000 KRW/night/Standard (Not including breakfast)
16, Uidsang-daero, Yeongdeungpo-gu, Seoul, 150-874
Tel: +82 (2) 6222 5212
Fax: +82 (2) 6222 5731
<http://www.glad-hotels.com/reservations/step1.do>

* For the special reservation for the meeting, contact: jw.kim@glad-hotels.com (Assistant Director: KIM Jaewon)

YOIDO Hotel
(1 km from the meeting venue)
102,850 KRW/night/ Standard (Including breakfast)
62, Euhaengro, Yeongdeungpo-gu, Seoul, 150-868
Tel: +82 (2) 782 0121
Fax: +82 (2) 785 2510
<http://www.yoidohotel.co.kr/>

* For the special reservation for the meeting, contact: master@yoidohotel.co.kr (Manager: PARK Kyoung-yong)

3.2 Participants are requested to make their own arrangements for transportation from the airport to the meeting venue.

4. Currency Exchange

4.1 The basic unit of the Korean monetary system is the Won (KRW or ₩). Coin denominations are 10, 50, 100 and 500. Bank notes, foreign bank notes and traveler's checks can be converted into KRW at most banks, hotels, and airports. International credit cards such as Visa, MasterCard, American Express are widely accepted at hotels, department stores, shopping malls and restaurants. You may be required to show your passport.

4.2 All commercial banks exchange major foreign currencies during office hours from 0900 to 1600 from Monday to Friday. All major hotels also have foreign exchange counters.

5. Public Transportation

5.1 The subway is the most efficient and convenient way for foreign travelers to get around Seoul. Station names, ticket counters, and transfer signs are all clearly marked in English as well as Korean, the different lines are color-coded, and all trains have announcements in English and Korean. The subways themselves are clean and efficient, air-conditioned, and have automatic ticket dispensers and convenient bus connections. Fares are inexpensive, but do vary with service areas, so check the cost for your destination before purchasing a ticket from the ticket counter or dispenser. Nine subway lines serve the whole of Seoul and suburbs. A color-coded system is used for routing such as red for Line 1, green for Line 2, orange for Line 3, blue for Line 4, and violet for Line 5.
* <http://www.seoulmetro.co.kr/station/eng/linemap.action>

5.2 Taxis are plentiful, clean, safe and inexpensive in Korea. There are taxi stands in most of the city areas, and taxis can also be hailed on the streets and at taxi stands. All taxis are equipped with a fare meter. Minimum fare is 3,000 Won. Most taxi drivers do not speak English, so it is advisable to tell him or her the names of different landmarks (ex. major hotels or attractions) near your destination. Vacant taxis have red indicator lamps in front of the front passenger seat and on the roof.

6. Other useful information

6.1 Time in Seoul is 9 hours ahead of Coordinated Universal Time (UTC). There is no daylight saving time.

6.2 The electrical outlet in Korea is 220 volts (AC 60Hz). Always check the power supply before using your equipment.

6.3 In Seoul, the mean temperatures during the month of March are the minimum of 2.2°C and the maximum of 11.5°C. Here is on average 47.2 mm rainfall in March. Further climate statistics for Seoul can be found at the Korea Meteorological Administration's web site: <http://www.kma.go.kr/eng/index.jsp>

6.4 In the Republic of Korea, tipping is not customary at restaurants, hotels, or taxis. It may be enough to say thanks with your best smiles. At some up-scale restaurants, a 10% service charge may be added to your bill.

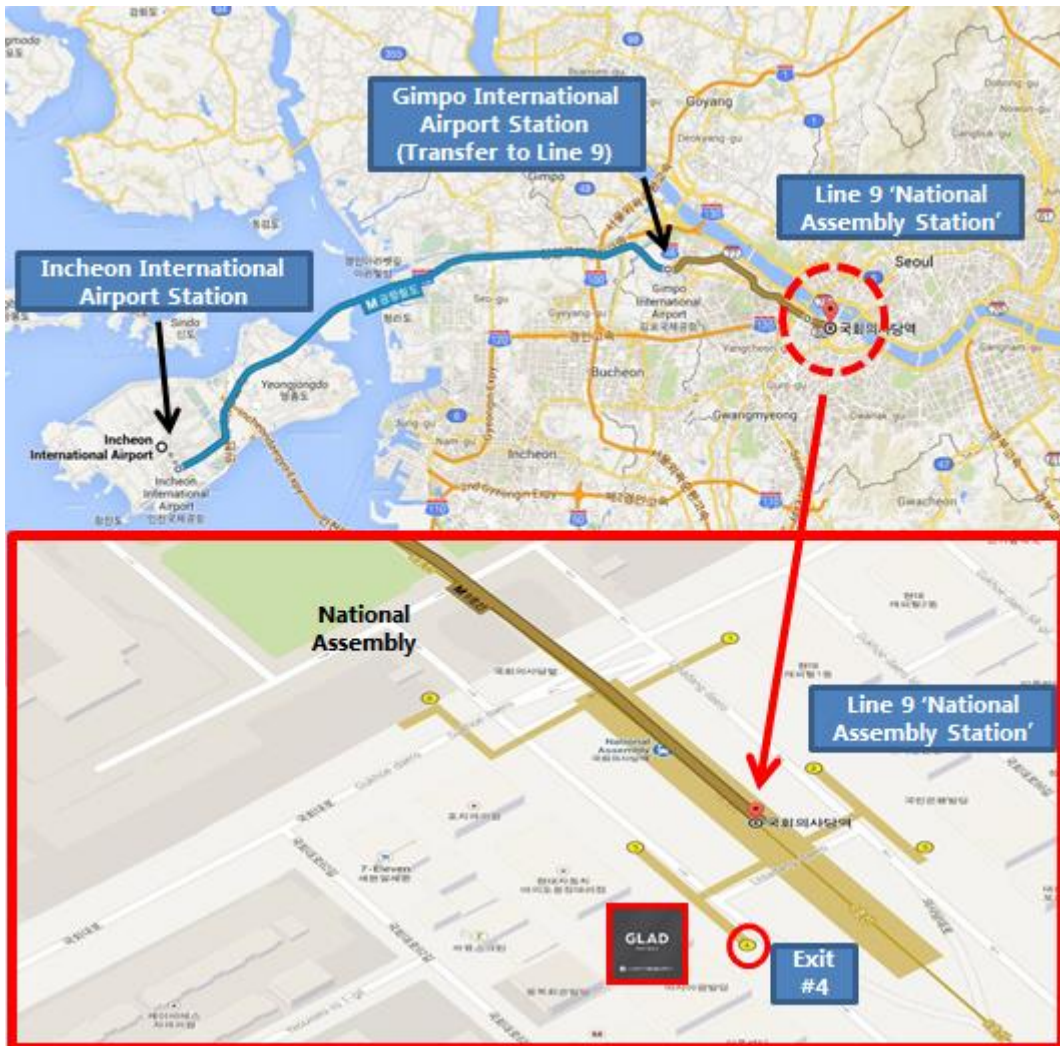
1. By Airport Railroad and Subway

- Line 9 "National Assembly Station" (Exit #4)

- Incheon International Airport Station (Airport Railroad) → 30 minutes (approximately) → Gimpo International Airport Station (Transfer to Line 9) → 25 minutes (approximately) → **National Assembly Station** → Exit #4 → 1 minute (By walk) → GLAD hotel

* <http://www.arex.or.kr>

* <http://www.seoulmetro.co.kr>



2. By bus

- Take #6030 Airport Bus at 6B (Ground Floor)
- 6B → #6030 (06:20~23:00, arrives intervals 20-30 minutes, KRW 15,000) → 1 hour (approximately) → Get off at 'National Assembly / GLAD hotel' → 5 minutes (By walk) → GLAD hotel

* <http://www.seoulbus.co.kr>



Application form for invitation letter

Name	
Nationality	
Date of birth (Day/Month/Year)	
Passport No.	
Male/Female	
Organization	
Title/Official Position	
Mailing Address	
E-mail	
Telephone	
FAX	

Please submit the completed form by 20 February 2015 via e-mail or fax:

- E-mail: av_pod@korea.kr with cc: lee_sj@kma.go.kr

- Fax: +82 (32) 740 2807



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**Seoul, Republic of Korea
16 – 20 March 2014**

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

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 application form in **Annex B no later than 20 February 2015** via email to: av_pod@korea.kr with cc: lee_sj@kma.go.kr or fax: +82 (32) 740 2807*

** For submit the Registration Form, please email or fax to the following address, preferably **not later than 27 February 2015**

E-mail: APAC@icao.int; with cc: PDunda@icao.int

Fax: +66 (2) 537-8199

Mail: ICAO Asia/Pacific Office, P.O. Box 11, Samyaeak Ladprao, Ladprao, Bangkok 10901 Thailand