

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

**FIFTH MEETING OF THE SOUTH ASIA/INDIAN OCEAN ATM COORDINATION GROUP
(SAIOACG/5) (Bangkok, Thailand, 03 – 06 March 2015)**

and

**TWENTY-SECOND MEETING OF THE SOUTH-EAST ASIA ATS COORDINATION GROUP
(SEACG/22) (Bangkok, Thailand, 09 – 12 March 2015)**

MEETING BULLETIN

1. Dates and Venue

1.1 Fifth Meeting of the South Asia/Indian Ocean ATM Coordination Group (SAIOACG/5) and Twenty-Second Meeting of the South-East Asia ATS Coordination Group (SEACG/22) will be held at Kotaite Wing of ICAO Asia and Pacific Office from Tuesday, 03 March to Thursday, 12 March 2014. 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.

1.3 The House Keeping Video is available on the APAC Office website through the link ‘About APAC Region’ <http://www.youtube.com/embed/BIVilcMprnc>

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 SAIOCG/5 meeting and Mr. Len Wicks, Regional Officer Air Traffic Management, ICAO Asia and Pacific Office, will act as the Secretary of the SEACG/22 meeting. The daily conference services are the responsibility of Ms. Sarangtip Sundarachampaka, Administrative Officer.

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**. In the event that papers are received after Wednesday 25 February, these will normally be treated as a flimsy. 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. 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 through the pedestrian overpass.

6. **Further Information**

6.1 For further information, please contact Regional Officers ATM of ICAO Asia and Pacific Office, at:

Mr. Len Wicks
Tel: 66-2-537 8189 ext 152
Fax: 66-2-537 8199
E-mail: lwicks@icao.int or APAC@icao.int

Mr. Shane Sumner
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 meetings**
