



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 4/3.2.7:AP040/16 (MET)

09 March 2016

Subject: Fifth Meeting of the Asia/Pacific Meteorological Requirements Working Group (MET/R WG/5) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) (Bangkok, Thailand, 19–21 April 2016)

Action Required: As discussed below; please submit meeting registration forms and meeting papers **not later than Monday, 4 April 2016.**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Fifth Meeting of the Asia/Pacific Meteorological Requirements Working Group (MET/R WG/5), which will be held at the ICAO Asia and Pacific Regional Office in Bangkok, Thailand from 19 to 21 April 2016.

The objective of the MET/R WG is to improve safety, efficiency and sustainability of international civil aviation through MET information tailored to meet current and future ATM requirements. The meeting will review outcomes from the previous meeting (MET/R TF/4), held in Tokyo, Japan from 2 to 3 July 2015, and progress with the work plan of the MET/R WG.

The report from the previous meeting may be found at the Regional Office website: <http://www.icao.int/APAC/Meetings/Pages/2015-MET-R-TF4.aspx>.

In view of the importance of this meeting, in addition to the designated members of the MET/R WG, we are extending this invitation to all Asia/Pacific States to attend as observers.

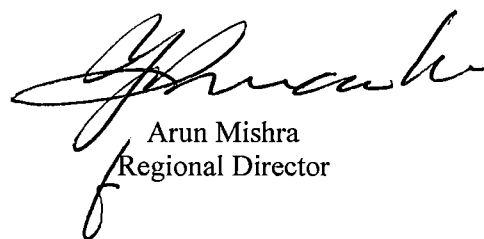
The provisional agenda, meeting bulletin and registration/nomination form are provided in the **Attachments 1, 2 and 3** respectively.

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To facilitate our preparations, I will be grateful if you could confirm participation by appropriate expert(s) from your Administration/Organization at your earliest convenience, and preferably **not later than Monday 4 April 2016**.

Lastly, I will be grateful if all papers intended for consideration by the meeting are submitted at your earliest convenience, and preferably **not later than Monday 4 April 2016**.

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



Arun Mishra
Regional Director

Attachments

- Attachment 1 – Provisional agenda
- Attachment 2 – Meeting Bulletin
- Attachment 3 – Registration/Nomination Form



International Civil Aviation Organization

FIFTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL REQUIREMENTS WORKING GROUP (MET/R WG/5) OF THE ASIA/PACIFIC AIR NAVIGATION PLANNING AND MPLEMENTATION REGIONAL GROUP (APANPIRG)

Bangkok, Thailand, 19 – 21 April 2016

DRAFT AGENDA

(Presented by the Secretariat)

- Agenda Item 1:** Opening of the meeting
- Agenda Item 2:** Organizational matters
- Agenda Item 3:** Review of follow-up from previous meetings
- Agenda Item 4:** MET information required to support end user systems
- Agenda Item 5:** Coordination between MET and ATM services
- Agenda Item 6:** Future work programme
- Agenda Item 7:** Any other business

International Civil Aviation Organization



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Bangkok, Thailand, 19 – 21 April 2016

1. Schedule of Meeting

1.1 The opening session of the meeting will be held at 0900 hours on **Tuesday, 19 April 2016** at the Conference Building of the ICAO Regional Office, Bangkok.

1.2 The daily order of business will be announced on the first day of the meeting.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the front of the ICAO Conference Room 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 premises.

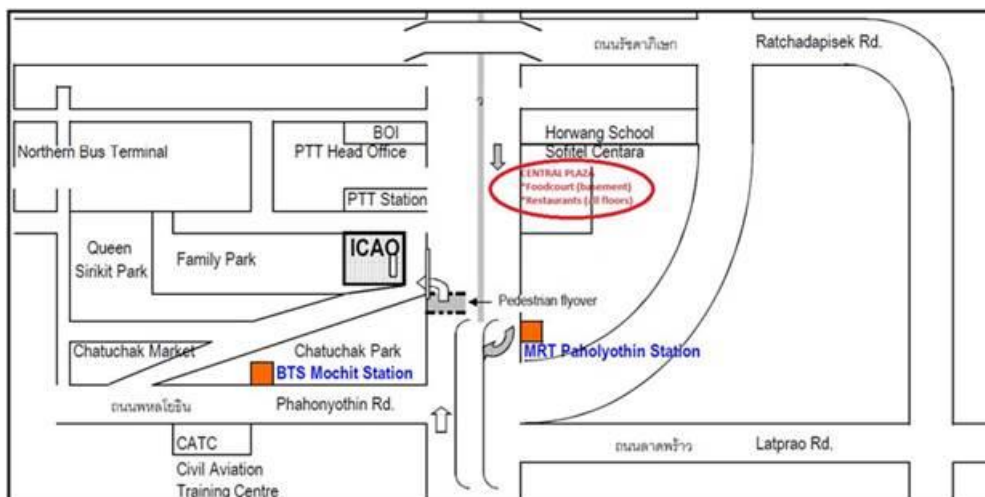
3. Officers and Secretariat concerned with the Meeting

3.1 Mr. Peter Dunda, Regional Officer MET of the ICAO Asia and Pacific Office will act as Secretary of the Meeting. His contact address is as follows:

Mr. Peter Dunda, Regional Officer MET
Tel: +66 (2) 537-8189 to 97 Ext. 153
Fax: +66 (2) 537-8199
E-mail: PDunda@icao.int

3.2 The daily Meeting service is the responsibility of Ms. Kirimoke B. Drollett, Administrative Officer, ICAO Asia and Pacific Office. Ms. Sriprae Somsri, Programme Assistant, will provide secretarial support.

3.3 Please be informed that participants are required to make arrangement their own lunch as lunch will not be provided during the Meeting. Participants will find below in red the possible venue available to purchase meals within the Office vicinity.



4. Meeting documents for distribution

4.1 All working/information papers for the meeting will be posted on the ICAO APAC web site. It is strongly recommend that papers to the meeting should be submitted no later than two weeks prior to the meeting date, in any case, **not later than 04 April 2016**. Participants are requested to submit papers via following e-mail addresses and download and bring all meeting papers with them. No hard copy of papers will be distributed.

E-mail address for meeting documents: APAC@icao.int cc: PDunda@icao.int

4.2 Any ICAO publications required by the participants may be obtained from the ICAO Regional Office Library located on the first floor of the Secretariat building. These publications may be purchased or borrowed for reference during the Meeting and returned to the Librarian at the end of the meeting.

5. Location of the ICAO Regional Office and hotel accommodation

5.1 The ICAO Regional Office is located at 252/1 Vibhavadi Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Centara Grand Bangkok Hotel. It is about 40 km away from the Bangkok/Suwarnabhumi 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 Skytrain) and MRTA Sub-way system (the Underground Metro) are published in the APAC website <http://www.icao.int/apac/> under the heading “**Information for Visitors**”.

5.2 The nearest BTS (Skytrain) station to the Office is Mo Chit and the nearest MRTA station to the Office is Phahon Yothin. Detailed routing instructions are provided on the web site.

5.3 Participants may contact the hotels listed directly by telephone/fax/ e-mail for reservation. Due to heavy demand for hotel accommodation reservations should be made as early as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **When making reservation, participants should mention that they are attending ICAO meeting to get the special room rate.**

5.4 Participants are requested to make their own arrangements for transportation from the airport to the city and from their hotels to the venue of the meeting.

5.4.1 Airport Taxi Services operate private limousine services from the airport to downtown Bangkok, at about Baht 1,000 per vehicle. Public taxi service is also available at the taxi stands at the airport. In addition to the fare indicated in the taximeter, 50 Baht surcharge is required to be paid for hiring a taxi from airport to city. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

5.4.2 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. Passport, visa and customs

6.1 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. Participants may wish to obtain information on entry requirements by accessing the web page <http://www.mfa.go.th/main/en/services/123>

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

6.3 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 36.00 approx).

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 Weather in Bangkok is generally hot with high humidity. April is part of the hot season in Thailand, which lasts from January to April. More weather information can be obtained from the web site of the Thai Meteorological Department: <http://www.tmd.go.th/en/>

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

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

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

**FIFTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL
REQUIREMENTS WORKING GROUP (MET/R WG/5) OF THE ASIA/PACIFIC
AIR NAVIGATION PLANNING AND IMPLEMENTATION REGIONAL GROUP
(APANPIRG)**

(Bangkok, Thailand 19 – 21 April 2016)

REGISTRATION FORM

1. Name in full : _____
(Mr./Ms./Mrs.) **(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 in Bangkok: _____

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.

Note 3: Please return the registration form(s) to address below, **preferably, by 04 April 2016**

Date:..... Signature

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11, Samsaek Ladprao, Bangkok 10901, Thailand, or **Fax: +66 (2) 537 8199** or **E-mail: APAC@icao.int** and cc: PDunda@icao.int; SSomsri@icao.int