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Международная  
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авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

**Ref.:** T 4/3.2:AP042/16 (MET)

11 March 2016

**Subject:** Twentieth Meeting of the Meteorology Sub-group (MET SG/20) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) (6 – 9 June 2016, Bangkok, Thailand)

**Action Req'd:** As discussed below:

please submit meeting registration forms **not later than Friday, 20 May 2016**, and meeting papers **not later than Monday, 9 May 2016**.

Sir/Madam,

I wish to inform you that the Twentieth Meeting of the Meteorology Sub-group (MET SG/20) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) will be held at the ICAO Asia and Pacific Office in Bangkok, Thailand from 6 to 9 June 2016.

MET SG/20 will review progress on the Meteorology Sub-group's contribution to the APANPIRG work programme. In doing so, the meeting will continue to address regional matters in the field of aeronautical meteorology, specifically in support of the Asia/Pacific States/Administrations' planning and implementation of required meteorological service for international air navigation.

To ensure success of the MET SG/20, I wish to invite your Administration to arrange for attendance of a suitable expert or experts at this important meeting. Noting that the Meteorology Sub-group is primarily responsible for assisting the APANPIRG in facilitating States with planning and implementation of ICAO Standards and Recommended Practices in the field of aeronautical meteorology, it follows that the meeting would be best supported by States through the designated meteorological authority (who is responsible for the provision of meteorological service for international air navigation) and/or their delegate/s and advisor/s in each State.

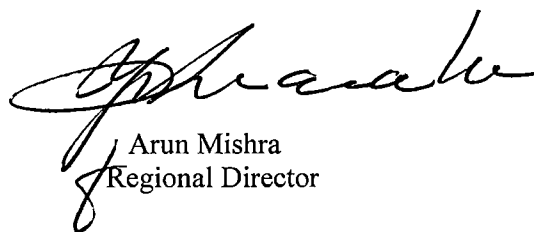
To assist with meeting preparations, please find enclosed herewith a copy of the draft agenda (**Attachment A**), meeting registration form (**Attachment B**) and meeting bulletin (**Attachment C**). I request that you please complete and submit by return email the attached meeting registration form at your earliest convenience, and in any case **not later than Friday, 20 May 2016**, providing the name(s) of the representative(s) from your State/Administration who will be participating in the meeting.

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Please also note it is strongly recommended that all (working/information) papers intended for consideration by the meeting should be submitted via return email to the ICAO Asia and Pacific Office **not later than Monday, 9 May 2016**, in order to ensure sufficient time for processing of the papers by the Chairperson and Secretariat and availability of the papers on the meeting website.

Meeting participants should obtain copies of meeting materials and documentation (including templates for meeting working/information paper submissions) from the website of the ICAO Asia and Pacific Office at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>, prior to the commencement of the meeting.

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



Arun Mishra  
Regional Director

**Attachments:**

- Attachment A – Draft Agenda
- Attachment B – Meeting Bulletin
- Attachment C – Nomination/Registration Form



*International Civil Aviation Organization*

**TWENTIETH MEETING OF THE METEOROLOGY SUB-GROUP  
(MET SG/20) OF THE ASIA/PACIFIC AIR NAVIGATION PLANNING  
AND IMPLEMENTATION REGIONAL GROUP (APANPIRG)**

*(6 – 9 June 2016, Bangkok, Thailand)*

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**DRAFT AGENDA**

- Agenda Item 1: Opening of the meeting
- Agenda Item 2: Organizational matters
- Agenda Item 3: Review outcomes from other ICAO groups
- Agenda Item 4: Planning and monitoring
- Agenda Item 5: Air navigation deficiencies in the MET field
- Agenda Item 6: Research, development and implementation issues in the MET field
- 6.1) Observations, reports, forecasts, advisories and warnings (including MET/S WG Report)
  - 6.2) Data exchange (including MET/IE WG Report)
  - 6.3) MET/ATM coordination (including MET/R WG Report)
  - 6.4) Climatological information
  - 6.5) Governance and training (incl. quality management, cost recovery, qualification and competencies of meteorological personnel)
  - 6.6) Other
- Agenda Item 7: Regional guidance material
- Agenda Item 8: Future work programme
- Agenda Item 9: Any other business

**EXPLANATORY NOTES ON THE DRAFT AGENDA ITEMS – MET SG/20**

- Agenda Item 1: **Opening of the meeting**  
*Self-explanatory*
- Agenda Item 2: **Organizational matters**  
*The meeting will adopt the working arrangements (e.g. Secretary, Chair/s, hours of business, etc.) and the agenda.*

- Agenda Item 3: **Review outcomes from ICAO groups**  
*The Secretariat will provide an overview of the outcomes and progress on activities of the following ICAO groups: APANPIRG/26, MET SG/19 and the Meteorology Panel.*
- Agenda Item 4: **Planning and monitoring**  
*With a focus on the relationship to implementation of MET in the APAC region, the Secretariat will provide an overview of the global plans: Global Air Navigation Plan (GANP, 2013-2028) and Global Aviation Safety Plan (GASP, 2014-2016), the Air Navigation Reporting Forms (ANRFs), the APAC Seamless ATM Plan, regional priorities and targets, and the linkages to the APAC Air Navigation Plan (ANP). The Secretariat will also provide an overview of recent and proposed updates to the APAC ANP relating to Meteorology.*
- Agenda Item 5: **Air navigation deficiencies in the MET field**  
*The Secretariat will provide an overview of the status of air navigation deficiencies currently listed in the APANPIRG database in the MET field. There are currently 20 deficiencies in the MET field, listed against 11 APAC States. It is expected that progress towards resolution of some deficiencies will be presented for consideration by the group ahead of the upcoming APANPIRG meeting. In accordance with the APANPIRG Procedural Handbook, States are invited to report on the status of MET deficiencies and, in cases where deficiencies have been rectified, submit in writing an official report providing full details of the action taken.*
- Agenda Item 6: **Research, development and implementation issues in the MET field**  
*The meeting will monitor research and development, trials, demonstrations and other initiatives, aimed at improving MET services and the coordination of MET with ATM in the APAC region, in order to facilitate the transfer of this information and expertise between States. It is expected that States will report on activities that support this item. Reports on the outcomes and progress from the MET/IE WG, MET/S WG and MET/R WG are included in this agenda item.*
- Agenda Item 7: **Regional guidance material**  
*The meeting will review regional guidance materials and make recommendations to develop the guidance with the aim of improving MET services through the use of existing and/or new procedures, facilities and technologies. Specially tasked ad-hoc groups are expected to present updates to the SIGMET Guide, MET Interface Control Document and the ROBEX Handbook for review and endorsement by the sub-group.*
- Agenda Item 8: **Future work programme**  
*The meeting will review the work programme of the sub-group, including the terms of reference (TOR) of the sub-group, and make recommendations to update the work programme and TOR to ensure alignment with the overall goals and objectives of APANPIRG.*
- Agenda Item 9: **Any other business**  
*Self-explanatory*
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**TWENTIETH MEETING OF THE METEOROLOGY SUB-GROUP  
(MET SG/20) OF THE ASIA/PACIFIC AIR NAVIGATION PLANNING  
AND IMPLEMENTATION REGIONAL GROUP (APANPIRG)**

*(6 – 9 June 2016, Bangkok, Thailand)*

**1. Schedule of Meeting**

1.1 The opening session of the meeting will be held at 0900 hours on **Monday, 6 June, 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.

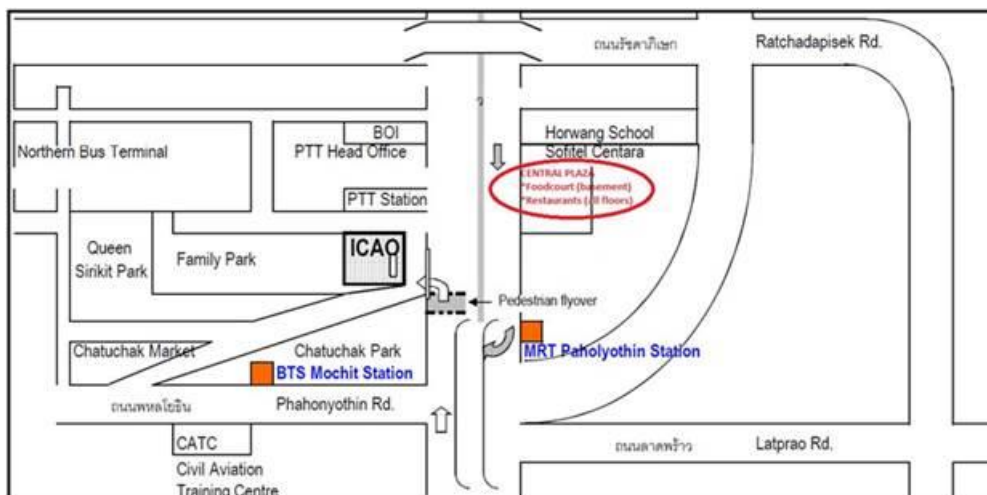
**3. Officers and Secretariat concerned with the Meeting**

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](mailto: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 20 May 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](mailto:APAC@icao.int) cc: [PDunda@icao.int](mailto: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. June is part of the hot season in Thailand, which lasts from April to June. 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.

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

**TWENTIETH MEETING OF THE METEOROLOGY SUB-GROUP  
(MET SG/20) OF THE ASIA/PACIFIC AIR NAVIGATION PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (APANPIRG)**

*(Bangkok, Thailand 6 – 9 June 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 9 May 2016***

Date:..... Signature .....

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