



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. T3/10.1.4 – AP119/13 (ATM)

15 August 2013

**Subject:** Third Meeting of the Regional ATM Contingency Plan Task Force (RACP/TF/3)  
(*Bangkok, Thailand, 12 – 15 November 2013*)

**Action required:** To reply by **15 October 2013**

Dear Sir/Madam,

I have the pleasure to inform you that the Third Meeting of the Regional ATM Contingency Plan Task Force (RACP/TF/3) will be held at the ICAO Asia and Pacific Regional Office in Bangkok from 12 - 15 November 2013.

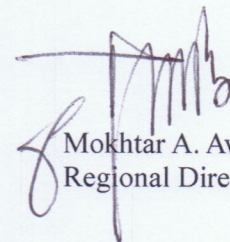
RACP/TF/3 will continue the work of developing Basic Plan Elements for contingency plans, contingency plan templates, sub-Regional contingency route structures and flight level allocation schemes, and standardized contingency procedures.

Accordingly, I wish to invite your administration to arrange for attendance of suitable experts at this important meeting. I am requesting that you kindly provide, at your earliest convenience and not later than **15 October 2013**, the name(s) of the delegate(s) from your administration that will be attending the meeting.

Enclosed herewith are the Provisional Agenda (**Attachment A**), Registration Form (**Attachment B**) and Meeting Bulletin (**Attachment C**).

It is strongly recommended that papers to the meeting should be submitted **no later than two weeks prior to the meeting date**, via email to the Regional Office. ICAO is moving towards a 'paperless' meeting environment by increasing use of electronic media for meeting materials; therefore, delegates should obtain copies of meeting materials from the website of the Asia/Pacific Regional office at <http://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the commencement of the meeting.

Yours sincerely,



Mokhtar A. Awan  
Regional Director

**Attachments:**

- A – Provisional Agenda
- B – Registration Form
- C – Meeting Bulletin

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

**THE THIRD MEETING OF THE REGIONAL ATM CONTINGENCY PLAN TASK FORCE  
(RACP/TF/3)**

*(Bangkok, Thailand, 12 - 15 November 2013)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: Review the status of Asia/Pacific ATM Contingency Plans
- Agenda Item 4: Asia/Pacific Regional ATM Contingency Plan
- Agenda Item 5: RACP/TF Task List
- Agenda Item 6: Any Other Business
- Agenda Item 7: Date and Venue of Next Meeting

.....

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

**THE THIRD MEETING OF THE REGIONAL ATM CONTINGENCY PLAN TASK FORCE  
(RACP/TF/3)**

*(Bangkok, Thailand, 12 – 15 November 2013)*

**REGISTRATION FORM**

1. Name in full : \_\_\_\_\_  

Mr.	Mrs.	Ms.	Dr.	Capt.
-----	------	-----	-----	-------

 \_\_\_\_\_  
(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 \_\_\_\_\_

**Note 1: Participants are expected to make their own hotel/visa arrangements**

**Note 2: Meeting materials will only be available in soft copy (electronic) to participants. Please download meeting materials from the ICAO Asia/Pacific website (<http://www.bangkok.icao.int/>) prior to the meeting.**

Date ..... Signature .....

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

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

**THE THIRD MEETING OF THE REGIONAL ATM CONTINGENCY PLAN TASK FORCE  
(RACP/TF/3)**

*(Bangkok, Thailand, 12 – 15 November 2013)*

**MEETING BULLETIN**

**1. Dates and Venue**

1.1 The Second Meeting of the Regional ATM Contingency Plan Task Force will be held at Kotaite Wing of ICAO Asia and Pacific Office from Tuesday, 12 March to Friday, 15 November 2013. 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@bangkok.icao.int  
**Website:** <http://www.icao.int/APAC/Meetings/Pages/default.aspx>

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 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**. If you are unable to meet this deadline, please ensure that the participants bring adequate copies (paper and electronic versions) for all delegates. Meeting documents will be available on ICAO APAC website (<http://www.bangkok.icao.int/>) 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.bangkok.icao.int>. 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 Mr. Shane Sumner, Regional Officer ATM of ICAO Asia and Pacific Office, at:

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 meeting.**

\*\*\*\*\*