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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/8.13.2- AP080/13 (ATM)

1 July 2013

Subject: Air Traffic Flow Management Seminar and the Second Meeting of ICAO Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/2) (30 September – 4 October, 2013, Hong Kong, China)

Action required: To reply by 13 September 2013

Sir/Madam,

I have the honour to refer to Conclusions 24/14 of the 24st Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/24) held in Bangkok, Thailand from 24 to 26 June 2013, APANPIRG had adopted the following Conclusion:

Conclusion 24/15 – Asia/Pacific ATFM Steering Group

That, States participate in, and support the Asia/Pacific ATFM Steering Group to develop a common Regional ATFM framework, which addresses ATFM implementation and ATFM operational issues in the Asia/Pacific region.

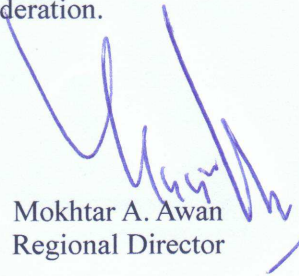
We are pleased to advise you that an Air Traffic Flow Management Seminar will be held in Hong Kong, China on 30 September 2013, followed by the Second Meeting of Asia/Pacific Air Traffic Flow Management Steering Group on 1 – 4 October 2013, and invite your administration to participate in the Seminar and Steering Group meeting. These two events will be hosted by the Hong Kong Civil Aviation Department.

Enclosed herewith are the Provisional Agenda for Asia/Pacific ATFM Steering Group (**Attachment A**), Registration Form (**Attachment B**) and the Meeting Bulletin (**Attachment C**). I am requesting that you kindly provide, at your earliest convenience and no later than **13 September 2013**, the name(s) of the delegate(s) from your State who will be attending the meeting.

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

Attachments:

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


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International Civil Aviation Organization

The Second Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/2)

Hong Kong, China, 1 – 4 October 2013

Agenda Item 1: Adoption of Agenda

PROVISIONAL AGENDA

(Presented by Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: ATFM/CDM Global Update
- Agenda Item 4: Review of Current CDM/ATFM Operations and Problem Areas
- Agenda Item 5: Development of Regional ATFM Framework
- Agenda Item 6: Any Other Business
- Agenda Item 7: Review of the Task List
- Agenda Item 8: Date and Venue of the Next Meeting

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

**Air Traffic Flow Management Seminar and
the Second Meeting of the ICAO Asia/Pacific Air Traffic Flow Management Steering
Group (ATFM/SG/2)
(Hong Kong, China, 30 September – 4 October 2013)**

REGISTRATION FORM

I will attend (please tick):

Air Traffic Flow Management Seminar and/or
(30 September 2013)

The Second of the ICAO Asia/Pacific Air Traffic Flow Management Steering Group
(1 – 4 October 2013)

PLEASE PRINT OR TYPE CLEARLY

1. Name in full :

Mr.	Mrs.	Ms.	Dr.	Capt.
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(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: 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, Fax: 66 (2) 537 8199 or E-mail: apac@icao.int and copy to Ms. Sarah Wong, Air Traffic Management Division, Civil Aviation Department, Hong Kong, China at E-mail: ssnwong@cad.gov.hk, Fax: (852) 2910 0186

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

**Air Traffic Flow Management Seminar and
The Second Meeting of the ICAO Asia/Pacific Air Traffic Flow Management Steering
Group (ATFM/SG/2)
(Hong Kong, China, 30 September – 4 October 2013)**

INFORMATION BULLETIN

1. Venue and Schedule of the Meeting

- 1.1 An Air Traffic Flow Management Seminar and the Second Meeting of the ICAO Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/2) will be held at the Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong, on 30 September and from 1 - 4 October 2013 respectively. The seminar/ meeting will start at 0900 hours each day.

2. Registration of Delegates

- 2.1. Delegates are requested to register at the Registration Desk located at the entrance of the Office Building of Civil Aviation Department Headquarters between 0830 and 0900 hours on the opening day of the Seminar or Meeting (30 September or 1 October 2013).
- 2.2. Designated badges will be issued to delegates after registration. Delegates are required to wear the badges throughout the period of the Meeting for easy identification.

3. Useful Travel Information

3.1. Visa and Entry Requirements for Hong Kong

Visitors from most countries do not require a visa but some do. Please check with the Immigration Department, Hong Kong, China (www.immd.gov.hk) on the Visit Visa, Entry Permit Requirements and the length of stay permitted in Hong Kong applicable to you.

You can also obtain further advice from your closest Chinese Diplomatic or Consular Mission.

3.2. Currency and Credit Cards

The Hong Kong Dollar is pegged to the US\$ at HK\$7.8 to US\$1. Hong Kong has a comprehensive ATM network and Credit Cards are widely accepted.

3.3. Language

The official languages are Chinese (Cantonese) and English (widely spoken in the service industry).

3.4. Weather

Generally, the weather in early October is sunny with occasional showers. Afternoon temperatures would be between 28°C and 30 °C whereas at night, temperatures generally remain around 25°C with moderate humidity. The mean relative humidity is about 70%. The Hong Kong Observatory (www.hko.gov.hk) provides a useful 7-day weather forecast.

3.5. Electricity

Electricity is 220 volts, 50Hz. Most sockets accept [rectangular blade plugs \(UK style\)](#). A picture of the plug can be found in electricaloutlet.org/type-g.

3.6. Water

Water from public mains meets international health standards. Electric kettles are available in most hotels. Bottled water is readily available.

3.7. Telephone

Public telephones accept coins, credit cards or phone cards. Phone cards as well as SIM cards for mobile phones can be purchased at convenience stores.

3.8. Tipping

Most hotels and restaurants add a 10% service charge to bills. Some people reward good service with an additional 5% and give porters and the like a small tip. Rounding the taxi fare up to the nearest dollar as a small tip is a common practice.

3.9. Time Zone

Hong Kong is eight hours ahead of Coordinated Universal Time (UTC +8).

3.10. Other Useful Information

Discover Hong Kong (www.discoverhongkong.com) is a website hosted by the Hong Kong Tourism Board which provides other useful information.

4. **Hotel**

A list of hotels located within close proximity of the Meeting Venue and a diagram showing their respective positions are provided in Appendix A for reference.

For information on other hotels, delegates may refer to the comprehensive list of hotels in Hong Kong which can be found in the website hosted by the Hong Kong Tourism Board (<http://www.discoverhongkong.com/eng/accommodation/index.jsp>).

5. **Transportation To/from the CAD Headquarters (Meeting Venue)**

The nearest **MTR (Mass Transit Railway)** Station to CAD Headquarters is Tung Chung (MTR) Station. **Public bus route no. S1** is serving commuters between the Tung Chung MTR Station, the CAD Headquarters and Terminal 1 of Hong Kong International Airport at approximately 5-10 minutes intervals daily from 05:30 to 00:00. The bus is operating in a circular route with a fare of HK\$3.50 per journey.

Taxi from Tung Chung MTR Station to the CAD Headquarters will take about 5 – 10 minutes.

An information pamphlet of public transport is attached in Appendix B for reference.

6. **Further Information**

- 6.1. While delegates are expected to make their own visa / transport / hotel accommodation arrangements, any enquiries regarding this information bulletin and the logistics arrangements for the Meeting are welcomed. For further information, please contact the following officers of Air Traffic Management Division, Civil Aviation Department, Hong Kong, China at:

Ms. Sarah Wong
Phone: (852) 2910 6494
Fax: (852) 2910 0186
Email: ssnwong@cad.gov.hk

Mr. Bill Leung
Phone: (852) 2910 6288
Fax: (852) 2910 0186
Email: bchleung@cad.gov.hk

HOTEL INFORMATION
(in alphabetic order)

Hong Kong Disneyland Resort

Hong Kong Disneyland Resort,
Lantau Island,
Hong Kong

Telephone no.: (852) 1830 830 Fax no.: N/A

Email: Reservations@hongkongdisneyland.com

Website: http://park.hongkongdisneyland.com/hkdl/en_US/home/home?name=HomePage

Transportation: Hong Kong International Airport (HKIA)

Rental of limousine services for transportation from HKIA is available. Delegates wishing to arrange such service should liaise with the Hotel once the hotel reservation has been confirmed.

Hong Kong Skycity Marriott Hotel

1 Sky City Road East,
Hong Kong International Airport,
Lantau,
Hong Kong

Telephone no.: (852) 3969 2028 Fax no.: (852) 3969 2023

Email: mrhs.hkgap.reservations@marriott.com

Website: www.skycitymarriott.com

Transportation: Hong Kong International Airport (HKIA)

There is a complimentary scheduled hotel shuttle bus for hotel's guests to/from the HKIA Passenger Terminal. On arrival to HKIA, please proceed directly to Bay 29-30 of the Coach Station in Terminal 2.

Delegates may also travel between the hotel (Asia-World Expo Station) and HKIA (Airport Station) by taking the Airport Express train. The walk between the hotel and Asia-World Expo Station takes about 5 minutes. The train journey takes about 1 minute.

Novotel Citygate Hong Kong

51 Man Tung Road,
Tung Chung,
Hong Kong

Telephone no.: (852) 3602 8888 Fax no.: (852) 2109 9190

Email: H6239-SL1@accor.com

Website: www.novotelcitygate.com

Transportation: Hong Kong International Airport (HKIA)

There is a complimentary scheduled hotel shuttle bus for hotel's guests to/from the HKIA Passenger Terminal. On arrival to HKIA, please approach Counter B16 in the Arrival Hall or proceed directly to Bay 29-30 of the Coach Station in Terminal 2.

HKIA can also be reached by taking a short taxi or public bus (Route No. S64, S1 or S56) trip. The journey takes about 5 – 10 minutes.

Regal Airport Hotel

9 Cheong Tat Road
Hong Kong International Airport
Chek Lap Kok, Lantau,
Hong Kong

Telephone no.: (852) 2286 8888 Fax no.: (852) 2286 8686

Email: rah.info@regalhotel.com

Website: www.regalhotel.com

Transportation: Hong Kong International Airport (HKIA)

The Hotel is connected directly to the HKIA Passenger Terminal 1 by a covered walkway. The walk between the hotel and HKIA takes about 2 minutes.

Respective positions of the Meeting Venue, nearby hotels and the railway stations



Public Transport to/from CAD HQ

Tung Chung MTR Station → CAD HQ

For Public bus Route no. S1 (Fare: HK\$3.5)

- Leave via Exit B and walk straight ahead to the undercover bus terminus to board the bus

CAD HQ → Tung Chung MTR Station / Airport

For Public bus Route no. S1 (Fare: HK\$3.5)

- Leave via the side door of the CAD building and cross the road for the bus stop
- Buses bound for Tung Chung MTR Station and Airport (Passenger Terminal Building) share the same stop

Please check the direction of bus before boarding

For Taxi:

- To call a taxi from CAD HQ, you may contact the reception desk for assistance

For Taxi drivers

請送我到民航處總部大樓
香港國際機場東輝路1號
(港龍大廈附近)

Please take me to the
Civil Aviation Department Headquarters
1 Tung Fai Rd,
Hong Kong International Airport
(Near Dragonair House)

Tung Chung MTR Station Layout

