



International
Civil Aviation
Organization

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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/10.1.20 – AP113/11 (ATM)

01 September 2011

Subject: Fifth Meeting of the Asia/Pacific ICAO Flight Plan & ATS Messages Implementation Task Force and Seminar (FPL&AM/TF/5 and Seminar)
(Manila, Philippines, 7 to 9 November 2011)

Action required: To reply by **10 October 2011**

Sir/Madam,

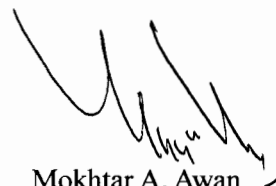
I have the honour to invite your Administration to participate in the Fifth Meeting of the Asia/Pacific ICAO Flight Plan & ATS Messages Implementation Task Force and Seminar (FPL&AM/TF/5 and Seminar), which will be held at the Heritage Hotel Manila in Manila, Philippines, from 7 to 9 November 2011. A one-day Seminar will be held on 07 November 2011, followed by the FPL&AM/TF/5 meeting, which will be held from 08 to 09 November 2011.

The FPL&AM/TF/5 meeting will continue to review and update the associated guidance material, implementation progress, and the ICAO Flight Plan Implementation Tracking System (FITS).

Participants are advised that the Regional Office is moving towards a 'paperless' meeting environment by the increasing use of electronic media for the distribution of meeting materials. In this respect, delegates should obtain copies of meeting materials from the website of the Asia/Pacific Regional office at <http://www.bangkok.icao.int/> prior to the commencement of the meeting.

Enclosed herewith are the Provisional Agenda (**Attachment A**), Registration Form (**Attachment B**) and the Meeting Bulletin (**Attachment C**). The Seminar Programme will be available on the ICAO APAC website when it becomes available. I am requesting that you kindly provide, at your earliest convenience and no later than **10 October 2011**, the name(s) of the delegate(s) from your State that will be attending the seminar and/or meeting.

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



Mokhtar A. Awan
Regional Director

Attachments:

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

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

**FIFTH MEETING OF THE ICAO FLIGHT PLAN AND ATS MESSAGES
IMPLEMENTATION TASK FORCE and SEMINAR (FPL&AM/TF/5 & Seminar)**

(Manila, Philippines, 7 – 9 November 2011)

PROVISIONAL AGENDA – FPL&AM/TF/5

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review outcomes of related meetings
- Agenda Item 3: Review available documentation and guidance materials
- Amendment 1, 15th Edition PANS-ATM (Doc 4444)
 - ICAO Guidance for Implementation of Flight Plan amendment
 - Strategy for the implementation of new ICAO flight plan and supporting ATS messages
- Agenda Item 4: Aspects of implementation in Asia/Pacific region
- Agenda Item 5: Regional strategies for implementation
- Agenda Item 6: Review and update FPL&AM/TF Task List
- Agenda Item 7: Any other business
- Agenda Item 8: Date and venue of the next FPL&AM/TF meeting

Note: FPL and ATS Messages Seminar will be held prior to the Task Force.

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(Manila, Philippines, 7 – 9 November 2011)

REGISTRATION FORM

I will attend (please tick):

SEMINAR *and/or*
(7 November 2011)

FPL&AM/TF/5
(8 – 9 November 2011)

1. Name in full : _____
(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, Fax: 66 (2) 537 8199 or E-mail: icao_apac@bangkok.icao.int and copy to Mr. Charlemagne Gilo of Civil Aviation Authority of the Philippines, E-mail: charlemagne.gilo@gmail.com



**FIFTH MEETING OF THE ICAO FLIGHT PLAN AND ATS MESSAGES
IMPLEMENTATION TASK FORCE and SEMINAR (FPL&AM/TF/5 & Seminar)**



(Manila, Philippines, 7 – 9 November 2011)

MEETING BULLETIN

DATE : 07 – 09 November 2011
VENUE : Luna Function Room
The Heritage Hotel Manila
Pasay City, Philippines
Telephone +63 2 854 8888
Fax +63 2 854 8833
Email inquiry@heritagehotelmanila.com
guest@heritagehotelmanila.com

HOTEL ACCOMMODATION:

The Heritage Hotel Manila, the venue of the Meeting is located about 4kms from the Ninoy Aquino International Airport. The contact person /address /details of the Hotel is as follows:

Ms. JANICE M. TAN
Account Manager
Sales and Marketing
The Heritage Hotel Manila
Roxas Boulevard corner EDSA
Pasay City, Philippines
Website: www.heritagehotelmanila.com
guest@heritagehotelmanila.com
Telephone +63 2 854 8888
Fax +63 2 854 8689

A block booking has been made at the Heritage Hotel Manila for the participants of this Meeting. Participants are requested to contact Ms. Tan of Heritage Hotel directly by email/telephone/fax for reservations. The reservations requests should be sent to reach Heritage Hotel Manila by **30th of September 2011**. Participants are encouraged to make their accommodation arrangements at the venue of the Meeting “Heritage Hotel Manila” for their convenience. Information giving the tariff etc. of Heritage Hotel is attached in **Annex 1**.

In order to get the contracted rate for the hotels as mentioned above, please specify to the hotel that the reservation is for the “FLIGHT PLAN MEETING” when making reservations. PLEASE BE ADVISED THAT WE NEED TO BOOK AT LEAST 15 ROOMS TO AVAIL OF THE BLOCK BOOKING DISCOUNT RATES.

GENERAL INFORMATION ON THE PHILIPPINES (www.tourism.gov.ph)

CLIMATE:

The first half of the year, from January to May, is the best time to visit the country. **November to February is cool**, while March to May is hot and dry. June to October is rainy, with the months between July and September characterized by typhoons. Average temperature is 78 degrees F/25 degrees C; average humidity is 77%.

For up-to-date weather information, visit the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) website: www.pagasa.dost.gov.ph or call PAGASA 24-hour hotline (632)4338526.

LANGUAGES

Two official languages --- Filipino and English. Filipino which is based on Tagalog, is the national language. English is also widely used and is the medium of instruction in higher education.

CURRENCY

The currency in the Philippines is the Peso (PHP) and the Centavo. 100 centavos = P1. Coin denominations are: 1, 5, 10, and 25 centavos, P1, and P5. Bill denominations are: 10, 20, 50, 100, 500 and 1, 000 pesos. Philippine Treasury Department Reference Exchange Rate Bulletin dated 1 September 2011 converts US\$ 1 dollar = PHP 42.344 (Weighted average rate).

Foreign currency may be exchanged at your hotel, and in most of the large department stores, banks and authorized money changing shops. Exchanging money anywhere else is illegal and the laws are strictly enforced.

Most large stores, restaurants, hotels and resorts accept major credit cards including American Express, Visas and MasterCard. Traveller's checks preferably American Express are accepted at hotels and large department stores. Personal checks drawn on foreign banks are generally not accepted.

UNIT OF MEASURE

The Metric System is used in most trade and legal transactions.

ELECTRICITY

220 volts a/c is the common standard. 110 volts a/c is also used, especially in major hotels.

CLOTHING

Casual attire during the day for women includes light blouses and shorts, and for men collared T- shirts worn over slacks. In the evening, skirts are substituted for shorts and the T-shirts are tucked in.

For Men Only: If you expect to have to attend any occasion which would usually require a jacket and a tie, there is a wonderful substitute. You may go to a department store and buy a barong tagalog. It is an embroidered shirt that is considered a formal dress. It will cost more or less PhP1,000.00, but it is worth every centavo.

WATER

Water supply in Metro Manila and in all the other major cities are considered potable. Bottled purified water, spring water or mineral water is often supplied by hotels and resorts, and sold in all grocery stores.

TELEPHONE AND MOBILE PHONE

Telephone service is modern and you can direct dial anywhere in the world. Public phones are plentiful. Public phones require a minimum of two one-peso coins for a local call.

Bayantel - Bayan Telecommunications, Philippines.
Globe Telecom - One of the leading mobile phone companies in the Philippines.
PLDT - Philippine Long Distance Telephone Company.
Smart - One of the leading mobile phone companies and also offers mobile banking.

Some Important Telephone Numbers: (24-Hour Hotline)

Police & Fire: 757 or 116

Emergency No.: 501- 650 or 501- 728

Directory Assistance: 114

National Operator: 109

International Operator: 108

NOTE: It is advisable to always have the telephone number and the address of your embassy or consulate with you.

BUSINESS HOURS

Most businesses are open from 8:00 AM to 5:00 PM weekdays and 8:00 AM till noon Saturdays. Banks are open from 9:00 AM till 3:00 PM Mondays through Fridays. When banking in the Philippines, it is advisable to have your passport with you for identification.

The post offices are open from 9:00 AM to 5:00 PM weekdays only. Stamps for postcards are frequently available from the Concierge Desk at most major hotels. The Philippines uses ZIP codes, please include them in addressing local mail.

NOTE: The Standard lunch hour is noon to 1:00 PM. Most businesses and government offices are closed.

TIME DIFFERENCE

Local time is GMT plus 8 hours.

Business English is the language used. Sexual equality is more widespread in the Philippines than in other Asian countries. Make sure you have business cards.

AIRPORT TAX

Passenger Terminal Fee is levied on all passengers embarking for:

1. International travel : PHP 750

2. Domestic travel: PHP 200

Place of payment: Airport of departure.

Exempt:

1. Children under 2 years of age.

2. Transit passengers remaining in the transit area and not leaving the airport.

3. Crew members.

ANTI-SMOKING LAW in Enclosed Places, etc.

MANILA, Philippines -- Section five of the Tobacco Regulation Act of 2003 (Republic Act 9211) prohibits the carrying of any lighted tobacco product in public vehicles, schools, health centers, elevators, cinemas, malls and in places where fire hazards are present. Smoking is also banned in recreational facilities for minors. Fines imposed on violators of this section range from P500 to P10,000.

IMMIGRATION AND CUSTOMS

VISA INFORMATION (<http://dfa.gov.ph>)

GUIDELINES ON THE ENTRY OF TEMPORARY VISITORS TO THE PHILIPPINES

Nationals from countries listed below who are traveling to the Philippines for business and tourism purposes are allowed to enter the Philippines without visas for a stay not exceeding twenty-one (21) days, provided they hold valid tickets for their return journey to port of origin or next port of destination and their passports valid for a period of at least six (6) months beyond the contemplated period of stay. However, Immigration Officers at ports of entry may exercise their discretion to admit holders of passports valid for at least sixty (60) days beyond the intended period of stay.

Nationals from the following countries are allowed to enter the Philippines without a visa for a period of stay of twenty-one (21) days or less:

<i>Andorra</i>	<i>Ethiopia</i>
<i>Angola</i>	<i>Fiji</i>
<i>Antigua and Barbuda</i>	<i>Finland</i>
<i>Argentina</i>	<i>France</i>
<i>Australia</i>	<i>Gabon</i>
<i>Austria</i>	<i>Gambia</i>
<i>Bahamas</i>	<i>Germany</i>
<i>Bahrain</i>	<i>Ghana</i>
<i>Barbados</i>	<i>Gibraltar</i>
<i>Belgium</i>	<i>Greece</i>
<i>Benin</i>	<i>Grenada</i>
<i>Bhutan</i>	<i>Guatemala</i>
<i>Bolivia</i>	<i>Guinea</i>
<i>Botswana</i>	<i>Guinea Bissau</i>
<i>Brazil*</i>	<i>Guyana</i>
<i>Brunei Darussalam</i>	<i>Haiti</i>
<i>Bulgaria</i>	<i>Honduras</i>
<i>Burkina Faso</i>	<i>Hungary</i>
<i>Burundi</i>	<i>Iceland</i>
<i>Cambodia</i>	<i>Indonesia</i>
<i>Cameroon</i>	<i>Ireland</i>
<i>Canada</i>	<i>Israel*</i>
<i>Cape Verde</i>	<i>Italy</i>
<i>Central African Republic</i>	<i>Jamaica</i>
<i>Chad</i>	<i>Japan</i>
<i>Chile</i>	<i>Kenya</i>
<i>Colombia</i>	<i>Kiribati</i>
<i>Comoros</i>	<i>Kuwait</i>
<i>Congo</i>	<i>Lao People's Democratic Republic</i>
<i>Costa Rica</i>	<i>Latvia</i>
<i>Cote d'Ivoire</i>	<i>Lesotho</i>
<i>Cyprus</i>	<i>Liberia</i>
<i>Czech Republic</i>	<i>Liechtenstein</i>
<i>Democratic Republic of the Congo</i>	<i>Lithuania</i>
<i>Denmark</i>	<i>Luxembourg</i>
<i>Djibouti</i>	<i>Madagascar</i>
<i>Dominica</i>	<i>Malawi</i>
<i>Dominican Republic</i>	<i>Malaysia</i>

<i>Ecuador</i> <i>El Salvador</i> <i>Equatorial Guinea</i> <i>Eritrea</i> <i>Estonia</i>	<i>Maldives</i> <i>Mali</i> <i>Malta</i> <i>Marshall Islands</i> <i>Mauritania</i>
<i>Mauritius</i> <i>Mexico</i> <i>Micronesia</i> <i>Monaco</i> <i>Mongolia</i> <i>Morocco</i> <i>Mozambique</i> <i>Myanmar</i> <i>Namibia</i> <i>Nepal</i> <i>Netherlands</i> <i>New Zealand</i> <i>Nicaragua</i> <i>Niger</i> <i>Norway</i> <i>Oman</i> <i>Palau</i> <i>Panama</i> <i>Papua New Guinea</i> <i>Paraguay</i> <i>Peru</i> <i>Poland</i> <i>Portugal</i> <i>Qatar</i> <i>Republic of Korea</i> <i>Romania</i> <i>Russia</i> <i>Rwanda</i> <i>Saint Kitts and Nevis</i> <i>Saint Lucia</i> <i>Saint Vincent and the Grenadines</i> <i>Samoa</i> <i>San Marino</i>	<i>Sao Tome and Principe</i> <i>Saudi Arabia</i> <i>Senegal</i> <i>Seychelles</i> <i>Singapore</i> <i>Slovakia</i> <i>Slovenia</i> <i>Solomon Islands</i> <i>Somalia</i> <i>South Africa</i> <i>Spain</i> <i>Suriname</i> <i>Swaziland</i> <i>Sweden</i> <i>Switzerland</i> <i>Thailand</i> <i>Togo</i> <i>Trinidad and Tobago</i> <i>Tunisia</i> <i>Turkey</i> <i>Tuvalu</i> <i>Uganda</i> <i>United Arab Emirates</i> <i>United Kingdom of Great Britain and Northern Ireland</i> <i>United Republic of Tanzania</i> <i>United States of America</i> <i>Uruguay</i> <i>Venezuela</i> <i>Vietnam</i> <i>Zambia</i> <i>Zimbabwe</i>

**The following are allowed to enter the Philippines without a visa for a stay not exceeding fifty-nine (59) days:*

- 1. Holders of Brazil passports; and*
- 2. Holders of Israel passports*

The following are allowed to enter the Philippines without a visa for a stay not exceeding seven (7) days:

- 3. Holders of Hong Kong Special Administrative (SAR) passports*
- 4. Holders of British National Overseas (BNO) passports*
- 5. Holders of Portuguese Passports issued in Macao*
- 6. Holders of Macao Special Administrative Region (SAR) passports*

Important Note:

Nationals who are subjects of deportation/blacklist orders of the Department and the Bureau of Immigration shall not be admitted to the Philippines. Further inquiries may be addressed to the Visa Division (Telephone numbers: 834-4854, 834-3707, and 834-4810), Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City or to any Philippine Embassy or Consulate abroad.

CUSTOMS

Upon Arriving: Visitors are allowed to bring in duty free personal belongings, two cartons of cigarettes or two tins of pipe tobacco and up to one litre of alcohol. Balikbayans have separate rules and should check with the Embassy or Consulate in their home city.

You may bring in unlimited amount of foreign currency.

Upon Leaving: Any antiques you may have acquired during your stay must be accompanied by a certificate from the National Museum. You may also not take more than PHP5,000.00 (five thousand Philippine pesos) out of the country.

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THE HERITAGE HOTEL MANILA

SPECIAL ROOM RATES

DELUXE	RATE
Single Occupancy	Php 4,500.00 net/room/night
Twin Occupancy	Php 5,000.00 net/room/night
Triple Occupancy	Php 6,000.00 net/room/night

Inclusions:

- Room Accommodation
- Complimentary Buffet Breakfast

Net rates are inclusive of 10% Service Charge and Applicable Government Tax

**Rates are Subject to change without prior notice*

Room Amenities:

- Complimentary two (2) bottles of mineral water daily
- Complimentary use of gym, Jacuzzi and swimming pool

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