



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 3/10.1.6 – AP007/12 (ATM)

18 January 2012

Subject: The Seventh Meeting of the Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/7)
(Ha Noi, Viet Nam, 13 to 16 March 2012)

Action required: To reply by as soon as possible
but not later than **27 February 2012**

Sir/Madam,

I have the honour to invite your administration to participate in the Seventh Meeting of the Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/7) which will be held at Vietnam Air Traffic Management Corporation (VATM), 200/6 Nguyen Son St, Long Bien District, Ha Noi, Viet Nam over four days from 13 – 16 March 2012.

AAITF/7 is expected to review the progress of the transition from AIS to AIM and identify the works to be undertaken regionally by the Task Force. In addition, it is intended to hold a brief ICARD (International Codes and Routes Designators) Seminar from 09:00 a.m. to 10:30 a.m. on Tuesday, 13 March 2012 before the AAITF/7.

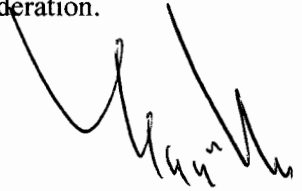
It is strongly recommended that parties submit papers to the meeting, which should be received by **no later than two weeks prior to the meeting date**, via email to the Regional Office. Participants are advised that the Regional Office is moving towards a 'paperless' meeting environment by increasing use of electronic media for the distribution of meeting papers and reports. In this context, 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.

Please note that the Civil Aviation Authority of Viet Nam have kindly offered to provide a technical tour (Aviation Information Center of Viet Nam) and city tour on Monday, 12 March 2012.

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Enclosed herewith are the Provisional Agenda of AAITF/7 (**Attachment A**), the Nomination Form (**Attachment B**) and the Meeting Bulletin (**Attachment C** with annexes). I am requesting that you kindly provide the name(s) of the delegate(s) from your State that will be attending AAITF/7 by **27 February 2012**.

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**

**THE SEVENTH MEETING OF
THE AIS-AIM IMPLEMENTATION TASK FORCE (AAITF/7)**

(Ha Noi, Viet Nam, 13 – 16 March 2012)

PROVISIONAL AGENDA - AAITF/7

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: Review of Air Navigation Deficiencies in the AIS Field
- Agenda Item 4: AIS-AIM Updates
- Agenda Item 5: Any Other Business
- Agenda Item 6: Review of the Task List
- Agenda Item 7: Date and Venue for the Next meeting

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**THE SEVENTH MEETING OF
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(Ha Noi, Viet Nam, 13 – 16 March 2012)

REGISTRATION FORM

PLEASE PRINT OR TYPE CLEARLY

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

Date Signature

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11, Samyaek Ladprao, Bangkok 10901, Thailand, Fax: 66 (2) 537 8199 or E-mail: icao_apac@bangkok.icao.int and copy to **Ms. Tran Thi Phuong Diep**, Vietnam Air Traffic Management Corporation (VATM) E-mail: tphuongdiep@vatm.vn

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

**THE SEVENTH MEETING OF
THE AIS-AIM IMPLEMENTATION TASK FORCE (AAITF/7)**

(Ha Noi, Viet Nam, 13 – 16 March 2012)

MEETING BULLETIN

DATE OF THE MEETING	13 -16 March 2012
VENUE OF THE MEETING	Vietnam Air Traffic Management Corporation (VATM) 200/6 Nguyen Son St, Long Bien District Ha Noi, Viet Nam Telephone: (+84 4) 38271513 – Ext: 4471 Fax : (+84 4) 38272597 Email : vatmc@vnn.vn

OFFICERS AND SECRETARIAT CONCERNED WITH THE MEETING

Mr. Len Wicks, Regional Officer Air Traffic Management, ICAO Asia and Pacific Office, will act as the Secretary of the meeting. For further information, please contact Mr. Len Wicks, Regional Officer ATM of ICAO Asia and Pacific Office, at:

Tel: 66-2-537 8189 ext 152
Fax: 66-2-537 8199
E-mail: lwicks@bangkok.icao.int or icao_apac@bangkok.icao.int

CONTACT POINT IN HA NOI, VIET NAM

The contact person for administrative arrangements is as follows:

Ms. Tran Thi Phuong Diep
Official
International Relations Division
Administrative Department
Vietnam Air Traffic Management Corporation (VATM)
200/6 Nguyen Son, Long Bien District
Ha Noi, Viet Nam
Tel: + 84 4 38726338
Fax: + 84 4 38272597
E-mail: tphuongdiep@vatm.vn

HOTEL ACCOMMODATION AND RESERVATION

A block booking has been made at the Sofitel Plaza Ha Noi Hotel at discounted rates for the participants of this Meeting. Participants are requested to contact the Hotel directly by telephone/fax for reservations (using the attached Reservation Form as **Annex 1**, which also contains all relevant information, including the hotel's rates). The reservations should also be copied to the above contact person for reference. **Please note that the booking deadline is on 01 March 2012.**

Participants are encouraged to make their accommodation arrangements at three (03) following recommend hotels for their convenience. Participants may visit the Hotels' website for further information:

1. Sofitel Plaza Ha Noi Hotel -5 star

1 Thanh Nien Road, Ba Dinh District

Ha Noi, Viet Nam

Tel: +84 4 38238888 – Ext: 5220, 5221 or 5222

Fax: +84 4 38294283 or 38293888

E-mail: H3553-RE@sofitel.com and c/c to: H3553-SL5@sofitel.com

Website: <http://www.sofitel.com>

Sofitel Plaza Ha Noi Hotel is considered the most scenic hotel in Hanoi, the Sofitel Plaza Hanoi is a recognized landmark on Hanoi's skyline. The hotel offers stunning views of the legendary West Lake, Truc Bach Lake, the Red River and the tree-lined boulevard of Thanh Nien.

2. Prestige Hotel Ha Noi – 4 star (10 minutes by car to the Meeting venue)

17 Pham Dinh Ho Street, Hai Ba Trung District

Ha Noi, Viet Nam

Tel: +84 4 62 999 888

Fax: + 84 4 62 999 666

E-mail: reservation@prestigehotels.com.vn

Website: www.prestigehotels.com.vn

3. Thang Long Opera Hotel- 3 star (10 minutes by car to the Meeting venue)

1C Tong Dan Street, Hoan Kiem District

Ha Noi, Viet Nam

Tel: +84 38244775

Fax: +84 38244784

E-mail: thanglongoperahotel@gmail.com

Website: www.thanglongopera.vn

GENERAL INFORMATION

VIET NAM

Lying on the eastern part of the Indochinese peninsula, Viet Nam is a 1,650km long strip of land shaped like the letter “S”, stretching between latitudes 8 to 23 degrees North and longitude from 102 to 109 East.

Viet Nam borders China to the north, Laos and Cambodia to the west, and the Pacific Ocean to the east and south.

The current population of Viet Nam is approximately 86 million.

HA NOI

Ha Noi, the capital city of Viet Nam, has been the cultural, political and commercial center of Viet Nam for nearly a millennium, since the first King of the Ly Dynasty chose it as the capital of his kingdom in 1010.

Ha Noi still has many historical and cultural heritage sites, including over 600 pagodas and recently discovered palaces of the ancient dynasties. It has been known as one of the most charming cities of Viet Nam with beautiful lakes, shaded boulevards and the Ancient Quarter with over 100-year old architecture.

The city has become one of the most attractive cities in Asia to travelers. While its slow-paced and peaceful lifestyle are still being preserved, a new face of modern life has been developing in every corner of the city day by day, marked by the rising of modern skyscrapers

CLIMATE

Viet Nam is located in both a tropical and a temperate zone. It is characterized by strong monsoon influences, but has a considerable amount of sun, a high rate of rainfall, and high humidity. Regions located near the tropics and in the mountainous regions are endowed with a temperate climate.

March is the last leg of spring in the North. Temperatures go around 24°C (75°F) and humidity proves oppressive. Some short downpours should be expected, mostly at night. Hanoi has many cloudy mornings.

LANGUAGES

Vietnamese is the national language. However, some English is widely spoken at places where tourists frequent.

CURRENCY

The Vietnamese currency is Dong (VND). Vietnamese notes are available in denominations of 500, 1000, 2000, 5000, 10000, 20000, 50000, 100000, 200000, and 500000, with several types of coins of little value. The currency trades at about **21 VND** to the US dollars. US dollars are widely accepted at hotels, but the local currency is used in taxis and shops. ATM machines that dispense VND are widely available but usually have a limit of VND 2,000,000/transaction and VND 20,000,000/day.

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

Credit card acceptance, including American Express, Visas and MasterCard, is spreading in higher-end hotels, restaurants and shops in big cities.

ELECTRICITY

Vietnam uses 220V electricity nationwide. In the South, outlets are often US-style flat pins. In the North, many outlets fit round pins. As the electrical current varies, you should use a surge protector when running sensitive electronic equipment like laptops

WATER

It is recommended that visitors drink bottled water. Bottled purified water, spring water or mineral water is often supplied by hotels, and sold in all grocery stores.

BUSINESS HOURS

Government offices and museums open early, around 8:00 am, and close between 4:00 pm and 5:00 pm. Banks open the same times. When banking in the Viet Nam, it is advisable to have your passport with you for identification.

Avoid doing business from 11:30 am to 2 pm, when many people are either at lunch or resting.

TIME ZONE

Time in Viet Nam is 7 hours ahead of Coordinated Universal Time (UTC+7).

AIRPORT TAX

Airport tax is included in air tickets.

IMMIGRATION AND CUSTOMS

1. Following items are given duty free allowance:

- a) Not more than 1.5 liters of liquor above 22% Al Vol.
- b) 400 cigarettes, 100 cigars, 500gram of raw tobacco.
- c) Not more than 2 liter of liquor below 22% Al Vol.
- d) Perfume or jewelry for personal use.
- e) Accompanying baggage with value less than 5,000,000 VND

2. It should be noted that the following items are required to declare:

- a) Cameras, camcorders, and other electronic equipment not for personal use.
- b) Jewelry not for personal use.
- c) Currency over US\$ 7000 or over 15,000,000 VND.
- d) Gold over 300 grams

VISA INFORMATION (<http://www.lanhsuvietnam.gov.vn>)

All foreign nationals entering Viet Nam must possess valid passports or other valid documents for travel. Delegates are responsible for arranging their own visas, if required. For details related to Visa Requirements for entering Viet Nam, please check **Table 1**.

Table 1
Visa Requirements to enter Viet Nam

Country	Diplomatic Passport		Official Passport		Ordinary Passport	
	Visa Requirement		Visa Requirement		Visa Requirement	
	Yes	No	Yes	No	Yes	No
Australia	•		•		•	
Brunei Darussalam		• (14)		• (14)		• (14)
Bangladesh		• (90)		• (90)	•	
Canada	•		•		•	
Cambodia		•		•		• (30)
Bhutan	•		•		•	
People's Republic of China		•		•		
Hong Kong, China	•		•		•	
Macao, China	•		•		•	
Chinese Taipei	•		•		•	
Indonesia		• (14)		• (14)		• (30)
India		• (90)		• (90)		
Japan		• (90)		• (90)		• (15)
Korea		• (90)		• (90)		• (15)
Lao PDR		•		•		• (30)
Malaysia		• (30)		• (30)		• (30)
Myanmar		• (30)		• (30)	•	
Nepal	•		•		•	
New Zealand	•		•		•	
Papua New Guinea	•		•		•	
Pakistan		• (90)		• (90)	•	
Philippines		• (30)		• (30)		• (21)
Singapore		• (90)		• (90)		• (30)
Thailand		• (30)		• (30)		• (30)
United States of America	•		•		•	

Country	Diplomatic Passport		Official Passport		Ordinary Passport	
	Visa Requirement		Visa Requirement		Visa Requirement	
	Yes	No	Yes	No	Yes	No
France		• (90)	•		•	

Note: Delegates are advised to check with the nearest Vietnamese diplomatic or consular office for information on Visa Requirements.

TRANSPORTATION

Noi Bai International Airport

Hanoi's Noi Bai International Airport is about 35 km, or approximately 40 minutes by car, to the center of Ha Noi. Four-seat taxi from Noi Bai to Sofitel Plaza Hotel or any other places in the center of Ha Noi costs around US\$ 15. Tickets for mini-bus from the Airport to the center of the city costs from US\$ 2 to US\$ 3.

Ground Transportation Services

Ground transportation services will be provided to delegates who stay at Sofitel Plaza Hotel to the Meeting venue and vice versa. Delegates who choose to stay at other hotels need to arrange their own transportation to the Meeting venue.

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