Ref. T 14/3.RAS/06/801 – AP039/12 (TC) 19 March 2012

Subject: Reminder: 5th Meeting of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel Asia Pacific (CAPSCA-AP) (Ulaanbaatar, Mongolia, 19-20 April 2012)

Sir/Madam,

I have the honour to refer to the ICAO State Letter ref. T 14/3. RAS/06/801 - AP0019/12 (TC) dated 6 February 2012 inviting your State/Administration/Organization to participate in the 5th Meeting of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel Asia Pacific (CAPSCA-AP), scheduled to be held in Ulaanbaatar, Mongolia on 19 and 20 April 2012 (copy attached).

Please be informed that to ensure States/Administrations/Organizations have adequate time to coordinate for a wider participation from national public health departments, airports, airlines and air navigation service providers and nominate participants, a flexible approach with regard to the deadline on submitting nominations has been adopted, and ICAO is therefore still accepting nominations to the aforementioned meeting. In this regard, I urge State/Administration/Organization to submit your nominations for the 5th Meeting of the CAPSCA-AP project as soon as possible, if not already done so.

Additionally, you are aware a session for ‘Training of Technical Advisors for CAPSCA-AP Region’ was included in the agenda of the upcoming 5th Meeting of the CAPSCA-AP. To enhance this training experience, ICAO with the cooperation of CAA Mongolia has now made arrangements for a half-day demonstration of a “CAPSCA Airport Assistance Visit” at the Ulaanbaatar Airport on the morning of Saturday, 21st April 2012. All meeting participants are also invited to attend this demonstration and should take this event into consideration when finalizing your travel arrangements to Mongolia. An updated 5th CAPSCA AP Meeting Provisional Agenda is attached for your information.

Finally, I take this opportunity to urge States/Administrations/Organizations that have yet to confirm their attendance at the 5th Meeting of CAPSCA-AP, to consider participating and benefiting from this meeting. To facilitate the necessary administrative arrangements, you are requested to complete the attendance notification form and submit to the ICAO Asia and Pacific Office by fax: +662 537-8199 or email: APAC@icao.int, as soon as possible.
Accept Sir/Madam, the assurances of my highest consideration.

Mokhtar A. Awan  
Regional Director

Enclosure:
- ICAO State Letter ref. T 14/3. RAS/06/801 - AP0019/12 (TC)
- Updated Provisional Agenda
- Attendance Notification Form
5th Meeting of CAPSCA Asia Pacific (CAPSCA – AP) Project

PROVISIONAL AGENDA (*UPDATED – 19 March 2012*)

Chinggis Khaan Hotel,
Ulaanbaatar, Mongolia

**Thursday, 19 April 2012**

- Opening Remarks by CAAM, ICAO, WHO
- Reports of 4th CAPSCA-AP; 1st and 2nd CAPSCA Global Coordination Meetings
- Review of new CAPSCA TORs for Global application in all regions
- Election of new Chairperson for CAPSCA-AP
- Review of Output from DGCA Conferences Pertaining to Action Items from 47th DGCA Conference and New Action Items from 48th DGCA Conference
- Highlights of activities of the CAPSCA Project in the other ICAO Regions
- Presentation on Asia Pacific Strategy for Emerging Diseases (APSED)
- Presentation from the Asia-Europe Foundation
- Presentation on Dangerous goods
- Presentation on Fukushima radiation crisis
- Presentations from WFP / CDC / Animal health issues
- Review of current epidemiological public health issues of concern
- Presentations from ACI / IATA on Public Health preparedness guidelines

**Friday, 20 April 2012**

- WHO IHR Assessment Tool for Core Capacity Requirements at Designated Airports, Ports and Ground Crossings
- ICAO CAPSCA Assistance Visits to States and Airports
- CAPSCA Website
- Update on Budget and Programme Status CAPSCA – AP
- Conclusions of the 5th CAPSCA – AP meeting
- Any other business
- Closing Remarks
- Training of Technical Advisors for CAPSCA-AP Region
  - ICAO revised Checklist/Questionnaire for airport assistance visits

**Saturday, 21 April 2012**

- Demonstration of a ‘CAPSCA Airport Assistance Visit’ at Ulaanbaatar International Airport, from 9:00 am to 1:00 pm
**International Civil Aviation Organization**

5th Meeting of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel Asia Pacific (CAPSCA-AP) Project

19-20 April 2012

Chinggis Khaan Hotel
Ulaanbaatar, Mongolia

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**ATTENDANCE NOTIFICATION FORM**

[please type or print]

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

Date: _________________________  Signature: _________________________

After completing, please send to: ICAO Regional Office for Asia and Pacific, Bangkok, Thailand, Fax: 66 (2) 537 8199 or E-mail: APAC@icao.int.
Subject: 5th Meeting of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel Asia Pacific (CAPSCA-AP) (Ulaanbaatar, Mongolia, 19-20 April 2012)

Action required: Please reply no later than 19 March 2012

Sir/Madam,

I have the honour to draw your kind attention to the ICAO State Letter ref. T14/3.RAS/06/801 – AP019/12 (TC) dated 4 August 2011, inviting your State/Administration/Organization to participate in the 5th Regional Aviation Medicine and Public Health Team (RAMPHT) Meeting and 5th Steering Committee Meeting (SCM/5) of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA), scheduled originally at the ICAO Asia and Pacific Regional Office, in Bangkok, Thailand, from 14 to 15 November 2011. Subsequently, as you are aware, the aforementioned Meetings were postponed due to the flood situation in Bangkok, Thailand.

I am pleased to inform you that the 5th Meeting of CAPSCA Asia Pacific (CAPSCA AP) will now be held in Ulaanbaatar, Mongolia on 19 and 20 April 2012. Please note that in line with the CAPSCA Project in the other ICAO regions, the SC and RAMPHT have merged and are now collectively referred to as the CAPSCA-AP Project. Therefore, the subject matters pertaining to the SCM and RAMPHT meeting have been consolidated into the agenda of the upcoming 5th Meeting of CAPSCA-AP Project.

Therefore, I have the pleasure in inviting your State/Administration/Organization to attend the 5th Meeting of the CAPSCA-AP project and request you to also coordinate for attendance of participants from public health departments, airports, airlines and air traffic management in your country. I would indeed urge your State/Administration/Organization to participate and benefit from the meeting. From the traditional public health risks and disruptions associated with pandemics, the accident at the Fukushima nuclear power plant in 2011 has recently focused attention on other public health emergencies that can affect human health and disrupt aviation. CAPSCA therefore aims to bring stakeholders together, especially the aviation and public health sectors, to facilitate collaboration in the development and implementation of relevant ICAO Standards and Recommended Practices (SARPs) and implementing relevant aspects of World Health Organization International Health Regulations (2005) to mitigate the risks from public health emergencies that affect the aviation sector. The meeting will also address experiences, methodology and guidelines for CAPSCA State and airport assistance visits as well as
measures to strengthen communications and coordination between public health institutions and the aviation sector.

Please note that in addition to providing seminars and workshops on preparedness planning in the aviation sector, CAPSCA arranges ‘assistance visits’ to States and their international airports. These visits by a team of aviation and public health experts (called Technical Advisors) facilitate local training for aviation and public health experts and improvements/developments of preparedness plans. In the Asia Pacific region there is an urgent need to train and develop a network of Technical Advisors who can be mobilized for assistance visits requested by States. Towards this end, a session for the ‘Training of Technical Advisors for CAPSCA-AP Region’, which is essential training for members of a Technical Advisor Visit Team (undertaking an ICAO CAPSCA Assistance Visit), has been included in the agenda of the upcoming 5th Meeting of the CAPSCA-AP. In this regard, it would be very beneficial for States/Administrations to also include in your delegation any potential candidates that you wish to develop into the role of a ‘technical advisor’ for such ICAO CAPSCA Assistance Visit missions. In any case this training session would be useful and is open to all meeting participants. Desirable attributes for Assistance Visit Technical Advisors are at Attachment A.

I am pleased to inform you that thus far 17 Asia Pacific States/Administrations have enrolled in the CAPSCA-AP Project. However, I must emphasize that, in the interest of harmonizing international aviation response to public health risks in the Asia Pacific Region, the 5th CAPSCA-AP meeting is open for participation to all Asia Pacific States/Administrations. In case your State wishes to officially join CAPSCA-AP, please send a letter expressing interest to the ICAO APAC Regional Office. There is currently no cost associated with joining CAPSCA, and once a State joins CAPSCA, it may request ICAO to schedule a CAPSCA assistance visit. On a case by case basis the cost associated with a CAPSCA assistance visit can be met by the project.

The Provisional Agenda is enclosed in Attachment B for your reference. Should your State/Administration/Organization wish to submit a discussion paper or provide a CAPSCA related presentation to the Meeting, please advise me as soon as possible to enable its inclusion in the agenda/programme. In order to facilitate the necessary administrative arrangements, you are requested to complete the attendance notification form at Attachment C and submit to the ICAO Asia and Pacific Office by fax: +662 537-8199 or email: APAC@icao.int, no later than 19 March 2012. A bulletin containing information about the arrangements for the meeting including details of recommended hotels is attached in Attachment D.

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

Mokhtar A. Awan
Regional Director

Enclosures:
A – Desirable Qualifications for CAPSCA State/Airport Assistance Visit Technical Advisors
B – Provisional Agenda
C – Attendance Notification Form
D – Meeting Bulletin
Desirable Qualifications for CAPSCA State/Airport Assistance Visit Technical Advisors

- Interest in improving public health emergency planning in the aviation sector;
- Desire to facilitate communication and collaboration between different stakeholders;
- Availability to undertake State/international airport Assistance Visits (travel and daily expenses, but not salary, will be met from the CAPSCA project funds);
- Qualification and experience in aviation medicine and/or;
- Qualification and experience in public health medicine and/or;
- Experience in contingency/emergency planning in the aviation sector.

Note: qualification in medicine or aviation medicine is not mandatory to become a CAPSCA Technical Advisor.
5th Meeting of CAPSCA Asia Pacific (CAPSCA – AP) Project

PROVISIONAL AGENDA

Chinggis Khaan Hotel,
Ulaanbaatar, Mongolia

Thursday, 19 April 2012

- Opening Remarks by CAAM, ICAO, WHO
- Reports of 4th CAPSCA-AP; 1st and 2nd CAPSCA Global Co-ordination Meetings
- Review of new CAPSCA TORs for Global application in all regions
- Election of new Chairperson for CAPSCA-AP
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Friday, 20 April 2012

- WHO IHR Assessment Tool for Core Capacity Requirements at Designated Airports, Ports and Ground Crossings
- ICAO CAPSCA Assistance Visits to States and Airports
- CAPSCA Website
- Update on Budget and Programme Status CAPSCA - AP
- Conclusions of the 5th CAPSCA – AP meeting
- Any other business
- Closing Remarks

- Training of Technical Advisors for CAPSCA-AP Region
  - ICAO revised Checklist/Questionnaire for airport assistance visits
International Civil Aviation Organization

5th Meeting of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel Asia Pacific (CAPSCA-AP) Project

19-20 April 2012

Chinggis Khaan Hotel
Ulaanbaatar, Mongolia

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

Date: ___________________________  Signature: ___________________________

After completing, please send to: ICAO Regional Office for Asia and Pacific, Bangkok, Thailand, Fax: 66 (2) 537 8199 or E-mail: APAC@icao.int by 19 March 2012.
5th Meeting of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel Asia Pacific (CAPSCA-AP) Project
19 and 20 April 2012
Chinggis Khaan Hotel
Ulaanbaatar, Mongolia

BULLETIN

1. Dates and Meeting Venue

1.1 The 5th Meeting of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel Asia Pacific (CAPSCA-AP) Project will be hosted by the Civil Aviation Authority of Mongolia. The meeting will be held at the Conference room, Chinggis Khaan Hotel, Ulaanbaatar, Mongolia on 19-20 April, 2012. The Meetings will start at 0900 hours each day.

2. Schedule of Meeting

2.1 The opening session of the meeting will be held at 0900 hours on Thursday, 19 April. The daily schedule for the meeting is from 0900 hours to 1600 hours with a tea / coffee break in the morning and afternoon and a mid-day break for lunch. However, the Chairman may need to vary these times to meet agenda requirements.

3. Registration of Delegates

3.2 Delegates are requested to register at the Meeting Registration Desk located at the meeting venue between 0800 and 0830 hours on the opening day of the meeting. Delegates are required to wear the identification badges which will be issued to them during registration when attending the meeting.

4. Passport, visa and customs

4.1 All foreign nationals entering Mongolia 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 14-90 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 Mongolian Embassy or Consulate prior to their arrival in Mongolia.

5. Officer and Secretariat concerned with the meeting

- Dr. Manjit Singh, Regional Officer, Technical Cooperation, ICAO Asia and Pacific Office, will act as the ICAO Coordinator for the Meeting. Discussion papers or a CAPSCA related presentation to the Meeting can be submitted to the ICAO Asia and Pacific Office at APAC@icao.int.

- Batsaikhan, P, Senior Inspector PEL of Mongolian Civil Aviation Authority will act as the host Coordinator for the meeting in Mongolia. The daily meeting services are the responsibility of Gavaasambuu, L, Medical Inspector, Tuya, N Psychologist. Any inquiries related to the meeting should be addressed to:
  - Fax: +976/1128326562
  - E-mail: p_batsaikhan@mcaa.gov.mn
  - Cc: g_nasaa@mcaa.gov.mn
6. **Hotel Reservations**

- A list of recommended hotels for participants is stated below. Participants may contact hotels directly; it is recommended that reservations are made well in advance. Also, meeting host (Civil Aviation Authority of Mongolia - CAAM) team can assist participants in making hotel reservation.

- The meeting host (CAAM) team takes charge of transportation for participants during meeting, which includes transportation between the airport and the city as well as their hotels and venue of the meeting.

1. **Ulaanbaatar Hotel**  
Sukhbaatar Square 14,  
Ulaanbaatar 210645, Mongolia  
Tel: 976-11-320620, 976-70116688  
Fax: 976-11-324485  
E-mail: reservations@ubhotel.mn

**Net Price in MNT**  
- Standard single room 150000  
- Standard twin room  
  - Single 180000  
  - Double 240000  
- Superior  
  - Single 220000  
  - Double 280000  
- Deluxe 330000  
- Suite 450000

2. **Bayangol Hotel**  
Bayangol Hotel, Chinggis Khaan  
Ave-5, Ulaanbaatar 210643,  
Mongolia  
Tel: +976-11-312255,  
Fax: + 976-11-326880  
Email: info@bayangolhotel.mn
reservations@bayangolhotel.mn

**Net Price in MNT**  
- Standard  
  - Single 120000  
  - Double 155000  
- Business  
  - Single 145000  
  - Double 180000  
- Deluxe suite  
  - Single 216000  
  - Double 268000  
- Execute suite  
  - Single 400000  
  - Double 452000  
- Extra bed 67000

3. **Chinggis Khaan Hotel**  
Tokyo Street - 10, Ulaanbaatar - 49,  
Mongolia.  
Tel: (976) 11-313380.  
Fax: (976) 11-312788  
Email: chinggis-hotel.com

**Net Price in MNT**  
- Standard (Single or Twin) USD 130  
- 1 Bedroom suite king bed USD 220  
- 1 bedroom suite twin beds USD 220  
- Crown mansion standard single room USD 225  
- Crown mansion standard twin room USD 225  
- Crown mansion suite room USD 355
7. Other Information

Weather
Ulaanbaatar is generally cold and arid with strong wind. April is part of the spring season in Mongolia, which lasts until late May. More weather information can be obtained from the web site of the Mongolian Meteorological Department: http://www.imh.mn/

Time Zone
• **Time** in Ulaanbaatar, Mongolia is 8 hours ahead of Co-ordinated Universal Time (UTC+8).

Other Useful Information
• **There are no restrictions** on import of foreign currency. However, if the amount exceeds S$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 = 1420 MNT approx).

• International credit cards such as American Express, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

• All commercial banks exchange major foreign currencies and are open from 09:00 am to 05:00 pm 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 10:00 to 17:00 hours.