Ref. T14/3.RAS/06/801 – AP026/13 (TC) 22 February 2013

Subject: 6th Meeting of the Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP) (Manila, Philippines, 22-25 April 2013)

Action required: Please reply no later than 22 March 2013

Sir/Madam,

I have the pleasure in inviting your State/Administration/Organization to attend the 6th Meeting of Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP) which will be held in Manila, Philippines from 22 to 25 April 2013. The meeting will be kindly hosted by the Civil Aviation Authority of Philippines.

I would also like to specifically request you to forward this letter to public health departments/authorities, airports, airlines and air navigation service providers in your country and to coordinate representative attendance from these stakeholders, especially from the public health authority. I would indeed urge your State/Administration/Organization and agencies to participate and benefit from the meeting as CAPSCA provides a multi-sector platform to develop, improve and implement, in States and at individual international airports, preparedness plans for a public health emergency that impacts the aviation sector and economies and businesses that depend on it. From the traditional public health risks and disruptions associated with pandemics, the accident at the Fukushima nuclear power plant in 2011 has focused attention on other public health emergencies that can affect human health and disrupt aviation.

Please note that the main achievements of CAPSCA in the Asia Pacific (and other) regions have been the development and implementation of relevant ICAO Standards and Recommended Practices (SARPs) and associated guidance material and implementing relevant aspects of World Health Organization International Health Regulations (2005), the development of a process for auditing States on the implementation of the SARPs (which will commence in 2013), the development of public health/aviation networks at a global, regional, State and operational level, and the acceptance by many in the aviation and public health communities that public health emergency preparedness in the aviation sector is worthy of more attention than it was given previously. The 6th CAPSCA AP meeting aims to build upon this success by bringing together, aviation and public health sector stakeholders, to facilitate further collaboration to mitigate the risks from public health emergencies that affect the aviation sector.
During 2012 CAPSCA continued to develop in the Asia Pacific region. Two additional States joined the CAPSCA AP project (making a total of 19); a regional meeting was held; a training seminar for technical advisors was undertaken and an Assistance Visit to a State/international airport was performed. Therefore, the 6th CAPSCA AP 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.

In addition to providing seminars and workshops on preparedness planning in the aviation sector, CAPSCA also 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. Towards this end, ICAO with the cooperation of CAA Philippines is making arrangements for a walk-through of the public health facilities of the Ninoy Aquino International Airport, Manila to demonstrate a “CAPSCA Airport Assistance Visit”, as part of the agenda of the upcoming 6th Meeting of the CAPSCA-AP.

In the interest of harmonizing international aviation response to public health risks in the Asia Pacific Region, it has been decided that the 6th CAPSCA-AP meeting will be 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 of the meeting is enclosed in Attachment A 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 B and submit to the ICAO Asia and Pacific Office by fax: +662 537-8199 or email: APAC@icao.int, no later than 22 March 2013. A bulletin containing information about the arrangements for the meeting including details of recommended hotels is attached in Attachment C.

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

Mokhtar A. Awan
Regional Director

Enclosures:
A – Provisional Agenda
B – Attendance Notification Form
C – Meeting Bulletin
6th Meeting –
Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP)

(Manila, Philippines, 22-25 April 2013)

Provisional Agenda

- Status and Follow-Up of CAPSCA-AP Outstanding Conclusions
- CAPSCA achievements to date
- Report on the 3rd Global Coordination Meeting of CAPSCA (Santiago, October 2012)
- Highlights of CAPSCA activities in other regions
- Experience of States in preparedness planning, including training video from Thailand
- CAPSCA-AP Assistant Visit observations
- Bio Diaspora-Evidence-Based Decision-Making in Public Health
- International Health Regulations and public health emergencies recent developments, IHR (2005) Implementation Progress
- Business Continuity Planning, Public Health Emergency - a template for aircraft operators
- Business Continuity Planning, Public Health Emergency - a template for airport operators
- ICAO Universal Safety Oversight Audit Programme update
- New Passenger Locator Form
- Results of ICAO Questionnaire on preparedness planning
- Glossary of Public Health Emergency terminology
- Training for Technical Advisors (TAs), and potential TAs
- Future funding, Work Plan for CAPSCA-AP project and Next Steps
- Date and Venue of the Next/7th CAPSCA AP Meeting (Note: States wishing to host the CAPSCA AP meeting in 2014 may indicate their interest)
- Airport walk-through of the public health facilities of the Ninoy Aquino International Airport, Manila

Note: A cocktail reception followed with a Welcome Dinner will be hosted by the Director General of CAAP on 21 April 2013 6:00PM to 10:00PM at Grand Ballroom of the Diamond Hotel, attire: Formal or Smart Casual.
International Civil Aviation Organization

6th Meeting of the Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP)

(Manila, Philippines, 22-25 April 2013)

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<td><strong>Hotel</strong></td>
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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 22 March 2013.
6th Meeting –
Collaborative Arrangement for the Prevention and Management of public health events in Civil Aviation Asia Pacific (CAPSCA-AP)

(Manila, Philippines, 22-25 April 2013)

MEETING BULLETIN

1. Venue of the Meeting

The 6th Meeting of the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation Asia Pacific (CAPSCA-AP) Project will be hosted by the Civil Aviation Authority of the Philippines.

The meeting will be held at the North Center Ballroom of the Diamond Hotel – Philippines on 22-25 April 2013. The meeting will start at 0900 hours each day.

A cocktail reception followed with a Welcome Dinner will be hosted by the Director General of CAAP on 21 April 2013 6:00PM to 10:00PM at Grand Ballroom of the Diamond Hotel, attire: Formal or Smart Casual.

2. Schedule of Meeting

The opening session of the meeting will be held at 0900 hours on Monday, 22 April 2013. 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

Delegates are requested to register at 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 the registration when attending the meeting.

4. Passport, visa and customs

All foreign nationals entering the Philippines must possess valid passports (validity not less than six (6) months prior to expiration) or applicable travel documents with visas or entry permits to enter the Philippines. Participants are responsible for obtaining their own visa, if required, and should contact the nearest Philippine diplomatic or consular office for further information.
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.

Ms. Olga C. Arevalo of Civil Aviation Authority of the Philippines will act as the Host Coordinator for the meeting in the Philippines. The daily meeting services are the responsibility of CAAP CAPSCA Meeting Secretariat. Any inquiries related to meeting should be addressed to:

Telefax: (632) 8799117  
E-mail: icao@icacs.caap.gov.ph

6. Accommodation

Each delegate are responsible for own hotel reservations and hotel costs including room charges, cancellation charge, tel./fax and other services provided by the hotel. All are encouraged to submit the hotel reservation by mid March because it is the start of peak season for Philippine Tourism.

7. Transportation

CAAP will provide transportation services to the delegates from airport to hotel upon arrival as well the daily transport to the meeting venue. Kindly provide your arrival details to the CAAP Meeting Secretariat, e-mail: icao@icacs.caap.gov.ph

8. Hotels:

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<th>Hotel Details</th>
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<th>Reservation Contact details:</th>
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| **Diamond Hotel – Philippines**  | Superior: Php 6,000.00 net  (Single/ Double)  | Phone: (63 2) 528-3000 loc. 1144  
Fax: (63 2) 522 0150  
E-mail: nrena@diamondhotel.com  
Website: www.diamondhotel.com |
| Roxas Blvd. cor. Dr. J. Quintos St., Manila, Philippines  | Deluxe: Php 7,000.00 net  (Single/ Double)  |  |
| **Note: Meeting Venue hotel** |  |  |
| **Hyatt Hotel and Casino Manila** | Guestroom King/Twin: Php 6,200.00 net (Single)  
Php 7,000.00 net (Double)  | Phone: (63 2) 245 1234  
Fax: (63 2) 247 1234  
E-mail: bem.damoslog@hyatt.com  
Website: manila.casino.hyatt.com |
| 1588 Pedro Gil corner MH del Pilar, Malate, Manila, Philippines  | City Bayview King/Twin: Php 6,700.00 net (Single)  
Php 7,500.00 net (Double)  |  |
|  | Club King/Twin: Php 9,200.00 net (Single)  
Php 10,700.00 net (Double)  |  |
### Traders Hotel
**Address:** 3001 Roxas Boulevard, Pasay City, 1305, Metro Manila, Philippines

- **Deluxe:**
  - Php 4,500.00 net (Single)
  - Php 4,800.00 net (Double)

- **Traders Club Room:**
  - Php 6,000.00 net (Single)
  - Php 6,500.00 net (Double)

**Phone:** (63 2) 708 4888  
**Fax:** (63 2) 528 2588  
**E-mail:** rona.caparino@tradershotels.com  
**Website:** www.tradershotels.com

### Pan Pacific Manila
**Address:** M. Adriatico corner Gen. Malvar Street, Malate, Manila, 1004, Philippines

- **Superior:**
  - Php 6,000.00 net (Single)
  - Php 6,500.00 net (Double)

- **Deluxe:**
  - Php 6,500.00 net (Single)
  - Php 7,000.00 net (Double)

- **Executive:**
  - Php 7,500.00 net (Single)
  - Php 8,000.00 net (Double)

**Phone:** (63 2) 318 0720  
**Fax:** (63 2) 310 2502  
**E-mail:** edison.rosales@panpacific.com  
**Website:** www.panpacific.com/manila

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### 9. Useful Information

#### The PHILIPPINES

The Philippines is an archipelago composed of 7,107 islands. It is rich in natural resources, world famous beaches and tropical rainforest. It has a total land area of about 300,000 square kilometers (116,000 square miles). It is divided into 3 island groups namely: Luzon, Visayas and Mindanao. Manila, the capital is located in Luzon.

#### Climate

The climate is hot, humid and tropical. March to May is hot and dry. June to October is rainy. November to February is cool. Average temperatures 78F/25C to 90F/32C, humidity: 77%.

#### Time Zone

There is only one time zone for the entire country, which is 120 degrees East Meridian Time and eight hours in advance of the Greenwich Mean Time (GMT +0800H).

#### Language

Filipino is the national language. English is the business language and spoken widely. Approximately 111 languages and dialects are spoken in the country.
Electricity and Water

The Philippines uses 220V electric power. Tap water is potable, however, it is not recommended for travelers. Most establishments provide bottled water.

Currency and Credit Cards

The country’s unit of currency is the Philippine Peso (PHP). The exchange rate as of February 19, 2013 is approximately PHP 40.620 per US$1.00. For other currencies, please visit the Currency Converter at [http://www.xe.net/ucc](http://www.xe.net/ucc) to check your currency vs. PHP. Foreign currencies can be exchanged at the airport, designated banks, malls, hotels resorts and money changers. Major credit cards are accepted throughout the Philippines. Traveler’s checks may be cashed at foreign-exchange banks, some tourist oriented business establishments and international hotels.

Banking Hours

Most banks are open from Monday to Friday from 9:00 am to 3:00 pm. Automated Teller machines (ATMs) are available 24 hours within Metro Manila.

Airport Fees

P550 for international departure and P200 for local departure.

Traveling Tips

- Dress for the weather. Light clothing is ideal year-round.
- Casual clothing is acceptable inside churches and business offices.
- Dining establishments and hotels impose no dress code.
- Prepare to hop in a jeepney, tricycle or pedicab – exotic modes of land transport- that are the most commonly available for going around.
- Always bring loose change when taking public transport.
- The Philippines Peso is generally preferred for financial transactions. Money changing shops are available in key cities and towns.
- The standard amount is 10% of the total bill. Tipping is optional on bills that include a service charge.
- When shopping in a public market, it is perfectly acceptable to haggle for the cheapest price.
- Adapt to local customs; accept local differences. The Filipinos are divided into regions, each with its own distinct and traditions.
- Be sure to sample the endless variety of native delicacies and local cuisine, which differ in every region. The Philippines is made up of 7,107 different flavors that you will want to take home with you.
- For more information about the Philippines, you may log on to [www.gov.ph](http://www.gov.ph) or [www.tourism.gov.ph](http://www.tourism.gov.ph) or view videos about the Philippines at [www.visitmyphilippines.com](http://www.visitmyphilippines.com).