Subject: Global Coordination Meeting of the Regional Aviation Medicine Teams (RAMT) of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air travel (CAPSCA) (Singapore, 15-16 October, 2010)

Action required: Confirm participation and submit papers and presentations before 20 September 2010

Sir/Madam,

I have the honor to invite your Administration/Organization to participate in the Global Coordination Meeting of the Regional Aviation Medicine Teams of CAPSCA to be held at the Singapore Aviation Academy, Singapore, 15 - 16 October, 2010.

Previous experiences have highlighted the need for further action to improve pandemic preparedness planning in the aviation sector. In 2009, the Influenza A (H1N1) pandemics highlighted the need for coordinated action by the global community to help prevent and manage the risk of spread, through air travel, of any communicable disease of serious public health concern. In this regard, strengthened communications and coordination between public health institutions and the aviation sector is crucial not only intra but also inter-regionally.

The objective of the Global RAMT meeting is to coordinate and harmonize the work of the three active CAPSCA-Projects of ICAO in Africa, the Americas and Asia-Pacific. Attached herewith is the Provisional Agenda of the Global RAMT Meeting (Attachment A). In order to facilitate the arrangements of this meeting, it will be held in English Language only. Information relating to meeting arrangements, registration and other essentials may be found in the meeting bulletin (Attachment B). The Regional Office would be grateful to receive your registration using the Attendance Notification Form (Attachment C) as well as any presentations and papers no later than 20 September 2010. All participants are strongly encouraged to make accommodation arrangements early and the recommended hotels reservation forms are attached (Attachment D).
Accept Sir/Madam, the assurances of my highest consideration.

Mokhtar A. Awan
Regional Director

Enclosures:
A – Provisional Agenda
B – Meeting Bulletin
C – Attendance Notification Form
D – Recommended Hotels Reservation Forms
**COOPERATIVE ARRANGEMENT FOR THE PREVENTION OF SPREAD OF COMMUNICABLE DISEASE THROUGH AIR TRAVEL (CAPSCA)**

**GLOBAL COORDINATION MEETING OF THE REGIONAL AVIATION MEDICINE TEAMS**
Singapore, 15 and 16 October 2010

**PROVISIONAL AGENDA**

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</table>
1630 – 1700  Summary of proceedings for day 1

16 October 2010

0900 – 0930  State Letter 10/51 and Questionnaire for States
0930 – 1000  Template for an Aviation Public Health Emergency Preparedness Plan
1000 – 1030  Report about the Aviation Business Continuity Planning Workshop / Seminar
             Kuala Lumpur 24 / 25 May 2010 and ICAO / UN- OCHA Preparedness Survey
1030 – 1100  Tea
1100 – 1130  Draft conclusions of 1st Global RAMT
1130 – 1200  Concluding remarks / Close the Global RAMT
ATTACHMENT B to State letter T 14/3.RAS/06/801 - AP118/10 (TC)

ICAO CAPSCA GLOBAL COORDINATION MEETING OF THE REGIONAL AVIATION MEDICINE TEAMS

Singapore Aviation Academy, Singapore, 15-16 October 2010

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**ATTENDANCE NOTIFICATION FORM**

<table>
<thead>
<tr>
<th>1. Name in full:</th>
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<td>(as should appear in the official listing and name tag)</td>
</tr>
</tbody>
</table>

| 2. Title or official position: |

| 3. State/Organization: |

| 4. Mailing Address: |

| 5. Telephone: | Fax: | Email: |

| 6. Hotel where you intend to stay: |

**Please complete and return this form to:**

ICAO Asia and Pacific Regional Office  
P.O. Box 11, Samyaek Ladprao,  
Bangkok 10901, Thailand  
Fax: (662) 537 8199  
Email: icao_apac@bangkok.icao.int

Dr. Jarnail Singh  
ICAO Aviation Medicine Expert/Project Coordinator  
Fax: +65 6285 5100, +65 6545 6519  
Email: jarnail_singh@caas.gov.sg

Ms Kris Yew  
Senior Executive, Civil Aviation Medical Board  
Civil Aviation Authority of Singapore  
Email: kris_yew@caas.gov.sg

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BULLETIN

1. **Place and Time of Seminar**

1.1 The ICAO CAPSCA Global RAMT Meeting will be held at the Singapore Aviation Academy, Civil Aviation Authority of Singapore, Singapore. The Meeting will commence at 0900 hours on Friday, 15 October, 2010. The Singapore Aviation Academy is located at 1 Aviation Drive, Singapore 499867. The telephone number of the Singapore Aviation Academy is +65 6543 0433. For your information, a map is attached at the end of this Bulletin. Location of the Academy and contact details are published in SAA’s website [http://www.saa.com.sg/saa/en/Contact_Us](http://www.saa.com.sg/saa/en/Contact_Us)

2. **Registration of Participants**

2.1 Participants are requested to register at the Registration Desk at the entrance of the Singapore Aviation Academy between 0800 and 0845 hours on the opening day. Participants are also requested to wear the identification tag while attending all activities during the Meeting for easy identification.

3. **Officers and Secretariat concerned with the Meeting**

3.1 The Technical Cooperation Office of the ICAO Regional Office will act as the Coordinator for the Seminar. Participation nomination forms as well as meeting presentations and papers should be sent to icao_apac@bangkok.icao.int for the attention of Dr Manjit Singh, Regional Officer / Technical Cooperation.

3.2 Any inquiries related to the Meeting should be addressed to: Ms Kris Yew, Senior Executive, Civil Aviation Medical Board, Civil Aviation Authority of Singapore, at the contact fax and e-mail address given below:

- Fax: +65 65456519
- E-mail: kris_yew@caas.gov.sg
- Cc: jarnail_singh@caas.gov.sg
- icao_apac@bangkok.icao.int

4. **Passport, visa and customs**

4.1 Please check that you have the necessary visas, including transit visas, processed in advance for your travel to and from Singapore. You would require a visa to enter Singapore if you are holding a travel document issued by the countries listed below. You may wish to visit our consular website at [http://www.mfa.gov.sg/consular/visa/index.htm](http://www.mfa.gov.sg/consular/visa/index.htm) for updates on visa information and the nearest Singapore Overseas Missions located in your country.
4.2 For more information about Singapore Customs and duty-free concessions, please visit the Singapore Customs website at:
http://www.customs.gov.sg/leftNav/trav/Customs+Guide+for+Travellers.htm:

5. **Hotel reservations, arrival and departure**

5.1 A list of recommended hotels that provide special discounted room rate for participants of the ICAO CAPSCCA Global RAMT Meeting is at Attachment D of this State Letter. These hotels are the Changi Village Hotel, Lion City Hotel and Grand Mercure Roxy Hotels. Participants may contact the recommended hotels directly and it is recommended that reservations are made well in advance. Please use the individual hotel reservation forms provided to enjoy the special rate. Closing date for booking for each hotel is indicated at the bottom of each form. The Changi Village Hotel is within walking distance to the Singapore Aviation Academy.

5.2 Participants are requested to make their own arrangements for transportation from the Airport to their hotels and from their hotels to the meeting venue.

5.2.1 All taxis are metered and flag-down fare is from S$2.80-S$3.00 (normal taxi) and S$3.20 (limousine taxi) for the first 1.0 km or less. Thereafter, the fare increases at S$0.20 for every 385 metres thereafter or less up to 10 km. After 10 km, the fare increases S$0.20 for every 330 metres thereafter or less. If the taxi has to wait, the fare increases by S$0.20 every 45 seconds or less. An additional surcharge of S$3-5 is applicable for taxis departing Singapore’s Changi Airport. When departing, the hotel can arrange for transportation to the airport.

5.2.2 Participants are advised to confirm their return travel bookings with the airlines concerned at the earliest opportunity after arrival (at least 72 hours before departure). The hotel concierges can confirm the return travel bookings for participants. To change flights or departure dates, participants are advised to directly contact the airline.

6. **Other Useful Information**

6.1 Time in Singapore is 8 hours ahead of Co-ordinated Universal Time (UTC+8).

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

6.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours 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 1000 to 2000 hours. To cash travellers’ cheques you are required to show your passport.

6.4 Singapore is warm and humid all year round, with only slight variations between the average maximum of 31 degrees Celsius and minimum of 23 degrees Celsius. Rain falls throughout the year, with more consistent rain coming during the monsoon season from November to January. Information about Singapore’s climate, including 5-day forecasts, can be obtained from the web site of the Singapore National Environment Agency: http://www.nea.gov.sg. You may also choose to view Singapore’s latest weather report at the following website: http://www.channelnewsasia.com/weather.

6.5 Light summer clothing is most practical for Singapore’s tropical weather, especially for outdoor activities like sightseeing. Only a few places require formal wear for the evening.
6.6 Tipping is not a way of life in Singapore. It is prohibited at the airport and discouraged in hotels and restaurants where there is a 10% service charge.

6.7 Tap water in Singapore is clean and safe to drink. However, for those who prefer bottled mineral water, local supermarkets and grocers always have ample stocks.

6.8 Smoking is prohibited in the majority of indoor locations in Singapore – including cinemas, air conditioned shopping malls and offices, bus interchanges and shelters, swimming pools, public transports, lift, government offices, etc. Designated smoking areas are allowed in certain premises such as eating establishments and entertainment outlets. For more information on Smoking Prohibition, please refer to http://app2.nea.gov.sg/topics_smoking_prohibition.aspx.
CAPSCA Global RAMPT Meeting  
(14 - 17 October 2010)

Attention: Ms Shana Shariff  
Asst. Sales Manager  
GRAND MERCURE ROXY HOTEL  
50 East Coast Road  
Roxy Square, Singapore 428769

Fax: (65) 6440 1487  
Telephone: (65) 6344 8000  
Email: H3610-SL3@accor.com OR  
H3610-SL6@accor.com

A) Attendee’s Personal Details: (Mr./Mrs./Ms):
Company/Studio Name: _____________________
Last name: 1. First name: 1.
Last name: 2. First name: 2.
Email address: _____________________ Fax No: _____________________

B) Reservation Details
Arrival Date: ___________ Flight ___________ ETA ___________ Hrs
Departure Date: ___________ Flight ___________ ETD ___________ Hrs

C) Room Type Request
Deluxe Room: □ $185.00++ per room per night inclusive of breakfast (Single)  
□ $200.00++ per room per night inclusive of breakfast (Twin)
Preferences  □ King-bedded room □ Twin-Bedded room □ Smoking □ Non-Smoking  
(All requests subject to availability)

D) Method of Guarantee
□ Credit card number _____________________ Expiry Date _____________________  

Kindly send this reservation form before **Monday, 13th September 2010.**
**Any reservation received after this date will be subject to room availability and rate change. The Hotel reserves the right to offer higher category rooms if the Deluxe room is not available.**

Terms & Conditions
1. Above rate is subjected to an additional of 10% service charge and prevailing taxes.
2. Check In Details: Check in time is at 1400 hrs and check out time is at 1200 hrs.
3. Guarantee Policy: A credit card number is required to confirm or guarantee your reservations.  
All non-guaranteed reservations will automatically be released at 1800hrs (local time) on day of Arrival.
4. Cancellation Policy: Reservations must be cancelled 7 working days prior to arrival. Otherwise, there will be a one-night penalty charge made onto the credit card guaranteed for “No Show”.
5. Special request for room preferences as well as early arrival or late departure are subject to room availability.

Complimentary daily shuttle bus service to and from Changi International Airport (T1, T2 and T3) and to Singapore Aviation Academy

Hotel Use: -
Confirmation No / Date: _____________________
CAPSCA Global RAMT Meeting  
15th to 16th October 2010

RESERVATION FORM
Attn: Inventory Manager  
Tel: (65) 6379 7185  
Fax: (65) 6546 8884  
Email: inventory@changivillage.com.sg

A) GUEST DETAILS
Mr / Miss / Mrs / Dr:

_________________________________    _________________________________
Family Name       First Name

________________________________________
Email Address

__________________________________
Telephone Number       Fax Number

B) Check-in Date:____________________    Flight / Time_______________________
Check-out Date:____________________    Flight / Time_______________________

C) ACCOMMODATION TYPE   (Check in time: 1400 hours; Check out time: 1200 hours)
☐ Superior room @ S$170nett per room per day inclusive of 1 daily breakfast
☐ Additional buffet breakfast @ S$20nett per person per day
☐ Daily internet access @ S$26.75nett per person per day
*Room category allocation is subject to room availability upon reservation.

Special Request : Smoking room (   )  No. of rooms required : _______
Non-Smoking room (   )

☐ Daily airport shuttle service from the airport/hotel/airport is available on a hourly schedule basis for 24 hours.
   Kindly furnish the flight details if airport shuttle service is required.

Please make the reservation before or on 1st October 2010.

The above rates are subject to 10% service charge and the prevailing taxes, otherwise indicated.

D) BILLING INSTRUCTIONS   (Guest room charges will on personal account)
☐ Amex  ☐ Visa  ☐ Mastercard  ☐ Others: ________________________________

Credit Card No: ___________________                   Expiry Date: ____________________________

FOR OFFICIAL USE:

Room Reservation Confirmed By Changi Village Hotel:

Name :  
Date :  
Confirmation Number :
### CAPSCA Global RAMT Meeting

**15th & 16th October 2010**

### RESERVATION FORM

Attn: Andrea Goh  
Tel: (65) 6744 8111  
Fax: (65) 6748 7622  
Email: reservations@lioncityhotel.com.sg

A) **GUEST DETAILS**

Mr / Miss / Mrs / Dr:  

<table>
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<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Email Address</th>
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B) **Check-in Date:**  

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<th>Check-out Date</th>
<th>Flight / Time</th>
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C) **ACCOMMODATION TYPE** (Check in time: 1400 hours; Check out time: 1100 hours)

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Deluxe Single Room</td>
<td>S$145nett per room per day inclusive of 1 daily breakfast</td>
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<tr>
<td>Deluxe Twin Room</td>
<td>S$155nett per room per day inclusive of 2 daily breakfast</td>
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No. of rooms required: _______

Complimentary 2 way transfer to SAA

Please make the reservation before 14th September 2010

The above rate is inclusive of 10% service charge and 7% goods service tax (GST)

D) **BILLING INSTRUCTIONS** (Guest room and incidental charges will be on personal account)

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<th>Payment Method</th>
<th>Others:</th>
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<td>Visa</td>
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<td>Mastercard</td>
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<td>Others:</td>
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Credit Card No: ________________  
Expiry Date: ________________

### FOR OFFICIAL USE:

Room Reservation Confirmed By Lion City Hotel:

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