



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
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Organización  
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Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

**Ref.:** T 3/10.1.25 – AP127/19 (ATM)

20 November 2019

**Subject:** REVISED - MET/ATFM Seminar and the Tenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/10) (Bangkok, Thailand, 04 – 08 May 2020)

**Action required:** To reply by 17 April 2020

Sir/Madam,

I am pleased to invite your Administration to participate in the MET/ATFM Seminar and Tenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/10) which will be held at the ICAO Asia/Pacific Regional Office, Bangkok, Thailand from 04 – 08 May 2020.

The attendance of participants of previous ATFM/SG meetings, and particularly ATFM/SG/9 (2019) is encouraged. It is further recommended that any other nominated participants should preferably have practical, recent operational experience and knowledge of the following:

- airport and airspace capacity constraints;
- current Collaborative Decision-Making (CDM) and ATFM practices and procedures;
- Airport Collaborative Decision-Making (A-CDM) and its interoperability with ATFM;
- The use of meteorological information to support capacity analysis in the Pre-Tactical and Tactical ATFM phases;
- ATC surveillance and communications capability;
- network communications technology and applications; and
- System-Wide Information Management (SWIM) and associated information exchange models.

The ATFM/SG/10 meeting will be held in conjunction with the Ninth Meeting of the Asia/Pacific Meteorological Requirements Working Group (MET/R WG/9). A MET/ATFM Seminar and Joint Plenary Session of ATFM/SG/10 and MET/R WG/9 will be held on Tuesday 05 May. A Seminar programme will be provided in due course. A letter of invitation to the MET/R WG/9 meeting will be issued separately.

2/...

Enclosed herewith are the Provisional Agenda (**Attachment A**), Registration Form (**Attachment B**) and Meeting Bulletin (**Attachment C**). I am requesting that you kindly provide the name(s) of the delegate(s) from your Administration that will be attending the meetings by **Friday 17 April 2020**.


In order to make the meeting more productive and effective, it is strongly urged that States/International Organizations submit papers and presentations to the meeting **no later than two weeks prior to the meeting date**, via email to the Regional Office. In the event that papers are received after **Friday 17 April 2020**, these will normally be treated as a flimsy. Participants should obtain meeting materials prior to the commencement of the meeting from the ICAO Regional Office website at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>.

States and Administrations should come prepared to the meeting to provide a documented status report on the implementation of the reporting elements of the *Regional Framework for Collaborative ATFM<sup>1</sup>* which will require internal research and the readiness of the meeting participants. The Regional ATFM Monitoring and Reporting Form is available in MS Excel format on the ICAO Asia/Pacific Regional Office eDocuments web page at <https://www.icao.int/APAC/Pages/edocs.aspx>.

Please note that the status updates should not be provided by ad hoc working or information papers, but will be requested State-by-State when the meeting reaches the relevant agenda item. However, if the status report is available well before the **Friday 17 April 2020** Working Paper cut-off date, then States and Administrations are encouraged to send this data to the meeting Secretariat so this can be included in the relevant ICAO Working Paper.

Finally, the Regional Office would like to encourage States to consider commencing research for, and development of papers for the meeting, as soon as possible, after receiving this invitation. In past years, papers have often been received late because some States wait until the participants have been selected, rather than developing well-researched papers collectively, within their organizations.

Yours sincerely,



Arun Mishra  
Regional Director

**Enclosures:**

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

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<sup>1</sup> *Conclusion ATM/SG/5-3: Asia/Pacific Regional Framework for Collaborative ATFM Amendment*

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

**MET/ATFM SEMINAR  
AND  
THE TENTH MEETING OF  
THE ASIA/PACIFIC AIR TRAFFIC FLOW MANAGEMENT STEERING GROUP  
(ATFM/SG/10)**

*(Bangkok, Thailand, 04 – 08 May 2020)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: ATFM/CDM Global Update
- Agenda Item 4: Review of Current CDM/ATFM Operations and Problem Areas
- Agenda Item 5: MET/ATFM Seminar and ATFM/SG/10 – MET/R WG/9 Joint Plenary Session
- Agenda Item 6: Regional ATFM Framework and Guidance Material
- Agenda Item 7: Any Other Business
- Agenda Item 8: Review of the Task List
- Agenda Item 9: Date and Venue of the Next Meeting

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INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE

MET/ATFM SEMINAR  
AND  
TENTH MEETING OF THE ASIA/PACIFIC AIR TRAFFIC FLOW  
MANAGEMENT STEERING GROUP  
(ATFM/SG/10)

(Bangkok, Thailand, 04 - 08 May 2020)

REGISTRATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name in full : \_\_\_\_\_  

Mr.	Mrs.	Ms.	Dr.	Capt.
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 \_\_\_\_\_ (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) to participants. Please download meeting materials from the ICAO Asia/Pacific website (<http://www.icao.int/apac>) prior to the meeting.

Date ..... Signature .....

After completing, please send to: ICAO Regional Office for Asia and Pacific, 252/1, Vibhavadi Rangsit Rd., Chatuchak, Bangkok 10900, Thailand, or Fax: 66 (2) 537 8199 or E-mail: [apac@icao.int](mailto:apac@icao.int)

## INTERNATIONAL CIVIL AVIATION ORGANIZATION ASIA AND PACIFIC OFFICE

## MET/ATFM SEMINAR

## AND

TENTH MEETING OF THE ASIA/PACIFIC AIR TRAFFIC FLOW MANAGEMENT STEERING  
GROUP (ATFM/SG/10)

*(Bangkok, Thailand, 04 - 08 May 2020)*

## MEETING BULLETIN

**1. Dates and Venue**

1.1 The Meeting will be held at the Kotaite Wing of the ICAO Asia and Pacific Office from Monday 04 May to Friday 08 May 2020. The meeting will start at 09:00 hours each day. The ICAO Regional Office is located at:

ICAO Building  
252/1 Vibhavadi Rangsit Road  
Chatuchak, Bangkok 10900  
Tel: +66-2-537-8189  
Fax: +66-2-537-8199  
E-mail: APAC@icao.int  
Website: <http://www.icao.int/APAC/Pages/default.aspx>

1.2 Participants are required to carry a valid government issued identity card or passport for verification of their identity prior to entering ICAO facilities. All participants are required to follow ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO premises.

1.3 Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 0830 and 0900 hours on the opening day of the meeting and obtain a meeting identification badge. Participants shall wear the identification badge at all the time when inside the ICAO premises.

1.4 Additional House Keeping information is available on the at the ICAO APAC Office website through the link 'About APAC Region' [ICAO APAC House Keeping Video](#)

**2. Officers and Secretariat**

2.1 Mr. Shane Sumner, Regional Officer, Air Traffic Management ATM/AIM (e-mail: [SSumner@icao.int](mailto:SSumner@icao.int)) and will act as the Secretary of the ATFM/SG/10.

**3. Meeting Documents, Papers for Distribution etc.**

3.1 Participants are requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. Meeting documents will be available on ICAO APAC website prior to the meeting. Paper documents on hardcopy will not be available.

3.2 Wi-Fi connection to the Internet is available in the premise of the ICAO APAC to allow viewing papers online. Access information to Wi-Fi will be available at the Registration Desk

#### **4. Visa, Insurance and Customs**

4.1 Participants must possess the documentation required to enter and stay in Thailand. Participants may wish to obtain information on Thailand entry requirements by accessing the Ministry of Foreign Affairs, Thailand [website](#).

4.2 Application for visa is the responsibility of the State or delegate concerned, and should be requested well in advance as for certain countries visa processing may require additional security screening time. In case if a visa support letter is required, the appropriate authority, administration or State in question should send a request, on official letterhead, to the ICAO APAC Office, at least 6 weeks before the start of the meeting. No personal invitations can be issued by ICAO.

4.3 Participants must be medically fit and in possession of insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO will not take responsibility for any expenses incurred concerning participation to its meetings/events. Information for vaccination shall be obtained from local Thailand embassy or Thailand immigration website.

4.4 Currently, there is no restrictions on import of foreign currency. However, if the amount exceeds US\$20,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. Up to date information is available at the Thailand Customs [website](#)

#### **5. Hotel Reservations, Transportation and Parking**

5.1 Participants are required to make their own accommodation arrangement. a list of hotels in vicinity of ICAO APAC and hotels in the city with UN special rates is available in ICAO APAC website [[Hotels List](#)] Participants should contact the hotel directly for a reservation. The hotels list is provided for convenience of the participants only. ICAO APAC does not take responsibility for any incident arising from stay of the participant in any of the listed hotels. Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. The baggage staff at hotels normally expect at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

5.2 Participants are required to make their own transportation arrangement from the airport to the city. When departing, the hotel can arrange for transportation to the airport. Taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter. [Grab](#) is an App used for taxi services in Bangkok.

5.3 Participants are required to make their own transportation arrangements from their place of residence to ICAO APAC office for attending the meetings.

5.4 The nearest BTS (Skytrain) stations to the ICAO Bangkok Office are *Ha Yaek Lat Phrao* and *Mo Chit*. From *Ha Yaek Lat Phrao* and *Mo Chit* stations, it is less than ten minutes to walk, or a taxi to the Office will cost approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC website.

5.5 The nearest MRT sub-way station to ICAO Asia and Pacific Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit road through the pedestrian overpass.

5.6 Limited parking space is available for Diplomatic, United Nations and Government vehicles with official registration only. Vehicle information must be sent to ICAO APAC 72 hours prior to access. Parking at the ICAO facility is at the drivers' own risk. ICAO APAC will not be responsible for any incident concerning parking of vehicle in ICAO facilities.

5.7 Parking of private vehicle or taxi is not permitted inside the ICAO facilities. Paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit road. Limited street public parking is available near ICAO APAC.

## **6. Food and Catering Arrangements**

6.1 Tea and Coffee will be provided for morning and (where programmed) afternoon breaks.

6.2 In accordance with ICAO APAC Regional Office environmental policy on single-use plastics, drinking water in plastic bottles is not provided by ICAO. Water fountains are available in the lobby area outside the conference hall. Participants are encouraged to bring their own receptacles, preferably spill-proof, which may be replenished from the water fountains. Participants may also wish to bring their own bottled water. In this case, it would be appreciated if any plastic bottle waste is disposed of off-site.

6.3 Lunch will not be provided during the meeting. Participants are required to make their own arrangements. Meals for purchase are available in the vicinity of the ICAO APAC office and is marked on the map below.

6.4 Participants should note that the meeting Order of Business will resume promptly at the programmed time following the lunch break (normally 1 – 1.5 hours).

## **7. Further Information**

7.1 Smoking is prohibited within the ICAO APAC buildings. Participants wishing to smoke are invited to use the designated smoking areas.

7.2 Information about weather condition may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woollens are not necessary.

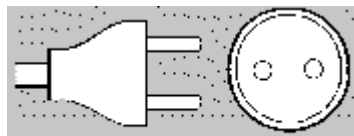
7.3 Dress code for the meeting is formal. Casual clothing is not suitable for the meeting.

7.4 Bangkok time is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

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

7.6 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 change travellers' cheques, you are required to show your passport.

7.7 The type of electrical plug and socket typically used in Thailand is two parallel prongs:



Plug Type C



7.8 For further information, please contact the Secretariat at:

Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: [apac@icao.int](mailto:apac@icao.int)

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### Office location and Public Transport Stations



**Address for Taxi**

**Address:**

252/1 Vibhavadi-Rangsit Road  
 Chatuchak, Bangkok 10900  
 Tel: 02 537-8189

**FOR TAXI :**

องค์การการบินพลเรือนระหว่างประเทศ (ICAO)  
 ถนนวิภาวดี รังสิต  
 อาคาร 3 ชั้น ใกล้เคียงปั๊มน้ำมัน ป.ต.ท.  
 ถึงก่อน อาคาร ป.ต.ท. สำนักงานใหญ่  
 ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว  
 ด้านหน้าสวนรถไฟ

**Food Services Directions**



**CENTARA  
 GRAND**  
 AT CENTRAL PLAZA  
 LADPRAO BANGKOK

