



ICAO

**WORKSHOP ON UNIVERSAL SAFETY OVERSIGHT AUDIT  
PROGRAMME (USOAP) CONTINUOUS MONITORING  
APPROACH (CMA)**

*Bangkok, Thailand, 24 to 26 March 2020*

**WORKSHOP BULLETIN**

**1. DATES AND VENUE**

1.1 The Workshop on Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) will be held at the ICAO Asia and Pacific Regional Office, Bangkok, Thailand from 24 to 26 March 2020 respectively. The Workshop 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](mailto: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 identify 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 the Conference Building between 08:00 and 09:00 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 Please contact Mr. Kong, Cheong Tuck, Flight Safety Expert of ICAO Asia and Pacific Office, email: [ckong@icao.int](mailto:ckong@icao.int);

**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 (<http://www.mfa.go.th/main/en/services/4908>)

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%. Baggage boys at hotel 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.

5.3.1 The nearest BTS (Skytrain) station to the ICAO Bangkok Office is *Mo Chit*. From *Mo Chit* Station, 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.

5.3.2 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.

5.4 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.

5.4.1 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 Use of plastic bottles are discouraged in the ICAO facilities. Water dispensers are available in the common meeting area.

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

## 7. FURTHER INFORMATION

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

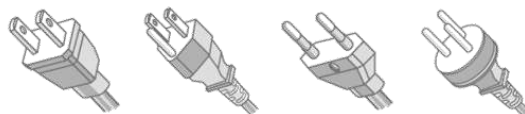
7.2 Information about weather condition may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woollens are not necessary.

7.3 Thailand Standard time is GMT + 7. Thailand does not observe daylight savings.

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 10:00 to 20:00 hours. To change travellers' cheques, you are required to show your passport.

7.7 The standard electricity supply in Thailand is 220 volts AC, 50 cycles per second. Power outlets most commonly feature two-prong round or flat sockets. The following plugs are used.





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)

**OFFICE LOCATION AND PUBLIC TRANSPORT STATIONS**





## FOOD SERVICES DIRECTION



**CENTARA  
GRAND**  
AT CENTRAL PLAZA  
LADPRAO BANGKOK

