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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/9.10 – AP080/19 (ATM)

14 August 2019

Subject: Workshop on Building Effective Safety Oversight of Aeronautical Information Services (AIS) and Aeronautical Information Management (AIM)

Action required: Reply no later than **27 December 2019**

Sir/Madam,

I am pleased to invite your Administration to participate in the *Workshop on Building Effective Safety Oversight of Aeronautical Information Services (AIS) and Aeronautical Information Management (AIM)*, to be held at the ICAO Asia and Pacific Regional Office, Bangkok, Thailand, from 13 to 17 January 2020. The workshop will be conducted by AIS/AIM regulatory and operational experts from the Federal Aviation Administration (FAA) and the National Geospatial-Intelligence Agency (NGA) of the United States, in cooperation with ICAO. This will provide an opportunity for your Administration to further develop a practical understanding of establishing AIS/AIM regulations and oversight programs, including best practices, standards, performance metrics and the frameworks necessary to raise the level of visibility and the quality of aeronautical information and related services.

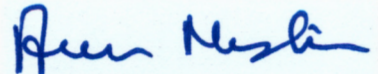
The workshop will also address the ICAO eight Critical Elements (CEs) of State safety oversight of air navigation services; quality management systems (QMS); risk management; continuous monitoring; governance framework; maturity models and competency management. Group activities during the workshop will cover areas such as surveillance strategies and AIS products and services audits.

We recommend that your Administration nominate both regulatory and air navigation service provider personnel having responsibility for quality management of aeronautical data and information products/services to participate in the workshop.

Enclosed are three attachments, including a Provisional Programme (**Attachment A**), Registration Form (**Attachment B**) and Meeting Bulletin (**Attachment C**). I request you kindly provide registration details for your nominated participants as soon as possible, and no later than Friday 27 December 2019, by return email to the ICAO Asia and Pacific Regional Office (apac@icao.int), with a copy to pchalayonnawin@icao.int.

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Yours sincerely,



Arun Mishra
Regional Director

Enclosures:

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



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**Building Effective Safety Oversight of Aeronautical Information Services (AIS) and
Aeronautical Information Management (AIM)**

Bangkok, Thailand, 13-17 January 2020

PROVISIONAL PROGRAMME
(subject to change)

Day 1: Essential Aviation Safety Oversight Responsibilities

- Introduction
- Essential Aviation Safety Oversight Responsibilities
- Basic Safety Oversight of an Air Navigation Service Provider
- Applying the Eight Critical Elements of State Safety Oversight to the Oversight of Air Navigation Services

Day 2: Annex 15 and Surveillance Activities

- Introduction
- ICAO Annex 15 Requirements
- Variation in Aeronautical Products/Services
- Overview of Safety Risk Management - Data Risks and Mitigations
- State Safety Oversight Surveillance Activities
- Develop an AIS Audit
- Workshop Exercise: Develop an Audit Proposal

Day 3: QMS as the Safety Risk Control

- Introduction
- Data and Information Management
- Quality Management System
- Production Control and Configuration Management
- Workshop Exercise: Understanding Metadata in Safety Oversight
- Workshop Exercise: Build an Audit Checklist

Day 4: AIS Oversight

- Introduction
- Workshop Exercise: AIP Audit
- Workshop Exercise: Validation of Observations
- Develop a Surveillance Strategy
- Workshop Exercise: Self-Assessment and Action Plan

Day 5: Collaboration and Next Steps

- Introduction
 - Going Digital and Data Sets
 - Collaboration and Sharing of Safety Work
 - Presentation of Certificates
 - Closing Remarks
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**Building Effective Safety Oversight of Aeronautical Information Services (AIS) and
Aeronautical Information Management (AIM)**

(Bangkok, Thailand, 13 - 17 January 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: 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 Road, Chatuchak, Bangkok 10900, Thailand, Fax: 66 (2) 537 8199 or E-mail: APAC@icao.int.



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Building Effective Safety Oversight of Aeronautical Information Services (AIS) and Aeronautical Information Management (AIM)

(Bangkok, Thailand, 13 - 17 January 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 13 January to Friday 17 January 2020. The meeting will start at 09:00 hours each day. The ICAO Regional Office is located at 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 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 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: ssummer@icao.int), will act as the Secretary of the workshop.

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%. 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) stations to the ICAO Bangkok Office are *Ha Yaek Lat Phrao* and *Mo Chit*. From *Ha Yaek Lat Phrao* and *Mo Chit* stations, 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 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 is 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 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.

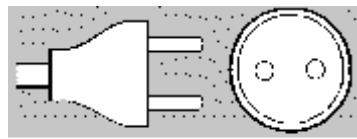
7.3. Dress code for the meeting is formal. Casual clothing is not suitable for the meeting.

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



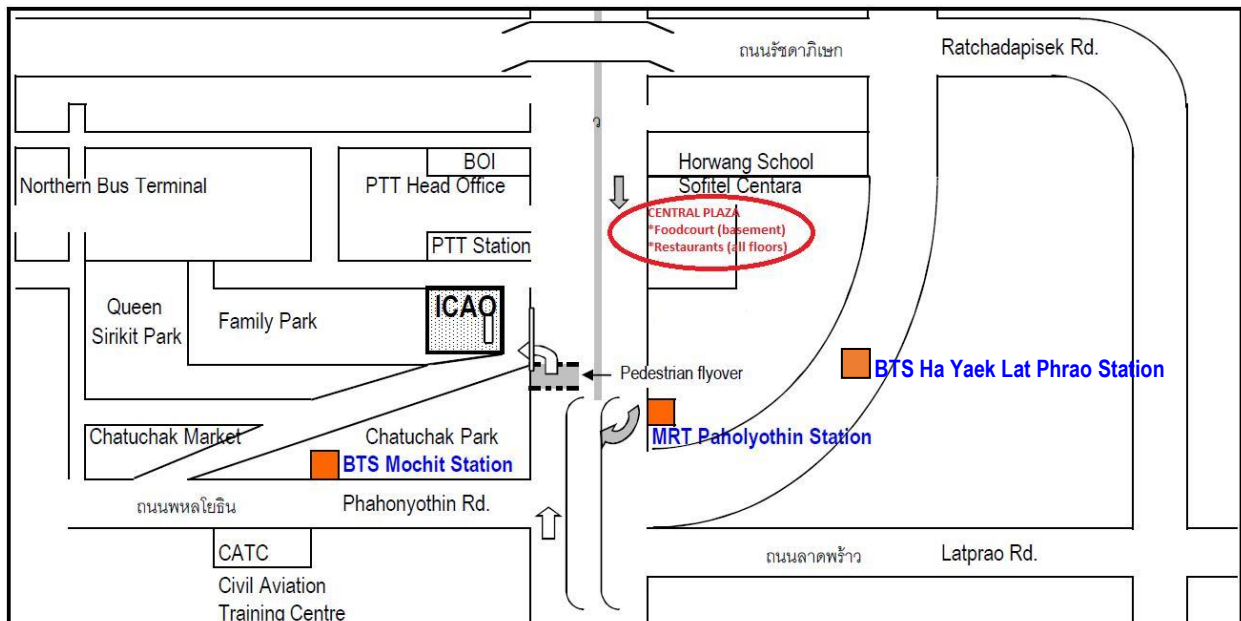
7.8. For further information, please contact the Secretariat at:

Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: apac@icao.int

Office location and Public Transport Stations



Food Services Direction



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