

International Civil Aviation Organization
Asia and Pacific Office



ICAO

ICAO APAC Regional Accident Investigation Workshop
(Bangkok, Thailand, 8 November 2022 – Hybrid Format)

Tenth Meeting of the Asia Pacific Accident Investigation Group
(Bangkok, Thailand, 9-10 November 2022 – Hybrid Format)

MEETING BULLETIN

1. Date and Venue

1.1 The Tenth Meeting of the Asia Pacific Accident Investigation Group (APAC-AIG/10) of the ICAO Regional Aviation Safety Group – Asia and Pacific Regions (RASG-APAC) which will be held at the ICAO Asia and Pacific Office in Bangkok, Thailand in Hybrid format from 09 to 10 November 2022. Prior to the APAC-AIG/10 Meeting, there will be ICAO APAC Regional Accident Investigation Workshop on 8 November 2022. The Regional Workshop will also be held at the ICAO Asia and Pacific Office in Bangkok, Thailand.

1.2 The Meeting will start at 09:00 hours each day. The ICAO Regional Office is located at:

Tel: +66-2-537-8189
Fax: +66-2-537-8199
E-mail: APAC@icao.int
Website: <http://www.icao.int/APAC/Pages/default.aspx>

PART I – ON-SITE MEETING

2. Registration of Participants

2.1 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.

2.2 All Meeting participants entering the ICAO APAC Regional Office are subject to Covid-19 Antigen Test Kit (ATK) test. Participants are requested to submit the ATK test result to the ICAO Secretariat one day before the meeting. (see Annex 1 for more details)

2.2 Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 08:30 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.

2.3 For participants those who will be attended via Virtual Platform, each participants should ensure that their respective State/Administration/Organization has registered the name and e-mail address of the official, nominated delegate(s), with the Secretariat, **no later than 25 October 2022**.

3. Officers and Secretariat

3.1 Secretary of the Meeting:

Mr. S M Nazmul Anam
Regional Officer, Flight Safety
Email: sanam@icao.int;

Mr. Susantha De Silva
Regional Officer, Safety Implementation
Email: sdesilva@icao.int;

Ms. Matima Ariyachaipanich
Flight Safety Officer
Email: mariyachaipanich@icao.int;

4. Meeting Materials

4.1 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.

4.2 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.

5. Visa, Insurance and Customs

5.1 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 [\[Website\]](#).

5.2 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.

5.3 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 [\[Website\]](#).

5.4 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 [\[Website\]](#).

6. Hotel Reservations, Transportation and Parking

6.1 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.

6.2 Participants are required to make their own transportation arrangements from their place of residence to ICAO APAC Office for attending the Meetings.

6.2.1 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.

6.2.2 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.

6.3 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.

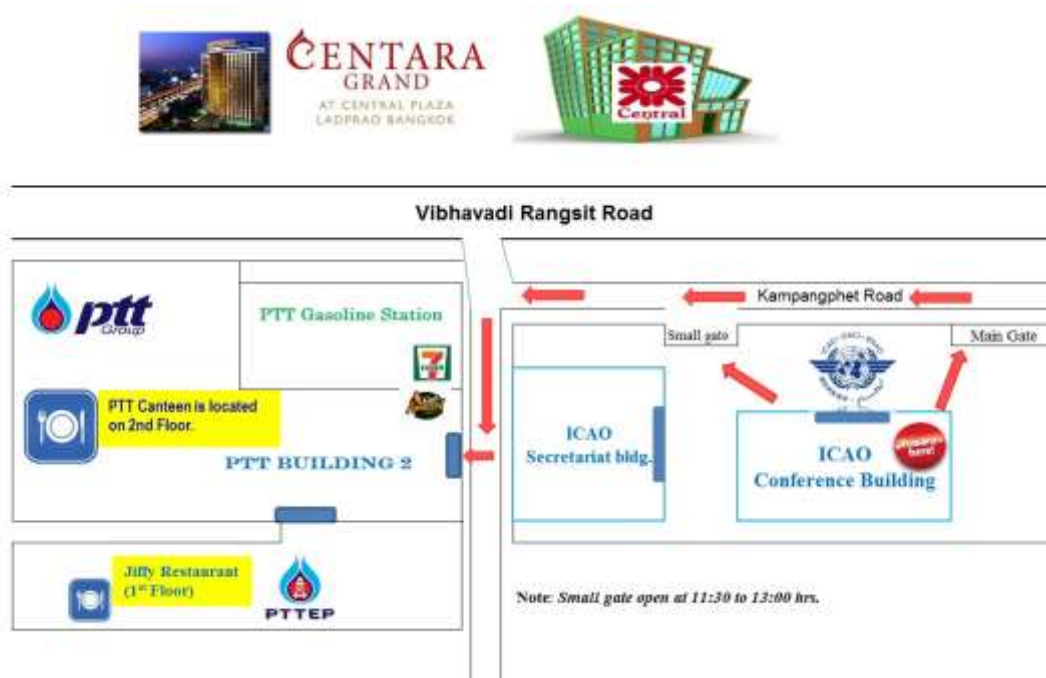
6.3.1 Parking of private vehicle or taxi is not permitted inside the ICAO facilities. Paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit Road. Limited street public parking is available near ICAO APAC.

7. Food and Catering Arrangements

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

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

7.3 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.



8. Further Information

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

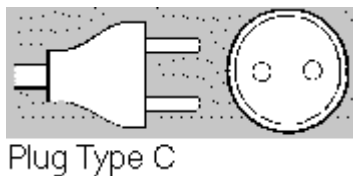
8.2 Information about weather condition may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woollens are not necessary.

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

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

8.5 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.

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



8.7 For further information, please contact the Secretariat at:

Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: apac@icao.int

PART II – VIDEO TELECONFERENCE / HYBRID MEETING

9. PARTICIPATION

9.1 It will be a mix of onsite participants and virtual platform participants. The following invitations will be emailed to registered participants:

- An invitation to the VTC for whole sessions in Microsoft Teams.

10. VTC INSTRUCTION

10.1 When signing in:

- a) **Option 1** To join the meeting via the Microsoft Teams app:
 - i) Download the Microsoft Teams app; and then
 - ii) Click **Join Microsoft Teams Meeting** in the meeting invitation email

- b) **Option 2** To join the meeting using web browser:
- i) Click **Join Microsoft Teams Meeting** in the meeting invitation; then
 - ii) Click **Join on the web instead**; and
 - iii) Enter your STATE or IO name first, followed by your full name (as used on the AIG/10 Meeting registration form) in the Enter Name box.
Example: *ICAO – S M Nazmul Anam*, then
 - iv) Click **Join now**.
 - v) Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
 - vi) Ensure your **microphone is muted** and your **video camera is turned off**.

10.2 Your working environment:

- a) Please ensure that you join the VTC from a room or office where background noise/conversation is minimized or, preferably, excluded;
- b) If your State or organization has more than one participant, they should join the VTC from separate rooms/offices, except if all are sharing one computer and log-in.

10.3 During the VTC:

- a) If you wish to speak, send a CHAT message using the interface in the VTC, e.g. *State's name wishes to speak*, or *Question from*
- b) Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
- c) The Chair and/or Secretary will manage the screen and all presentations, unless specifically arranged otherwise. Speakers should identify the relevant paragraph number/s as they progress through their paper, or indicate *next slide* in a PowerPoint presentation.

11. HYBRID MEETING ARRANGEMENT

11.1 ICAO APAC Office shall organize the Conference Hall for onsite participants and Virtual Participants to interact in LIVE Mode. The participants coming to the venue must switch on the mic to be connected with all virtual participants. However, the Conference Hall sound system shall remain as it sound in a normal meeting but all side will be covered by camera to give a realistic feelings to the virtual participants.