



ICAO

**Ninth Meeting of the Regional Cooperation Mechanism Task Force
(RCM TF/9)**

(Hybrid Platform, 29 – 30 November 2022, Bangkok, Thailand)

MEETING BULLETIN

1. Date/Time and Venue

1.1 The Ninth Meeting of the Regional Cooperation Mechanism Task Force (RCM TF/9) will be held at the ICAO Asia and Pacific Office in Bangkok, Thailand in Hybrid format from 29 to 30 November 2022. The Meeting will start at 09:00 hours (Bangkok Time, GMT +7) each day in **Meeting Room M1** in the Kotaite Wing (Conference Building) of the ICAO Asia and Pacific Office (Address: 252/1 Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900 Thailand, Tel: +66-2-537-8189, Fax: +66-2-537-8199, E-mail: APAC@icao.int).

Information for Visitors to the ICAO APAC Office, which has the Location Map (pdf) useful for the taxi and List of Hotels (pdf) is available at: <https://www.icao.int/APAC/Pages/info-for-visitors.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 comply with security instructions when inside the ICAO premises.

2.2 All Meeting participants entering the ICAO APAC Office are advised to follow the guidance provided in the 'ICAO APAC Regional Office - Health and Safety Information for Meeting Participants' in the meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/2022-RCMTF-9.aspx>.

2.3 Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing (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.

3. Officers and Secretariat

3.1 Mr. Parakrama Dissanayake (Regional Officer, Technical Assistance, ICAO Asia and Pacific Office, ddissanayake@icao.int) is the ICAO focal point for the RCM TF/9 Meeting.

3.2 Ms. Chananphorn Sakdanuphap (Administrative Associate, Technical Assistance, ICAO Asia and Pacific Office, csakdanuphap@icao.int) will act as the coordinator of the RCM TF/9 Meeting.

4. Meeting Materials

4.1 Participants are requested to note that this is a paperless meeting and paper documents on hardcopy will not be available. Meeting documents are available in the ICAO meeting webpage dedicated for this meeting.

4.2 Wi-Fi connection to the Internet is available in the premise of the ICAO APAC Office to allow viewing documents online.

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 in time as for certain countries visa processing may require additional security screening time. In case if a visa support letter is required, the appropriate authority of the State/Administration in question should send a request on official letterhead to the ICAO APAC Office, well in advance 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 at its meetings/events.

5.4 From October 1, 2022 onwards, travelers entering Thailand will no longer be required to present COVID-19 related documents such as the certificate of vaccination and COVID-19 test result upon arrival in Thailand [\[Website\]](#). The list of approved COVID-19 vaccines in Thailand is available at the website of Tourism Authority of Thailand [\[Website\]](#).

5.5 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 arrangements. A list of hotels in the vicinity of ICAO APAC Office 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 Office 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 20 Baht. 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 APAC 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 new BTS (Skytrain) station N9 BTS *Ha Yaek Ladprao* also provides near access to ICAO APAC Office. At the station, take Exit No. 1 and walk over the Vibhavadi Rangsit road through the pedestrian overpass.

6.2.3 The nearest MRT sub-way station to ICAO APAC 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 Office 72 hours prior to access. Parking at the ICAO facility is at the drivers' own risk. ICAO APAC Office 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 Office.

7. Food and Catering Arrangements

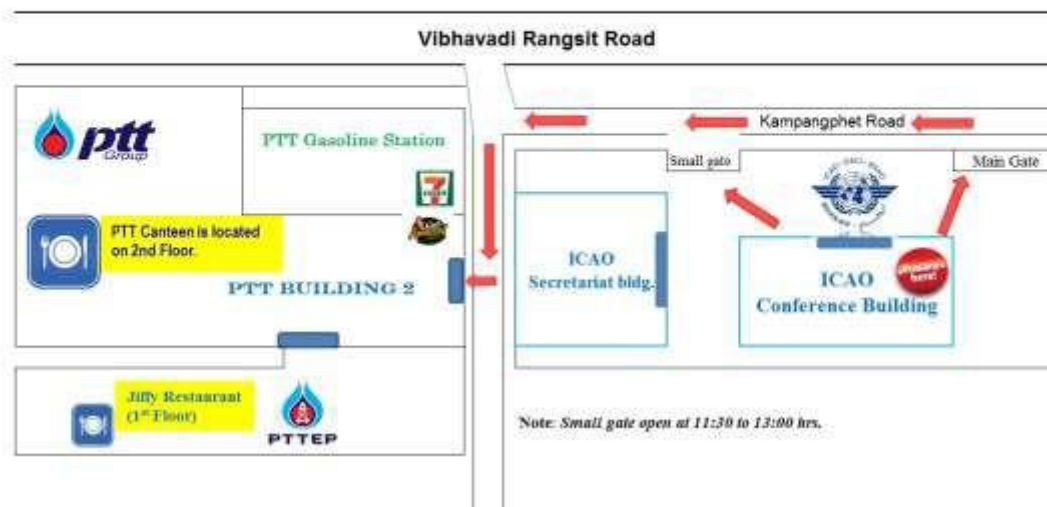
7.1 Coffee, tea and drinking water will be provided for morning and (where programmed) afternoon breaks.

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

7.3 Please note that meals for purchase are available in the vicinity of the ICAO APAC Office and is marked on the map below.



**CENTARA
GRAND**
AT CENTRAL PLAZA
LADPRAO BANGKOK



8. Further Information

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

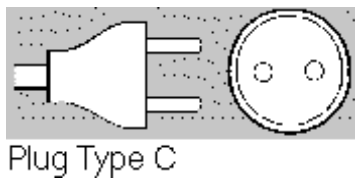
8.2 Information about weather condition may be found on the website of Thai Meteorological Department at [\[Website\]](#). Please note that tropical or lightweight and washable cottons will suffice and woollens are not necessary.

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, Mastercard, JCB and Unionpay are normally accepted at major hotels and department stores.

8.5 All commercial banks exchange major foreign currencies and are open from 08:30 to 15:30 hours from Monday through Friday and some keep the foreign exchange counter open until 20:00 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.

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



PART II – VIDEO TELECONFERENCE / HYBRID MEETING

9. PARTICIPATION

9.1 It will be a mix of on-site participants and virtual platform participants. An invitation to the VTC for whole sessions in Microsoft Teams will be emailed to registered participants who prefer to participate virtually.

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 in the Enter Name box. Example: *ICAO – Parakrama*, 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/A 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 meeting room for on-site participants and virtual participants to interact in LIVE Mode. The participants attending from the meeting venue must switch on the mic to be connected with all virtual participants.

11.2 For participants attending the meeting virtually, please ensure that the respective State/ Administration has registered the name and e-mail address of the nominated delegate(s), with the Secretariat (apac@icao.int), no later than **25 November 2022**.