



International
Civil Aviation
Organization

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internationale

Organización
de Aviación Civil
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Reference : T 3/10.1.25 – AP149/22 (ATM)

30 November 2022

Subject : *Thirteenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/13) (Bangkok, Thailand, 03 – 07 April 2023)*

Action required: 1) To complete online registration by **01 March 2023**; and
2) To submit paper(s) and presentation(s) by **17 March 2023**

Sir/Madam,

I am pleased to invite your Administration to participate in the Thirteenth Meeting of the Asia/Pacific (APAC) Air Traffic Flow Management Steering Group (ATFM/SG/13), which will be held in Bangkok, Thailand from 03 – 07 April 2023.

The attendance of participants of previous ATFM/SG meetings, particularly ATFM/SG/12 (2022) and APA-CDM/TF/6 (2021) is encouraged.

It is recommended that nominated participants should 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;
- ATFM network communications technology and applications; and
- System-Wide Information Management (SWIM) and associated information exchange models.

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In order to make the meeting more productive and effective, participating Administrations/International Organizations are urged to submit papers and presentations to the meeting **no later than two weeks prior to the meeting date** by email to the Regional Office. In the event that papers are received after **Friday 17 March 2023** they will normally be treated as a flimsy, and may only be presented to the meeting if time permits and after all other papers correctly submitted before the deadline have been read.

Enclosed herewith are the ATFM/SG/13 Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**), Meeting Bulletin (**Attachment C**), and ICAO APAC Regional Office Health and Safety Information for Meeting Participants (**Attachment D**). I request that you kindly complete online registration(s) of the delegate(s) from your Administration by **Wednesday 01 March 2023**. The registration link is provided on the meeting webpage, available through the ICAO Regional Office website at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>.

Participants should obtain meeting materials prior to the commencement of the meeting from the meeting web page.

APAC Administrations are also reminded of *Conclusion ATM/SG/10-1*, which urged Asia/Pacific Administrations to report their Regional Framework for Collaborative ATFM at least once annually, by no later than 28 February each year, using the Regional ATFM Plan Monitoring and Reporting Form. The status of implementation as reported to the ICAO Regional Office will be reported to ATFM/SG/13. 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>. Status reports received by **28 February 2023** will be included in the relevant Secretariat Working Paper.

Yours sincerely,



Tao Ma
Regional Director

Enclosures:

- A — Provisional Order of Business
- B — Provisional Agenda
- C — Meeting Bulletin
- D — ICAO APAC Regional Office Health and Safety Information for Meeting Participants



ICAO

International Civil Aviation Organization

Thirteenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/13)

Bangkok, Thailand, 03 – 07 April 2023

PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

Monday 03 April 2023

0130-0200 UTC	Registration of Participants
0200-0230 UTC	Opening of Meeting
	Introduction of Participating Administrations/IOs
	Election of Chair
0230-0500 UTC	Discussion on Agenda Items
0500-0600 UTC	Lunch Break
0600-1000 UTC	Discussion on Agenda Items

Tuesday 04 April 2023

0200-0500 UTC	Discussion on Agenda Items
0500-0600 UTC	Lunch Break
0600-1000 UTC	Discussion on Agenda Items.

Wednesday 05 April 2023

0200-0500 UTC	Discussion on Agenda Items
0500-0600 UTC	Lunch Break
0600-1000 UTC	Discussion on Agenda Items.

Thursday 06 April 2023

0200-0500 UTC	Discussion on Agenda Items
0500-0600 UTC	Lunch Break
0600-1000 UTC	Discussion on Agenda Items.

Friday 07 April 2023

0200-0600 UTC	Any Business Carried Over
	Review of Draft Report
	Adoption of Report
	Closure of Meeting

Timing of break TBA.

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ICAO

International Civil Aviation Organization

Thirteenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/13)

Bangkok, Thailand, 03 – 07 April 2023

Agenda Item 1: Adoption of Agenda

PROVISIONAL AGENDA

(Presented by the Secretariat)

- Agenda Item 1: Election of Chair/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: A-CDM Operations and A-CDM/ATFM Integration**
- Agenda Item 5: Regional ATFM Framework, **A-CDM Plan and related** Guidance Material
- Agenda Item 6: Any Other Business
- Agenda Item 7: Review of the Task List
- Agenda Item 8: Date and Venue of the Next Meeting

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INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICETHIRTEENTH MEETING OF THE ASIA/PACIFIC AIR TRAFFIC FLOW
MANAGEMENT STEERING GROUP
(ATFM/SG/13)*(Bangkok, Thailand, 03 – 07 April 2023)*

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 03 April to Friday 07 April 2023. 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	FOR TAXI: องค์การการบินพลเรือนระหว่างประเทศ (ICAO) ถนนวิภาวดีรังสิต อาคาร 3 ชั้น ไกลป้อมน้ำมัน ป.ต.ท. ถึงก่อน อาคาร ป.ต.ท. สำนักงานใหญ่ ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว ด้านหน้าสวนรถไฟ
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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 the 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 times when inside the ICAO premises.

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

2. Officers and Secretariat

2.1. Mr. Hiroyuki Takata, Regional Officer, Air Traffic Management (e-mail: htakata@icao.int)

2.2. Ms. Prakayphet Chalayonnawin, Programme Analysis Associate, Air Traffic Management (email: pchalayonnawin@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 the 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 on 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 a visa is the responsibility of the State/Administration or delegate concerned, and should be requested well in advance as for certain countries visa processing may require additional security screening time. In case 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 the local Thailand embassy or Thailand immigration website.

4.4. Currently, there are no restrictions on the 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 on the Thailand Customs [website](#)

5. Hotel Reservations, Transportation and Parking

5.1. Participants are required to make their own accommodation arrangements. a list of hotels in the vicinity of ICAO APAC and hotels in the city with UN special rates is available on the ICAO APAC website [[Hotels List](#)]. Participants should contact the hotel directly for a reservation. The hotel list is provided for the convenience of the participants only. ICAO APAC does not take responsibility for any incident arising from a 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 arrangements 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 the 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, 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 in section 1.1 of this document, and on the ICAO APAC Regional Office website.

5.3.2. The nearest MRT subway 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 the 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 the 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, as 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 hour).

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 conditions may be found on the website of the Thai Meteorological Department at <https://www.tmd.go.th/en>. Tropical or lightweight and washable cotton will suffice and woollens are not necessary.

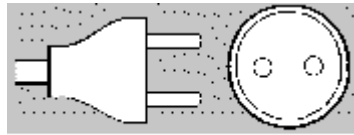
7.3. Dress code for the meeting is formal. Casual clothing is not suitable for the meeting.

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, JCB, Visa, Master Card, Union Pay, 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 on 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

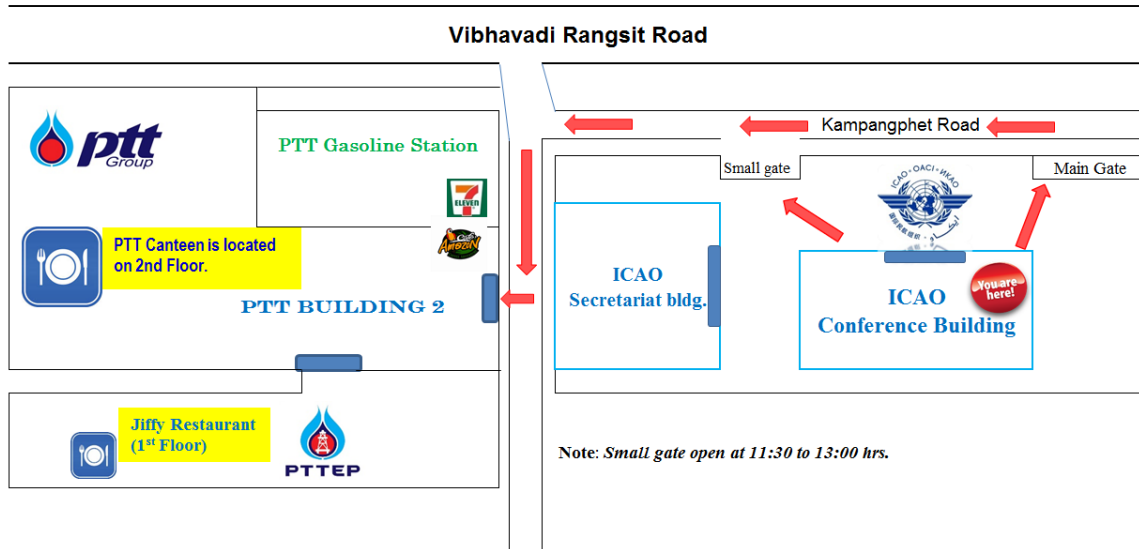
Office location and Public Transport Stations



Food Services Direction



**CENTARA
GRAND**
AT CENTRAL PLAZA
LADPRAO BANGKOK



ICAO APAC Regional Office Health and Safety Information for Meeting Participants

PERSONAL RISK ASSESSEMENTS:

1. Participants should strictly **not attend** meetings if they are unwell, have a runny nose, sore throat, headache, muscle pain, fever, cough or any other respiratory symptoms; as well as any gastrointestinal symptoms such as nausea, vomiting or diarrhea.
2. Meeting participants are advised to conduct their own personal risk assessment when choosing to attend in-person meetings. The following conditions may put you at greater risk of serious complications if affected by COVID-19:
 - Hypertension
 - Obesity (BMI equal to or greater than 30)
 - Chronic lung diseases (including, but not limited to, severe asthma)
 - Diabetes, type 1 and 2
 - Cardiovascular diseases
 - Cancer or history of cancer, even if in remission
 - Severe liver or kidney disease
 - Pregnancy
 - Conditions or treatments that may affect immunity
 - Age, 60 years old and above
 - Other conditions or treatments as recommended by your treating physician
3. Participants are advised to have health insurance coverage for your stay in Thailand, and bring an adequate supply of routine medication or other medical supplies as needed.

PREVENTION AND PERSONAL PRECAUTIONS:

1. Participants are to wear a medical mask that covers the nose to under the chin at all times during the meeting and inside the ICAO building premises, except when you take the floor to speak in the respective conference/meeting room.
2. In case of symptoms of cough or fever, difficulty breathing, sudden loss of smell or taste without nasal congestion, or any other symptom associated with COVID-19, **please do not come to the ICAO APAC Regional Office**. In addition,
 - o Participants are advised to perform a rapid test as soon as possible. If you do not have access to a rapid test, you must self-isolate.
 - o If you have a COVID-19 positive test result, you must inform the meeting organizer and not attend the meeting in person.
3. If you have been in close contact with a COVID-19 case, please self-monitor and practice DMHT (distancing, mask, handwashing, testing) for 5 days.
4. If you become unwell during a meeting, immediately notify the Organizers of the meeting, or any ICAO personnel on site.

PERSONAL ACCOUNTABILITY COMMITMENT:

All meeting participants agree to abide by and engage in the required health-and-safety-measures while on ICAO premises. This includes, but is not limited to, all the measures mentioned above as well as any circumstances not covered by these guidelines, which may be subject to special consideration and stipulations, as deemed appropriate.