



ICAO

International Civil Aviation Organization

Workshop on Frequency Finder

Bangkok, Thailand, 09 – 13 October 2023

WORKSHOP BULLETIN

1. Schedule of the Workshop

1.1. The opening session of the Workshop on Frequency Finder will be held at **0900 hrs. ICT (UTC +7)** on **Monday, 9 October 2023**, at the ICAO APAC Regional Office, Bangkok.

1.2. The ICAO APAC Regional Office is located at:

ICAO Asia and Pacific Office (Kotaite Wing)
252/1 Vibhavadi Rangsit Road
Chatuchak, Bangkok 10900
Tel: +66-2-537-8189
Fax: +66-2-537-8199
E-mail: APAC@icao.int
Web: www.icao.int/APAC

1.3. The finalized daily order of business will be announced on the first day of the workshop.

2. Officers and Secretariat concerned with the Workshop

2.1. Mr. LUO Yi and Ms. Zhong Wenhan (Nancy), Regional Officers CNS of the ICAO Asia and Pacific Office will provide assistance to the facilitators of the workshop from ICAO Headquarters. Contact addresses for both APAC Regional Officers CNS are as follows:

Mr. LUO Yi, Regional Officer CNS

Tel: +66 (2) 537 8189 Ext. 158
Fax: +66 (2) 537 8199
E-mail: yluo@icao.int

Ms. Zhong Wenhan (Nancy), Regional Officer CNS

Tel: +66 (2) 537 8189 Ext. 108
Fax: +66 (2) 537 8199
E-mail: wzhong@icao.int

3. Registration of Participants

3.1. Each participant should ensure that their respective State/Organization nominate participant(s) to join the Workshop by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2023-FFWS.aspx> by **22 September 2023**, as after the online registration form will be closed automatically to accept registrations.

3.2. In case of multiple delegates are nominated from a State/Organization, each nominated delegate should register separately.

3.3. The tutorial to do online registration for Seminar/Meeting(s) is provided in **Annex 1** to this bulletin

4. Workshop materials

4.1. The Secretariat will make the Workshop materials available in electronic format on the ICAO APAC website prior to the Workshop..

4.2. Each participant should review all information prior to the commencement of the Workshop sessions.

5. Workshop Participation

5.1. Before attending the workshop, participants are encouraged to

5.1.1. Install [the upcoming version of Frequency Finder software \(FF2023.02.RT.exe\)](https://www.icao.int/safety/FSMP/Documents/Forms/AllItems.aspx?RootFolder=%2fsafety%2ffsmp%2fdocuments%2ffrequencyfinder&FolderCTID=0x012000B1461A5DA8C64241AA4DE4F91CB1D9AF) to the computers
(<https://www.icao.int/safety/FSMP/Documents/Forms/AllItems.aspx?RootFolder=%2fsafety%2ffsmp%2fdocuments%2ffrequencyfinder&FolderCTID=0x012000B1461A5DA8C64241AA4DE4F91CB1D9AF>)

Note: ICAO HQ is continuously improving the frequency finder functionalities and enhancing the user-friendliness of the tool. The upcoming version of Frequency Finder software (FF2023.02.RT) is planned to be published latest early September 2023.

5.1.2. Install Google Earth to the computer (<https://www.google.com/earth/versions/#earthpro>)
Note. – For more details refer to the User Manual : Installing Frequency Finder (Run-time version)

5.1.3. Visit FSMP website or ICAO NET to review [ICAO Doc 9718, Volume II](#)

<https://www.icao.int/safety/FSMP/Pages/Documents.aspx?RootFolder=%2Ffsafety%2F%2FDocuments%2FDoc9718&FolderCTID=0x012000B1461A5DA8C64241AA4DE4F91CB1D9AF&View=%7BE11C4C29%2DD83%2D4B87%2DAAAE%2D2330E3DE14D8%7D>

5.2. Participants are also recommended to take the following online web course [“Aeronautical Spectrum Use with Special Focus on VHF”](https://store.icao.int/en/aeronautical-spectrum-use-special-focus-training)
(<https://store.icao.int/en/aeronautical-spectrum-use-special-focus-training>, to be adequately prepared for attending the Frequency Finder workshop and to gain the necessary frequency management basics.

5.3. Participants must bring

- 5.3.1. Windows PC that has the runtime version of the Frequency Finder software and Google Earth installed in it.
- 5.3.2. The latest VHF COM and NAV frequency assignment data of their Administration in order to update the FF database.
- 5.4. Participants are required to carry a valid, government-issued identity card or passport for verification of their identities 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.
- 5.5. All participants are requested to abide by the required **health-and-safety-measures** provided in **Annex 2**.
- 5.6. Participants are requested to register at the Registration Desk in the reception area(s) between 08:30 - 09:00 hours on the opening day of the Workshop and obtain their identification badges. Participants shall wear the identification badge at all times when inside the ICAO premises.
- 5.7. Wi-Fi connection to the Internet is available in the premises of the ICAO APAC Office to enable participants to view the meeting material online. In-person participants will find information on how to access the Wi-Fi at the Registration Desk.
- 5.8. Additional 'House Keeping' information is available at the ICAO APAC Office website through the link 'About APAC'.

6. Visa, Insurance and Customs

- 6.1. Participants from other countries must possess the valid 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, at <https://www.mfa.go.th/en/index>.
- 6.2. Application for entry 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 a visa support letter is required, the appropriate authority, State/Administration or 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.
- 6.3. 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 in its meetings/events. Information for vaccination shall be obtained from the local Thailand Embassy or Thailand immigration <https://www.immigration.go.th/en/>
- 6.4. 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 webpage at <https://www.customs.go.th/index.php?lang=en>

7. Hotel Reservations, Transportation and Parking

- 7.1. 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 <https://www.icao.int/APAC/Documents/info/hotellist.pdf> They 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 the stay of the participant in any of the listed hotels.

7.2. Participants are required to make their own transportation arrangements between the airport, their accommodation/residence and the meeting venue. When departing Bangkok, your hotel can usually arrange for transportation to the airport, for a fee.

7.3. Detailed information about the location of the ICAO APAC Office is provided in **Annex 3**. The nearest stations to the ICAO Bangkok Office are **BTS (Skytrain) Ha Yaek Ladprao (N9)** or **MRT (Subway) Phahon Yothin (BL14)**, which are close to each other. At the BTS Ha Yaek Ladprao station, take Exit No. 1, and at the MRT Phahon Yothin station, take Exit No. 3 and walk through pedestrian ways and then walk across the park then over the Vibhavadi Rangsit Road using the pedestrian overpass to the ICAO Office which should take around 10 minutes. Participants may download an instruction at: <https://www.icao.int/APAC/Documents/apacmap.pdf>.

7.4. 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 driver's own risk. ICAO APAC will not be responsible for any incident concerning the parking of vehicles in ICAO facilities.

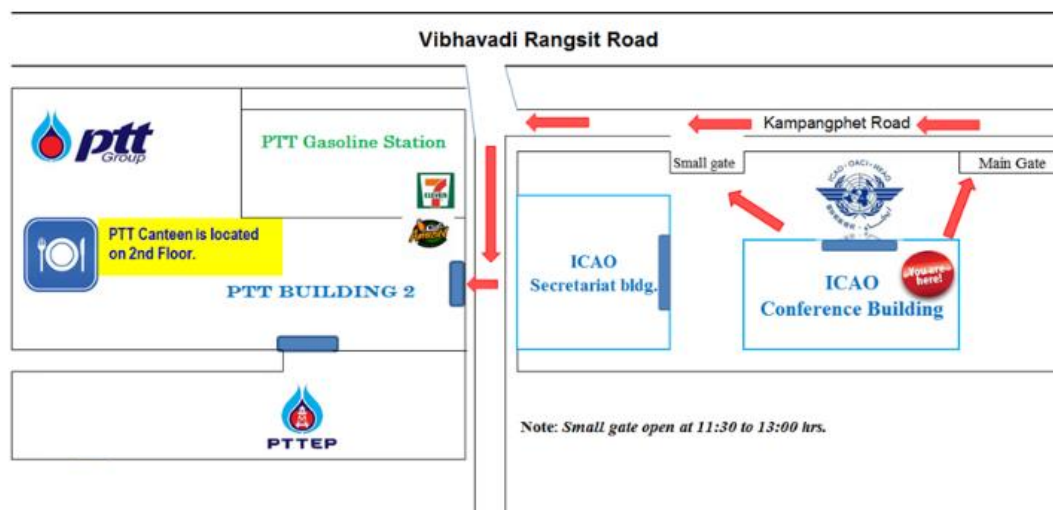
7.5. Parking of private vehicles or taxis is not permitted inside the ICAO facilities. Paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit Road. Limited street public parking is available near ICAO APAC.

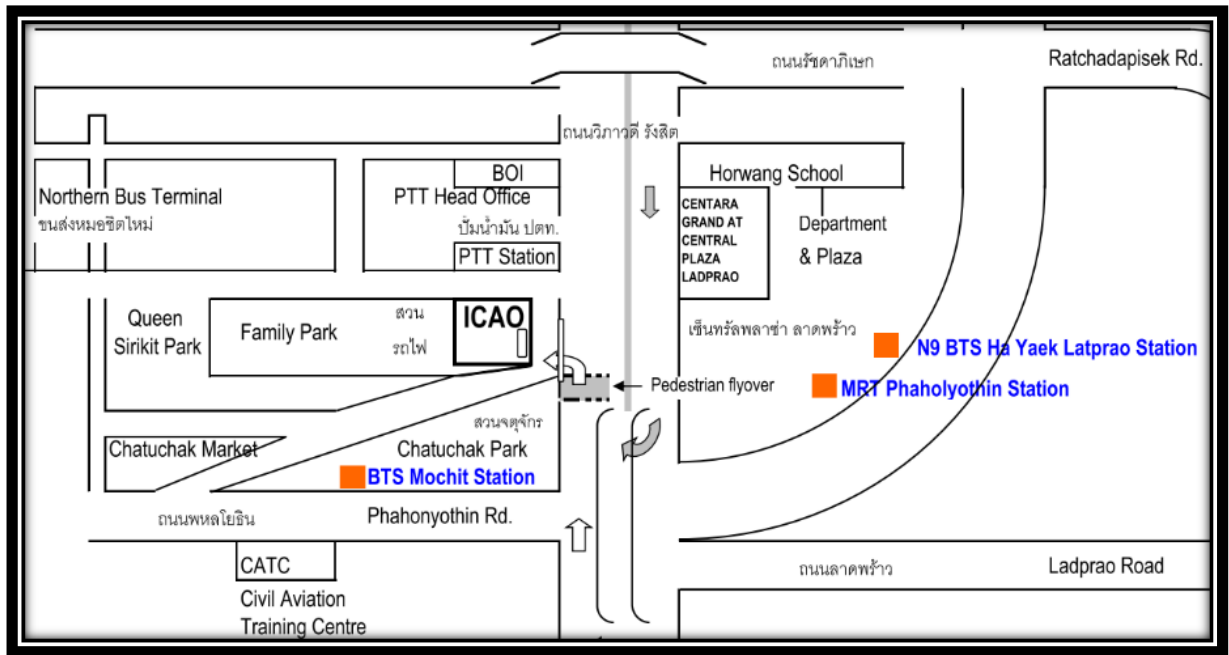
8. Food and Catering Arrangements

8.1. The ICAO Office will provide tea and coffee for participants during the morning and (where programmed) afternoon meeting breaks.

8.2. The ICAO Office discourages single-use plastic bottles in the ICAO facilities and provides drinking-water dispensers for participants to use in the common area.

8.3. The ICAO Office does not provide lunch for participants during the meeting. Participants are responsible for their own lunch arrangements and may purchase meals from restaurants/cafeterias located near the ICAO Office, as provided below.





8.4. Participants note that the meeting will resume promptly at the programmed time following the lunch break (which is normally 1 hour).

9. Further Information

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

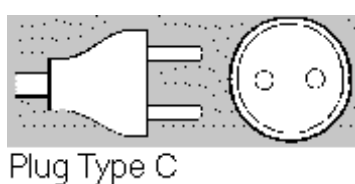
9.2. Information about weather conditions may be found on the website of the Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or lightweight and washable cotton clothes will suffice and woollens are not necessary.

9.3. Bangkok time is 7 hours ahead of Coordinated Universal Time (UTC+7).

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

9.5. 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 traveler's cheques, you are required to show your passport.

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



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

Tel: +66 (2) 537 8189

Fax: +66 (2) 537 8199

E-mail: apac@icao.int

Annex 1 to Attachment B

GUIDELINES FOR ONLINE REGISTRATION

Step 1: Open the link for the event you are registering for and select Register for this Event button

The screenshot shows a web browser window with the URL <https://events.icao.int/event-details?campaignID=756D23D1-90D5-EA11-80F2-001DD8B71C70>. The page header features the ICAO logo and the text "UNITING AVIATION A UNITED NATIONS SPECIALIZED AGENCY". The main content area is titled "Online Registration" and describes the "APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures (Registration Open)". It provides the event date and time: "Thursday, August 13, 2020 12:00 PM – Thursday, August 13, 2020 3:00 PM". The event address is listed as "RSO Beijing, ICAO Asia & Pacific Regional Sub-Office (APAC RSO) Beijing, China, 100621". The contact information is "APAC-RSO@icao.int". A blue button labeled "Register for this Event" is prominently displayed.

Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users

The screenshot shows the "Event Registration Log-in" page. It includes a header with the ICAO logo and a banner image of the ICAO building. The login form contains fields for "Email Address" and "Password". Below these fields, there are two radio button options: "This is a public or shared device" (selected) and "This is a private device". A checkbox labeled "I'm not a robot" is also present, with a CAPTCHA image to its right. A blue "Login" button is at the bottom of the form. The page footer shows the URL www.icao.int and a Windows taskbar at the bottom.

Annex 1 to Attachment B

If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

Step 2a: Once you login, the system will open a registration page with pre-populated information.

Step 2b: Complete the remaining required fields and click "Register Now".

Step 2c: Please check your email account for the event confirmation email.

Step 2d: If you forgot your password for the Events Registration portal, please click on "Password Reset" to reset your password.

Step 3: For a new user, click on "Request an Account?" link found on the left menu as seen below. (First time to use this event registration page, Please select Request an Account)

ICAO / Event Registration Log-in


[Event Registration Log-in](#)
[Request an Account](#)
[Password Reset](#)

Event Registration Log-in

☒ **This is a public or shared device**
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

☐ **This is a private device**
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Step 3a: Input your email address, to check if your details are in the system.

Meetings and Events > Online Registration > Online Registration

[Meetings & Events](#)
[Frequently Asked Questions](#)
[My Events](#)

Online Registration

Existing user? Please login [here](#).

We would like to verify if your email address already exists in the system.

Step 3b: Select Proceed to new Registration

Meetings and Events > Online Registration > Online Registration

Online Registration

Existing user? Please login [here](#).

Fields with an * are mandatory

Personal Information

*Salutation

*Picture No file selected.

*First Name

*Last Name

*E-Mail

Phone

*Organization

*Job Title

*Industry Type

Information

We could not find your information with us.

Please click on "Proceed to a new registration" to continue the registration process.

Step 3c: Complete the remaining required fields click Next and "Register Now".

Meetings & Events
Frequently Asked Questions
My Events

APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures

Thursday, August 13, 2020 12:00 PM – Thursday, August 13, 2020 3:00 PM

Event Address: ICAO Asia & Pacific Regional Sub-Office (APAC RSO) Beijing, China

Online Registration

Existing user? Please login [here](#).

Fields with an * are mandatory

Personal Information

*Salutation

*Picture No file selected.

*First Name

*Last Name

*E-Mail

Phone

*Organization

*Job Title

*Industry Type

*Area of activity

Step 3d: Please check your email account for the event confirmation email.

Step 4: You can reset your password by clicking on "Password Reset"

If you forgot your password, then select the Password reset link found on the Left menu of this page, input your email address then click Reset and a link will be sent with a new password which you can use to login

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:

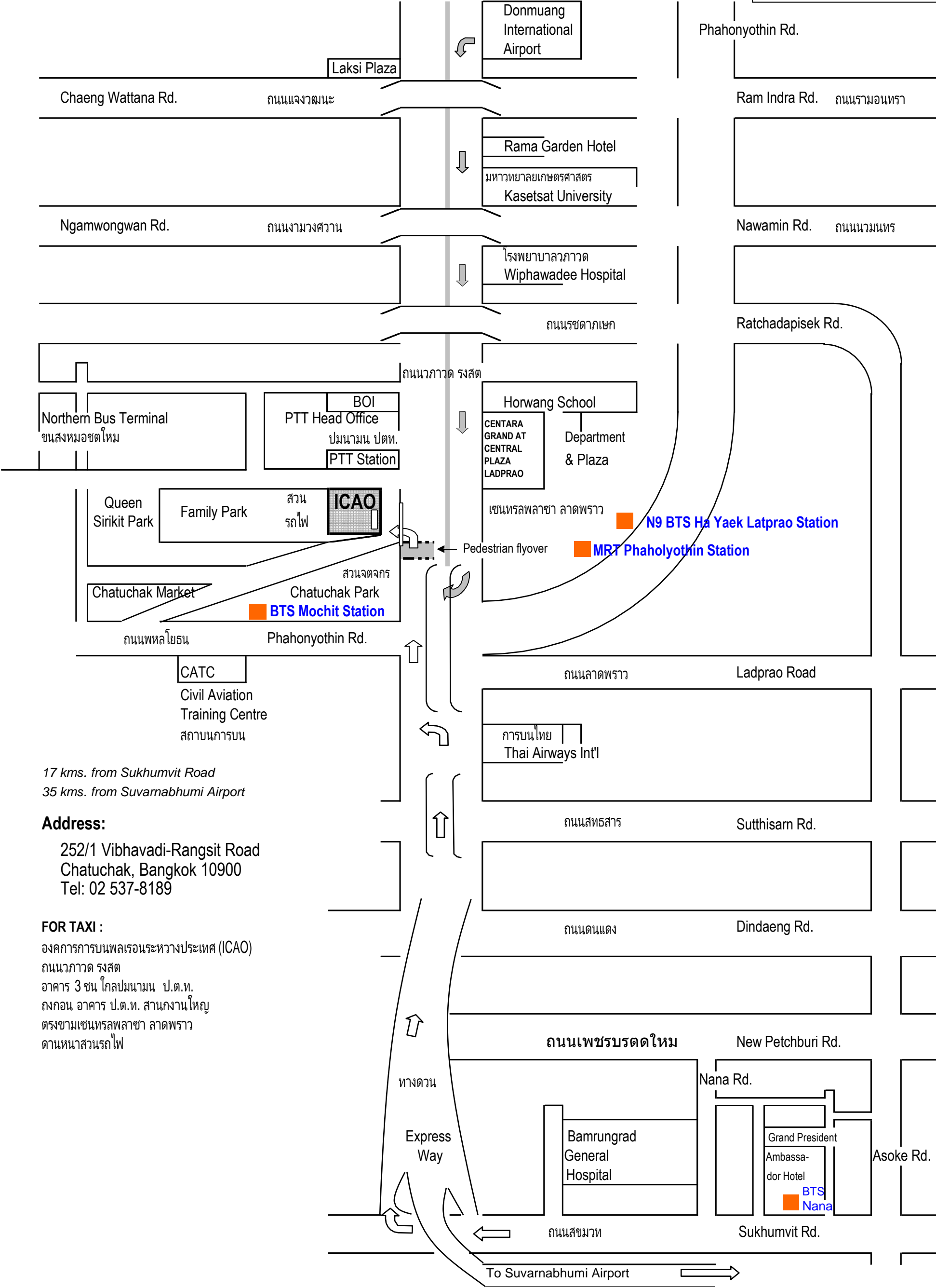
1. Participants are to wear a medical mask that covers the nose to under the chin at all times during the meeting and inside the ICAO building premises, except when you take the floor to speak in the respective conference/meeting room.
2. In case of symptoms of cough or fever, difficulty breathing, sudden 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.

Location of ICAO Asia and Pacific Office, Bangkok

Annex 3 to Attachment B



17 kms. from Sukhumvit Road
35 kms. from Suvarnabhumi Airport

Address:
252/1 Vibhavadi-Rangsit Road
Chatuchak, Bangkok 10900
Tel: 02 537-8189

FOR TAXI :
องค์การการบินพลเรือนระหว่างประเทศ (ICAO)
ถนนภาวดี รังสิต
อาคาร 3 ชั้น ใกล้ปณณามน ป.ต.ท.
ถงกอน อาคาร ป.ต.ท. สำนกงานใหญ่
ตรงขามเซนทรัลพลาซ่า ลาดพร้าว
ดานหนาสำนวนรถไฟ