



ICAO

International Civil Aviation Organization

ASIA AND PACIFIC
Twenty-first Meeting of the Meteorological Information
Exchange Working Group (MET/IE WG/21)

Bangkok, Thailand, 27 to 29 March 2023

MEETING BULLETIN

1. Dates/time and Venue

1.1. The Meeting dates are Monday 27 March to Wednesday 29 March 2023. The Meeting will start at 0900 hrs each day. The Meeting venue is:

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

1.2. ICAO requires that participants carry a valid, government-issued identity card or passport for verification by ICAO before entering our facilities. We also require participants to follow the ICAO visitor security-screening procedure and comply with all security instructions inside the ICAO premises.

1.3. The Registration Desk is in the reception area of Kotaite Wing. Participants should register between 0830-0900 hours on the opening day of the Meeting and obtain a meeting identification badge. ICAO requires participants to wear their identification badge when inside the ICAO premises.

1.4. Additional 'House Keeping' information is available at the ICAO APAC Office website through the link 'About APAC Region', or go directly to [ICAO APAC House Keeping Video](#).

2. Officers and Secretariat

2.1. The Meeting Secretary is:

Mr Peter Dunda, Regional Officer Aeronautical Meteorology and Environment
(T: +66 (0) 2 537 8189 Ext. 153, E: pdunda@icao.int).

2.2. The Meeting Assistant is:

Ms Varapan Meefuengart, Programme Assistant
(T: +66 (0) 2 537 8189 Ext. 49, E: vmeeфуengart@icao.int).

3. Meeting material

3.1. ICAO will make the meeting material (documents, papers for discussion etc.) available in electronic format on the ICAO APAC website before the Meeting. However, ICAO will not provide participants with paper-based copies of the meeting material.

3.2. Wi-Fi connection to the Internet is available on the premises of the ICAO APAC Office to enable participants to view the meeting material online. Participants will find information on accessing the Wi-Fi at the Registration Desk.

4. Visa, Insurance and Customs

4.1. Participants from other countries must possess the documentation required to enter and stay in Bangkok, Thailand. The Ministry of Foreign Affairs, Thailand, provides information on entry requirements for Bangkok, Thailand (<https://www.mfa.go.th/en/index>).

4.2. Application for an entry visa is the responsibility of the State or delegate concerned, and participants should do this well in advance as visa processing for certain countries might require additional time for security screening. Therefore, participants requiring a visa support letter should provide a request from the appropriate authority, administration or State, on official letterhead, to the ICAO APAC Office, at least six weeks before the start of the Meeting.

4.3. Participants should be medically fit to attend the Meeting and possess 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 events. Participants should obtain information on vaccination requirements from their local Thailand embassy or the Thailand immigration authorities.

4.4. Currently, there are no restrictions on the import of foreign currency to Thailand. However, visitors entering Thailand must declare amounts exceeding US\$20,000. Visitors may take out of Thailand foreign currencies up to the amount imported and declared. Participants should obtain further information from their local Thailand embassy or the Thailand Customs authorities.

5. Hotel Reservations, Transportation and Parking

5.1. Participants are responsible for their accommodation arrangements. For convenience, the ICAO APAC Office website ([hotellist.pdf \(icao.int\)](#)) provides a list of hotels within easy reach of the ICAO Office with UN special rates. Please note, however, that ICAO does not take responsibility for any incident arising from a participant's stay at 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 porters at hotels usually expect at least 20 Baht as a tip. Many restaurants expect a tip of about 10% unless they already add a service charge to your bill.

5.2. Participants are responsible for transportation arrangements between the airport, their accommodation and the Meeting venue. When departing Bangkok, your hotel can usually arrange for transportation to the airport for a fee.

5.3. Public taxis, which are less expensive than hotel transportation, are widely available. Most taxis use a fare meter, starting at 35 Baht for the first 2 kilometres, then increasing by 2 Baht per kilometre (approx.) with a small surcharge applicable in traffic jams. The airport surcharge is 50 Baht. [Grab](#), and [Bolt](#) are widely used mobile Apps for public taxi and ride-sharing services in Bangkok.

5.4. The nearest Skytrain (BTS) stations to the ICAO APAC Office are *Ha Yaek Lat Phrao* and *Mo Chit*. It is approximately ten minutes to walk to the Office from *Ha Yaek Lat Phrao* (exit no. 1 or 2). It is approximately five minutes and 45 Baht by taxi to the Office from *Mo Chit*.

5.5. The nearest Metro (MRT) station to the ICAO APAC Office is *Phahon Yothin*. It is approximately five to ten minutes to walk to the Office from *Phahon Yothin* (exit no. 3).

5.6. Limited parking space is available at the ICAO APAC Office only for Diplomatic, United Nations and Government vehicles with official registration. Participants must provide their vehicle information to the ICAO APAC Office at least 72 hours before access if they wish to use the parking facilities. Parking at the ICAO facility is at the driver's own risk. ICAO will not be responsible for any incident concerning parking a vehicle at the ICAO facilities.

5.7. ICAO does not permit private vehicles and taxis to park inside its facility. However, paid parking is available at the Central Plaza Ladprao Shopping Mall, located across the Vibhavadi Rangsit Road. Limited street parking is also available near the ICAO APAC Office.

6. Food and Catering Arrangements

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

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

6.3. The ICAO APAC Office does not provide lunch for participants during the Meeting. Therefore, participants are responsible for their lunch arrangements and may purchase meals from restaurants and cafeterias near the Office, as indicated on the map below.

6.4. Participants note that the Meeting will resume promptly at the programmed time following the lunch break (usually one hour).

7. Further Information

7.1. ICAO prohibits smoking inside the ICAO buildings. However, participants who wish to smoke may do so in the designated outdoor smoking areas.

7.2. Participants may obtain information about local weather conditions from the Thai Meteorological Department ([Home \(tmd.go.th\)](http://tmd.go.th)). Tropical or lightweight and washable cotton clothing will suffice in Bangkok, whereas woollens are unnecessary.

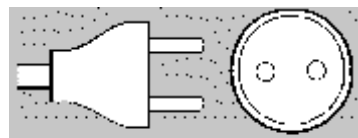
7.3. The dress code for the Meeting is formal. Therefore, casual clothing is not suitable for the Meeting.

7.4. Bangkok time (Indo-China Time or ICT) is seven hours ahead of Coordinated Universal Time (UTC+7).

7.5. Major hotels and department stores usually accept International credit cards such as American Express, Diners Club, Visa, Master Card, etc.

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. In addition, foreign exchange counters operated by various commercial banks are located at several places in Bangkok. They are open on Saturdays, Sundays, and 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



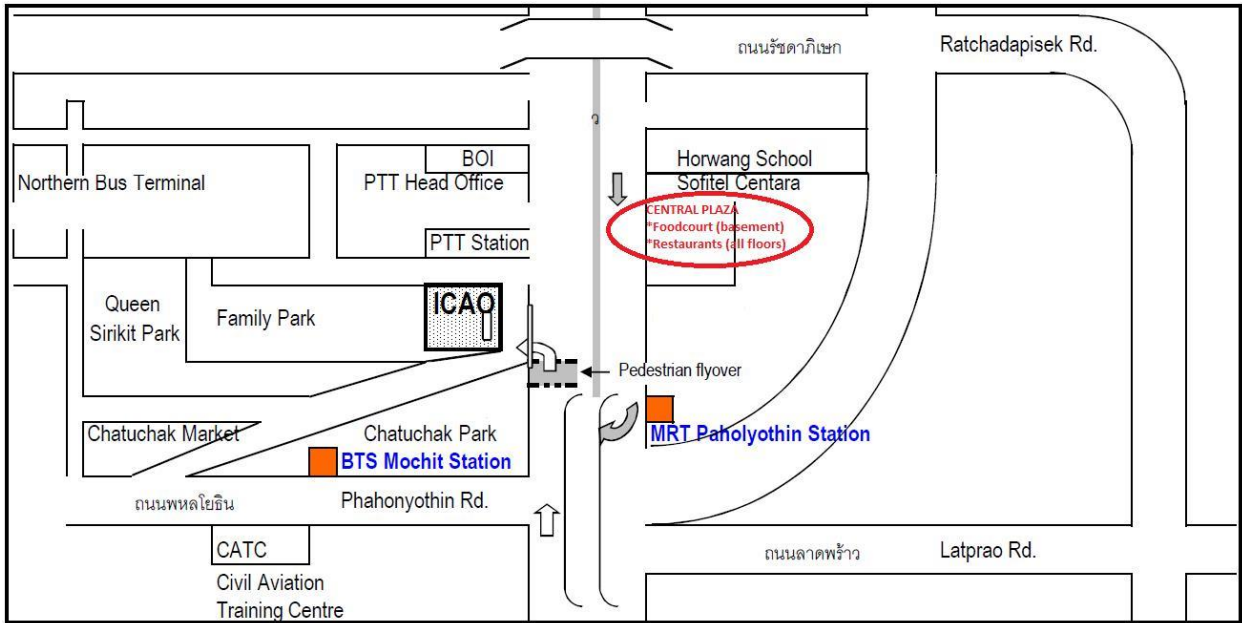
7.8 For further information, please get in touch with the Secretariat at:

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



Vibhavadi Rangsit Road



Note: Small gate open at 11:30 to 13:00 hrs.