

*International Civil Aviation Organization*



ICAO

**INFORMATION PAPER**

**ICAO Asia and Pacific (APAC)**

Twenty-Seventh Meeting of the Meteorology Sub-group  
(MET SG/27)

Bangkok, Thailand, 04 to 08 September 2023

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**MEETING BULLETIN**

**1. Schedule and venue of the Meeting**

1.1. The Meeting will commence at 09:00 hrs. ICT (UTC +7) on Monday, 04 September 2023.

1.2. The Meeting discussion sessions are scheduled from 09:00 to 16:00 hrs. ICT (UTC +7) on Monday to Friday, 04 to 08 September 2023.

1.3. Additional Meeting program details will be published before the Meeting on the Meeting webpage.

1.4. 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](mailto:apac@icao.int)  
Web: [www.icao.int/APAC](http://www.icao.int/APAC)

**2. Officers and Secretariat facilitating the Meeting**

2.1. The Secretary of the Meeting is:

Mr. Peter Dunda  
ICAO Regional Officer, Aeronautical Meteorology and Environment  
E-mail: [pdunda@icao.int](mailto:pdunda@icao.int)

2.2. The Assistant Secretary of the Meeting is:

Ms. Varapan Meefuengsart  
Programme Assistant  
E-mail: [vmeeфуengsart@icao.int](mailto:vmeeфуengsart@icao.int)

**3. Registration of participants**

3.1. Participants must complete the online registration (and provide evidence of accreditation by their State/Special Administrative Region/Organization) via the link on the Meeting webpage **by 21 August 2023**.

3.2. Onsite registration is also required by all participants at the Registration Desk in the reception area of Kotaite Wing between 08:00 – 09:00 hours on the opening day of the Meeting. ICAO will provide an official Meeting identification badge which participants must wear inside the ICAO premises.

3.3. On arrival at the ICAO premises, ICAO requires participants to present a valid, government-issued identity card or passport for verification. ICAO also requires participants to follow the visitor security-screening procedure and comply with all security instructions inside the ICAO premises.

#### **4. Meeting material and webpage**

4.1. ICAO will make the Meeting material (e.g., invitation, agenda, program, papers, presentations, templates, etc.) available before the Meeting in electronic format on the following ICAO APAC Office Meeting webpage:

<https://www.icao.int/APAC/Meetings/Pages/2023-MET-SG-27.aspx>

4.2. Participants should visit the Meeting webpage to review and download all Working and Information Papers before the Meeting discussion sessions.

4.3. Wi-Fi connection to the Internet is available on the ICAO premises to enable participants to access the Meeting material online. Wi-Fi details are as follows (Note: password not required):

**SSID: icaoapac**

4.4. Participants wishing to submit Working and Information Papers for consideration by the Meeting must e-mail them to the ICAO APAC Office ([apac@icao.int](mailto:apac@icao.int)) as early as possible and **no later than 7 August 2023**. Templates for Working and Information Papers are available on the Meeting webpage.

#### **5. Visa, Insurance and Customs**

5.1. 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>).

5.2. 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.

5.3. 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.

5.4. 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.

## **6. Hotel Reservations, Transportation and Parking**

6.1. Participants are responsible for their accommodation arrangements. For convenience, the ICAO APAC Office website 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.

6.2. 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.

6.3. 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.

6.4. The nearest Skytrain (BTS) stations to the ICAO APAC Office are **Ha Yaek Lat Phrao** and **Mo Chit**. The nearest Metro (MRT) station is **Phahon Yothin**.

6.5. 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 three working days 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.

6.6. 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 across the Vibhavadi Rangsit Road. Limited street parking is also available near the ICAO APAC Office.

## **7. Food and Catering Arrangements**

7.1. The ICAO APAC Office will provide participants with coffee/tea during the scheduled coffee/tea breaks and drinking-water dispensers in the common areas.

7.2. However, unless advised otherwise, the ICAO APAC Office will not provide lunch. Therefore, during the scheduled lunch breaks, the Meeting participants are responsible for their lunch arrangements. They may bring their lunch (to eat in the common areas) or purchase meals from restaurants and cafeterias near the Office, as indicated on the map below.

7.3. Participants should note that the Meeting will resume promptly at the scheduled time following the lunch break (approx. one hour).

## **8. Further Information**

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

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

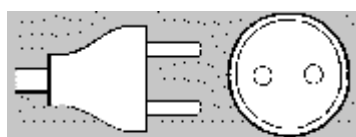
8.3. The dress code for the Meeting is formal. Therefore, casual clothing is not suitable for the Meeting.

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

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

8.6. 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 in several Bangkok places. 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.

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



Plug Type C



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

8.9. If you require further information, please get in touch with the Secretariat at: [apac@icao.int](mailto:apac@icao.int).

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Map

