



RISK BASED IOSA WORKSHOP ICAO Regional Office, Bangkok



MEETING BULLETIN

1. Date and Venue

1.1 The Risk-Based IOSA Workshop jointly organized by IATA and ICAO will be held at the Kotaite Wing of the ICAO Asia and Pacific Office in Bangkok, Thailand from 15-16 May 2023. The Meeting will start at 09:00 hours each day. The ICAO Regional Office is located at: 252/1 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900.

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 ไกลปั้มน้ำมัน ป.ต.ท. ถึงก่อน อาคาร ป.ต.ท. สำนักงานใหญ่ ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว ด้านหน้าสวนรถไฟ
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2. Registration of Participants

2.1 Participants are required to carry a valid government issued identity card or passport for verification of their identify prior to entering ICAO facilities. All participants are required to follow ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO premises.

2.2 Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 08:30 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.

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

3. Officers and Secretariat

3.1 Secretary of the Meeting:

Mr. S M Nazmul Anam
Regional Officer, Flight Safety
Email: sanam@icao.int

Mr. Susantha De Silva
Regional Officer, Safety Implementation
Email: sdesilva@icao.int

Ms. Matima Ariyachaipanich
Flight Safety Officer
Email: mariyachaipanich@icao.int

4. Meeting Materials

4.1 Meeting documents will be available on ICAO APAC website prior to the Meeting. Paper documents on hardcopy will not be available.

4.2 Wi-Fi connection to the Internet is available in the premise of the ICAO APAC. Access information to Wi-Fi will be available at the Registration Desk.

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 well in advance as for certain countries visa processing may require additional security screening time. In case if 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.

5.3 Participants must be medically fit and in possession of health or medical 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 local Thailand Embassy or Thailand immigration [[Website](#)].

5.4 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 and hotels in the city with UN special rates is available in ICAO-APAC website [[Hotel List](#)]. Participants should contact the hotel directly for a reservation. The hotels list is provided for convenience of the participants only. ICAO-APAC 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 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.

6.2.1 The nearest BTS (Skytrain) station to the ICAO Bangkok Office is *Ha Yaek Lat Phrao station / 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 nearest MRT sub-way 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.

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 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 parking of vehicle in ICAO facilities.

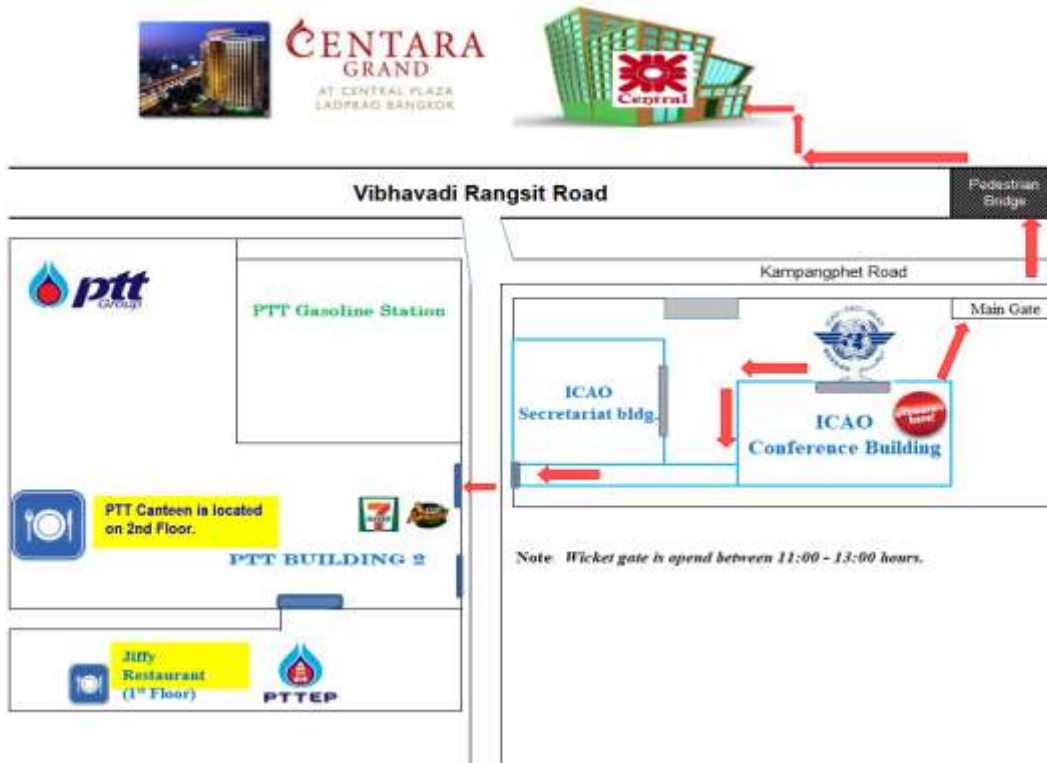
6.3.1 Parking of private vehicle or taxi is not permitted inside the ICAO facilities. Paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit Road. Limited street public parking is available near ICAO-APAC.

7. Food and Catering Arrangements

7.1 Tea and Coffee will be provided for morning and (where programmed) afternoon breaks.

7.2 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.

7.3 Lunch will not be provided during the Meeting. Participants are required to make their own arrangements. Meals for purchase is available in the vicinity of the ICAO APAC Office and is marked on the map below. Vegetarian options are available however, there may be limited choices. While Halal options may not be available at the cafeteria, unfortunately.



8. Further Information

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

8.2 Information about weather condition may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woollens are not necessary.

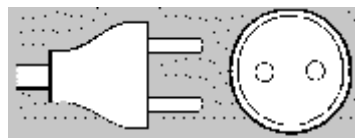
8.3 Dress code for the meeting is formal. Casual clothing is not suitable for the meeting

8.4 Bangkok time is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

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

8.6 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, while some banks / exchanges are located in the department store and remains open after 1530 hrs. 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.

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



Plug Type C

