

International Civil Aviation Organization



ICAO

Workshop on ITU World Radiocommunication

Conference 2023 (WRC-23 Workshop)

Bangkok, Thailand (Hybrid Meeting), 13-14 February 2023

Seventh Meeting of the Spectrum Review Working Group (SRWG/7)

Bangkok, Thailand (Hybrid Meeting), 15-17 February 2023

Sixteenth Working Group Meeting of the Frequency Spectrum Management Panel (FSMP-WG/16)

Bangkok, Thailand (Hybrid Meeting), 15-24 February 2023

THE WORKSHOP AND MEETING BULLETIN

1. Schedule of the Meeting

1.1. The opening session of the Workshop on ITU World Radiocommunication Conference 2023 (WRC-23) will be held at **0900 hrs. ICT (UTC +7)** on **Monday, 13 February 2023**, at the Conference Hall at the ICAO APAC Regional Office, Bangkok.

1.2. The opening session of the Seventh Meeting of the Spectrum Review Working Group (SRWG/7) will be held at **0900 hrs. ICT (UTC +7)** on **Monday, 15 February 2023**, at the Meeting Room 2 in Conference Building at the ICAO APAC Regional Office, Bangkok.

1.3. Concurrently, the opening session of the Sixteenth Working Group Meeting of the Frequency Spectrum Management Panel (FSMP-WG/16) will be held at **0900 hrs. ICT (UTC +7)** on **Monday, 15 February 2023**, at the Conference Hall at the ICAO APAC Regional Office, Bangkok.

1.4. The Conference Hall and Meeting Room 2 are located at:

ICAO Asia and Pacific Office (Kotaitte 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

1.5. The daily order of business will be announced on the first day of the meeting.

2. Officers and Secretariat concerned with the Meeting

2.1. Secretaries of the Meeting:

Mr. Loftur Jónasson, Technical Officer, ICAO HQ

Tel: +1 514-954-8219 ext 7130

Fax: +1 514-954-6077

E-mail: ljonasson@icao.int

Mr. LUO Yi, Regional Officer CNS

Tel: +66 (2) 537 8189 Ext. 158

Fax: +66 (2) 537 8199

E-mail: yluo@icao.int

Mr. HOW Size Lung (Derek), Regional Officer CNS

Tel: +66 (2) 537 8189 Ext. 27

Fax: +66 (2) 537 8199

E-mail: show@icao.int

3. Registration of Participants

3.1. Each participant should ensure that their respective State/Organization nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2023-WRC23WS-SRWG7.aspx> no later than **30 January 2023**, as after the online registration form will be closed automatically to accept registrations. Each nominated delegate should register themselves separately in the online registration form.

4. Meeting materials

4.1. The Secretariat will upload the WRC-23 Workshop and SRWG/7 Meeting materials (i.e. documentation, papers, templates, instructions, etc.) available in electronic format at <https://www.icao.int/APAC/Meetings/Pages/2023-WRC23WS-SRWG7.aspx>. FSMP WG/16 meeting materials could be found in Website <https://www.icao.int/safety/FSMP/>

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Workshop/Meeting discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: apac@icao.int with copies to yluo@icao.int and show@icao.int as early as possible and in any case **no later than 30 January 2023**

Information on In-Person Participation

5. Workshop/Meeting Participation

5.1. Due to the limitation of venue of **SRWG/7 Meeting only**, States/Administrations are advised to nominate **maximum two delegates** for SRWG/7 Meeting attending the meeting **in-person**, while additional delegates to attend the meeting using Microsoft Teams platform. WRC-23 Workshop and FSMP WG/16 have no limitation in in-person participation.

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

5.3. All in-person participants are requested to abide by the required **health-and-safety-measures** provided in **Annex 1**.

5.4. In-person 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/Meeting and obtain their

identification badges. In-person participants shall wear the identification badge at all the time when inside the ICAO premises.

5.5. 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.

5.6. 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 if 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.

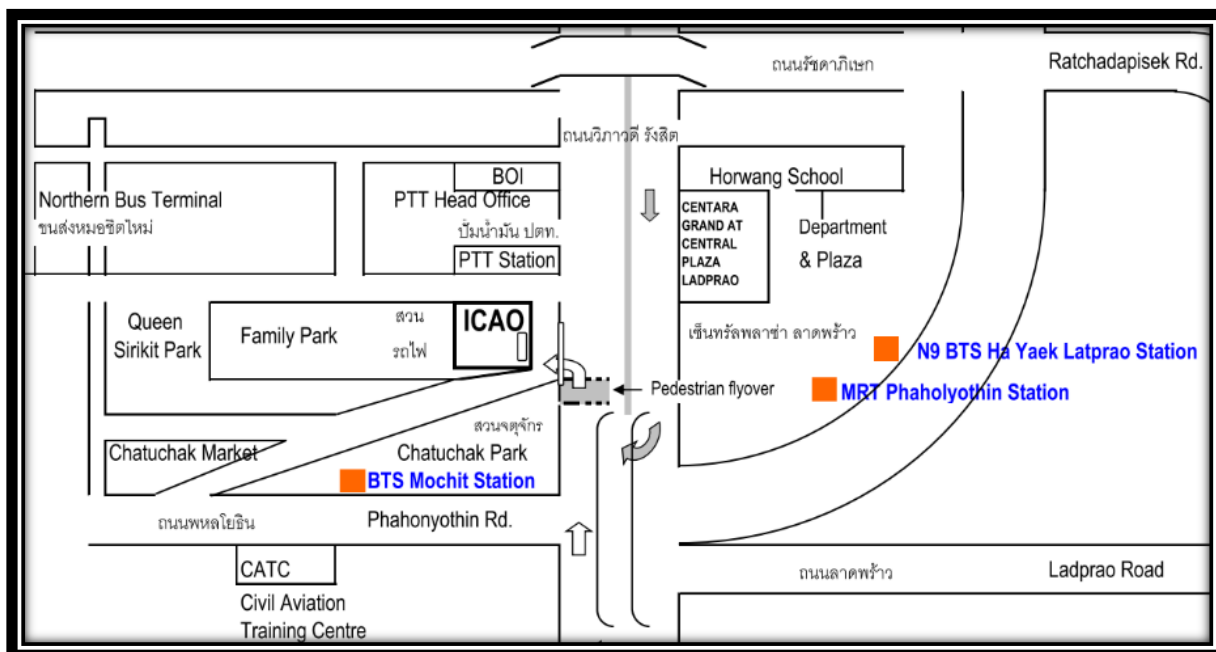
6.3. Participants must be medically fit and in possession of insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO will not take responsibility for any expenses incurred concerning participation to its meetings/events. Information for vaccination shall be obtained from 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 at the Thailand Customs <https://www.customs.go.th/index.php?lang=en>.

7. Hotel Reservations, Transportation and Parking

7.1. In-person 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 <https://www.icao.int/APAC/Documents/info/hotellist.pdf>. They 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.

7.2. In-person 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 ICAO APAC Office is provided in **Annex 2**. The nearest stations to the ICAO Bangkok Office are **BTS (Skytrain) Ha Yaek Ladprao (N9)** or **MRT (Subway) Phahon Yothin (BL14)**, where they 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 drivers' own risk. ICAO APAC will not be responsible for any incident concerning parking of vehicle in ICAO facilities.

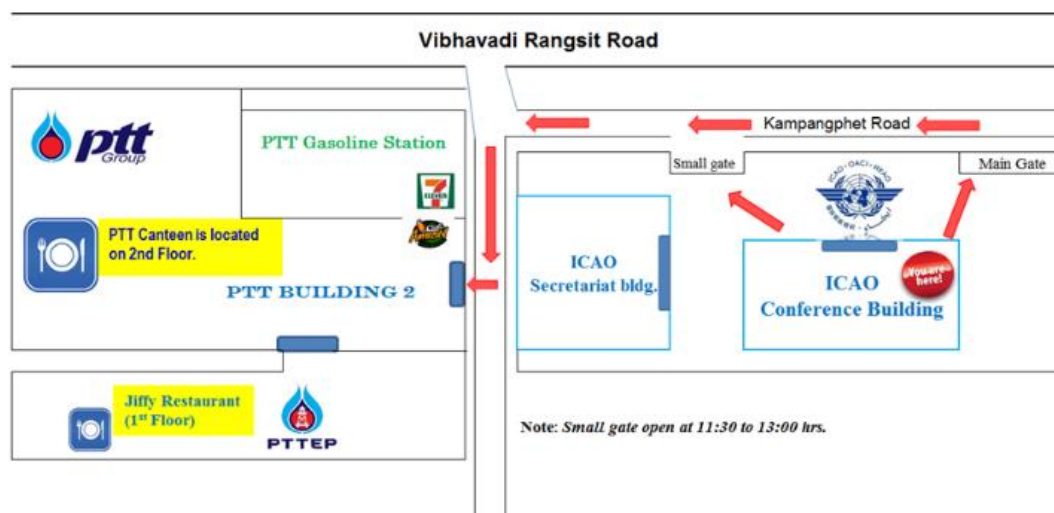
7.5. Parking of private vehicle or taxi is not permitted inside the ICAO facilities. Paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit Road. Limited street public parking is available near ICAO APAC.

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 ICAO APAC building. Participants wishing to smoke are invited to use the designated smoking areas.

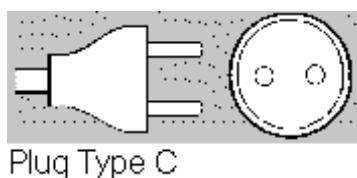
9.2. Information about weather condition may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woollens are not necessary.

9.3. Bangkok time is 7 hours ahead of Co-ordinated 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:



Information on Remote Participation

10. Joining the Workshop/Meeting Remotely

10.1. When joining the video teleconference sessions, please ensure your **microphone is muted** and **video is turned off**.

10.2. Each participant should ensure that their video teleconference display name reflects their respective State or Organization first, followed by their participant name, e.g., ***Your State/Administration – name, Your Organization – name*** etc, whenever possible.

10.3. Each registered remote participant will receive by e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions about one week before the video teleconference sessions.

10.4. Remote participants should join the video teleconference sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

11. Participants’ working environment

11.1 Each participant should ensure they join the video teleconference from a location with minimal, or preferably no, background noise.

11.2 To minimize the potential for audio-feedback to hinder the discussions, each participant should join the video teleconference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the video teleconference with fellow participant/s, please ensure that only one computer/device per room/office has its microphone unmuted and audio speaker on at any one time.

12. During the video teleconference

12.1 Participants who wish to address a question, answer or comment to the Meeting should please inform the Chair, Secretary or moderator of the discussion by using the video teleconference interface to **Raise your hand** or send a “CHAT” message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

12.2 Participants who wish to address a message only to a specific member of the Meeting, e.g., to the Chair or Secretary (or another participant), should use the video teleconference interface to send a private CHAT message if supported by the application. **CAUTION:** When sending a private CHAT message, please exercise care and **avoid inadvertently sending a private CHAT message to “EVERYONE”**.

12.3 Additional information and instructions concerning the video teleconference tools and applications, will be provided separately at the meeting website.

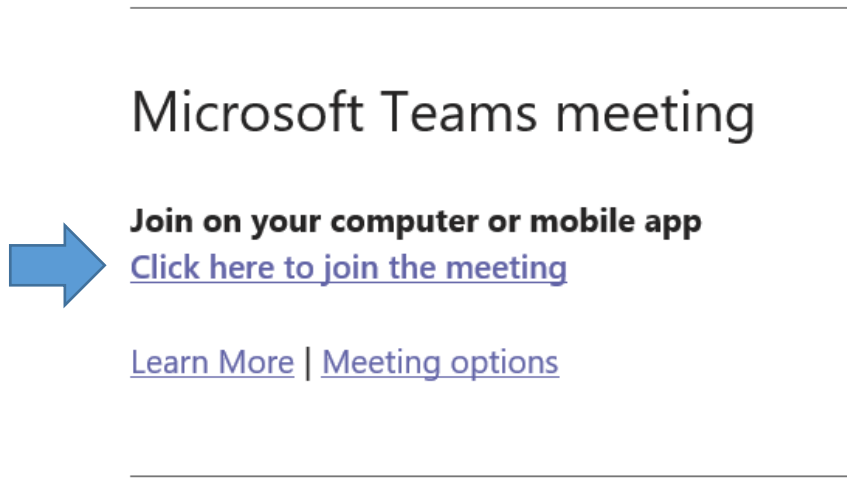
12.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finish speaking.

12.5 The Chair and/or Secretary will manage the presentation of meeting material during the video teleconference, unless specifically arranged. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.

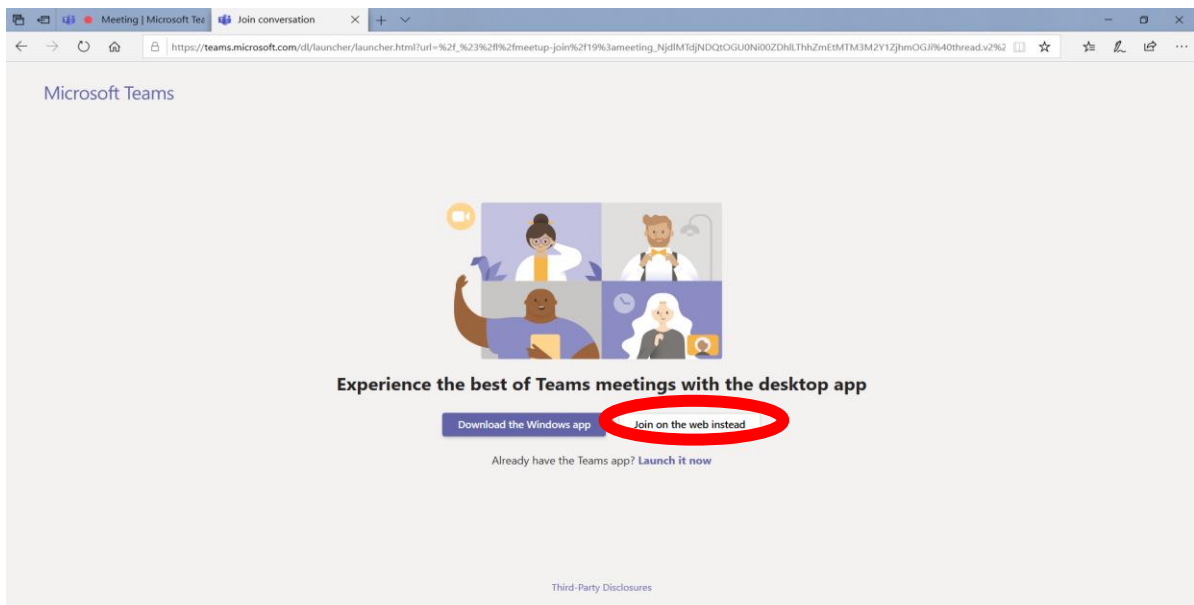
13. External User Access Guide for using Microsoft Teams

To access the meeting as an external user, follow the steps below.

13.1 Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.



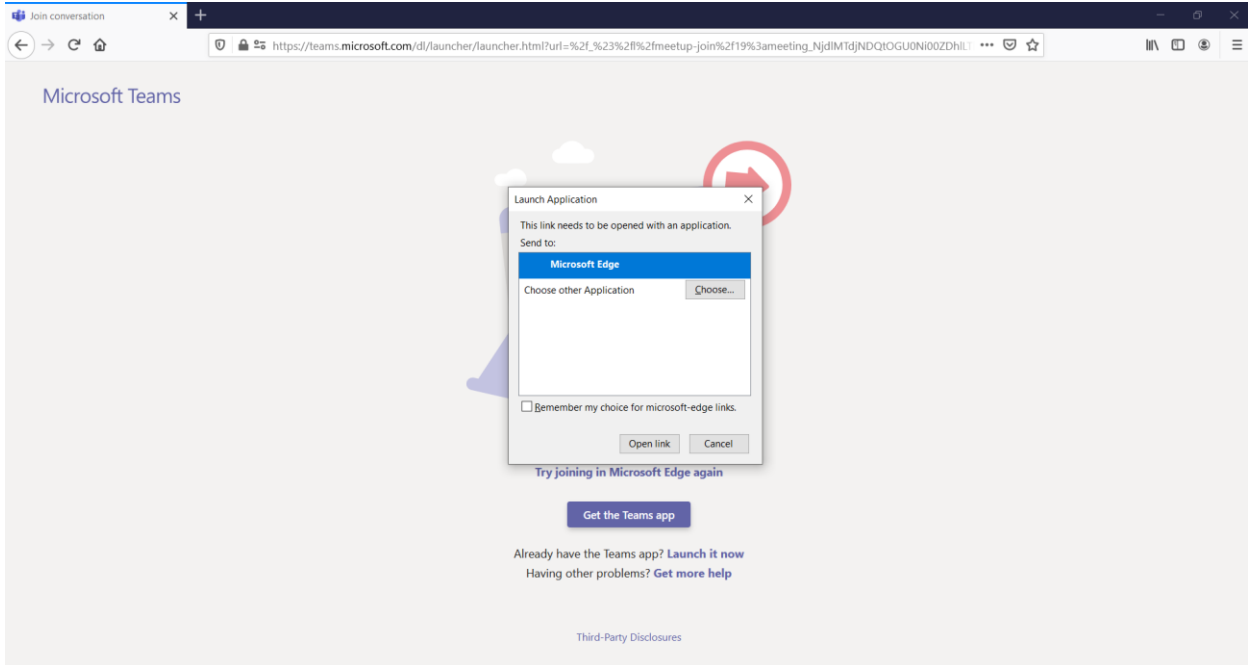
13.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: ICAO Owora, Philip. Then, click join now.



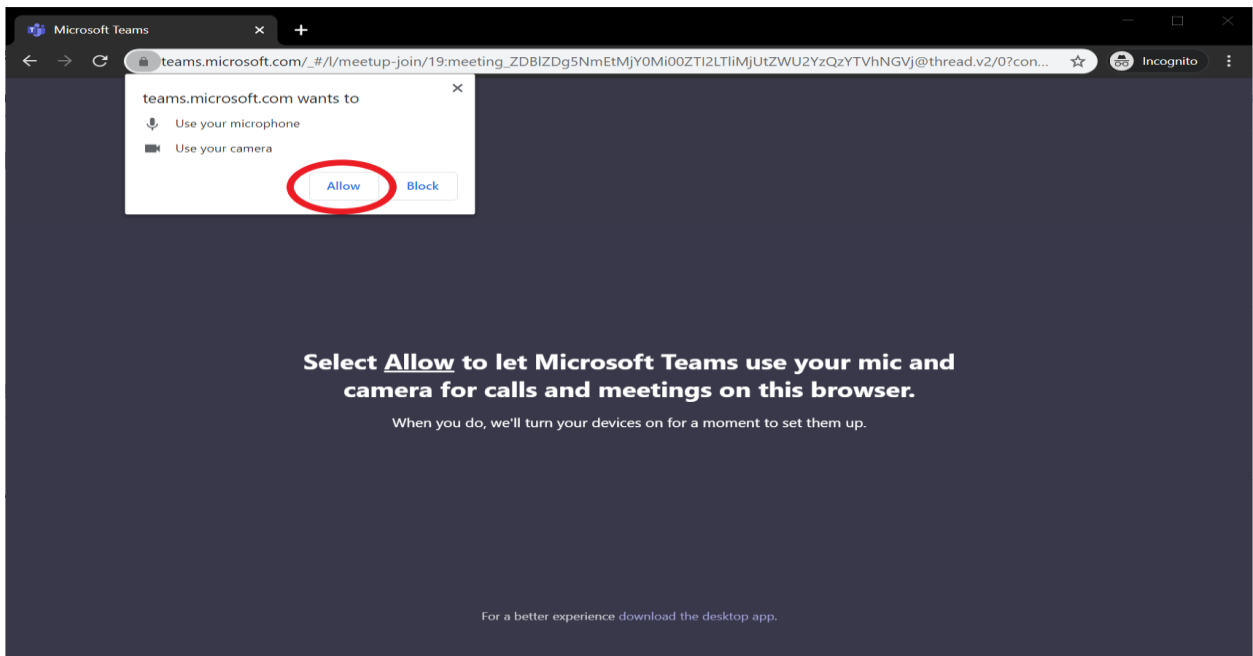
ATTM. B - 8

NOTE: Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

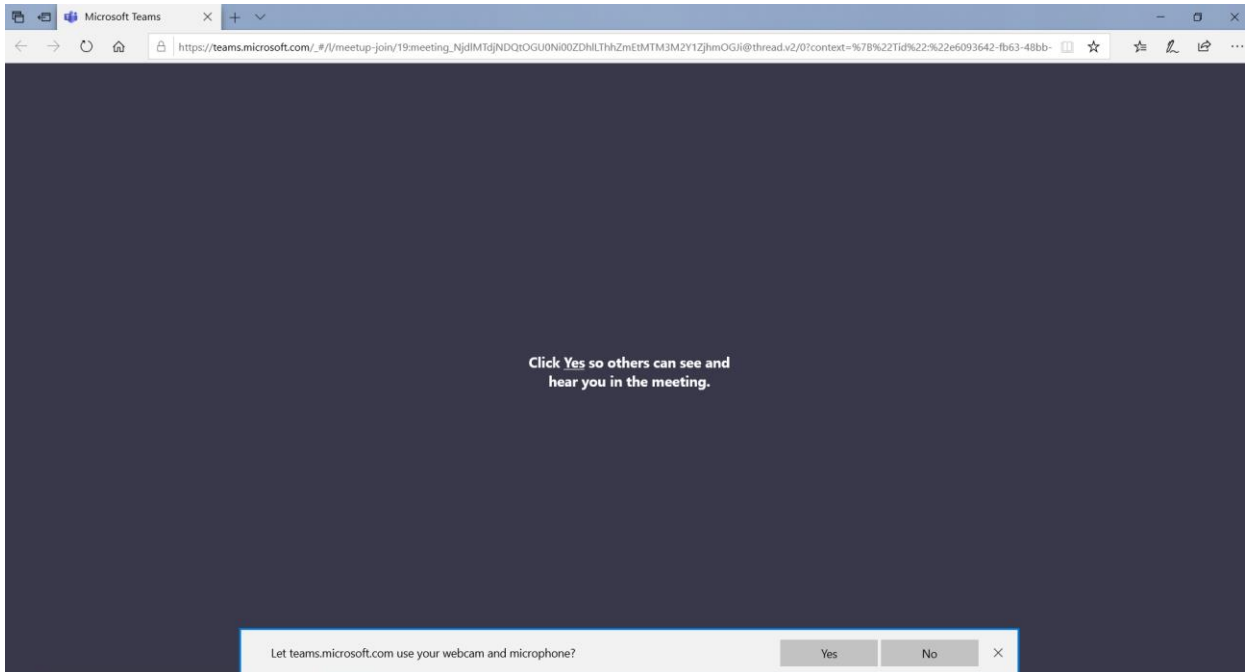
Select Open Link to open Microsoft Edge Browser



13.3 After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the "Allow" button to let Teams access your microphone and camera.



ATTM. B - 9

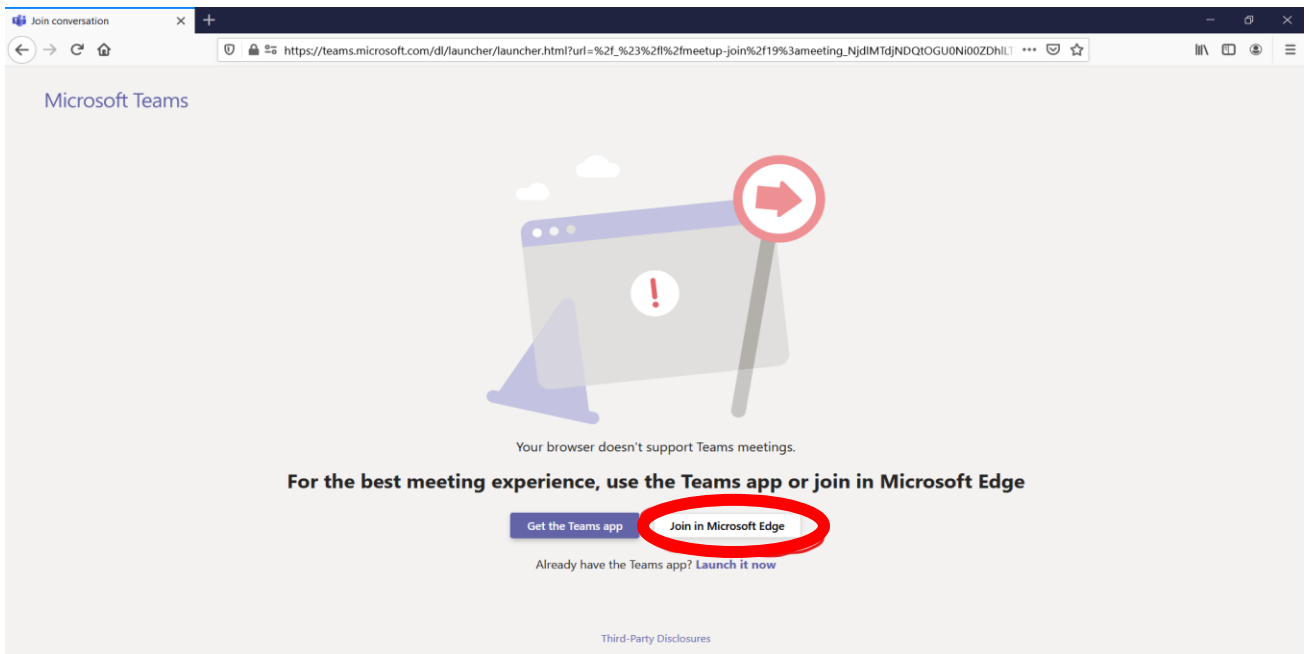


NOTE: *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

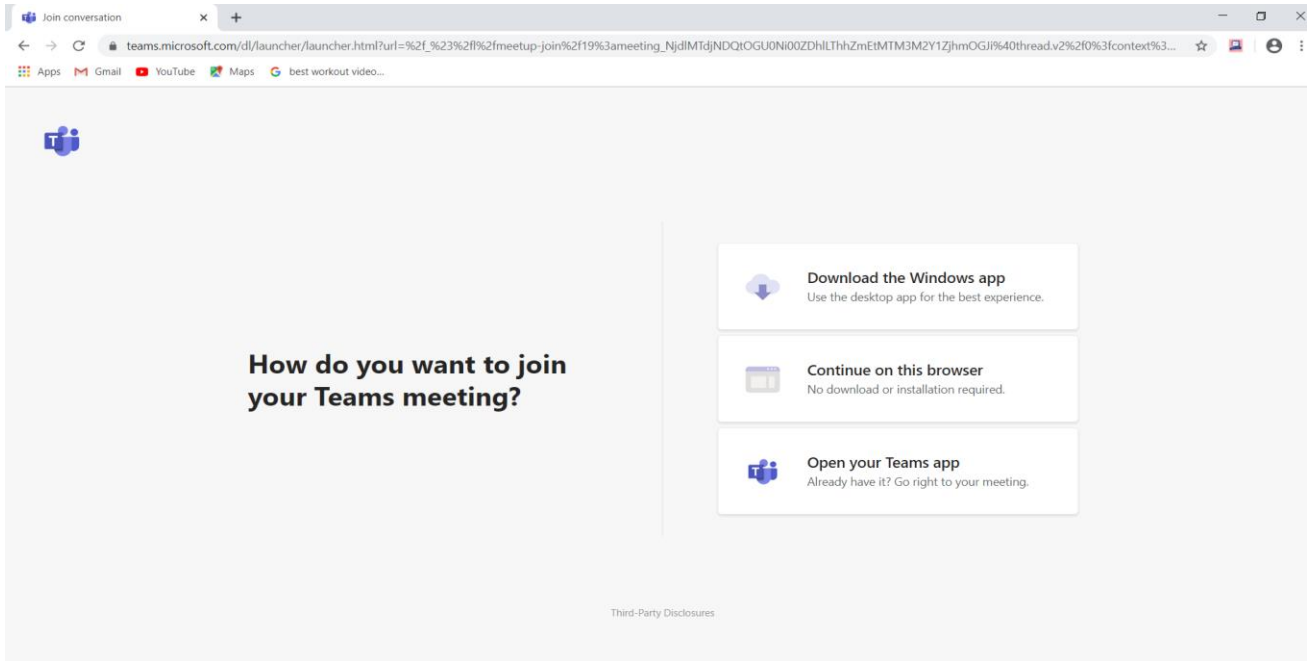
“Please use either Microsoft Edge or Google Chrome for the full experience”.

Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

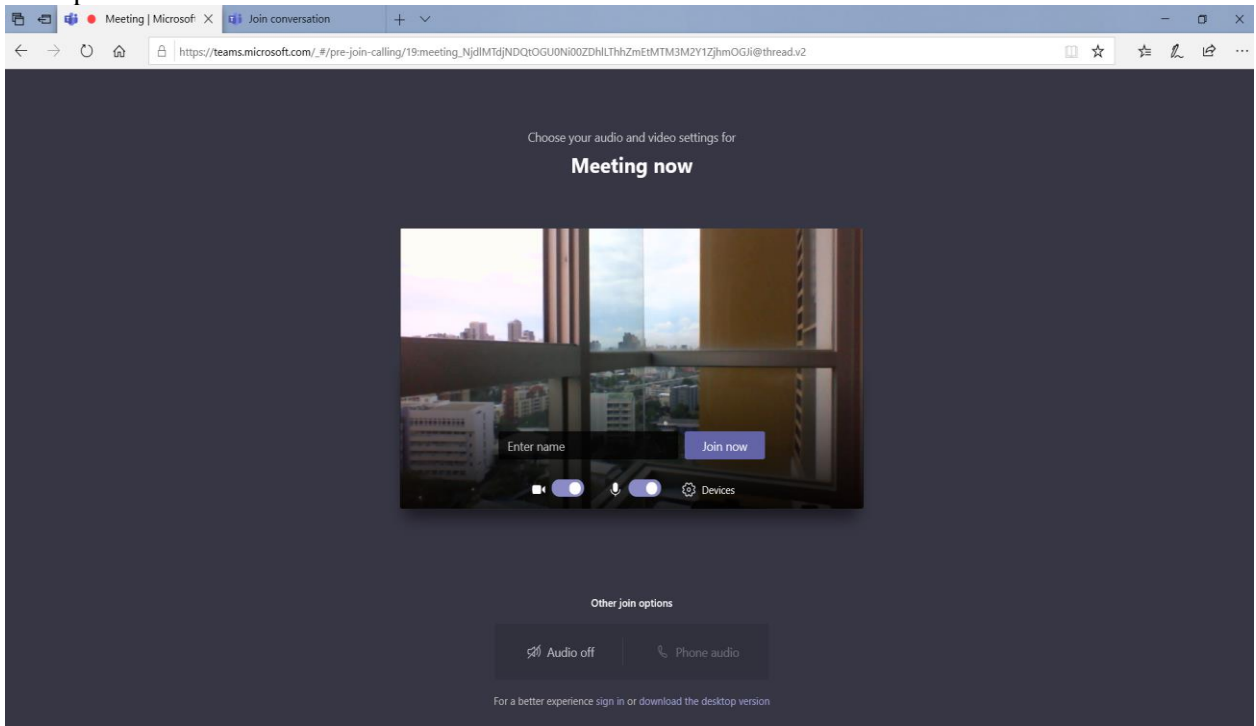
See display below when using Firefox browser



Below is displayed when using Chrome browser.

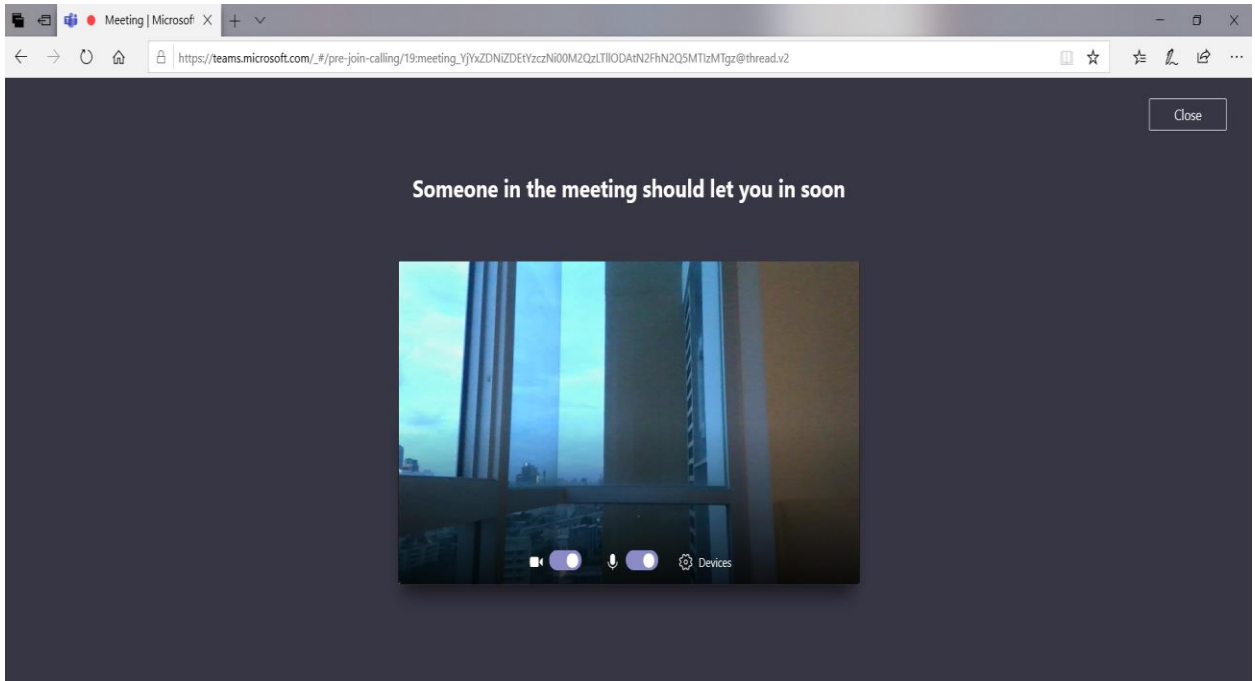


13.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**". If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone or camera.



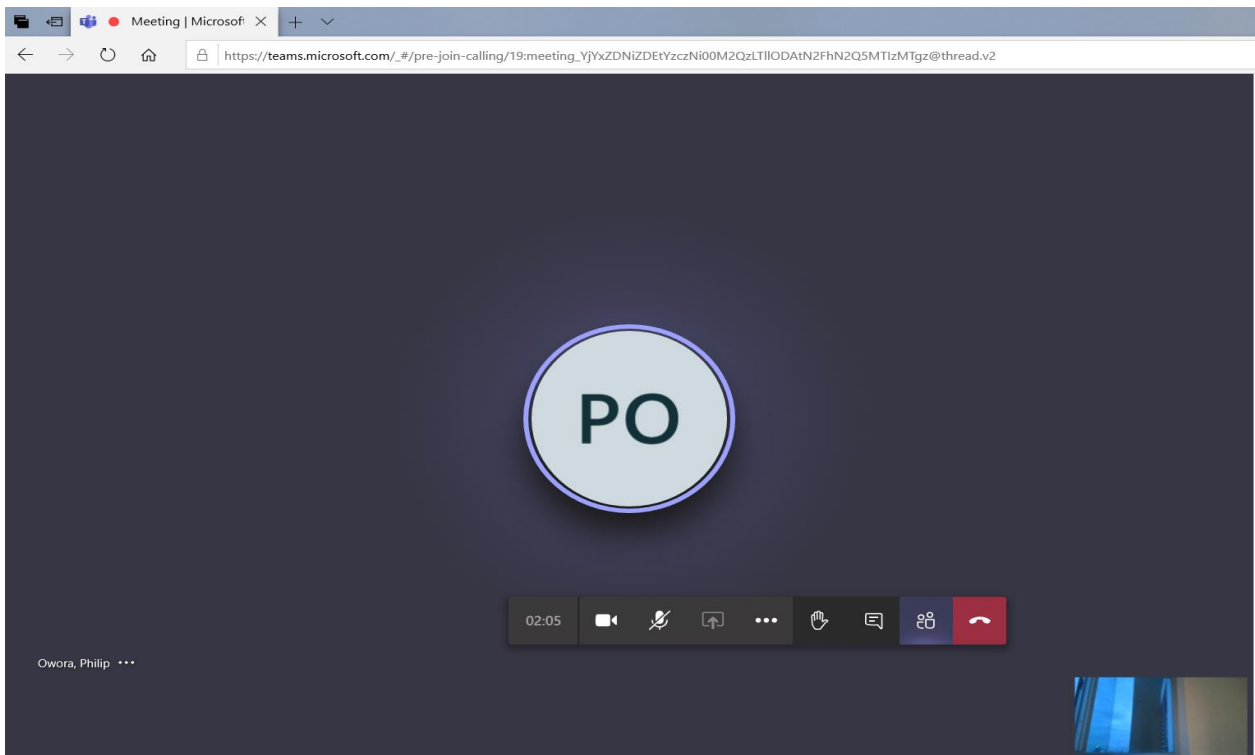
Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.

ATTM. B - 11



Once Admitted You will be able to attend the meeting, chat and see other participants in the meeting.

Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.



14 For further information, please contact the Secretariat at:

ATTM. B - 12

Tel: +66-2-537 8189
Fax: +66-2-537 8199
E-mail: apac@icao.int

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

