



ICAO

*International Civil Aviation Organization*

**ICAO APAC Working Session on SWIM Business Requirements Brainstorming and the Eighth Meeting of System Wide Information Management Task Force (SWIM TF/8)**

*Bangkok, Thailand, 06 – 10 November 2023*

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## **THE WORKING SESSION/MEETING BULLETIN**

### **1. Schedule of the Working Session/Meeting**

1.1. The ICAO APAC Working Session on SWIM Business Requirements Brainstorming will commence at **0900 hrs. ICT (UTC +7)** on **Monday, 06 November 2023**.

1.2. The Eighth Meeting of System Wide Information Management Task Force (SWIM TF/8) will commence at **0900 hrs. ICT (UTC +7)** on **Wednesday, 08 November 2023**.

1.3. The Working Session/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)

1.4. The Working Session/Meeting Program will be available on the [Meeting Webpage](#).

### **2. Officers and Secretariat concerned with the Working Session/Meeting**

2.1. Secretaries of the Working Session/Meeting:

**Ms. Soniya Nibhani, Regional Officer ANS (CNS) Implementation**

Tel: +66 (2) 537 8189 Ext. 155

Fax: +66 (2) 537 8199

E-mail: [snibhani@icao.int](mailto:snibhani@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](mailto:wzhong@icao.int)

### **3. Registration of Participants**

3.1. Each participant should ensure that their respective State/Organization nominate participant(s) to join the Working Session **and/or** Meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2023-workingSessionandSWIMTF8.aspx> no later than **23 October 2023**, as after this the link 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 themselves separately.

3.3. The **tutorial to do online registration** for the Working Session/Meeting is provided in **Annex 1** to this bulletin.

#### **4. Working Session/Meeting materials**

4.1. The Secretariat will upload the Working Session/Meeting materials (i.e. documentation, papers, templates, instructions, etc.) available in electronic format prior to the Working Session/Meeting on the ICAO APAC Office Meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/2023-workingSessionandSWIMTF8.aspx>.

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Working Session/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](mailto:apac@icao.int) with copies to [snibhani@icao.int](mailto:snibhani@icao.int) and [wzhong@icao.int](mailto:wzhong@icao.int) as early as possible **no later than 23 October 2023**.

#### **5. Working Session/Meeting Participation**

5.1. 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 ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO premises.

5.2. All Working Session/Meeting participants are requested to abide by the required **health-and-safety-measures** provided in **Annex 2**.

5.3. Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 08:30 - 09:00 hours on the opening day of the Working Session/Meeting and obtain a Meeting identification badge. Participants shall wear the identification badge at all the time when inside the ICAO premises.

5.4. Wi-Fi connection to the Internet is available in the premises of the ICAO APAC Office to enable participants to view the Working Session/Meeting material online. Participants will find information on how to access the Wi-Fi at the Registration Desk.

5.5. 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, 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.

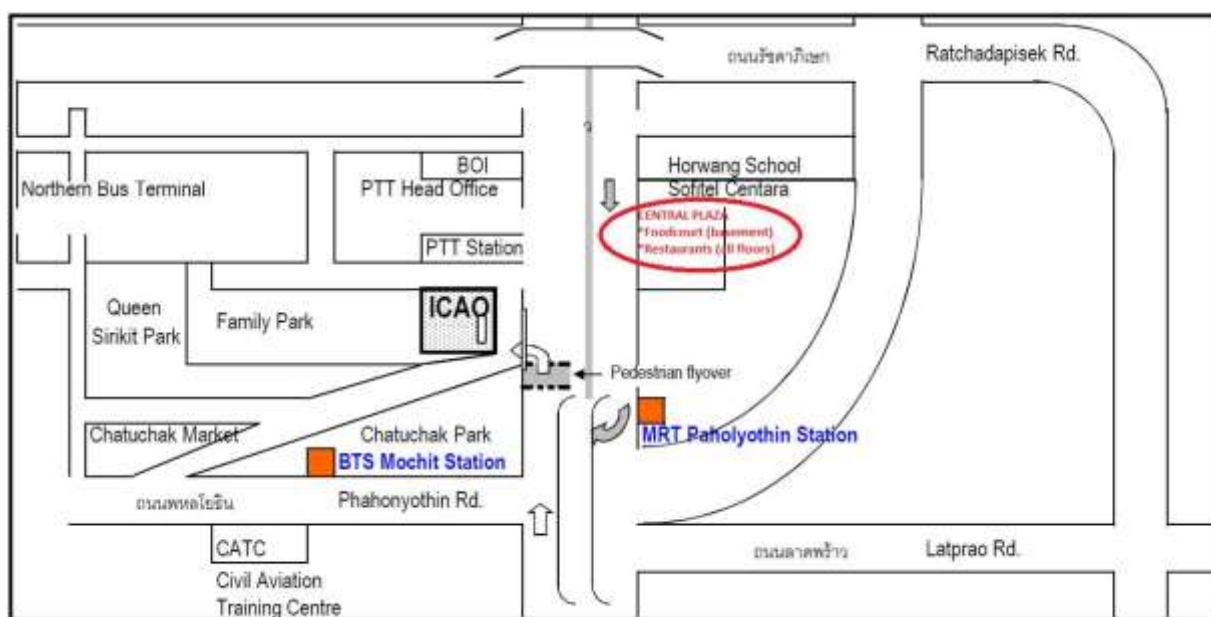
6.3. Participants must be medically fit and in possession of insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the Meeting. ICAO will not take responsibility for any expenses incurred concerning participation to its Meetings/events. Information 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. 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>. 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.

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.



7.2.1 Detailed information about the location of ICAO APAC Office is provided in **Annex 3**. The nearest BTS (Skytrain) station to the ICAO Bangkok Office is **Mo Chit**. At the station, take Exit No. 3. A taxi from Mo Chit Station to the ICAO Office should take no more than 5-minutes and cost approx. 45-Baht. Participants may download an instruction for the taxi driver in Thai language at: <https://www.icao.int/APAC/Documents/apacmap.pdf>.

7.2.2 The nearest MRT (sub-way) station to the ICAO Office is **Phahon Yothin**. At the station, take Exit No. 3. To walk from Phahon Yothin Station to the ICAO Office takes approx. 5- to 10-minutes. Walk across the park then over the Vibhavadi Rangsit Road using the pedestrian overpass.

7.3. Limited parking space is available for Diplomatic, United Nations and Government vehicles with official registration only. Vehicle information must be sent to ICAO APAC at: [apac@icao.int](mailto:apac@icao.int)

with copies to [vmeeфуengsart@icao.int](mailto:vmeeфуengsart@icao.int) (Ms. Varapan Meefuengsart, the Programme Assistant) 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.

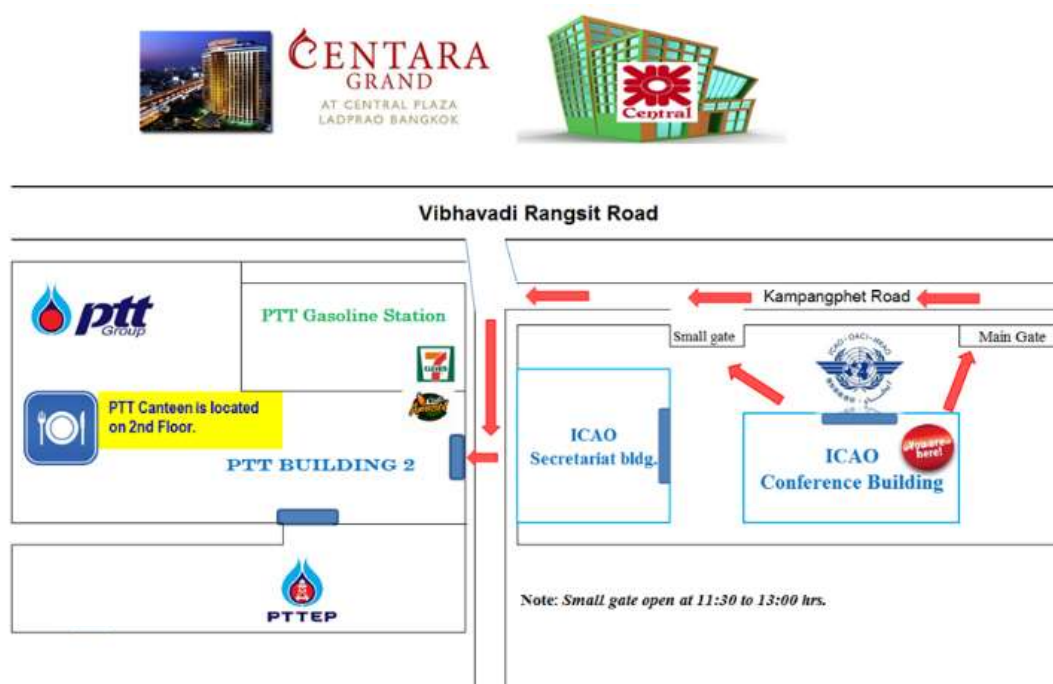
7.3.1 Parking of private vehicle or taxi is not permitted inside the ICAO facilities. Paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit Road. Limited street public parking is available near ICAO APAC.

## 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.

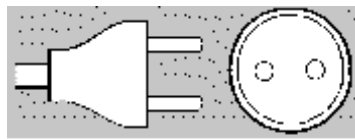
9.2. Information about weather condition may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woollens are not necessary.

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 travelers 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:



Plug Type C



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

Tel: +66-2-537 8189

Fax: +66-2-537 8199

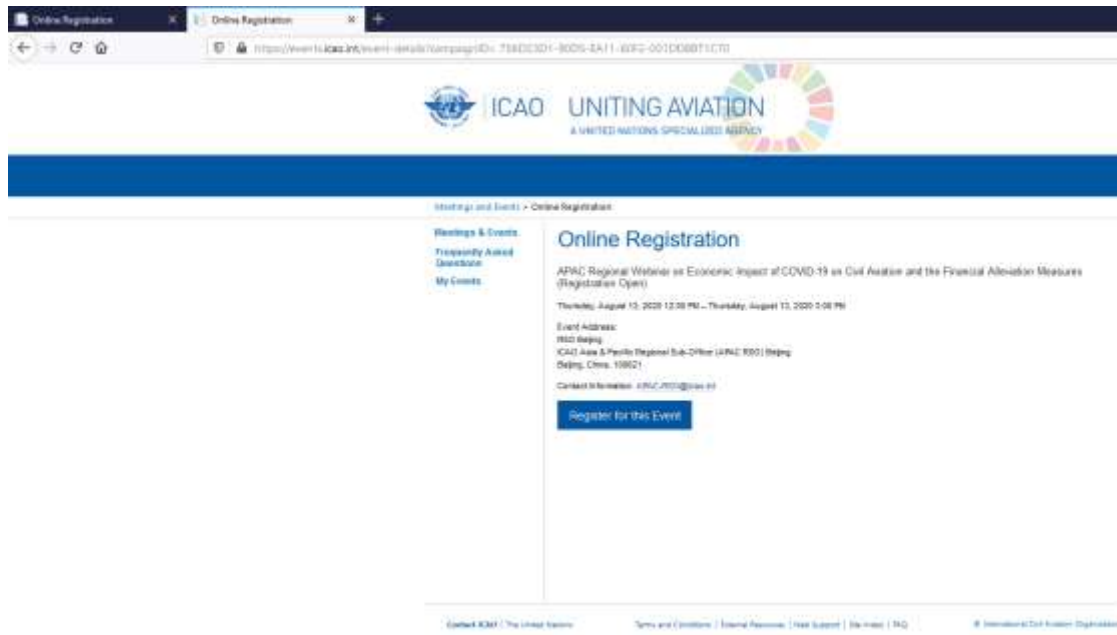
E-mail: [apac@icao.int](mailto:apac@icao.int)

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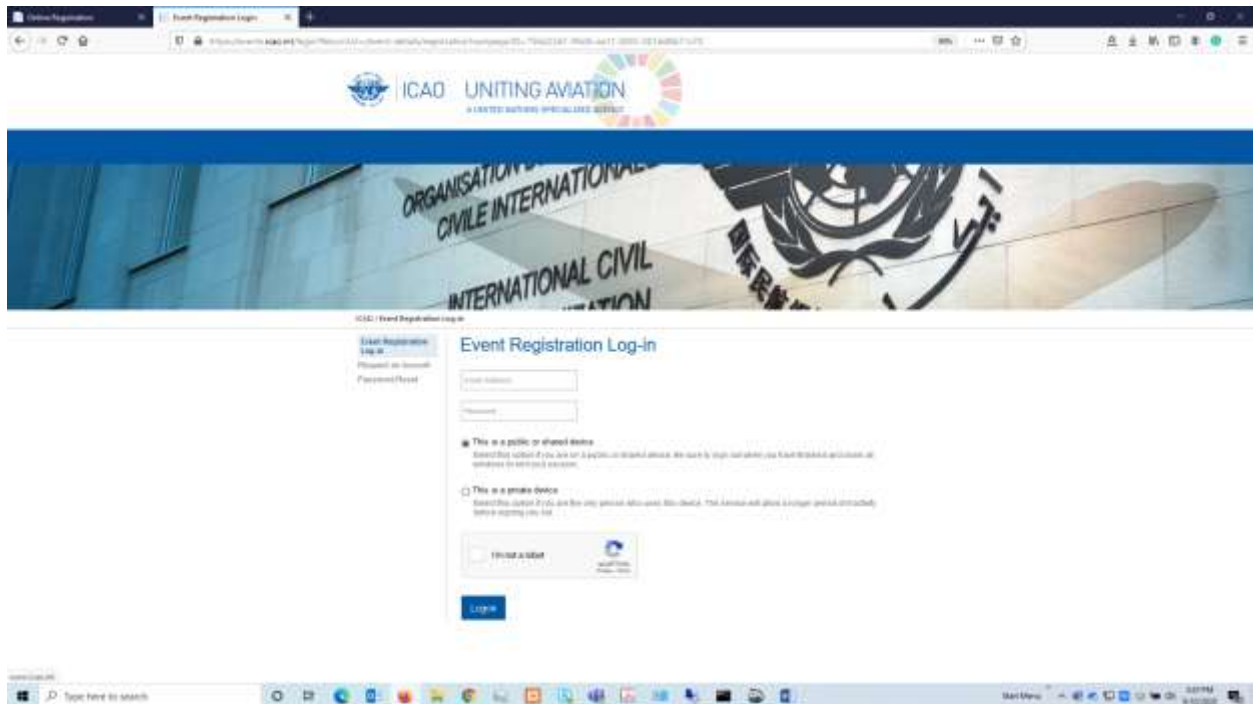
## Annex 1 to Attachment B

### **GUIDELINES FOR ONLINE REGISTRATION**

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



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



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

Email Address

Password

☒ 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

Logon

**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.

charles@icao.org

Verify email address



**Step 3b: Select Proceed to new Registration**

The screenshot shows the 'Online Registration' page. A modal dialog box is displayed in the center with the following text: 'Information', 'We could not find your information with us.', 'Please click on "Proceed to a new registration" to continue the registration process.', and two buttons: 'Cancel' and 'Proceed to a new registration'. The background form is partially visible, showing fields for Personal Information.

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

The screenshot shows the 'Online Registration' page with the 'Personal Information' form. The form includes the following fields: 'First Name', 'Last Name', 'E-Mail', 'Phone', 'Organization', 'Job Title', 'Industry Type', and 'Area of activity'. A 'Next' button is located at the bottom right of the form.

**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

