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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/4.9.1 – AP050/24 (ATM)

28 March 2024

Subject: ICAO APAC/MID ATM Contingency Planning
Workshop (Bangkok, Thailand, 25 – 28 June 2024)

Action required: To complete online registration by
10 June 2024

Dear Sir/Madam,

I wish to invite your Administration to participate in the *ICAO APAC/MID ATM Contingency Planning Workshop (25-27 June 2024)* and *APAC Contingency Tabletop Exercise (28 June 2024)*, which will be held at the ICAO Asia and Pacific Regional Office, Bangkok, Thailand. The workshop will be supported by the APAC Air Navigation Service Providers Committee (AAC). The objectives of the workshop are to:

- emphasize the criticality of robust contingency planning and the State's obligations for contingency arrangements under Annex 11 aiming to improve regional compliance with the relevant ICAO provisions;
- familiarize States with the revised APAC and MID Regional ATM Contingency Plans and performance expectations;
- examine case studies of contingency plans, responses, and outcomes, including those related to volcanic ash; and
- review and provide input to enhance the APAC and MID Regional ATM Contingency Plans ensuring inter-regional harmonization.

At this workshop, ICAO and subject matter experts from States, ANSPs, airspace users, and International Organizations will present an overview of relevant ICAO provisions, a review of the current regional ATM Contingency Framework, case studies on ATM contingency planning of operations, meteorology phenomena affecting ATM operation, etc. The workshop will also provide the opportunity to discuss how contingency management could work better and provide recommendations to improve the regional contingency plans.

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To demonstrate the effectiveness and benefits of ATM contingency response and coordination processes, the workshop will include a Contingency Tabletop Exercise that will be conducted by the APAC Air Navigation Service Providers (ANSP) Committee (AAC), CANSO and Space Vehicle Launch and Re-entry Coordination Small Working Group (SVLRC SWG) of the APAC ATM/SG as agreed at the ATM/SG/11 (Singapore, 2-6 October 2023). A Tabletop Exercise programme will be provided in due course.

Enclosed herewith are the Provisional Agenda (**Attachment A**) and Meeting Bulletin (**Attachment B**), the detailed programme, including the daily order of business, will be made available in due course. I request that you kindly provide the registration details of your delegation as soon as possible, and in any event, **by not later than Monday, 10 June 2024**, using the online registration link provided on the meeting web page at <https://www.icao.int/APAC/Meetings/Pages/2024-ATM-Contingency-WS-TTX.aspx>. Due to seat limitation, delegation acceptance will be based on a first-come, first-serve and might be limited to two participants per delegation if required.

Your sincerely,



for/ Mohamed Abubaker Farea
Regional Director
ICAO Middle East Office



Digitally signed
by Manjit Singh
Date: 2024.03.29
10:25:16 +07'00'

for/ Tao Ma
Regional Director
ICAO Asia and Pacific Office

Enclosures:

- A — Provisional Agenda
- B — Meeting Bulletin

Provisional Agenda

ICAO APAC/MID ATM Contingency Planning Workshop

Date: 25 – 27 June 2024

APAC ATM Contingency Tabletop exercise on 28 June 2024

Venue: ICAO APAC Office (Bangkok)

1. ICAO Provisions and guidance material related to contingency arrangements
2. Review of the current regional ATM Contingency Framework
 - Update on the revised APAC and MID Regional ATM Contingency Plans and performance expectations
 - Events potentially disrupting ATM
 - Sources of information on disruptive events
 - CCT processes (activation, exchange of information, agreement on ATM Contingency arrangements, and deactivation)
 - Inter-regional coordination (for CCTs within APAC and MID; and to support CCTs in other regions)
3. ATM Contingency Planning and Operations - case studies
 - Case studies
 - System outage/failure
 - ATFM
 - Meteorology phenomena affecting ATM operation
4. Breakout sessions to conduct practical scenarios and review the Regional ATM Contingency Plans.
5. Recommendations to improve the APAC and MID Regional ATM contingency planning, response and management that would be considered by the ATM SG in each region.

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ICAO

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

**ICAO APAC/MID ATM CONTINGENCY MANAGEMENT WORKSHOP
AND APAC ATM CONTINGENCY TABLETOP EXERCISE**

(Bangkok, Thailand, 25 – 28 June 2024)

MEETING BULLETIN

1. Dates and Venue

1.1. The Meeting will be held at the Kotaite Wing (Conference Building) of the ICAO Asia and Pacific Office from Tuesday 25 to Friday 28 June 2024. The meeting will start at 09:00 hours (local time, UTC+7) each day. The ICAO Regional Office is located at:

International Civil Aviation Organization (ICAO) Asia and Pacific Regional 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 Please Click here for ICAO APAC Office map. Website: http://www.icao.int/APAC/Pages/default.aspx	FOR TAXI: องค์การการบินพลเรือนระหว่างประเทศ (ICAO) ถนนวิภาวดีรังสิต ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว ทางเข้าสวนรถไฟ ถนนกำแพงเพชร 3 ก่อนถึง อาคาร ป.ต.ท. สำนักงานใหญ่ อาคาร 3 ชั้น ใกล้เคียงน้ำมัน ป.ต.ท.
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2. Officers and Secretariat

NAME	TITLE	CONTACT
Mr. Hiroyuki Takata	Regional Officer, Air Traffic Management	htakata@icao.int Tel: +66 537 8189
Mr. Ahmad Amireh	Regional Officer, Air Traffic Management	Aamireh@icao.int
Dr. Prakayphet Chalayonnawin	Programme Analysis Associate, Air Traffic Management	pchalayonnawin@icao.int Tel: +66 537 8189

3. Registration and Access

3.1. All participants are strongly encouraged to pre-register using the online registration form available on their event's ICAO website page, and to follow the instructions to complete their pre-registration.

3.2. Documentation requirement for Registration

- A formal Letter or email of Designation/Nomination from a Member State is required for registration(s). The letter should be on official letterhead and signed by the highest authority for the government entity of the State. The letter/email should be addressed to the ICAO Regional Director in response to RASMAG/29 State Letter AP185/23 (ATM). Please include the full name, title and email address of each nominee.
- For International organizations: Please note that only international organizations which are recognized by ICAO can register to attend in this category. The following link contains a list of recognized IOs: [List of International Organizations](#).
- Please submit the letter or email of Designation/Nomination to apac@icao.int; with a copy to the Secretariat.
- Once approved by ICAO, a confirmation email will be provided to the individuals nominated by the State.

3.3. Participants are required to carry a valid government-issued identity card for citizens of the host State or passport for verification of their identity prior to entering ICAO facilities. All participants are required to follow the ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO premises. Please allow ample time for security clearance.

3.4. Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing (Conference Building) between 08:30 and 09:00 hours on the opening day of the meeting and obtain a meeting identification badge. Identification badge must be always worn visibly while on the ICAO premises.

3.5. Additional House Keeping information is available on the ICAO APAC Office website (Section: 'About APAC') at [ICAO APAC Housekeeping Video](#).

4. Meeting Documents, Papers for Distribution etc.

4.1. Participants are requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. Meeting documents will be available at the www.icao.int/APAC/Meetings/Pages/default.aspx prior to the meeting. Paper documents on hardcopy will not be available.

5. Wi-Fi

5.1. Wi-Fi connection to the ICAO APAC Internet is available to allow viewing papers online. Please select '**icaoapac**' to access ICAO's wireless services while on-site.

6. Food and Catering Arrangements

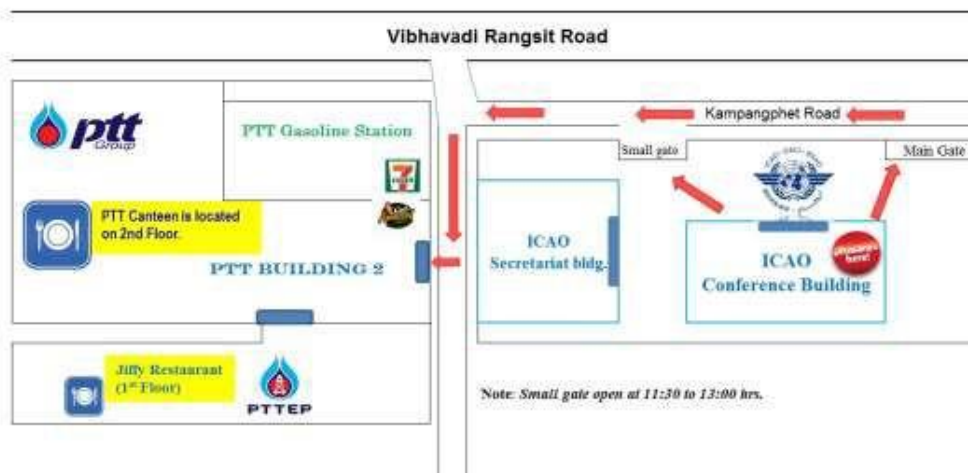
6.1. Tea and Coffee will be provided for the morning and afternoon breaks (where programmed).

6.2. 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.

6.3. Lunch will not be provided during the meeting. Participants are required to make their own arrangements. Meals for purchase are available in the vicinity of the ICAO APAC office, as marked on the map below.



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GRAND
AT CENTRAL PLAZA
LADPRAO BANGKOK



6.4. Participants should note that the meeting Order of Business will resume promptly at the programmed time following the lunch break (normally 1 hour).

7. Visa, Insurance and Customs

7.1. 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](#).

7.2. Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, **EXCEPT** for those nationals listed at List of Countries entitled for Visa Exemption and Visa on Arrival. Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also **REQUIRED** to obtain an appropriate visa before entering.

7.3. To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at <https://www.thaiembassy.org>.

7.4. Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

7.5. Application for a visa is the responsibility of the State/Administration or delegate concerned and should be requested well in advance as for certain countries visa processing may be longer than the others. **For visa category, please choose Business Visa (non-immigrant B) when applying for visa to enter Thailand.** In case a visa support letter is required, the appropriate authority, administration or State in question should contact the ICAO APAC Office at apac@icao.int; with a copy to the Secretariat, at least three (3) weeks prior to the start of the meeting.

7.6. 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 APAC will not take responsibility for any expenses incurred concerning participation in its meetings/events. Information for vaccination shall be obtained from the local Thailand embassy or Thailand immigration website.

7.7. Please refer to the Thai Customs [Website](#) for the restrictions on the import of foreign currency.

8. Hotel Reservations, Transportation and Parking

8.1. 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/ICAO preferential rates is available on the ICAO APAC website [[Hotels List](#)]. Participants should contact the hotel directly for a reservation. The hotel list is provided for the convenience of the participants only. ICAO APAC does not take responsibility for any incident arising from a 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%. The tip for the baggage service staff at hotels is encouraged. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

8.2. 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](#) [CABB](#) [BOLT](#) are the mostly used Apps for taxi services in Bangkok.

9. Direction to the ICAO APAC Office

9.1. Participants are required to make their own transportation from their place of residence to the ICAO APAC office to attend the meetings.

9.2. Search for “ICAO APAC Regional Office” or “International Civil Aviation Organization” when a taxi service is requested.

9.3. The nearest BTS (Skytrain) Stations to the ICAO APAC Office are *Ha Yaek Lat Phrao station*, which is within 15 minutes’ walk to the office, or take a taxi from *Mo Chit station* which will cost approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided in section 1.1 of this document and on the ICAO APAC Regional Office website.

9.4. The nearest MRT (subway) station to ICAO APAC Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit road through the pedestrian overpass.

10. Private Vehicle Access

10.1. Advance registration of private vehicles is strongly encouraged. Please notify the ICAO APAC office of any vehicle registration number at least 72 hours prior to the event using the form available on their event’s ICAO website page. The form is available on the ICAO APAC website (www.icao.int/APAC/Pages/info-for-visitors.aspx) to retain “Agreement and Release of Liability ICAO APAC Parking Garage”

10.2. Parking at the ICAO APAC facility is at the drivers’ own risk. ICAO APAC will not be responsible for any incident concerning the parking of vehicle in ICAO facilities.

10.3. Limited parking space is available at the APAC premises. Car-pooling and/or using public transport is recommended.

10.4. Taxis are not permitted to enter the ICAO premises.

10.5. United Nations Diplomatic and Government registered vehicles are exempted.

11. Further Information

11.1. Smoking is prohibited within the ICAO APAC buildings. Participants wishing to smoke are invited to use the designated smoking areas.

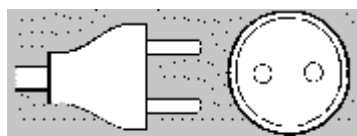
11.2. Information about weather conditions may be found on the website of the Thai Meteorological Department at www.tmd.go.th/en. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

11.3. Dress code for the meeting is business attire.

11.4. International credit cards are widely accepted; however, some bank/service charges may apply.

11.5. 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 remain open after 15:30 hrs. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open on Saturdays and Sundays and on public holidays from 10:00 to 20:00 hours. Passport is required for processing foreign exchange services.

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



Plug Type C

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<http://www.koh->

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

Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: apac@icao.int
