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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 3/8.34 – AP047/24 (ATM)

26 March 2024

**Subject:** Invitation to Asia/Pacific FF-ICE Ad hoc Group Meeting and Workshop with TTX (Bangkok, Thailand 18-21 June 2024

**Action required:** To complete online registration by **31 May 2024**

Dear Sir/Madam,

I wish to draw your attention to the decision of the Eleventh Meeting of the Air Traffic Management Sub-Group (ATM/SG/11) of APANPIRG, held in Singapore from 02 to 06 October 2023, **Decision ATM/SG/11-4: Establish FF-ICE Ad hoc Group** and ICAO State letter **T 3/10.1 – AP029/24 (ATM)** dated 20 February 2024.

I am pleased to invite your Administration to participate in the Asia/Pacific FF-ICE Ad hoc Group Meeting and Workshop with Tabletop Exercise (TTX) which will be held in Bangkok, Thailand, from 18 – 21 June 2024. Enclosed herewith are the Provisional Agenda (**Attachment A**), Meeting Bulletin (**Attachment B**) and ICAO APAC Regional Office Health and Safety Information for Meeting Participants (**Attachment C**).

I request that the delegate(s) from your Administration who will be attending the meeting complete online registration by **Friday, 31 May 2024**, using the link provided in the **APAC FF-ICE Ad hoc Group** meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. The preferred participants are personnel involved in processing flight plans (ASP), airline operations centres, and airline pilots. System planners are also encouraged to attend to gain a better understanding of the new processes under FF-ICE. Please ensure your delegates use the email address they normally use for official purposes and that they attach an official nomination letter at the Event Specific Information Page when registering. Registered participants will receive a confirmation email. All registered participants are requested to carry valid identification (passport, State identity card, etc.) for admission to the meeting. Persons whose registration has not been confirmed or who do not have valid identification will not be admitted to the meeting.

Yours sincerely,

for

Tao Ma  
Regional Director

**Enclosures:**

- A — Provisional Agenda
- B — Meeting Bulletin
- C — ICAO APAC Regional Office Health and Safety  
Information for Meeting Participants

**ICAO WORKSHOP ON APAC FLIGHT AND FLOW IN A COLLABORATIVE ENVIRONMENT (FF-ICE) - PROVISIONAL PROGRAMME**

ICAO Asia and Pacific Regional Office, Bangkok, in-person, 18 – 21 June 2024

<b>Tuesday / 18 June 2024</b>	<b>Wednesday / 19 June 2024</b>	<b>Thursday / 20 June 2024</b>	<b>Friday / 21 June 2024</b>
<ul style="list-style-type: none"> <li>- Opening / Group photo</li> <li>- Overview of the workshop objectives</li> <li>- Introduction of project participants</li> <li>- Sharing by participants on expectation of project outcome</li> </ul>	<ul style="list-style-type: none"> <li>- Training: FF-ICE/R1 Services (Session 2)</li> </ul>	<ul style="list-style-type: none"> <li>- Tabletop Exercise 1</li> <li>- Debrief</li> </ul>	<ul style="list-style-type: none"> <li>- Discuss on mixed mode considerations</li> </ul>
<i>Coffee / Tea Break</i>	<i>Coffee / Tea Break</i>	<i>Coffee / Tea Break</i>	<i>Coffee / Tea Break</i>
<ul style="list-style-type: none"> <li>- FF-ICE Developments 1</li> </ul>	<ul style="list-style-type: none"> <li>- Training: FF-ICE/R1 Services (Session 3)</li> </ul>	<ul style="list-style-type: none"> <li>- Tabletop Exercise 2</li> <li>- Debrief</li> </ul>	<ul style="list-style-type: none"> <li>- ANSP sharing on their FF-ICE implementation plans and timeline</li> </ul>
<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>
<ul style="list-style-type: none"> <li>- FF-ICE Developments 2</li> <li>- FF-ICE's role in TBO</li> </ul>	<ul style="list-style-type: none"> <li>- FF-ICE/R1 Services (Q &amp; A Session)</li> </ul>	<ul style="list-style-type: none"> <li>- Tabletop Exercise 3</li> <li>- Debrief</li> </ul>	<ul style="list-style-type: none"> <li>- Sharing by industry on flight planning system/service for airline to support FF-ICE/R1 (tentative)</li> </ul>
<i>Coffee / Tea Break</i>	<i>Coffee / Tea Break</i>	<i>Coffee / Tea Break</i>	<i>Coffee / Tea Break</i>
<ul style="list-style-type: none"> <li>- Training: FF-ICE/R1 Services (Session 1)</li> </ul>	<ul style="list-style-type: none"> <li>- Brief on FF-ICE/R1 TTX Scenarios</li> </ul>	<ul style="list-style-type: none"> <li>- Round-up Discussion for TTX</li> </ul>	<ul style="list-style-type: none"> <li>- Discussion on next step for APAC FF-ICE Implementation.</li> </ul>

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**ATTACHMENT B** to State letter Ref: T 3/8.34 – AP047/24 (ATM)

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

**ASIA/PACIFIC FF-ICE AD HOC GROUP MEETING AND WORKSHOP WITH TTX**

*(Bangkok, Thailand, 18 – 21 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 18 to Friday 21 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: <a href="mailto:APAC@icao.int">APAC@icao.int</a> Please <a href="#">Click here</a> for ICAO APAC Office map. Website: <a href="http://www.icao.int/APAC/Pages/default.aspx">http://www.icao.int/APAC/Pages/default.aspx</a>	<b>FOR TAXI:</b> องค์การการบินพลเรือนระหว่างประเทศ (ICAO) ถนนวิภาวดีรังสิต ตรงข้ามเขื่อนหลักพลลาซ่า ลาดพร้าว ทางเข้าสวนรถไฟ ถนนกำแพงเพชร 3 ก่อนถึง อาคาร ป.ต.ท. สำนักงานใหญ่ อาคาร 3 ชั้น ใกล้ปั๊มน้ำมัน ป.ต.ท.
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**2. Officers and Secretariat**

NAME	TITLE	CONTACT
Mr. Ying Weng Kit	Air Traffic Management Officer	<a href="mailto:wying@icao.int">wying@icao.int</a> ; Tel: +66 537 8189
Mr. Hiroyuki Takata	Regional Officer, Air Traffic Management	<a href="mailto:htakata@icao.int">htakata@icao.int</a> Tel: +66 537 8189
Dr. Prakayphet Chalayonnawin	Programme Analysis Associate, Air Traffic Management	<a href="mailto:pchalayonnawin@icao.int">pchalayonnawin@icao.int</a> ; 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](mailto: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](http://www.icao.int/APAC/Meetings/Pages/default.aspx) prior to the meeting. Paper documents on hardcopy will not be available.

#### **5. Wi-Fi**

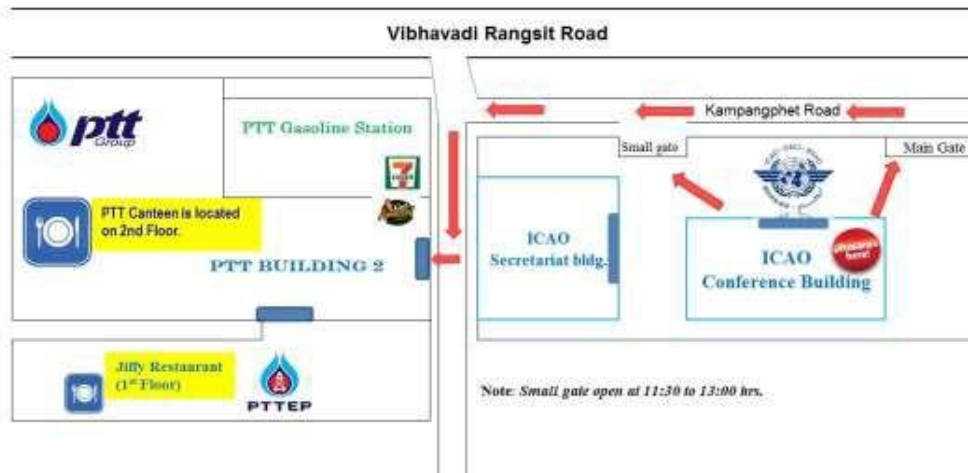
5.1. Wi-Fi connection to the ICAO APAC Internet is available to allow viewing papers online. Please select 'icaoapac' to access ICAO's wireless services while on-site.

#### **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.



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](mailto: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](http://www.icao.int/APAC/Pages/info-for-visitors.aspx)) to retain “Agreement and Release of Liability ICAO APAC Parking Garage”

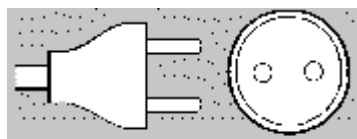
10.2. Parking at the ICAO APAC facility is at the drivers’ own risk. ICAO APAC will not be responsible for any incident concerning the parking of vehicle in ICAO facilities.

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](http://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

[http://chang.cz/images/zasuvka\\_thai.jpg](http://chang.cz/images/zasuvka_thai.jpg)



<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](mailto:apac@icao.int)

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## 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 recommended to wear a medical mask that always covers the nose to under the chin 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.