



ICAO

International Civil Aviation Organization

**Eighth Meeting of the Spectrum Review Working Group
(SRWG/8)**

Bangkok, Thailand, 5-7 March 2024

THE MEETING BULLETIN

1. Schedule of the Meeting

1.1. The opening session of the Eighth Meeting of the Spectrum Review Working Group (SRWG/8) will be held at **0900 hrs. ICT (UTC +7)** on **Tuesday, 5 March 2024**, at the Conference Hall in Conference Building at the ICAO APAC Regional Office, Bangkok.

1.2. The Conference Hall are located at:

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
Web: www.icao.int/APAC

1.3. 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. LUO Yi, Regional Officer CNS

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

Fax: +66 (2) 537 8199

E-mail: yluo@icao.int

Ms. ZHONG Wen Han (Nancy), Regional Officer CNS

Tel: +66 (2) 537 8189 Ext. 108

Fax: +66 (2) 537 8199

E-mail: wzhong@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/2024-SRWG8.aspx> no later than **20 February 2024**, 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.

3.2. Onsite registration is also required by all participants at the Registration Desk in the reception area of Kotaite Wing between 08:00 – 09:00 hours on the opening day of the Meeting. ICAO

will provide an official Meeting identification badge which participants must wear inside the ICAO premises.

3.3. On arrival at the ICAO premises, ICAO requires participants to present a valid, government-issued identity card or passport for verification. ICAO also requires participants to follow the visitor security-screening procedure and comply with all security instructions inside the ICAO premises.

4. Meeting materials

4.1. The Secretariat will upload the SRWG/8 Meeting materials (i.e. documentation, papers, templates, instructions, etc.) available in electronic format at <https://www.icao.int/APAC/Meetings/Pages/2024-SRWG8.aspx>

4.2. Participants should visit the Meeting webpage to review and download all Working and Information Papers before the Meeting discussion sessions.

4.3. Wi-Fi connection to the Internet is available on the ICAO premises to enable participants to access the Meeting material online. Wi-Fi details are as follows (Note: password not required):

SSID: **icaoapac**

4.4. 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 wzhong@icao.int as early as possible and in any case **no later than 20 February 2024**

5. Visa, Insurance and Customs

5.1. 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>.

5.2. 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.

5.3. 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/>.

5.4. Currently, there are no restrictions on the import of foreign currency to Thailand. However, visitors entering Thailand must declare amounts exceeding US\$20,000. Visitors may take out of Thailand foreign currencies up to the amount imported and declared. Participants should obtain further information from their local Thailand embassy or the Thailand Customs authorities.

6. Hotel Reservations, Transportation and Parking

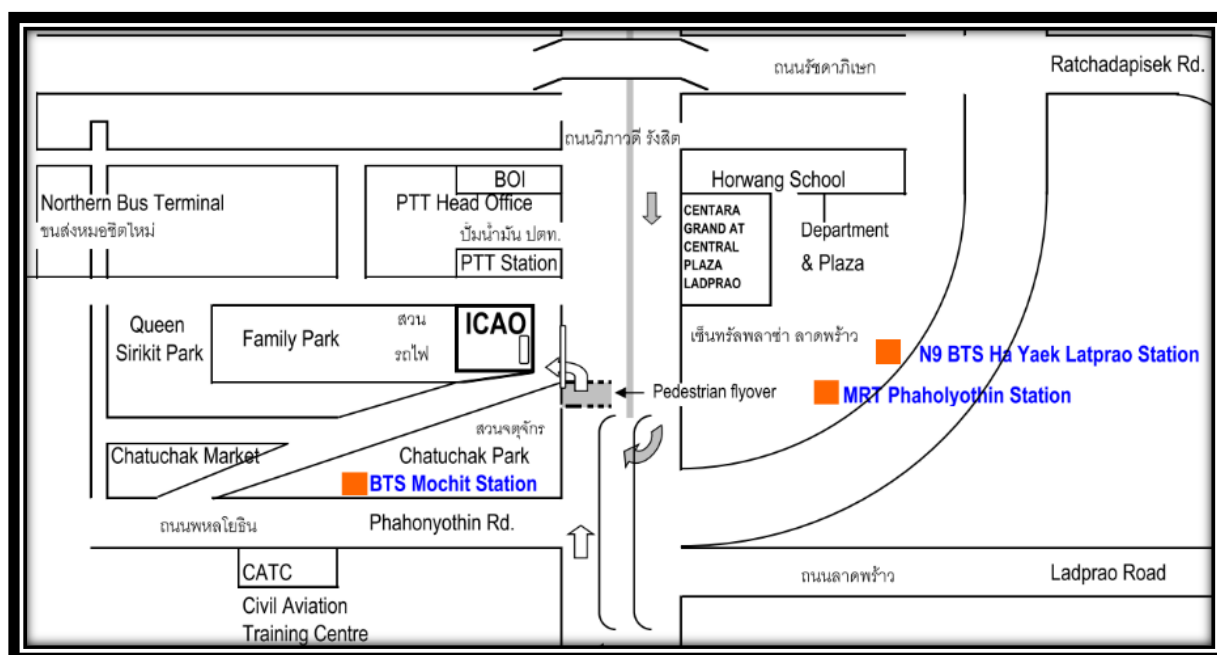
6.1. Participants are responsible for their accommodation arrangements. For convenience,

the ICAO APAC Office website provides a [list of hotels](#) within easy reach of the ICAO Office with UN special rates. Please note, however, that ICAO does not take responsibility for any incident arising from a participant's stay at 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 porters at hotels usually expect at least 20 Baht as a tip. Many restaurants expect a tip of about 10% unless they already add a service charge to your bill.

6.2. Participants are responsible for transportation arrangements between the airport, their accommodation and the Meeting venue. When departing Bangkok, your hotel can usually arrange for transportation to the airport for a fee.

6.3. Public taxis, which are less expensive than hotel transportation, are widely available. Most taxis use a fare meter, starting at 35 Baht for the first 2 kilometres, then increasing by 2 Baht per kilometre (approx.) with a small surcharge applicable in traffic jams. The airport surcharge is 50 Baht. [Grab](#) and [Bolt](#) are widely used mobile Apps for public taxi and ride-sharing services in Bangkok.

6.4. 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>.



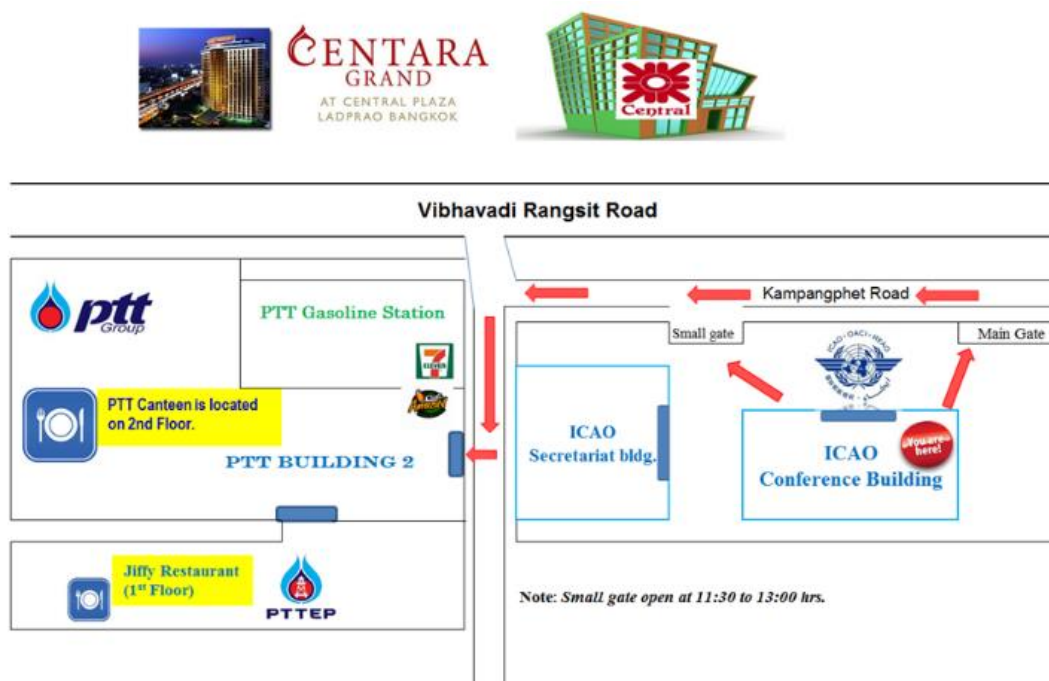
6.5. Limited parking space is available for Diplomatic, United Nations and Government vehicles with official registration only. Vehicle information must be sent to ICAO APAC 72 hours prior to access. Parking at the ICAO facility is at the drivers' own risk. ICAO APAC will not be responsible for any incident concerning parking of vehicle in ICAO facilities.

6.6. ICAO does not permit private vehicles and taxis to park inside its facility. However, paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit Road. Limited street parking is also available near the ICAO APAC Office.

7. Food and Catering Arrangements

7.1. The ICAO APAC Office will provide participants with coffee/tea during the scheduled coffee/tea breaks and drinking-water dispensers in the common areas.

7.2. However, unless advised otherwise, the ICAO APAC Office will not provide lunch. Therefore, during the scheduled lunch breaks, the Meeting participants are responsible for their lunch arrangements. They may bring their lunch (to eat in the common areas) or purchase meals from restaurants and cafeterias near the Office, as indicated on the map below.



7.3. Participants should note that the Meeting will resume promptly at the scheduled time following the lunch break (approx. one hour).

8. Further Information

8.1. ICAO prohibits smoking inside the ICAO buildings. However, participants who wish to smoke may do so in the designated outdoor smoking areas.

8.2. Participants may obtain information about local weather conditions from the Thai Meteorological Department (www.tmd.go.th). Tropical or lightweight and washable cotton clothing will suffice in Bangkok, whereas woollens are unnecessary.

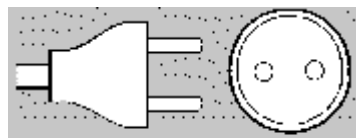
8.3. The dress code for the Meeting is formal. Therefore, casual clothing is not suitable for the Meeting.

8.4. Bangkok time (Indo-China Time or ICT) is seven hours ahead of Coordinated Universal Time (UTC+7).

8.5. Major hotels and department stores usually accept International credit cards such as American Express, Diners Club, Visa, Master Card, etc.

8.6. 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. In addition, foreign exchange counters operated by various commercial banks are located in several Bangkok places. They are open on Saturdays, Sundays, and public holidays from 1000 to 2000 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



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

8.9. If you require further information, please get in touch with the Secretariat at: apac@icao.int.
