

Attachment E to State Letter T 6/8.3 – AP098/25 (FS)

International Civil Aviation Organization
Asia and Pacific Office



ICAO Regional Accident Investigation Workshop, Asia and Pacific Regions

(India, 28-29 October 2025)

Thirteenth Meeting of the Asia Pacific Accident Investigation Group (APAC-AIG/13)

(India, 30-31 October 2025)

MEETING BULLETIN

1. Date and Venue

1.1 The ICAO Regional Accident Investigation Workshop, Asia and Pacific Regions will be held at Vigyan Bhawan, New Delhi on 28-29 October 2025. This will be followed by the Thirteenth Meeting of the Asia Pacific Accident Investigation Group (APAC-AIG/13) of the ICAO Regional Safety Group – Asia and Pacific Regions (RASG-APAC), which will be held at the same venue from 30 to 31 October 2025.

1.2 The Workshop and APAC-AIG/13 Meeting will start at 09:00 hours each day at Hall No 4, Vigyan Bhawan, New Delhi. The Vigyan Bhawan is located at:

Kartavya Path, Rajpath Area, Central Secretariat
New Delhi, Delhi 110001

[Vigyan Bhawan – Google maps](#)

2. Officers and Secretariat

2.1. ICAO Coordinators of the Meeting/Workshop:

Name	Title	Contact
Mr. S M Nazmul Anam	Regional Officer, Flight Safety	sanam@icao.int
Mr. Atipong Dharmasaroja	Regional Officer, Safety Implementation	adharmasaroja@icao.int ;
Mrs. Aemiga Sirivichitvorakarn	Programme Assistant	asirivichitvorakarn@icao.int

3. Registration Access

3.1 All participants are strongly encouraged to pre-register using the online registration form given below and to follow the instructions to complete the pre-registration.

- Online Registration for ICAO Regional Accident Investigation Workshop, Asia and Pacific Regions, 28-29 October 2025 is at [Click here](#).
- Online Registration for Thirteenth Meeting of the Asia Pacific Accident Investigation Group (APAC-AIG/13), 30-31 October 2025 is at [Click here](#).

3.2 Documentation requirement for Registration

- A formal letter or email of Designation/Nomination from a Member State/Administration is required for registration(s). The letter should be on official letterhead and signed by the appropriate authority or authorized signatory for the government entity of the State/Administration. The letter/email should be addressed to the ICAO Regional Director in response to State Letter Ref.: T6/8.3 – AP098/25 (FS), APAC-AIG/13 Meeting/Workshop. 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 at apac.flightsafety@icao.int.
- Once approved by ICAO, a confirmation email will be provided to the individuals nominated by the State/Administration/International organizations.

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 <https://www.icao.int/APAC/meetings> prior to the meeting. Paper documents in hardcopy will not be available.

5. Wi-Fi

5.1 Wi-Fi connection is available to allow viewing papers online. The wi-Fi details will be provided at the venue on 28 October 2025.

6. Food and Catering Arrangements

6.1 Tea and Coffee will be provided for the morning and afternoon breaks during the meeting/event.

6.2 Lunch will be provided during the period of the workshop /meeting.

6.3 Participants should note that the Meeting Programme will resume promptly at the programmed time following the lunch break (normally 1 hour).

7. Visa, Insurance and Custom

7.1 All foreign nationals traveling to India must hold a valid passport with a minimum validity of six months, or other valid travel documents. Please ensure that all necessary visas, including any required transit visas, are obtained in advance for your journey to and from India.

7.2 It is mandatory for participants to obtain an appropriate entry visa from the Indian Embassy or Consulate-General before traveling to India, except for nationals from countries eligible for Visa Exemption or Visa on Arrival. To apply for a visa, participants should contact the nearest Indian Embassy or Consulate-General for the latest guidelines and required documentation.

7.3 For detailed information on visa requirements and eligibility, participants are advised to visit the official Indian visa website: <https://indianvisaonline.gov.in/evisa/tvoa.html>.

7.4 The responsibility for securing a visa lies with the respective State/Administration or the individual delegate. Applications should be submitted well in advance, as processing times may vary depending on nationality. If a visa support letter is needed, the concerned authority should contact the AAIB India Coordinator, with a copy to the Secretariat, at least three (3) weeks prior to the commencement of the meeting or event.

7.5 Participants must be medically fit and should have valid health or travel insurance to cover any unexpected medical expenses during their stay. AAIB India will not be responsible for any costs incurred in connection with participation in its meetings or events. Information on required vaccinations can be obtained from the nearest Indian Embassy or the Indian immigration website.

7.6 For customs regulations and restrictions on importing foreign currency, participants should refer to the Indian Customs website: <https://www.cbic.gov.in>.

8. Hotel Reservations and Transportation

8.1 Participants are requested to make their own accommodation arrangements. They may contact hotels directly for reservations or use reliable online booking platforms.

8.2 Participants are responsible for making their own transportation arrangements from the airport to the city. For departures, hotel staff can typically assist in arranging transportation to the airport at the participant's expense. Taxis, which are generally less expensive than hotel-arranged vehicles, are also available and usually have fare meters. OLA, Uber are the most commonly used apps for taxi services in India.

9. Direction to the Venue

9.1 Participants are responsible for arranging their own transportation between their place of residence or accommodation and the meeting venue at Vigyan Bhawan.

9.2 The nearest metro station to Vigyan Bhawan is Udyog Bhawan, located approximately a 10-minute walk from the venue.

9.3 For those using taxi services or app-based ride platforms such as Ola, Uber, or Rapido, the destination should be entered as "Vigyan Bhawan, Maulana Azad Road." While parking at the venue is limited, taxis and auto-rickshaws are generally allowed to drop passengers at the main gate.

9.4 Participants requiring on-site parking are requested to inform the AAIB India Coordinator at least 72 hours in advance, providing vehicle details to facilitate necessary arrangements. Carpooling is strongly recommended due to limited parking availability at the venue.

10. Further Information

10.1 Smoking is not allowed inside Vigyan Bhawan, New Delhi. Participants who wish to smoke should use the designated smoking areas.

10.2 Weather updates for New Delhi are available on the India Meteorological Department's website at <https://city.imd.gov.in/>.

10.3 The dress code for the Meeting/Event is business attire.

10.4 International credit cards are widely accepted, though some bank or service charges may apply.

10.5 Major foreign currencies can be exchanged at select branches of commercial banks and authorized Reserve Bank of India forex exchangers in the city, typically operating from 10:00 AM to 6:00 PM. It's advisable to exchange a small amount of foreign currency at the airport for immediate needs. A passport, visa, and sometimes flight tickets are required for currency exchange in India.

10.6 The types of electrical plugs and sockets typically used in India are Type C, Type D, and Type M. The standard voltage is 230 V at a frequency of 50 Hz.:



10.7 While participants are responsible for making their own arrangements for visas, transportation, and hotel accommodations, any queries related to this meeting bulletin or the logistical arrangements for the meeting are welcome. For further assistance, please contact the following officers of AAIB India:

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