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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/10.1 – AP024/25 (ATM)

14 February 2025

Subject: Tenth Meeting of the ICAO Asia/Pacific Search and Rescue Workgroup (APSAR/WG/10) (Siem Reap, Cambodia, 27 – 30 May 2025)

Action required: 1) To complete online registration by **09 May 2025**; and 2) To submit paper(s) and presentation(s) by **13 May 2025**

Sir/Madam,

I am pleased to invite your Administration to participate in the Tenth Meeting of the ICAO Asia/Pacific Search and Rescue Workgroup (APSAR/WG/10) at Sokhalay Angkor Resort & Spa, Siem Reap, Cambodia, from 27 to 30 May 2025, graciously hosted by the State Secretariat of Civil Aviation (SSCA).

Enclosed herewith are the Provisional Order of Business (**Attachment A**) and Provisional Agenda (**Attachment B**), and Meeting Bulletin (**Attachment C**). I request that the delegate(s) from your Administration who will be attending the meeting complete online registration by **Friday 09 May 2025**, using the link provided in the APSAR/WG/10 meeting webpage at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>. 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.

In order to make the meeting more productive and effective, participating Administrations/International Organizations are urged to submit papers and presentations to the meeting **no later than two weeks prior to the meeting date** via email to the ICAO Asia/Pacific Regional Office at apac@icao.int. A working paper/information paper template is available from the APSAR/WG/10 webpage on the ICAO Asia/Pacific Regional Office website. In the event that papers are received after **Tuesday 13 May 2025**, they will normally be treated as flimsies, and may only be presented to the meeting if time permits and after all other papers correctly submitted before the deadline have been read.

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Participants should obtain meeting materials prior to the commencement of the meeting from the APSAR/WG/10 webpage.

APAC Administrations are also reminded of *Conclusion ATM/SG/10-1*, which urged Asia/Pacific Administrations to report their Regional SAR Plan at least once annually, by no later than 28 February each year, using the *Regional SAR Plan Monitoring and Reporting Form*. The status of implementation as reported to the ICAO Asia/Pacific Regional Office will be reported to APSAR/WG/10. The Regional SAR Monitoring and Reporting Form is available in MS Excel format on the ICAO Asia/Pacific Regional Office eDocuments webpage at <https://www.icao.int/APAC/Pages/edocs.aspx>. Status reports received by **28 February 2025** will be included in the relevant Secretariat Working Paper.

In addition, we wish to bring your attention to SWIMTF/9 action item 9-15 - *Search and rescue service defined under APAC Common SWIM Aeronautical Information Services and its priority need further discussion in the relevant SAR groups with APAC. SWIM TF Secretary will coordinate with the secretary of the ICAO Asia/Pacific Search and Rescue Work Group (APSAR/WG) for this discussion.* Kindly include the relevant SWIM technical experts to address the above-mentioned action item.

Administrations currently having APANPIRG ATM and Airspace Safety Deficiencies recorded in the SAR field (Asia/Pacific SAR Plan) are encouraged to provide information on corrective actions taken, for update of the Deficiencies List.

Yours sincerely,



Tao Ma
Regional Director

Enclosures:

- A — Provisional Order of Business
- B — Provisional Agenda
- C — Meeting Bulletin

PROVISIONAL ORDER OF BUSINESS

TIME	ACTIVITIES
TUESDAY 27 MAY 2025	
0830–0900	Registration of Participants
0900–1000	Opening Ceremony
	Welcoming Remark by H.E Dr. Mao Havannall Minister in charge of SSCA
	Group Photo/Coffee Break
1000–1030	Opening of the Meeting (by Chairman)
	Introduction of Participating Administrations
1030–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items
WEDNESDAY 28 MAY 2025	
0900–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items
THURSDAY 29 MAY 2025	
0900–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items
FRIDAY 30 MAY 2025	
0900–1700	Review of Draft Report
	Adoption of Report
	Closure of Meeting

Morning and afternoon breaks will be taken each day, the timing being at the discretion of the Chair

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ATTACHMENT B to State letter T 3/10.1 — AP024/25 (ATM)**PROVISIONAL AGENDA**

AGENDA ITEM	SUBJECT
1	Adoption of Agenda
2	Review Outcomes of Related Meetings
3	Global Update
4	Asia/Pacific and Inter-regional SAR Planning, Coordination and Cooperation
5	Asia/Pacific Regional SAR Plan
6	Any Other Business
7	APSAR/WG Task List
8	Date and Venue for Next Meeting

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ATTACHMENT C to State letter T 3/10.1 — AP024/25 (ATM)

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE

TENTH MEETING OF THE ICAO ASIA/PACIFIC SEARCH AND RESCUE WORKGROUP
(APSAR/WG/10)

(Sokhalay Angkor Resort & Spa, Siem Reap, Cambodia, 27 – 30 May 2025)

MEETING BULLETIN

1. Dates and Venue

1.1. The Meeting will be held at Sokhalay Angkor Resort & Spa, Siem Reap, Cambodia from Tuesday 27 to Friday 30 May 2025. The meeting will start at 09:00 hours (local time, UTC+7) each day. The Meeting Venue is located at:

National Road 6, Sro Nge Commune, Siem Reap, Cambodia

Website: <https://www.sokhalayangkor.com>

Telephone: (+855) 63 968 222 / 967 575

Mobile phone: (+855) 12 591 592 / 078 222 244

Fax: (+855) 63 967 581

E-mail: seila@sokhalayangkor.com

1.2. Participants are requested to register at the Registration Desk in the reception area of Sokhalay Angkor Resort & Spa, between 08:30 and 09:00 hours on the opening day of the meeting and obtain a meeting identification badge. Participants shall wear the identification badge at all times when inside the Sokhalay Angkor Resort & Spa.

2. Meeting Documents, Papers for Distribution etc.

2.1. Participants are requested to note that working or information papers for the meetings **must reach ICAO Office at least two weeks before the commencement of the meeting**. Meeting documents will be available on the ICAO APAC website prior to the meeting. Paper documents on hardcopy will not be available.

2.2. Wi-Fi connections to the internet is available on the venue of Sokhalay Angkor Resort & Spa, to allow viewing papers online. Access information to Wi-Fi will be available at the Registration Desk.

3. Visa, Insurance and Customs

3.1. Participants must possess the documentation required to enter and stay in Cambodia. Participants may wish to obtain information on Cambodia entry requirements by accessing the Ministry of Foreign Affairs & International Cooperation, Kingdom of Cambodia website (<http://www.evisa.gov.kh>).

3.2. According to current regulations, passport holders from ASEAN Member States (AMS) may enter Cambodia without a visa. Non-ASEAN participants shall arrange their own visas individually.

3.3. For the immigration process, participants are required to prepare a valid passport with a minimum validity term of six (6) months.

4. Accommodation

4.1. The meeting will be held at the Sokhalay Angkor Resort & Spa. Participants are highly recommended to stay at this hotel as it is very convenient. We also provide other hotels options.

4.1.1. Sokhalay Angkor Resort & Spa

Address: National Road 6, Sro Nge Commune, Siem Reap, Cambodia.

Tel: (+855) 63 968 222 / 967 575

Fax: (+855) 63 967 581

Mobile: (+855) 12 591 592 / 078 222 244

E-mail: eila@sokhalayangkor.com

Room Type	Room Rates USD
	Single/Double/Twin
Premier Deluxe Hotel Room	USD 55.00/Room/Night
Premier Luxury Hotel Room	USD 85.00/Room/Night
Grand Sokhalay Suite Hotel Room	USD 220.00/Room/Night
Deluxe Garden View Villa	USD 55.00/Room/Night
Deluxe Pool View Villa	USD 85.00/Room/Night
Extra Bed	USD25.00/Night

All the above room rates quoted are inclusive of:

- Welcome drink with cool towel upon arrival
- Daily buffet breakfast in the hotel restaurant
- Daily 02 bottles of drinking water
- Complimentary of tea and coffee facilities in the room
- Free Wi-Fi connection in guest room and hotel area
- Usage of outdoor and indoor swimming pool, fitness centre, steam, sauna

4.1.2. Sokha Siem Reap Resort & Convention Center [5-star]

Room Type	Room Size	Room Rate
Deluxe Garden View	40 sqm	USD 100.00/Room/Night (SGL/TWN/DBL)
Deluxe Pool View	40 sqm	USD 110.00/Room/Night (SGL/TWN/DBL)
Junior Suite	68 sqm	USD 250.00/Room/Night (SGL/TWN/DBL)
Extra Bed	USD 35.00/Night, with breakfast	

General Privileges & Benefits

- Welcome drink and cold towel upon arrival
- Daily international buffet breakfast in the restaurant
- Two bottles of the local drinking water [Bokor Brand] in the room, replenished daily
- Coffee & tea making facilities in the room
- Complimentary Wi-Fi internet access
- Complimentary access to hotel pools
- Standard turn-down service in the evening daily
- All rates quoted are net, inclusive of all taxes, service charge & non-commissionable; unless otherwise indicated.

4.1.3. Hotel Somadevi Angkor Resort & Spa [5-star]

Room Type	Single Bed	Double/Twin Bed Rate
Superior Room	USD 50.00/Room/Night	USD 55.00/Room/Night
Deluxe Room	USD 60.00/Room/Night	USD 65.00/Room/Night
Premium Deluxe Room	USD 90.00/Room/Night	USD 100.00/Room/Night
Extra Bed	USD 25.00/Night	

All the above room rates quoted are inclusive of:

- Welcome drink upon arrival
- Daily buffet breakfast in the hotel restaurant
- Free used swimming pool, gym, sauna, jacuzzi and steam
- Wi-Fi internet

4.2. Check-In and Check-Out Policy

The official check-in time is 14:00 hours and the check-out time is 12:00 hours. Early check-in or late check-out requests can be accommodated based on room availability. Otherwise, an additional charge shall be applied:

Check-In		Check-Out	
Before 10:00 hours	100% of rate quoted	12:00 hours	Check-out time
10:00 – 14:00 hours	50% of rate quoted	12:00 – 18:00 hours	50% of rate quoted
After 14:00 hours	Check-in time	After 18:00 hours	100% of rate quoted

5. **Food and Catering Arrangements**

5.1. Tea/coffee and lunch will be provided (Welcome/Farewell Dinner arrangements to be notified).

6. **Further Information**

6.1. Information about Siem Reap City

Siem Reap is the second-largest city in Cambodia, as well as the capital and largest city of Siem Reap Province, located in northwestern Cambodia. The land area of Siem Reap is 10,299 km², with a population of approximately 1,014,234 people.

6.2. Weather

The temperature in May at Siem Reap ranges from 30 to 34 degrees Celsius. It is a hot season.

6.3. Language

The Khmer language is officially used for most purposes. While English is rarely spoken in everyday civilian life, it is occasionally used in tourism and commerce in major cities, including Siem Reap.

6.4. Bank and Currency

Although Riel (KHR) is the official currency, the US dollar is widely used in Cambodia. Many businesses, especially hotels, airlines, restaurants, souvenir shops, set their prices in USD, and all expenses can be paid in USD, even for smaller purchases.

The exchange rate is approximately KHR 4,020 to USD 1. Automated Teller Machines (ATMs) are widely available in major towns and accept Visa and MasterCard. You can withdraw cash in USD only, and transaction fees may apply. Banks typically operate from 08:00 to 15:30 hours, Monday to Friday, with some open for half days on Saturday. Hotels and shops accept both cash and cashless payments, which may include QR code options.

6.5. Communications

The country code for Cambodia is +855. There are three main mobile operators: Cellcard, Smart, and Metfone. You can purchase mobile SIM cards with 4G connectivity at the airport or at phone shops in Siem Reap city.

6.6. Emergencies

In the event of an emergency, participants should contact the following services: Police at 117, Fire Department at 666 or 118, and Medical Emergencies at 119.

6.7. Dress Code

The recommended attire for the meeting shall be business casual.

6.8. Transportation Arrangements

Participants are encouraged to make their own transport arrangements from the Siem Reap Angkor International Airport (SAI) to the hotel/meeting venue and their return to the airport.

SAI is the main airport serving Siem Reap, Cambodia, which is the closest city to the Angkor temples. Sokhalay Angkor Resort & Spa is located in Siem Reap city, approximately 45 kilometres from the airport. Transportation options from SAI to the Sokhalay Angkor Resort & Spa typically include:

Taxis: Taxis are readily available at the airport, and they are usually metered. The travel time is approximately 40 – 50 minutes to reach the hotel.



Direction from Siem Reap
Angkor International Airport to
Sokhalay Angkor Resort & Spa



Location of Sokhalay Angkor
Resort & Spa

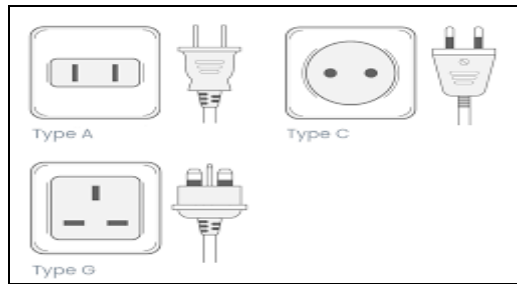
6.9. Time Zone

Siem Reap time is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

6.10. Electricity Equipment

The standard voltage throughout Cambodia is 220V and with a standard frequency of 50Hz.

There are three associated plug types: A, C, and G. Plug type A is the plug that has two flat parallel pins, plug type C is the plug that has two round pins, and plug type G is the plug with three rectangular pins, in a triangular pattern.



6.11. Medical and Insurance

The Host will not bear the cost of insurance, medical expenses or any other expenses of the participants. Participants are required make necessary arrangements for insurance and medical coverage before travel. In case of emergency, please kindly contact the Reception / Front Desk of the Hotel. They will assist to call the doctor on your behalf.

6.12. Further Information

Please contact ICAO Secretariat and officers of State Secretariat of Civil Aviation (SSCA) of Cambodia at:

ICAO Secretariat: Mr. Hiroyuki Takata E-mail: htakata@icao.int ; APAC@icao.int Dr. Prakayphet Chalayonnawin E-mail: pchalayonnawin@icao.int	SSCA Officer: Mr. Sieng Seloske Tel: +855-12-994-878, 10-848-288 E-mail: sieng.sar@gmail.com Mr. Taing Sokhom Tel: +855-10-283-032, E-mail: sokhom.taing@gmail.com
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