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Civil Aviation
Organization

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Международная
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гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/14.11 – AP057/26 (ATM)

10 April 2026

Subject: Workshop on APAC Region ATM Contingency
Framework (RACF)
(Tokyo, Japan, 13 – 17 July 2026)

Action required: a) To complete online registration by
26 June 2026

Sir/Madam,

I have the honour to invite your Administration/Organization to the Workshop on APAC Region ATM Contingency Framework (RACF), organized by the International Civil Aviation Organization (ICAO) Asia and Pacific (APAC) Office, supported by ICAO Headquarters and the Japan Civil Aviation Bureau, to be held in Tokyo, Japan, from 13 to 17 July 2026.

The workshop is convened to finalize the draft Asia/Pacific RACF, which was discussed at the ICAO APAC/MID ATM Contingency Planning Workshop and APAC ATM Contingency Tabletop Exercise (Bangkok, Thailand, 25 – 28 June 2024) and subsequently refined to ensure a more effective, harmonized, and collaborative approach to preparing for, responding to, and managing ATM contingency events within and across ICAO Regions.

Additionally, the workshop will advance coordination on Space Object Launch and Re-entry Activities, reflecting discussions at the Thirteenth Meeting of the Air Traffic Management Sub-Group (ATM/SG/13, Singapore, 25 – 29 August 2025) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG), particularly Action Item 13/8.

Enclosed herewith are the Tentative Programme (**Attachment A**) and Event Bulletin (**Attachment B**). I request that the delegate(s) from your Administration/Organization who will be attending the workshop complete online registration by **Friday, 26 June 2026**, using the link provided in the 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 to 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 workshop.

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Chatuchak
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Thailand

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www.icao.int/apac
e-mail: apac@icao.int

Please accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to be the Chinese characters '馬培' (Ma Pei).

Tao Ma
Regional Director

Enclosures:

- A — Tentative Programme
- B — Event Bulletin

TENTATIVE PROGRAMME

TIME	ACTIVITIES
MONDAY 13 JULY 2026	
0930-1000	Registration of Participants
1000	Opening Remarks
1030	<i>Group Photo and Tea/Coffee Break</i>
0945-1200	APAC Region ATM Contingency Implementation Experience
1200-1300	<i>Lunch Break</i>
1300-1430	Update on Recent Contingency Arrangements
1430-1500	<i>Tea/Coffee Break</i>
1500-1630	Experience and Challenges in Contingency Plan Implementation
TUESDAY 14 JULY 2026	
0930-1030	Regional ATM Contingency Framework (RACF) Overview
1030-1100	<i>Tea/Coffee Break</i>
1100-1200	Regional ATM Contingency Framework (RACF) Overview
1200-1300	<i>Lunch Break</i>
1300-1430	Breakout Session on RACF
1430-1500	<i>Tea/Coffee Break</i>
1500-1630	Breakout Session on RACF
WEDNESDAY 15 JULY 2026	
0930-1030	Breakout Session on RACF
1030-1100	<i>Tea/Coffee Break</i>
1100-1200	Overview of the Asia/Pacific Regional Guidance for Space Object Launch and Re-entry Activities Coordination
1200-1300	<i>Lunch Break</i>
1300-1430	Breakout Session on Coordination of Space Object Launch and Re-entry Activities
1430-1500	<i>Tea/Coffee Break</i>
1500-1630	Breakout Session on Coordination of Space Object Launch and Re-entry Activities
THURSDAY 16 JULY 2026	
	Finalization to the Plan
0930-1030	RACF Report from Breakout Session
1030-1100	<i>Tea/Coffee Break</i>
1100-1200	RACF Report from Breakout Session
1200-1300	<i>Lunch Break</i>

TIME	ACTIVITIES
1300–1430	Breakout Session Report on Space Object Launch and Re-entry Activities Coordination
1430–1500	<i>Tea/Coffee Break</i>
1500–1600	Next Steps and Workshop Recommendations
1600–1630	Summary of Workshop
FRIDAY 17 JULY 2026	
0900–1300	Technical Visit to the Contingency Facility at Tokyo International Airport

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE

WORKSHOP ON APAC REGION ATM CONTINGENCY FRAMEWORK (RACF)

(Tokyo, Japan, 13 – 17 July 2026)

EVENT BULLETIN

1. **Dates and Venue**

1.1 The Workshop will be held at the Sanbancho Kyoyo Kaigisho from Monday 13 July to Friday 17 July 2026. The opening session of the workshop will be held at 10:00 hours (local time, UTC+9) on Monday 13 July 2026. The workshop will start at 09:30 hours (local time, UTC+9) from Tuesday 14 July to 17 July 2026. The Workshop venue is located at:

Sanbancho Kyoyo Kaigisho
2-1-5 Kudan-minami, Chiyoda-ku, Tokyo, Japan

Please [Click here for Google Maps](#)

2. **Officers and Secretariat**

NAME	TITLE	CONTACT
Mr. Hiroyuki Takata	Regional Officer	htakata@icao.int ; Tel: 66 2 537 8189
Dr. Trish Prakayphet Chalayonnawin	Programme Analysis Associate	pchalayonnawin@icao.int ; Tel: 66 2 537 8189

3. **Registration and Access**

3.1 All participants are strongly encouraged to pre-register using the online registration form available on <https://www.icao.int/APAC/meetings> and to follow the instructions to complete the pre-registration.

3.2 Documentation requirement for Registration

- A formal letter or email of Designation/Nomination from the Civil Aviation Authority/Administration of a Member State 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 AP057/26 (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/Administration/International organizations.

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

3.4 Participants are requested to register at the *Registration Desk in the Third and Fourth meeting room of the Sanbancho Kyoyo Kaigisho between 09:30 - 10:00 hours* on the opening day and obtain the Workshop identification badge. Identification badge must be always worn visibly when inside Sanbancho Kyoyo Kaigisho (Note: The Sanbancho Kyoyo Kaigisho gates open at 9:00 hours.).

3.5 Additional House Keeping information is available on site.

4. Workshop Documents, Papers for Distribution etc.

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

5. Wi-Fi

5.1 Wi-Fi connection to the Internet is available in the premises of the Workshop venue to enable participants to view the Workshop material online. Participants will find information on how to access the Wi-Fi at the Registration Desk.

6. Food and Catering Arrangements

6.1 Tea and coffee for participants during the Workshop breaks will be provided at the other room, opposite side of the event room.

6.2 The host of the Workshop does not provide lunch for participants during the Workshop. Participants are responsible for their own lunch arrangements and may purchase meals from restaurants/cafeterias/convenience store located near the Sanbancho Kyoyo Kaigisho.

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

7. Visa, Insurance and Customs

7.1 All foreign nationals entering Japan must possess valid passports or other valid documents for travel. Visitors from certain countries are not required to obtain visas for a temporary visit. It should, however, be noted that the temporary visa exemption and its length are decided for each country. And the exemption issued upon arrival at the airport cannot be extended beyond the period except under extraordinary circumstances. Detailed information regarding entry visa requirements could be found on: https://www.mofa.go.jp/j_info/visit/visa/index.html.

7.2 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, Administration or State in question should send a request, on official letterhead, to Mr. Yuki Yonetani,

Mr. Yoshihisa Kumamoto, and Mr. Kazuomi Sawatani at least six weeks before the Workshop. The contact addresses are as follows.

Mr. Yuki Yonetani, Deputy Director of Air Traffic International Affairs Office, Air Traffic Service Department, Civil Aviation Bureau (JCAB)
Tel: +81 3 5253 8740
E-mail: yonetani-y2rw@mlit.go.jp

Mr. Yoshihisa Kumamoto, Special Assistant to the Director of Air Traffic International Affairs Office, Air Traffic Service Department, Civil Aviation Bureau (JCAB)
Tel: +81 3 5253 8740
E-mail: kumamoto-y06ce@mlit.go.jp

Mr. Kazuomi Sawatani, Chief Official of Air Traffic International Affairs Office, Air Traffic Service Department, Civil Aviation Bureau (JCAB)
Tel: +81 3 5253 8740
E-mail: sawatani-k46ct@mlit.go.jp

7.3 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 Workshop. JCAB will not take responsibility for any expenses incurred concerning participation in its events.

7.4 Foreign currencies may be taken out of the country up to the amount imported and declared. Up to date information is available at the Japan Customs.

<https://www.customs.go.jp/english/summary/passenger.htm>

8. Hotel Reservations, Transportation and Parking

8.1 Participants are requested to make their own arrangements for accommodation. [Recommended hotels](#) are listed at the end of this bulletin.

8.2 Participants are requested to make their own arrangements for transportation from the airport to the city and from their hotels to the venue of the Workshop.

8.3 There are two international airports in Tokyo, Narita and Haneda Airports.

8.4 Narita Airport (or New Tokyo International Airport) is approximately 60 km from Tokyo city center. It is served by public transportation, such as railways, airport limousines, or taxis. Two railways, JR and Keisei Lines serve Narita Airport. It takes approximately 60 min from Narita Airport to Tokyo city center by train. Information about the transportation between Narita Airport and Tokyo city center could be found at the Narita Airport website at: <http://www.narita-airport.jp/en/access/index.html>

8.5 Haneda Airport (or Tokyo International Airport) is approximately 20 km from Tokyo city center. It is served by public transportation, such as railways, airport limousines, or taxis. Two railways, Keikyu and Tokyo Monorail Lines serve Haneda Airport. It takes approximately 20 min from Haneda Airport to Tokyo city center. Information about the transportation between Haneda Airport and Tokyo city center could be found at the Haneda Airport website at: <http://www.tokyo-airport-bldg.co.jp/en/access/>

8.6 Transportation in the city is convenient with dense railway, subway, and bus networks. There is a loop railway line of JR Yamanote Line connecting most of major downtowns of Tokyo including Tokyo, Shinjuku, Ueno, Akihabara, Shinagawa and Shinbashi. There are two subway networks, Toei and Tokyo Metro. Information on JR Line and subways could be found on:

JR Line	https://www.jreast.co.jp/e/index.html
Toei Subway	https://www.kotsu.metro.tokyo.jp/eng/index.html
Tokyo Metro	https://www.tokyometro.jp/en/index.html

9. **Direction to the Workshop Venue: Sanbancho Kyoyo Kaigisho**

9.1 The Workshop will be held at the Sanbancho Kyoyo Kaigisho.

9.2 Sanbancho Kyoyo Kaigisho is located at 2-1-5, Kudan-minami, Chiyoda-ku, Tokyo. The closest station is Kudanshita Station served by Subway Tokyo Metro Tozai Line and Toei Shinjuku Line. It is about a 10-minute walk from Exit 2 of Kudanshita Station. Details of the access to Sanbancho Kyoyo Kaigisho are provided at the end of this bulletin.

9.3 Further information about the location of the venues can be found in the [attached map](#) at the bottom of this bulletin.

10. **Further Information**

10.1 Smoking is prohibited in the Workshop venue. Participants who wish to smoke are requested to use the designated smoking area outside the entrance on the 1st floor.

10.2 Time in Japan is 9 hours ahead of Coordinated Universal Time (UTC+9).

10.3 There are official money exchanges at airports and throughout downtown Tokyo city and some are open 24 hours per day. There are also banks and other official money exchangers located in Tokyo, but most are only open 09:00 to 17:00 hours, Monday to Friday. There are of course many Automatic Teller Machines (ATMs) available throughout the city, suburbs and regional locations. To change travelers' checks, you are required to show your passport.

10.4 In Tokyo, the mean temperatures during the month of July are the minimum of 22.4°C and the maximum of 29.9°C. There is on average 156mm rainfall in July. Further climate statistics for Tokyo can be found at the Japan Meteorological Agency's website:
<https://www.data.jma.go.jp/obd/stats/data/en/index.html>

10.5 The voltage used throughout Japan is uniformly 100V (50/60 Hz). Two-flat-pin plugs (plug type A) are commonly used. Three-pin plugs or columnar-shaped plugs are not used in Japan.

10.6 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

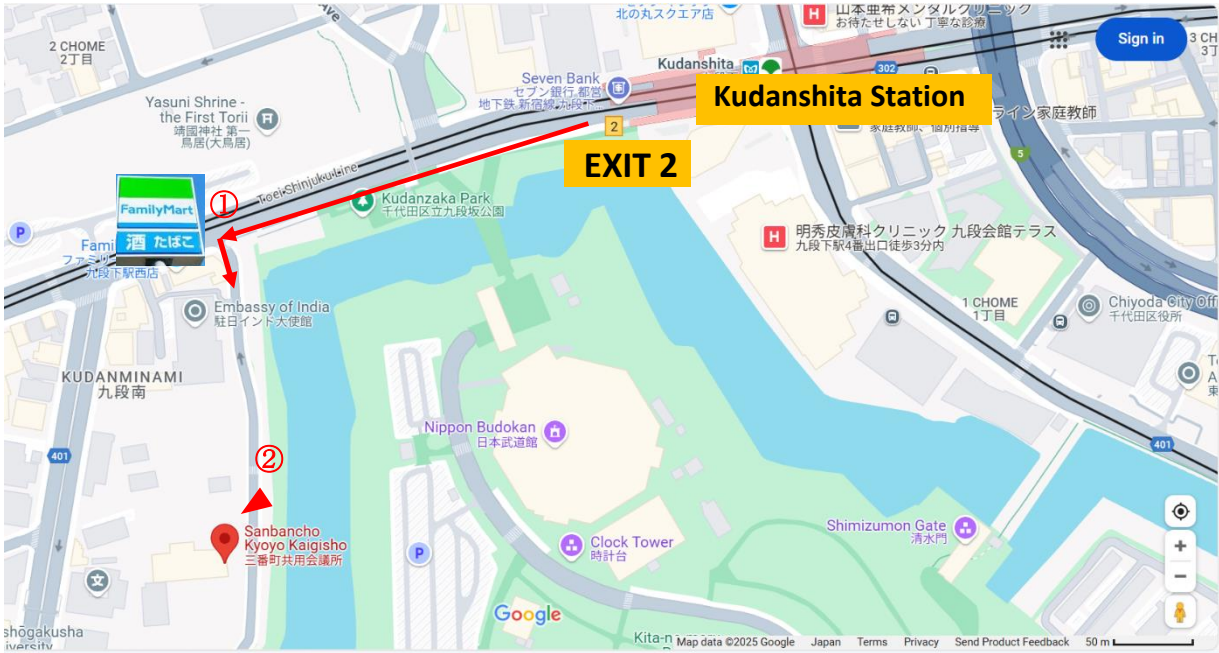
10.7 For further information, please contact the addresses, at item "7.2" above noted.

Map & Access to Sanbancho Kyoyo Kaigisho

1. Railway

- 10 minutes walk from Exit 2 of Kudanshita Station
- Tokyo Metro Tozai Line or Toei Shinjuku Line

2. Map



2.1 To reach the Sanbancho Kyoko Kaigisho from Kudanshita Metro Station, please use Exit 2 (toward Nippon Budokan). After leaving the station, walk straight along Yasukummi Street for approximately 7 to 10 minutes. Just before the Matsuoka Kudan building (with Family Mart on the first floor), turn left onto the side road.



2.2 Proceed along the Chidorigafuchi Greenway, and you will find the Sanbancho Kyoyo Kaigisho just past the Embassy of India.

Recommend Hotel List

Hotel name	Address		Price	Distance to the venue
Keio Presso Inn Kudanshita 京王プレッソイン東京九段下	2-8 Kandatacho, Chiyoda-ku, Tokyo 101-0046 +81-3-3252-0202	https://www.presso-inn.com/kudanshita/	★★★ From 16,000 JPY per night	750 meters
No.187 APA Hotel Tokyo Kudanshita アパホテル〈東京九段下〉	1-4-7, Iidabashi, Chiyoda-ku, Tokyo, 102-0072 +81-3-5210-7111	https://www3.apahotel.com/hotel/syutoken/tokyo/tokyo-kudanshita/	★★★ From 13,100 JPY per night	900 meters
Hotel Monterey Hanzomon ホテルモントレ半蔵門	23-1 Ichiban-cho, Chiyoda-ku, 102-0082 +81-3-3556-7111	https://www.hotelmonterey.co.jp/en/hanzomon/	★★★ From 16,000 JPY per night	1,000 meters
Hotel Villa Fontaine Tokyo – Kudanshita ホテルヴィラフォンテーヌ東京九段下	2-4-4 Nishi Kanda, Chiyoda City, Tokyo, 101-0065 +81-3-3222-8880	https://www.hvf.jp/eng/kudanshita/	★★★ From 10,800 JPY per night	1,000 meters
No.269 APA Hotel Iidabashi Ekiminami アパホテル〈飯田橋駅南〉	3-1-4, Iidabashi, Chiyoda-ku, Tokyo, 102-0072 +813-3237-5111	https://www3.apahotel.com/hotel/syutoken/tokyo/iidabashi-ekiminami/	★★★ From 21,200 JPY per night	1,000 meters
ARCADIA ICHIGAYA SHIGAKU KAIKAN アルカディア市ヶ谷 私学会館	4-2-25 Kudankita, Chiyoda-ku, 102-0073 +81-3-3261-9921	https://www.arcadia-jp.org/eng/	★★★ From 11,600 JPY per night	1,100 meters
HOTEL METROPOLITAN EDMONT TOKYO ホテルメトロポリタンエドモント	10-8, Iidabashi-3chome, Chiyoda-ku, Tokyo 102-8130 +81-3-3237-1111	https://edmont-tokyo.hotel-metropolitan.com/	★★★★ From 31,320 JPY per night	1,100 meters
Diamond Hotel ダイヤモンドホテル〈半蔵門〉	1-10-3 Kojimachi, Chiyoda-ku, Tokyo 102-0083 +81-3-3263-2211	https://www.diamond-hotel.co.jp/en	★★★ From 9,500 JPY per night	1,200 meters
TOKYO GREEN PALACE 東京グリーンパレス	2 Niban-cho, Chiyoda-ku, Tokyo, 102-0084 +81-3-5210-4600	https://sotetsu-hotels.com/en/sunroute/tokyogreenpalace/	★★★ From 17,000 JPY per night	1,300 meters
NEST HOTEL TOKYO HANZOMON ネストホテル東京半蔵門	2-18 Hayabusacho, Chiyoda-ku, Tokyo, Japan +81-3-6261-4022	https://nest-hanzomon.intokyohotels.com/en/	★★★ From 18,600 JPY per night	1,400 meters
Sotetsu Fresa Inn Ochanomizu-Jimbocho 相鉄フレッサイン 御茶ノ水神保町	1-19-7 Kanda-jimbocho, Chiyoda-ku, Tokyo, 101-0051 +81-3-3518-8203	https://sotetsu-hotels.com/fresa-inn/jimbocho/	★★★ From 13,500 JPY per night	1,500 meters
Hotel GrandHill Ichigaya ホテルグランドヒル市ヶ谷	4-1 Ichigaya Honmuracho, Shinjuku-Ku, Tokyo 162-0845 +81-3-3268-0111	https://www.ghi.gr.jp/en/index.html	★★★ From 12,150 JPY per night	1,700 meters