



ICAO

International Civil Aviation Organization

The 2026 ICAO APAC Online Training on State Action Plan (SAP)

29 and 30 July 2026, 09:00 to 12:30 ICT (UTC+7)

29 and 30 July 2026, 08:00 to 11:30 BST (UTC +6)

TRAINING BULLETIN

1. Schedule of the Training

1.1. The 2026 ICAO APAC Online Training on State Action Plan (SAP) will open at **09:00 hrs. ICT (UTC+7) on Wednesday, 29 July 2026, 08:00 hrs. BST (UTC+6) on Wednesday, 29 July 2026.**

1.2. The discussion sessions (on the agenda items) are scheduled from **09:15 to 12:30 hrs. ICT (UTC +7) on Wednesday, 29 July 2026 and Thursday, 30 July 2026, 08:15 to 11:30 hrs. BST (UTC+6) on Wednesday, 29 July 2026 and Thursday, 30 July 2026.**

2. Officers and Secretariat concerned with the Training

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1. Registration of participants

2.1. Nominated participants are requested to complete **the online registration** available on **the 2026 ICAO APAC Online Training on State Action Plan (SAP) website by 24 July 2026.**

2.2. To ensure participants receive the Training joining instructions via email, each participant must provide an active email address during registration.

3. Training materials

3.1. The Secretariat will publish the Training materials (i.e., presentations, agenda, bulletin, documents etc.) on the training website at: **<https://www.icao.int/APAC/meetingdocs?fid=24754>**.

4. Joining the Training

4.1. All registered participants will receive an e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions approx. five days before the Training.

4.2. When joining the Training, please ensure that your **microphone is muted** and **video is turned off**.

4.3. To ensure all Training participants are easily identifiable, please ensure that your training display name reflects your State/Special Administrative Region/Organization, first, followed by your participant’s name, e.g., “**ICAO – Name**”.

4.4. Please join the training approx. 10-minutes before to the scheduled time.

5. Participants’ working environment

5.1 All participants should ensure that they join the Training from a location with minimal or preferably no background noise.

5.2 To avoid disruptions to the training due to audio-feedback, all participants should ensure that only one computer/device per room/office has its microphone and speaker activated at any one time.

6. During the Training

6.1 To submit questions or comments for the **Q&A session**, please use the **chat/ hand rise** menu in the meeting application before speaking.

6.2 Participants should only unmute their microphone and turn on their video when invited to speak by the Speaker or Moderator. Please remember to mute your microphone and turn off your video when finished speaking.
