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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: RSO – AP088/26 (RSO)

16 July 2026

Subject: Fifteenth Meeting of the ATFM Concept
Design Ad-Hoc Group (ATFM CONOPS/15)
(Bangkok, Thailand, 26 – 30 October 2026)

Action required: To complete online registration by **9 October 2026**

Sir/Madam,

Reference is made to *Decision ATFM/SG/15-6* of the Fifteenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/15), held in Bangkok from 28 April to 2 May 2025, which established the ATFM Concept Design Ad-Hoc Group. The Ad-Hoc Group is tasked with reviewing and developing a new version of the *Asia/Pacific Regional ATFM Concept of Operations*, for delivery at the Seventeenth Meeting of the Asia/Pacific Air Traffic Flow Management and Airport Collaborative Decision-Making Steering Group (ATFM & A-CDM/SG/17) in 2027.

The Ad-Hoc Group, comprising nominated representatives from Asia/Pacific States and Administrations, has made considerable progress on the new Concept of Operations since its inception and will convene an in-person meeting from **26 to 30 October 2026** at the ICAO Asia/Pacific Regional Office in Bangkok, Thailand. The primary objectives of the meeting are to:

(1) review and refine the draft *Asia/Pacific Regional ATFM Concept of Operations* developed during the year; and

(2) agree on the work plan to finalize the document for timely delivery to the ATFM & A-CDM/SG/17.

The provisional agenda is provided in **Attachment A** to this letter.

Accordingly, I am pleased to invite your Administration to participate in the Fifteenth Meeting of the ATFM Concept Design Ad-Hoc Group (ATFM CONOPS/15), to be held in Bangkok, Thailand, from 26 to 30 October 2026.

Preferred participants are Subject Matter Experts (SMEs) who have been nominated as State Representatives or Observers to the Ad-Hoc Group, as listed in **Attachment B** to this letter. Other SMEs with relevant experience, as stipulated in Section 4 of the Ad-Hoc Group's Terms of Reference (**Attachment C**), who are familiar with or have been supporting the work of the Ad-Hoc Group may also be nominated to participate. However, due to the limited seating capacity of the meeting room and to ensure productive discussion, priority will be accorded to existing Ad-Hoc Group members. The ICAO Asia/Pacific Regional Office may coordinate with your Administration to limit the number of delegates as appropriate.

Asia and Pacific Office
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Chatuchak
Bangkok 10900
Thailand

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P.O. Box 11
Samyaeek Ladprao
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Tel.: +66 (2) 537-8189
Fax: +66 (2) 537-8199

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

A Meeting Bulletin (**Attachment D**) and ICAO Asia/Pacific Regional Office Health and Safety Information for Meeting Participants (**Attachment E**) are enclosed for your information.

I request that delegates from your Administration who will be attending the meeting complete online registration by **9 October 2026**, using the link provided in the ATFM Concept Design Ad-Hoc Group meeting webpage at: <https://www.icao.int/APAC/meetings>. Please ensure that 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 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 present valid identification will not be admitted.

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

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Tao Ma'.

Tao Ma
Regional Director

Enclosures:

- A — Provisional Agenda
- B — ATFM Concept Design Ad-Hoc Group Membership List
- C — ATFM Concept Design Ad-Hoc Group Terms of Reference
- D — Meeting Bulletin
- E — ICAO APAC Regional Office Health and Safety Information for Meeting Participants

ATTACHMENT A to State letter Ref: RSO – AP088/26 (RSO)

Provisional Agenda & Order of Business

Provisional Agenda

AGENDA ITEM	SUBJECT
1	Review of Draft APAC Regional ATFM Concept of Operations • Background, Current Landscape, and Opportunities • ConOps to Address Short-Term Challenges • ConOps for Mid-Term Improvements • Conceptual Framework for Long-Term Vision
2	Discussion on Implementation Guiding Principles
3	Work Planning: Q4/2026 – Q1/2027
4	Any Other Business

Note:

This Provisional Agenda is subject to change depending on the progress of the Ad-Hoc Group. Final agenda will be shared with Ad-Hoc Group members and registered participants ahead of the meeting.

Provisional Daily Schedule

Each day of the meeting is expected to follow this schedule:

TIME	ACTIVITIES
0830–0900	Registration of Participants
0900–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items

Morning and afternoon coffee breaks will be taken each day, at a time appropriate to the progress of the discussion

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ATTACHMENT B

ATFM CONCEPT DESIGN AD-HOC GROUP MEMBERSHIP LIST

	Name	State/Administration	Organization	Title	Role
1	Mr. Simon Godsmark	Australia	AirServices	Network Operations Manager	State Representative
2	Mr. Stuart Ratcliffe	CANSO	CANSO	CANSO Co-Chair ATFM group	State Representative
3	Mr. Soh Po Teen	CANSO	CANSO	Director Asia Pacific Affairs CANSO	State Representative
4	Mr. Zhang Zhiyuan	China	ATMB	Assistant of ATC Division	State Representative
5	Mr. Zhou Hang	China	ATMB	Director of Operations Management Center ATFM Division	State Representative
6	Mr. Yan Xiaoyu	China	ATMB	Supervisor of Operational Command Hall in Operations Management Center	State Representative
7	Mr. Sun Yi	China	ATMB	Director of ATFM Department in Shanghai ATCC	State Representative
8	Mr. Fu Yongqiang	China	ATMB	Director General of Sanya Area Control Center	State Representative
9	Ms. Gao Honglei	China	ATMB	Assistant of CNS Division	Observer
10	Mr. Ji Pengfei	China	ATMB	Assistant of MET Division	Observer
11	Mr. Fang Jing	China	ATMB	Manager of the Tactical Flow Management Department, ATC Division of Aviation Data Communication Corporation	Observer
12	Ms. Liu Xia	China	ATMB	Senior Engineer, OMC/ATMB	Observer
13	Mr. Wicko CT Fok	Hong Kong China	Civil Aviation Department	Operation Officer	State Representative
14	Mr. John Moore	IATA	IATA	Assistant Director, FLTops & OSS	State Representative
15	Mr. Toshihiro Yone	Japan	JCAB	Special Assistant to the Director, ATC Division	State Representative
16	Mr. Edmund Heng	New Zealand	CAA NZ	Senior Technical Specialist Aeronautical Services	State Representative
17	Mr. Peter Blair	New Zealand	Airways NZ	ANS Requirements Team Leader	Observer
18	Mr. Phil Rakena	New Zealand	Airways NZ	Acting Manager Future Services	Observer
19	Mr. Virgilio R. Cipriano	Philippines	CAAP	Facility-in-Charge, Manila ATFM, Air Traffic Service	State Representative
20	Ms. Tanya Lemuria T. Sullivan	Philippines	CAAP	ATMO IV, Manila ATFM, Air Traffic Service	State Representative
21	Mr. Jae-Woong Jung	Republic of Korea	MOLIT	Assistant Director, Air Traffic Management Office	State Representative
22	Mr. Seotaek Oh	Republic of Korea	MOLIT	Assistant Director, Air Traffic Management Office	State Representative
23	Mr. Roger Lau	Singapore	CAAS	Senior Chief (Air Traffic Management)	State Representative
24	Mr. Zhang Huanbin	Singapore	CAAS	Head (Air Traffic Management - Development)	State Representative
25	Ms. Jialing He	Singapore	CAAS	Head ATC Specialist (Air Traffic Flow Management)	State Representative
26	Ms. Koh Wee Luan	Singapore	CAAS	Senior ATC Manager (ATM)	State Representative
27	Chng Xue Li	Singapore	CAAS	Master ATCO (ATFM)	State Representative
28	Ms. Chen Weixuan Candy	Singapore	CAAS	Senior ATC Manager (Regional ATM)	Observer
29	Ms. Achiraya Dechanuntasin	Thailand	CAAT	Air Navigation Service Standards Officer	State Representative
30	Ms. Amornrat Jirattigalachote	Thailand	AEROTHAI	Acting Expert, Director level	State Representative
31	Mr. Sugoon Fucharoen	Thailand	AEROTHAI	Air Traffic Management Network Assistant Manager	State Representative
32	Sqn.Ldr. Paytye Junphuang	Thailand	AOT	Director of Aviation Services Standard	State Representative
33	Mr. Chayanin Phoosangthong	Thailand	AOT	Supervisor of Aeronautical Information Services	Observer
34	Mr. Kittisak Sudtachart	Thailand	Bangkok Airways	Director of Operations Control Center	Observer
35	Lt.JG.Thanawut Niamthong	Thailand	U-Tapao International Airport	Air Traffic Control U-Tapao Tower	Observer
36	Mr. Natee Wongsangpaiboon	USA	FAA	Division Manager (A)Assistant Administrator, NextGen Office	State Representative
37	Mr. Vern Payne	USA	FAA	Manager, CDM and International Operations	State Representative
38	Ms. Almira Ramadani	USA	FAA	Senior Air Traffic Representative for APAC	State Representative
39	Mr. Mai Manh Hung	Viet Nam	CAAV	Director of Air Navigation Department	State Representative
40	Ms. Ho Thi Doan Trang	Viet Nam	CAAV	ATS Official, Air Navigation Department	State Representative
41	Mr. Bui Thanh Ha	Viet Nam	VATM	Director of Air Traffic Services Department	State Representative
42	Mr. Pham Van Manh	Viet Nam	VATM	Manager of ATFM Group, ATS Department	State Representative
43	Mr. Pham Xuan Thanh	Viet Nam	VATM	Manager of ATFM Division, ATFM Center	State Representative
44	Mr. Kenrick "Rick" Taylor	IFATCA	IFATCA	ATCO Representative	State Representative
45	Mr. Blair Cowles	CANSO	ICAI	CAAS Consultant	State Representative

Terms of Reference
Asia/Pacific Air Traffic Flow Management (ATFM) Concept Design
Ad-Hoc Group

1. Objectives

1.1 The current model of regional ATFM in Asia/Pacific is the *Distributed Multi-Nodal ATFM Network concept*, outlined in the *Asia/Pacific Regional ATFM Concept of Operations (v1, September 2015)*. The concept was developed based on operational and technical landscape of the region at the time of its development and has been adopted over the years by regional ATFM implementation groups and States/Administrations in Asia/Pacific. This is a testament to the success of the concept of operations as was initially developed.

1.2 However, the regional circumstance is changing, with the increasing traffic demand and complexity on one hand and the need to modernize regional air traffic management with the advanced capabilities to be ready to support the future operational concepts on the other. A review and redesign of the regional ATFM concept of operations is therefore crucial, with a view that the new concept will be able to address the current operational challenges while also leveraging the benefits from new concepts and technologies, leading to a more efficient, effective, and inclusive ATFM operations in the Asia/Pacific region.

1.3 The ***Asia/Pacific Air Traffic Flow Management (ATFM) Concept Design Ad-Hoc Group*** is therefore established to ***develop a new version of the Asia/Pacific Regional ATFM Concept of Operations, considering the challenges of current operations and the advent of new capabilities and concepts in the coming years.*** This is the primary deliverable of the group.

2. Scope of Responsibilities

The ***Asia/Pacific ATFM Concept Design Ad-Hoc Group*** shall have the following primary responsibilities:

2.1 Review current Regional ATFM Concept of Operations, Regional Framework for Collaborative ATFM, and ATFM operational initiatives in the region to identify areas for improvement and challenges that need to be addressed.

2.2 Research current technological landscape that can enable new ways of implementing ATFM by States/Administrations, including but not limited to Software as a Service (SaaS) concept, cloud-based software solutions, enhanced computing power, and modern optimization algorithms.

2.3 Research future ATM capabilities and concepts, including but not limited to cross-border A-CDM information exchange, SWIM, FF-ICE, and TBO. Subsequently, identify how these capabilities can be used and/or integrated to improve regional ATFM.

2.4 Develop a draft of a new version of *Asia/Pacific Regional ATFM Concept of Operations* to enable a more effective ATFM operations in the Asia/Pacific region as well as a pathway for inter-regional ATFM cooperation.

2.5 Based on the new version of the Regional ATFM Concept of Operations, develop principles to guide an amendment of the Asia/Pacific Regional Framework for Collaborative ATFM, including common operating procedures for the region.

2.6 Establish close working arrangement with other relevant ICAO regional groups, including but not limited to the *ATFM Information Requirement Small Working Group (ATFM-IR/SWG)*, the *Asia/Pacific SWIM Task Force (SWIM TF)*, and the *Asia/Pacific FF-ICE Ad-Hoc Group* to ensure alignment with the progress of future capabilities and concepts, as well as to provide support in defining pathway to realize the new Concept of Operations.

3. Duration

3.1 The *Asia/Pacific ATFM Concept Design Ad-Hoc Group* shall have a tenure of 2 years, with an extension as necessary to ensure the primary deliverable, i.e. the new version of the Asia/Pacific Regional ATFM Concept of Operations, is completed.

4. Administrative Arrangement

Membership

4.1 Members of the Ad-Hoc Group shall be Subject Matter Experts (SMEs) nominated by Asia/Pacific States/Administrations with expertise, knowledge, and experience in any of the following areas:

Air Traffic Flow Management (ATFM)

- ATFM implementation strategies, including operational procedure development,
- Strategic, pre-tactical, and tactical ATFM operations,
- ATFM operational analysis and performance measurement,
- ATFM system/automation development,
- Strong familiarity with the current Asia/Pacific ATFM concept and operational procedures,
- Preferably, ATS knowledge,

System-Wide Information Management (SWIM)

- SWIM concept, including SWIM technical infrastructure, SWIM information services, and SWIM governance,
- SWIM implementation strategies and Asia/Pacific implementation roadmap,

Flight and Flow Information for a Collaborative Environment (FF-ICE)

- FF-ICE concept, including services, processes, and technical requirements,
- Integration of FF-ICE with other ATM processes,
- FF-ICE implementation strategies and Asia/Pacific implementation roadmap,

Aviation Stakeholders' Operations

- Flight planning and flight operations,
- Airport operations and Airport Collaborative Decision Making (A-CDM),

Other Knowledge Areas

- Software development and algorithms
- ATM automation systems
- Applied mathematics / mathematical modeling / network optimization,
- Other areas of knowledge that may be helpful for the work.

4.2 SMEs may also be nominated by international organizations (IOs) including CANSO, IATA, IFATCA, IFALPA, and ICCAIA to become members of the Ad-Hoc Group. Nominated SMEs shall also possess expertise in any of the key knowledge areas mentioned in 4.1.

4.3 To ensure continuity of the discussion and effective working arrangement, States/Administrations and IOs are *encouraged* to provide their nominated SMEs with necessary resources to *continually and consistently participate in the discussions* through both in-person and online meetings throughout the terms of the Ad-Hoc Group.

Working Arrangement

4.4 The Ad-Hoc Group will establish a meeting plan that allows continuous engagement and active contribution of members throughout its duration. Meetings may be conducted in person or online as appropriate to the planned topics of discussion. Meeting plan should be established by the group as early as practicable to allow members to plan their schedule and travel arrangements as necessary.

4.5 The Ad-Hoc Group will also establish a working arrangement and communication channels that allows the members to coordinate and collaborate on the work in a timely and consistent manner.

4.6 The Ad-Hoc Group will coordinate its work with relevant regional groups working on ATFM concept to ensure alignment and complementarity, with a view that there should only be one harmonized regional ATFM concept of operations for Asia/Pacific.

4.7 The Ad-Hoc Group will also coordinate its work with relevant regional groups to ensure that that the new Asia/Pacific Regional ATFM Concept of Operations is used as the basis for developing or updating regional framework and operating procedures, guiding regional development of technological enablers, and initiating implementation efforts to operationalize the concept in the Asia/Pacific region.

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ATTACHMENT D to State letter Ref: RSO – AP088/26 (RSO)

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

**FIFTEENTH MEETING OF THE ATFM CONCEPT DESIGN
AD-HOC GROUP (ATFM CONOPS/15)**

(Bangkok, Thailand, 26-30 October 2026)

MEETING BULLETIN

1. Dates and Venue

1.1 The Meeting will be held at the Secretariat Building Meeting Room 116 of the ICAO Asia and Pacific Office from Monday 26 October to Friday 30 October 2026. The meeting will start at 09:00 hours (local time, UTC+7) each day. The ICAO APAC Regional Office is located at:

International Civil Aviation Organization (ICAO) Asia and Pacific Office 252/1 Vibhavadi Rangsit Road Chatuchak, Bangkok 10900 Tel: +66-2-537-8189 Fax: +66-2-537-8199 E-mail: APAC@icao.int Please Click here for ICAO APAC Office map, or ICAO APAC Regional Office - Google Maps Located opposite of Central Ladprao Kamphaengphet 3 road, near to PTT Headquarters Website: http://www.icao.int/APAC	FOR TAXI: องค์การการบินพลเรือนระหว่างประเทศ (ICAO) ถนนวิภาวดีรังสิต ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว ทางเข้าสวนรถไฟ ถนนกำแพงเพชร 3 ก่อนถึง อาคาร ป.ด.ท. สำนักงานใหญ่ อาคาร 3 ชั้น ใกล้เคียงปั๊มน้ำมัน ป.ด.ท.
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2. ICAO Point of Contact

NAME	TITLE	CONTACT
Ms. Chen Yanru	Programme Assistant ICAO APAC Regional Sub-Office	Email: yanruchen@icao.int

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 ATFM CONOPS/15, RSO – AP088/26 (RSO). 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-rso@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 (Thailand) or passport for verification of their identity prior to entering ICAO facilities. All participants are required to follow the ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO premises. Please allow adequate time for security clearance.

3.4 Participants are requested to register at the Registration Desk in the reception area of Secretariat Building Meeting Room 116 on the Ground Floor between 08:30 and 09:00 hours on the opening day of the meeting and obtain a meeting identification badge. Identification badge must be always worn visibly while on the ICAO premises.

3.5 Additional House Keeping information is available on the ICAO APAC Office website (Section: 'About APAC') at [APAC Office Housekeeping Video](#).

4. Meeting Documents, Papers for Distribution etc.

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

5. Wi-Fi

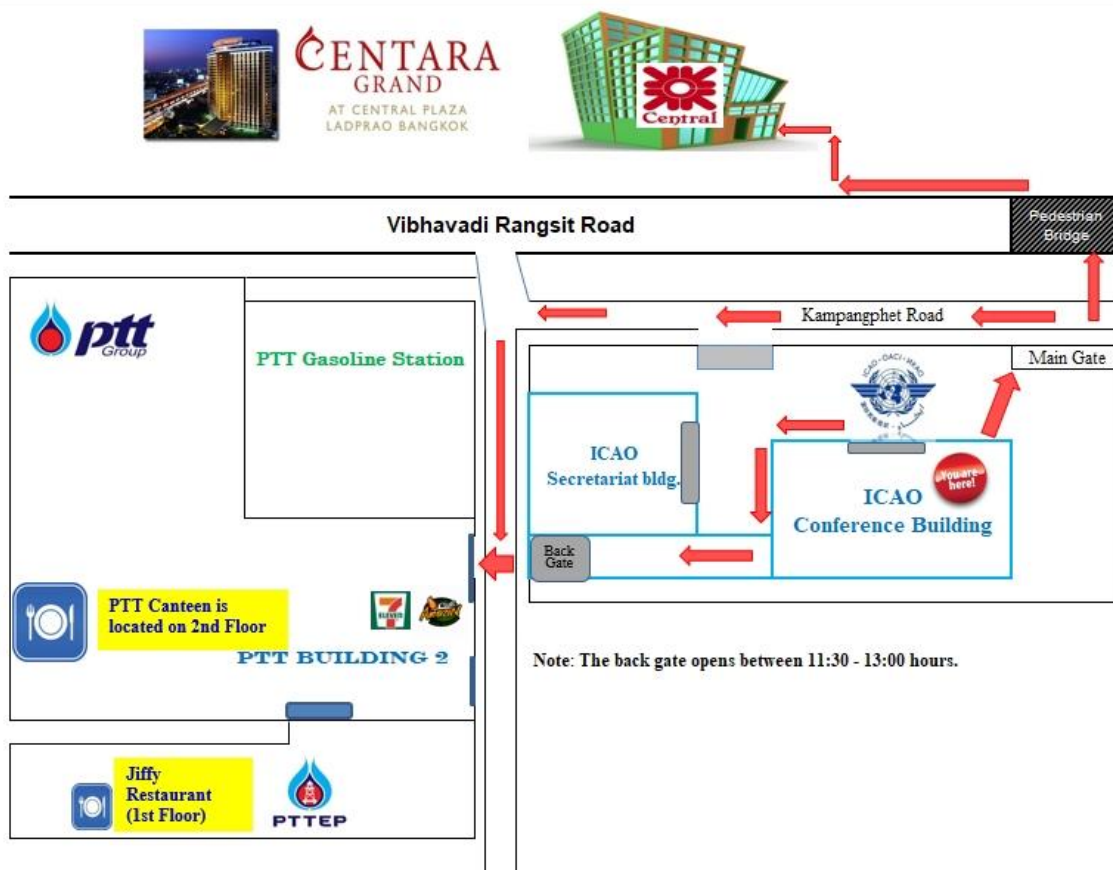
5.1 Wi-Fi connection to the ICAO APAC Internet is available to allow viewing papers online.

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 In accordance with the ICAO APAC Office environmental policy on single-use plastics, drinking water in plastic bottles is not provided by ICAO. Water fountains are available in the lobby area outside the conference hall and meeting rooms. Participants are encouraged to bring their own receptacles, preferably spill-proof, which may be replenished from the water fountains. Participants may also wish to bring their own bottled water. In this case, it would be appreciated if any plastic bottle waste is disposed of off-site.

6.3 Lunch will not be provided during the meeting. Participants are required to make their own arrangements. Meals for purchase are available in the vicinity of the ICAO APAC office, as marked on the map below.



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

7. Visa, Insurance and Customs

7.1 Participants must possess the 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 [website](#); or <https://thaievisa.go.th/>.

7.2 Participants are REQUIRED to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, EXCEPT for those nationals listed at List of Countries entitled for Visa Exemption and Visa on Arrival. Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also REQUIRED to obtain an appropriate visa before entering.

7.3 To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at <https://www.thaiembassy.org/>.

7.4 Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

7.5 Application for a visa is the responsibility of the State/Administration or delegate concerned and should be requested well in advance as for certain countries visa processing time may

be longer than others. **For visa category, please choose Business Visa (non-immigrant B) when applying for visa to enter Thailand.** In case a visa support letter is required, the appropriate authority, administration or State concerned should contact the ICAO RSO Office at apac-rso@icao.int; with a copy to apac@icao.int, at least three (3) weeks prior to the start of the meeting/event.

7.6 Effective 1 May 2025, all foreign nationals, including diplomats and officials, traveling into the Kingdom of Thailand must complete the “Thailand Digital Arrival Card” (TDAC) 3 days prior to the arrival date in Thailand, at <https://tdac.immigration.go.th/arrival-card/#/home>. A confirmation email is to be presented alongside the travel documents upon arrival in Thailand.

7.7 Participants must be medically fit and in possession of health or medical insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO APAC Office will not take responsibility for any expenses incurred concerning participation in its meetings/events. Information for required vaccination shall be obtained from the local Thailand embassy or Thailand immigration website.

7.8 Please refer to the Thai Customs [website](#) for the restrictions on the import of foreign currency.

8. Hotel Reservations and Transportation

8.1 Participants are required to make their own accommodation arrangements. A list of hotels in the vicinity of ICAO APAC Office and hotels in the city with UN/ICAO preferential rates is available on the ICAO APAC Office website [[Hotels List](#)]. Participants should contact the hotel directly for a reservation. The hotel list is provided for the convenience of the participants only. ICAO APAC Office does not take responsibility for any incident arising from a stay of the participant in any of the listed hotels. Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. The tip for the baggage service staff at hotels may be considered. At restaurants, a tip of about 10% is encouraged unless a service charge has been added to the bill.

8.2 Participants are required to make their own transportation arrangements from the airport to the city. When departing, the hotel can be requested to arrange for transportation to the airport. The cost to be borne by the participant. Taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter. [Grab](#), [CABB](#), [BOLT](#) are the mostly used Apps for taxi services in Bangkok, Thailand.

9. Direction to the ICAO APAC Office

9.1 Participants are required to make their own transportation from their place of residence/stay to the ICAO APAC Office and back.

9.2 Search for “ICAO APAC Regional Office” or “International Civil Aviation Organization” when a taxi service is requested.

9.3 The nearest **BTS** (Skytrain) Stations to the ICAO APAC Office are *Ha Yaek Lat Phrao station (take Exit No.2)*, which is within 15 minutes’ walk to the office, or take a taxi from *Mo Chit station* which will cost approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided in section 1.1 of this document and on the ICAO APAC Office website.

9.4 The nearest **MRT** (subway) station to ICAO APAC Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit road through the pedestrian overpass.

10. Private Vehicle Access and Parking

10.1 Advance registration of private vehicles is strongly encouraged. Please notify the ICAO

APAC Office of any vehicle registration number at least 72 hours prior to the event using the form “Agreement and Release of Liability ICAO APAC Parking Garage” available on the ICAO website. The form is available on the ICAO APAC website www.icao.int/APAC/information-visitors-apac-office.

10.2 Parking at the ICAO APAC Office facility is at the drivers’ own risk. ICAO APAC Office will not be responsible for any incident concerning the parking of vehicle at ICAO premises.

10.3 Limited parking space is available at the ICAO premises. Car-pooling and/or using public transport is recommended.

10.4 Taxis are not permitted to enter the ICAO premises.

10.5 United Nations Diplomatic and Government registered vehicles are exempted.

11. **Further Information**

11.1 Smoking is prohibited within the ICAO APAC Office buildings. Participants wishing to smoke are requested to use the designated smoking areas.

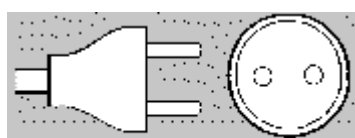
11.2 Information about weather conditions in Bangkok, Thailand could be found on the website of the Thai Meteorological Department at www.tmd.go.th/en. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

11.3 Dress code for the meeting/event is business attire.

11.4 International credit cards are widely accepted; however, some bank/service charges may apply.

11.5 All commercial banks exchange major foreign currencies and are open from 08:30 to 15:30 hours from Monday through Friday and some keep the foreign exchange counter open until 20:00 hours during weekdays, while some banks / foreign exchange counters located in the department store remain open after 15:30 hrs. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open on weekends and public holidays from 10:00 to 20:00 hours. Passport is required for processing foreign exchange services.

11.6 The type of electrical plug and socket typically used in Thailand is two parallel prongs:



Plug Type C



11.7 For further information, please contact the Secretariat at:

Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: apac-rso@icao.int and apac@icao.int

ICAO APAC REGIONAL OFFICE
HEALTH AND SAFETY INFORMATION FOR MEETING PARTICIPANTS

PERSONAL RISK ASSESSEMENTS:

1. Participants should strictly **not attend** meetings if they are unwell, have a runny nose, sore throat, headache, muscle pain, fever, cough, or any other respiratory symptoms; as well as any gastrointestinal symptoms such as nausea, vomiting or diarrhea.
2. Meeting participants are advised to conduct their own personal risk assessment when choosing to attend in-person meetings.
3. Participants are advised to have health insurance coverage for your stay in Thailand and bring an adequate supply of routine medication or other medical supplies as needed.

PREVENTION AND PERSONAL PRECAUTIONS:

1. Participants are recommended to wear a medical mask that always covers the nose to under the chin during the meeting and inside the ICAO premises, except when you take the floor to speak in the respective conference/meeting room.
2. In case of symptoms of cough or fever, difficulty breathing, sudden loss of smell or taste without nasal congestion, or any other symptom associated with communicable diseases (e.g. COVID-19, influenza, Nipah virus), **please DO NOT come to the ICAO APAC Office.**
3. If you become unwell during a meeting, immediately notify the Organizers of the meeting, or any ICAO personnel on site.

PERSONAL ACCOUNTABILITY COMMITMENT:

All Meeting participants agree to abide by and engage in the required health-and-safety measures while on ICAO premises. This includes, but is not limited to, all the measures mentioned above as well as any circumstances not covered by these guidelines, which may be subject to special consideration and stipulations, as deemed appropriate.

— END —