

International Civil Aviation Organization

ICAO

INFORMATION PAPER

ASIA AND PACIFIC (APAC) FIFTEENTH MEETING
OF THE METEOROLOGICAL REQUIREMENTS
WORKING GROUP (MET/R WG/15)

Bangkok, Thailand, 7-10 April 2026

MEETING BULLETIN

1. Schedule and venue

1.1. The Meeting will be held in the Conference Building (Kotaite Wing) of the ICAO Asia and Pacific Office from Tuesday to Friday, 7 to 10 April 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 Regional 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 [ICAO APAC Regional Office - Google Maps](#) for ICAO APAC Office map, which is located on Kamphaengphet 3 Road opposite Central Ladprao, near PTT Headquarters

Website:

<https://www.icao.int/APAC>

FOR TAXI:

องค์การการบินพลเรือนระหว่างประเทศ (ICAO)

ถนนวิภาวดีรังสิต

ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว

ทางเข้าสวนรถไฟ ถนนกำแพงเพชร 3

ก่อนถึง อาคาร ป.ต.ท. สำนักงานใหญ่

อาคาร 3 ชั้น โกลปิมน์น้ำมัน ป.ต.ท.

2. Officers and Secretariat

Mr. Peter Dunda

ICAO Regional Officer, Aeronautical Meteorology and Environment

E-mail: pdunda@icao.int

Ms. Varapan Meefuengsart

Programme Assistant

E-mail: vmeeфуengsart@icao.int

3. Registration of participants

3.1. Documentation Requirements for Registration

- **Official Nomination:**

An **official nomination letter or email** from the Member State/Special Administrative Region or invited International Organization is required. The communication should:

- be on **official letterhead** (for letters);
 - be **signed by an authorized official**;
 - be **addressed to the ICAO Regional Director** in response to **AP015/26 (MET): Fifteenth Meeting of the Meteorological Requirements Working Group (MET/R WG/15)**; and
 - include the **full name, title, and email address** of each nominated participant.
- **International Organizations:**
Only international organizations **recognized by ICAO** may register under this category. The list of recognized organizations is available here: [List of International Organizations](#).
 - **Submission:**
Please submit the nomination letter or email to apac@icao.int, with a copy to the Secretariat.

3.2. **Online Pre-Registration**

All participants are strongly encouraged to complete the [online pre-registration](#) form.

Please complete pre-registration **no later than 24 March 2026** and follow the instructions provided on the website.

3.3. **On-Site Registration**

Participants are requested to register at the **Registration Desk**, located in the reception area of the **Conference Building (Kotaite Wing)**, between **08:30 and 09:00** on the opening day of the Meeting. A **meeting identification badge** will be issued at that time and must be **worn visibly at all times** while on ICAO premises.

3.4. **Identification and Security**

Participants must carry a **valid government-issued identity card** (for citizens of Thailand) or a **passport** for identity verification before entering ICAO facilities. All attendees are required to comply with ICAO's **visitor security screening procedures** and follow instructions from security personnel. Please allow adequate time for security clearance.

3.5. **Additional Information**

Additional housekeeping information is available on the ICAO APAC Office website (Section: **About APAC**) via the following link: [APAC Office Housekeeping Video](#).

4. **Meeting Documents, Papers for Distribution etc.**

4.1. ICAO will make the Meeting material (e.g., invitation, agenda, program, papers, presentations, templates, etc.) available before the Meeting in electronic format on the ICAO APAC [Meeting webpage](#).

4.2. Participants should visit the Meeting webpage to review and download all Working and Information Papers before the Meeting discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: apac@icao.int with copies to pdunda@icao.int and

vmeeфуengsart@icao.int as early as possible and in any case **no later than 10 March 2026**. Templates for Working Papers and Information Papers are available on the Meeting webpage.

5. Wi-Fi

5.1 Wi-Fi connection to the Internet is available on the ICAO premises to enable participants to access the Meeting material online. Wi-Fi details are as follows:

SSID: Public@ICAOAPAC
(Note: password not required)

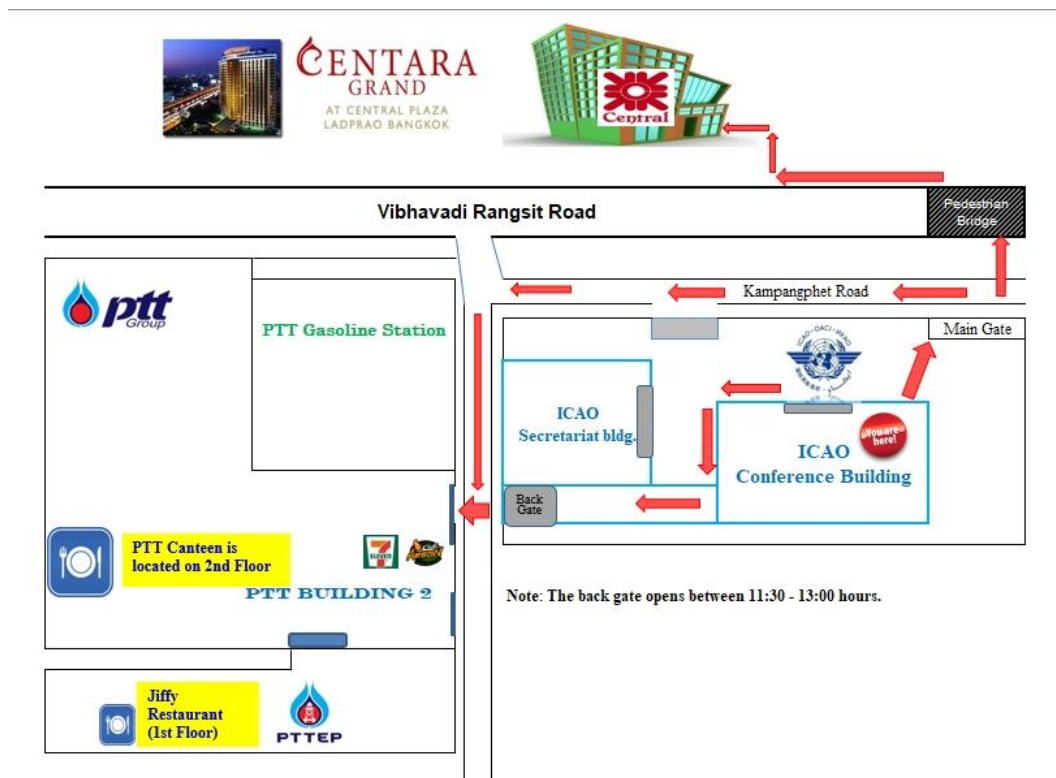
6. Food and Catering Arrangements

6.1. Tea and Coffee will be provided during the scheduled morning and afternoon breaks throughout the Meeting/Event.

6.2. Lunch will **not** be provided. Participants are kindly requested to make their own lunch arrangements. Several meal options are available within walking distance of the ICAO APAC Office, as indicated on the map below. Participants who bring their own lunch are welcome to use the designated dining areas in the Conference Building.

6.3. In line with the ICAO APAC Office environmental policy on reducing single-use plastics, **bottled drinking water is not provided**. Water fountains are available in the lobby area outside the conference hall and meeting rooms. Participants are encouraged to bring their own reusable, preferably spill-proof, containers to refill at the fountains. Participants may bring their own bottled water if they wish; however, it would be appreciated if any plastic bottles are disposed of **off-site**.

6.4. Participants are reminded that the Meeting will resume **promptly** at the scheduled time following the lunch break (normally one 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://thaivevisa.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 APAC Office at apac@icao.int; with a copy to the Secretariat, 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. 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 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.

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 **3 working days prior** to the event using the form “[Agreement and Release of Liability ICAO APAC Parking Garage](#)” available on the [ICAO website](#). Late submission will not be able to process and results in parking access deny.

10.2. Parking at the ICAO APAC 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 APAC 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 buildings. Participants wishing to smoke are requested to use the designated smoking areas.

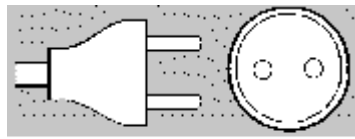
11.2. Information about weather conditions in Bangkok could be found on the website of the Thai Meteorological Department at www.tmd.go.th/en. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

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



http://www.koh-chang.cz/images/zasuvka_thai.jpg

- 11.7. For further information, please contact the Secretariat at:

Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: apac@icao.int
