International Civil Aviation Organization | Organisation de l'aviation civile internationale | Organización de Aviación Civil Internacional | Международная организация гражданской авиации | منظمة الطيران المدني الدولي | 国际民用航空组织

Ref.: T 3/10.1 – AP125/26 (ATM)
AN 6/5.8.2 & AN 6/8.3 – 26/204

11 October 2026

Subject: First Special Air Traffic Management Coordination Meeting of Asia and Pacific (APAC) and Middle East (MID) Regions Interface (SAMI/1) (Bangkok, Thailand, 26 – 28 November 2026)

Action required: *To complete online registration by* ***13 November 2026***

Sir/Madam,

I have the honour to invite your Administration/Organization to participate in the First Special Air Traffic Management Coordination Meeting of Asia and Pacific (APAC) and Middle East (MID) Regions Interface (SAMI/1), jointly organized by the International Civil Aviation Organization (ICAO) APAC Office and the ICAO MID Office, with the support of ICAO Headquarters, to be held in Bangkok, Thailand, from 26 to 28 November 2026.

Recognizing the importance of inter-regional coordinated air traffic management arrangements in supporting safe, efficient, and seamless air traffic operations between the APAC and MID Regions, the meeting will provide an opportunity for concerned States, air navigation service providers, airspace users and international organizations to exchange information on current operational challenges, review ongoing coordination initiatives, and identify practical measures to enhance the safety, efficiency and predictability of air traffic flows across the interface between the two Regions.

The meeting is expected to bring together representatives from India, Iran, Oman, Pakistan, Thailand, Yemen, and other interested upstream and downstream States from the APAC and MID Regions, as well as relevant international organizations, including the International Air Transport Association (IATA), the Monitoring Agency for Asia Region (MAAR) and the Middle East Regional Monitoring Agency (MIDRMA).

Enclosed herewith are the Provisional Order of Business (**Attachment A**), the Provisional Agenda (**Attachment B**), the Meeting Bulletin (**Attachment C**), and the ICAO APAC Office Health and Safety Information for Meeting Participants (**Attachment D**), for your information and consideration. This invitation and all related meeting documentation will be made available on the ICAO APAC Office website at: https://www.icao.int/APAC/meetings, as and when they become available.

I would appreciate it if your Administration/Organization could confirm its participation at the earliest convenience, and preferably no later than **13 November 2026**, by completing the online registration available on the SAMI/1 webpage at: https://www.icao.int/APAC/meetings.

../.

Asia and Pacific Office
252/1 Vibhavadi Rangsit Road
Chatuchak
Bangkok 10900
Thailand

Postal Address:
P.O. Box 11
Samyaek Ladprao
Bangkok 10901
Thailand

Tel.: +66 (2) 537-8189
Fax: +66 (2) 537-8199

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

Accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,

Mohamed Rahma
MID Regional Director

Tao Ma
APAC Regional Director

Enclosures:

A — Provisional Order of Business
B — Provisional Agenda
C — Meeting Bulletin
D — ICAO APAC Office Health and Safety Information for Meeting Participants

ATTACHMENT A to State Letter Ref: T 3/10.1 — AP125/26 (ATM),
AN 6/5.8.2 & AN 6/8.3 – 26/204

PROVISIONAL ORDER OF BUSINESS

TIME	ACTIVITIES
THURSDAY 26 NOVEMBER 2026	
1230–1300	Registration of Participants
1300–1315	Opening of the Meeting Introduction of Participating Administrations
1315–1430	Discussion on Agenda Items
1430–1500	Coffee Break
1500–1700	Discussion on Agenda Items
FRIDAY 27 NOVEMBER 2026	
0900–1030	Discussion on Agenda Items
1030–1100	Coffee Break
1100–1200	Discussion on Agenda Items
1200–1300	Lunch Break
1300–1430	Discussion on Agenda Items
1430–1500	Coffee Break
1500–1700	Discussion on Agenda Items
SATURDAY 28 NOVEMBER 2026	
0900–1030	Discussion on Agenda Items
1030–1110	Coffee Break
1100–1200	Discussion on Agenda Items
1200–1300	Lunch Break
1300–1430	Reviewing the Summary of Discussion
1430–1500	Closing

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ATTACHMENT B to State Letter Ref: T 3/10.1 — AP125/26 (ATM),
AN 6/5.8.2 & AN 6/8.3 – 26/204

PROVISIONAL AGENDA

AGENDA ITEM	SUBJECT
1	**Adoption of Provisional Agenda**
2	**Current Air Traffic Management Operational Environment** – Update from States on their national initiatives, challenges and solutions – Overview of traffic exchange between the APAC and MID Regions – Impact of airspace constraints and evolving traffic patterns – Airspace users' operational perspectives and challenges – Update from MAAR and MIDRMA
3	**Status of Agreed ATM Coordination Initiatives** – Progress on implementation of agreed operational improvements – Identification of implementation challenges – Agreement on plan of actions to mitigate the challenges identified
4	**Future Operational Improvements** – Enhancements to longitudinal separation minima – Route network improvements – Collaborative decision making in flow management – Enhancement of the air traffic flow management (ATFM) measures applied – Enhancements of ATC units coordination (e.g. AIDC) – Exploring further enhancement opportunities Harmonization of operational procedures – Update of letters of agreement (LOAs)
5	**Any Other Business**
6	**Date and Venue for Next Meeting**

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ATTACHMENT C to State Letter Ref: T 3/10.1 — AP125/26 (ATM),
AN 6/5.8.2 & AN 6/8.3 – 26/204

MEETING BULLETIN

1. Dates and Venue

1.1. The meeting will be held at Meeting Room 1 of the ICAO Asia and Pacific (APAC) Office from Thursday 26 November to Saturday 28 November 2026. The meeting will start at 13:00 hours (local time, UTC+7) on 26 November 2026, and at 09:00 hours on 27 and 28 November 2026. The ICAO APAC 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 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/Pages/default.aspx**	**FOR TAXI:** องค์การการบินพลเรือนระหว่างประเทศ (ICAO) ถนนวิภาวดีรังสิต ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว ทางเข้าสวนรถไฟ ถนนกำแพงเพชร 3 ก่อนถึง อาคาร ป.ต.ท. สำนักงานใหญ่ อาคาร 3 ชั้น ใกลปั๊มน้ำมัน ป.ต.ท.

2. Officers and Secretariat

NAME	TITLE	CONTACT
Mr. Hiroyuki Takata	Regional Officer Air Traffic Management	htakata@icao.int; Tel: 66 2 537 8189
Mr. Mior Adli Bin Mior Sallehhuddin	Regional Officer Air Traffic Management	msallehhuddin@icao.int; Tel: 66 2 537 8189
Dr. Trish Prakayphet Chalayonnawin	Programme Analysis Associate Air Traffic Management	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. 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.

3.3. Participants are requested to register at the Registration Desk in the reception area of Conference Building (Kotaite Wing) between 12:30 and 13:00 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.

3.4. 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. Participants are requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. 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

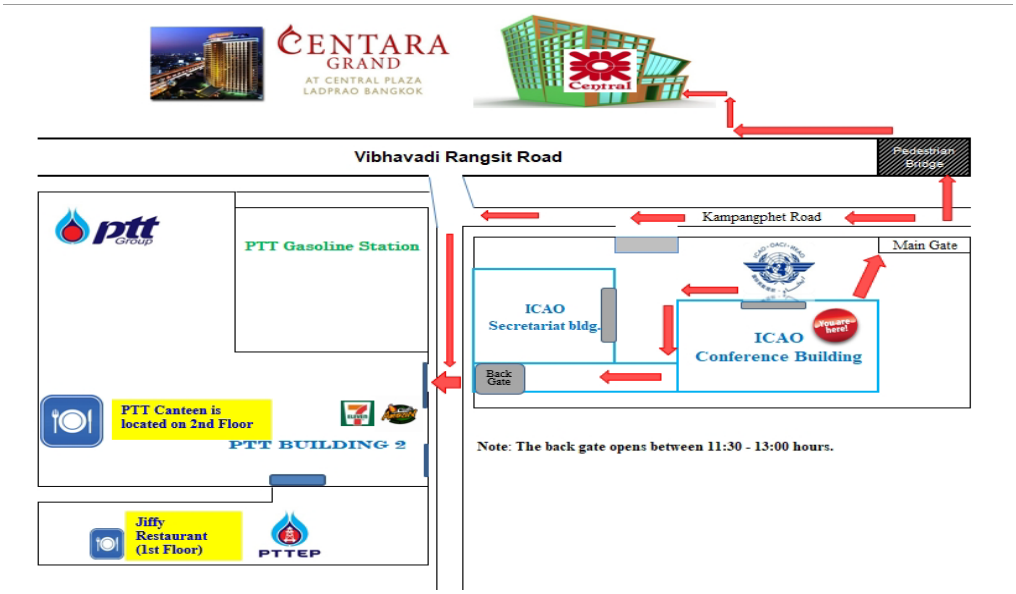
5.1. Wi-Fi connection to the ICAO APAC Internet is available to allow viewing papers online.

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 APAC Office at apac@icao.int; with a copy to the Secretariat, at least three (3) weeks prior to the start of the meeting.

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) three (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 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 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 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.

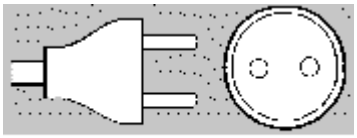
11.2. Information about weather conditions in Bangkok could be found on the website of the Thai Meteorological Department at www.tmd.go.th/en. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

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



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

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ATTACHMENT D to State Letter Ref: T 3/10.1 — AP125/26 (ATM),
AN 6/5.8.2 & AN 6/8.3 – 26/204

ICAO APAC 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 diarrhoea.
2. Meeting participants are advised to conduct their own personal risk assessment when choosing to attend in-person meetings. The following conditions may put you at greater risk of serious complications if affected by COVID-19:
    - Hypertension
    - Obesity (BMI equal to or greater than 30)
    - Chronic lung diseases (including, but not limited to, severe asthma)
    - Diabetes, type 1 and 2
    - Cardiovascular diseases
    - Cancer or history of cancer, even if in remission
    - Severe liver or kidney disease
    - Pregnancy
    - Conditions or treatments that may affect immunity
    - Age, 60 years old and above
    - Other conditions or treatments as recommended by your treating physician
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 building 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 COVID-19, **please do not come to the ICAO APAC Office**. In addition,
    - Participants are advised to perform a rapid test as soon as possible. If you do not have access to a rapid test, you must self-isolate.
    - If you have a COVID-19 positive test result, you must inform the meeting organizer and **not attend the meeting in person.**
3. If you have been in close contact with a COVID-19 case, please self-monitor and practice DMHT (distancing, mask, handwashing, testing) for 5 days.
4. 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 —