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 3/10.1.27 – AP146/26 (ATM) 27 November 2026

Subject: First Meeting of the Asia/Pacific Flight and Flow Information for a Collaborative Environment Implementation Task Force (FFICE/TF/1) (Bangkok, Thailand, 2 – 4 March 2027)

Action required: a) To complete online registration by **12 February 2027**; and b) To submit paper(s) and presentation(s) by **15 February 2027**

Sir/Madam,

I wish to draw your attention to the decision of the Fourteenth Meeting of the Air Traffic Management Sub-Group (ATM/SG/14) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG), held in Bangkok, Thailand, from 3 to 7 August 2026:

Decision ATM/SG/14-6: Establish Asia/Pacific Flight and Flow Information for a Collaborative Environment (FF-ICE) Implementation Task Force

I am pleased to invite your Administration to participate in the First Meeting of the Asia/Pacific Flight and Flow Information for a Collaborative Environment Implementation Task Force (FFICE/TF/1), which will be held in Bangkok, Thailand, from 2 to 4 March 2027.

Administrations are encouraged to nominate participants with cross-domain expertise in FF-ICE and System-Wide Information Management (SWIM). Familiarity in Air Traffic Flow Management (ATFM) would also be beneficial.

Enclosed herewith are the Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**), Meeting Bulletin (**Attachment C**) and ICAO APAC Regional Office Health and Safety Information for Meeting Participants (**Attachment D**).

2/…

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

I request that the delegate(s) from your Administration who will be attending the meeting complete online registration by **Friday, 12 February 2027**, using the link provided in the FFICE/TF/1 webpage at https://www.icao.int/APAC/meetings. Please ensure 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 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 meeting.

In order to make the meeting more productive and effective, participating Administrations/International Organizations are urged to submit papers and presentations to the meeting **no later than two weeks prior to the meeting date**, via email to the ICAO APAC Office at apac@icao.int. A working paper/ information paper template is available from the FFICE/TF/1 webpage on the ICAO APAC Office website. In the event that papers are received after **Monday, 15 February 2027**, they will normally be treated as flimsies, and may only be presented to the meeting if time permits and after all other papers correctly submitted before the deadline have been read.

Participants should obtain meeting materials from the FFICE/TF/1 webpage prior to the commencement of the meeting.

Your sincerely.



for Tao Ma
Regional Director

Enclosures:

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

ATTACHMENT A to State letter Ref: T 3/10.1.27 – AP146/26 (ATM)

PROVISIONAL ORDER OF BUSINESS

Time	Activities
TUESDAY 2 MARCH 2027	
0830–0900	Registration of Participants
0900–0930	Opening of Meeting Introduction of Participating Administrations/IOs
0930–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items
WEDNESDAY 3 MARCH 2027	
0930–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items
THURSDAY 4 MARCH 2027	
0900–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Review of Draft Report Adoption of Report Closure of Meeting *Morning and afternoon breaks will be taken each day, the timing being at the discretion of the Chairperson*

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ATTACHMENT B to State letter Ref: T 3/10.1.27 – AP146/26 (ATM)

PROVISIONAL AGENDA

Agenda Item 1: Election of Chairpersons / Adoption of Provisional Agenda

Agenda Item 2: Review of Terms of Reference

Agenda Item 3: Outcomes of Related Meetings

Agenda Item 4: FF-ICE Transition and Implementation

Agenda Item 5: Asia/Pacific Regional FF-ICE/R1 Implementation Plan

Agenda Item 6: Any Other Business

Agenda Item 7: FFICE/TF Task List

Agenda Item 8: Date and Venue for Next Meeting

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ATTACHMENT C to State letter Ref: T 3/10.1.27 – AP146/26 (ATM)

MEETING BULLETIN

1. Dates and Venue

1.1. The meeting will be held at the Conference Building (Kotaite Wing) of the ICAO Asia and Pacific (APAC) Office from Tuesday 2 March 2027 to Thursday 4 March 2027. The meeting will start at 09:00 hours (local time, UTC+7) each day. 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:** **https://www.icao.int/APAC/meetings**	**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. Mior Adli Bin Mior Sallehhuddin	Regional Officer Air Traffic Management	msallehhuddin@icao.int; Tel: 66 2 537 8189
Ms. Valerie Sim	Air Traffic Management (ATM) Officer	vsim@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. 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 FFICE/TF/1 State letter Ref: T 3/10.1.27 – AP146/26 (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 (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 Conference Building (Kotaite Wing) 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 housekeeping information is available on the ICAO APAC Office website (Section: 'About APAC'), and 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

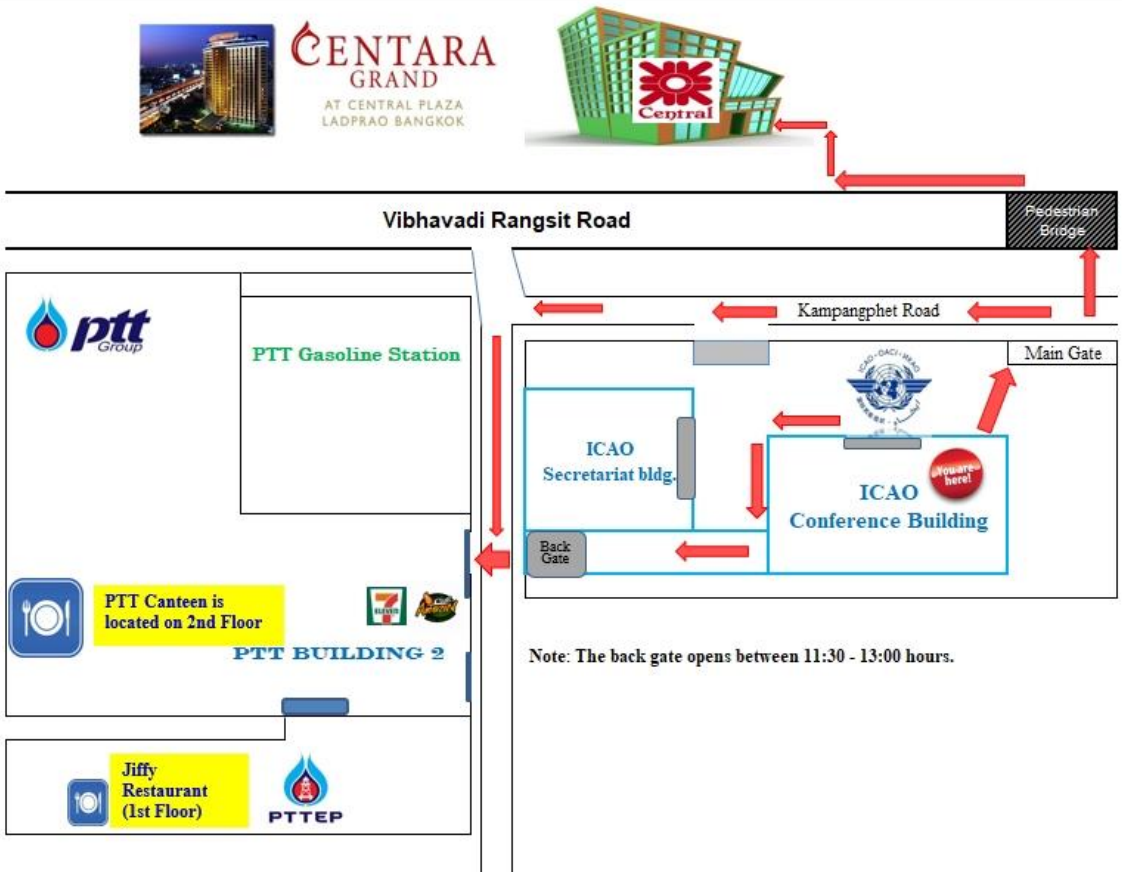
5.1. Wi-Fi connection to the ICAO APAC Office Internet is available to allow viewing papers online.

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 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 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.

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*. 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 Station*. 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 APAC Office 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 APAC Office premises.

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

10.4. Taxis are not permitted to enter the ICAO APAC Office 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.

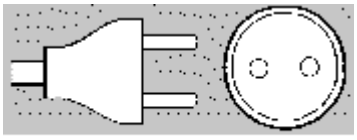
11.2. Information about weather conditions in Bangkok could be found on the website of the Thai Meteorological Department at www.tmd.go.th/en. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

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 hours. 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 3/10.1.27 – AP146/26 (ATM)

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 ofsmell 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.

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