International Civil Aviation Organization

ELEVENTH MEETING OF SPECTRUM REVIEW WORKING GROUP (SRWG/11)
Bangkok, Thailand, 24 - 26 February 2027

THE 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 Office from Wednesday 24 February to Friday 26 February 2027. 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 intern 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.ต.ท. สำนักงานใหญ่ อาคาร 3 ชั้น ใกล้ปั๊มน้ำมัน ป.ต.ท.

1.2. The daily order of business will be announced on the first day of the meeting.

2. Officers and Secretariat

Mr. De Zhang, Regional Officer CNS
Tel: +66 (0)2 537 8189 x158
E-mail: dzhang@icao.int

Ms. Xu Jian, Associate Programme Officer CNS Implementation
Tel: +66 (0)2 537 8189 x108
E-mail: jixu@icao.int

Ms. Varapan Meefuengsart, Programme Assistant CNS/MET
Tel: +66 (0)2 537 8189 x49
E-mail: vmeefuengsart@icao.int

3. Registration and Access

3.1. All participants are strongly encouraged to register using the online registration form available on SRWG/11 no later than **10 February 2027**, and to follow the instructions to complete the registration.

3.2. Documentation Requirement for Registration

- A formal letter or email of Designation/Nomination from a Member State/Administration 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 AP142/26 (CNS): *Invitation to the Eleventh Meeting of the Spectrum Review Working Group (SRWG/11) (Bangkok, Thailand, 24 – 26 February 2027)* and must be sent **before 05 February 2027**. Please include the full name, title, and email address of each nominee.

- For International organizations: Please note that only international organizations that 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 a 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 the 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 always be worn visibly while on the ICAO premises.

3.5. Additional Housekeeping 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. ICAO will make the Meeting material (e.g., invitation, agenda, program, papers, presentations, templates, etc.) available before the Meeting in electronic format on the Meeting webpage SRWG/11.

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 dzhang@icao.int and vmeefuengsart@icao.int. as early as possible and in any case no later than **05 February 2027**. Templates for Working Papers and Information Papers are available on the Meeting webpage.

5. Wi-Fi

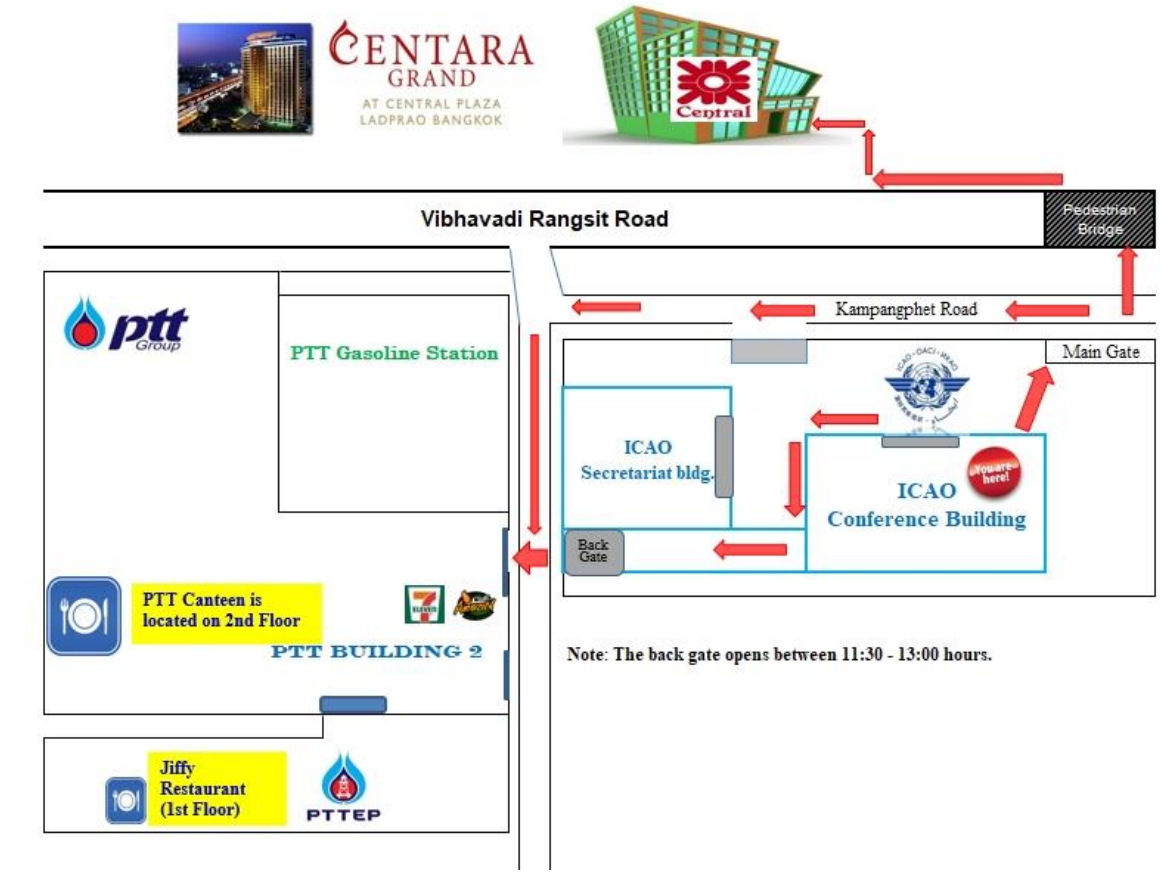
5.1. Wi-Fi connection to the ICAO APAC Internet is available to allow viewing papers online. Please select '**icaoapac'** to access ICAO's wireless services while on-site.

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 in the 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. 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 the required vaccination shall be obtained from the local Thai embassy or the Thai 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 the 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 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 at apac@icao.int of any vehicle registration number at least 3 working days prior to the event using the ICAO APAC Parking Request Online Form or scan the QR Code. 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.

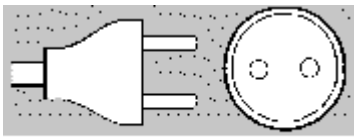
11.3. Dress code for the meeting/event is business attire.

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



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

– – – – – – – – – – – – – –