



ICAO

International Civil Aviation Organization United Nations Specialised Agency

Asia and Pacific Regional Office, Bangkok, Thailand

GUIDELINES FOR DETERMINATION WHETHER TO HOLD APAC EVENTS DURING THE COVID-19 OUTBREAK

The following factsheet is intended to provide guidelines and resources for ensuring business continuity during the current COVID-19 public health emergency of international concern and assist the APAC Officers, through sustainable and streamlined approach, in their decision-making affecting APAC events.

Background

As a specialised agency of the United Nations and integral part of the United Nations Common System, ICAO APAC coordinates its' operations in the circumstances of emergency primarily with other UN entities (Agencies/Funds/Programmes) operating within Thailand. More specifically, in the event of public health emergency, World Health Organization takes precedence in guiding and advising the other UN entities in ensuring general health and safety of staff, while maintaining continuity of critical operations and functions.

As such, the first tier of information comes from the WHO Thailand which, in coordination with the Government of Thailand, provides consolidated and verified daily situation reports regarding the status of COVID-19 outbreak as well as advises on any applicable travel-related restrictions <https://www.who.int/thailand/emergencies/novel-coronavirus-2019/situation-reports>

Nonetheless, the UN Crisis Team on COVID-19 agreed that any important decision or measures affecting the UN staff as well as the critical UN operations will be communicated to all UN entities within Thailand through UNESCAP, which plays the role of leading UN entity in the Country and is headed by the Designated Official for Thailand.

The Thai Government, through the Ministry of Public Health – Department of Disease Control, plays crucial role in providing official information about the status of COVID-19 outbreak in Thailand and gives recommendations about personal preventive measures and travel advisories under the following link <https://ddc.moph.go.th/viralpneumonia/eng/index.php>

Checklist to be used for determining whether to hold, postpone or cancel APAC events

If the above layers of authority have not prescribed any specific measures or restrictions on movement which would normally affect UN operations, the ICAO APAC Office may proceed with determination on the future of particular APAC event considering the following conditions:

- Determine whether the event is essential and must be held, or it could be postponed/cancelled;
- Make impact analysis on possible postponement/cancellation of the event;
- Assess the number of registered participants versus the overall number of potential participants;
- Verify the attendance of the Chairs and/or attendance of representatives from critical/key States that would contribute to the overall success of the meeting;



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- Cross-check the exit travel restrictions of other countries which may impact the attendance of participants on IATA's website <https://www.iatatravelcentre.com/international-travel-document-news/1580226297.htm> and other relevant sources;
- Cross-check Thailand's entry travel restrictions at the time;
- Before cancelling or postponing the events, assess possibility for alternative means such as webcast, teleconference etc.;
- If the event is postponed, new dates to be determined;

Checklist to be used for APAC events during the special measures for COVID-19 are in place

- If the event is crucial and must be held, ensure that potential participants receive regular follow-ups on the evolving situation and their travel arrangements are flexible to cater for possible last-minute cancellation;
- Inform participants that health screening will be conducted upon entry to ICAO premises;
- Participants will be required to bring their own face masks and wear them at all times during the conference;
- If any of the participants develops symptoms associated with COVID-19 and come from high-risk countries as regularly updated under <https://www.who.int/thailand/emergencies/novel-coronavirus-2019/situation-reports>, those participants will be considered persons under investigation and shall be required to self-quarantine for a period of 14 days;

Checklist for Meeting Participants during the special measures for COVID-19 are in place

- Considering the evolving situation, meeting participants should make refundable reservations (for flight travel and accommodation) to cater for potential postponement/cancellation of meeting;
- If after registering for a meeting you make a decision to cancel your mission, please notify APAC@icao.int immediately;
- Meeting participants are responsible to verify Thailand's entry travel restrictions that are applicable to your State/nationality before traveling;
- Due to limited supply in Thailand ensure you bring along adequate supply of face marks, hand sanitizer etc.;



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