



ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

THIRD EDITION - August 1998

RECORD OF AMENDMENT

[illegible]

FOREWORD

1. Introduction

1.1 The Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) Procedural Handbook is an informal publication prepared by the Secretariat, intended to provide, for easy reference of interested parties, a consolidation of material, particularly of a procedural nature, about the work of the APANPIRG and its contributory bodies. It contains the Terms of Reference of the APANPIRG recommended by the Air Navigation Commission and approved by the Council of ICAO. It also contains the working arrangements and internal instructions developed by the Group for the practical application of its Terms of Reference.

1.2 The Handbook has a series of loose-leaf pages, organized in Part and Section headings. The document describes; Terms of Reference; Composition; Position in ICAO; Working Arrangements; Rules of Procedure and Practices governing the Conduct of Business.

1.3 The framework of Part and Sections headings in addition to the page numbering has been devised to provide flexibility and the facilitation of the revision of additional or new material. Each Part includes an Introduction giving its purpose and status. A Table of Contents is also provided which serves also as a subject index and as a check list for the current pages.

1.4 All pages bear the date of issuance. Replacement pages will be issued as necessary and any portion of a page that has been revised will be identified by a vertical line in the margin. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.5 Changes to text will be identified by a vertical line in the margin in the following manner;

N	for new or revised text;
E	for editorial modification that do not alter the substance or meaning of the text;
D	for deleted text.

For practical reasons, this shall not be applied to title pages nor to the routine insertion and deletion of Conclusions and Decisions. The absence of change bars, when data or page numbers have changed, will signify reissue of the section concerned or rearrangement of text (e.g, following an insertion or deletion with no other changes).

1.6 The Procedural Handbook will be distributed to Members and Observers of APANPIRG, the ICAO Secretariat, and to other States and international organizations participating in meetings, contributing to, or having interest in the work of the APANPIRG and/or its Contributory Bodies.

TABLE OF CONTENTS

	Page
INTRODUCTION	
Record of Amendment	2
Foreword	3
PART I - TERMS OF REFERENCE, COMPOSITION AND POSITION IN ICAO OF THE APANPIRG	
1. Background	9
2. Terms of Reference of the APANPIRG	9
3. Size of the Group and designation of its members	10
4. Participation in the Group's activities by other States	10
5. Participation by International Organizations	11
6. Creation and dissolution of Contributory bodies	11
7. Position in ICAO	12
PART II - WORKING ARRANGEMENTS	
1. Relations with States	15
2. Relations with other Bodies and Organizations	15
3. Administration of the APANPIRG	15
4. Meetings of the Group	16
5. Establishment of Sub-Groups	16
6. Task Forces	16
7. Role of the designated Members	17
8. Status of Observers	17
9. Co-ordination and reporting lines	17

	Page
PART III - RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS OF THE APANPIRG	
1. General	21
2. Participation	21
3. Convening of Meetings	22
4. Establishment of the Agenda	22
5. Languages	23
6. Officers and Secretariat of the APANPIRG	23
7. Supporting Documentation	23
8. Conclusions and Decisions of the Meetings	25
9. Conduct of business	25
10. Reports	26
PART IV - RULES OF PROCEDURES FOR THE CONDUCT OF MEETINGS OF THE CONTRIBUTORY BODIES	
1. General	29
2. Participation	29
3. Convening of Meetings	29
4. Establishment of the Agenda	29
5. Languages	30
6. Officers and Secretariat of the APANPIRG Sub-Groups	30
7. Conduct of business	30
8. Reports of meetings	30
PART V - Procedure for the endorsement and application of Asia/Pacific regional guidance materials in various air navigation fields	35
Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Shortcomings and Deficiencies	36

	Page
PART VI - ASIA/PACIFIC PROVIDER AND USER STATES	
1. Purpose and Status	45
2. Provider States	46
3. Major User States	46
PART VII - OTHER ASIA and/or PACIFIC REGIONAL BODIES AND INTERNATIONAL ORGANISATIONS DEALING WITH CIVIL AVIATION MATTERS IN THE ASIA/PAC REGIONS.	
2. Regional Economic Commissions	49
2. International Organizations	49
3. United Nations Specialized Agencies	49

ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART I

TERMS OF REFERENCE, WORKING ARRANGEMENTS AND
RULES OF PROCEDURE FOR THE CONDUCT OF MEETINGS

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1. Background

1.1 The ASIA/PACIFIC Air Navigation Planning and Implementation Regional Group (APANPIRG) has been established by the Council of ICAO, in 1991, as recommended by the Air Navigation Commission.

1.2 The Council (C-Min. 133/18) on 26 June 1991, established the APANPIRG with an initial membership consisting of fifteen (15) States.

1.2.1 Subsequently, based on recommendation of APANPIRG/2, the Council (C-Min. 138/2) on 2 February 1993 approved the membership of Indonesia.

1.2.2 With effect from 1 July 1997, as a result of the transfer of Hong Kong to China, United Kingdom withdrew from the membership of APANPIRG.

1.2.3 The Members of APANPIRG are as follows:

Australia	India	Pakistan
Bangladesh	Indonesia	Republic of Korea
China	Japan	Singapore
Fiji	Malaysia	Thailand
France	New Zealand	United Kingdom
		United States

1.3 Based upon Conclusion 10/42 of APANPIRG/10, which was approved by the Council of ICAO (4th Meeting of its 159th Session on 28 February 2000), this Section sets out the Terms of Reference of the APANPIRG and its position in ICAO. These guidelines will govern the Groups working arrangements including relations with States, international organizations and ICAO specialized regional bodies, the Rules of Procedure for the conduct of its meetings and those of its Contributory Bodies.

2. Terms of Reference of the APANPIRG

The objectives of the Group are to:

- a) ensure the continuous and coherent development of the plans for Asia/Pacific Regions and ensure harmonization with global plan and those of adjacent regions;
- b) develop proposals for improvements in the implementation of the ASIA/PAC Air Navigation Plan on the basis of new technological developments; and
- c) identify specific problems in the air navigation field and propose in appropriate form, action aimed at solving these problems.
- d) develop, with due regard to the primacy of safety, business cases for various options taking into account the environmental benefits and the need to facilitate financing of preferred options in planning and implementation of air navigation facilities,

To meet these objectives the Group shall:

- (a) keep under review, and propose when necessary target dates for implementation of facilities, services and procedures. This will ensure the co-ordinated development of the Air Navigation System in the Asia and Pacific Regions;
- (b) assist the ICAO Regional Office providing services in the ASIA and PACIFIC Regions in its assigned task of fostering implementation of the ASIA/PAC Regional Air Navigation Plan;
- (c) monitor developments in the air navigation field and develop proposals for consequential improvements in air navigation in the Asia and Pacific regions;
- (d) review any shortcomings in the Asia and Pacific Regional Air Navigation System and develop recommendations for remedial action;
- (e) originate, as necessary, in co-ordination with affected State, amendments to the Plan for the ASIA/PAC Regions; and
- (f) keep under review the Statement of Basic Operational Requirements and Planning Criteria. Recommend to the Air Navigation Commission such changes to them as may be required in the light of developments mentioned in (c).
- (g) use an appropriate mechanism to prepare cost/benefit analysis and business cases inclusive of environmental assessments and provide related guidance material in support of "prototype" sets of planned facilities and services. The Group may utilize the services of financial institutions, as required, on a consultative basis.

3. Size of the Group and Designation of its Members

3.1 The Group should be composed of approximately twelve to fifteen Members from States in the Asia and Pacific Regions to ensure a balanced representation of both Regions in their entirety.

3.2 Groups of States suitably located in relation to each other should, if possible, arrange for collective representation by one of them.

3.3 States should ensure that their designated representatives on the Group have sound experience in the provision of the full range of international air navigation systems and serve for a sufficiently lengthy period to maintain continuity in the activities of the Group. The designated representative can be assisted, when required, by technical advisers during meetings of the Group.

3.4 Changes to the membership and/or size of the Group may be proposed by any State located in the Asia and Pacific Regions or by the Group itself. Such changes shall be subject to ICAO Council approval.

Amendment No. 1/25.4.00

4. Participation in the Group's activities by other States

4.1 Other States located in the Asia and Pacific Regions which are entitled to participate in the Asia/Pacific Regional Air Navigation Meetings are entitled to participate at meetings of the Group with full rights, if they so wish. States should consider the need for keeping meetings of the Group as small and as informal as possible for efficiency purposes.

4.2 The Group may invite States to participate in its meetings whenever it feels that such States will be affected by specific aspects of the work of the Group or when this will be of assistance in the general conduct of its work.

4.3 Any State other than those mentioned in paragraphs 4.1 and 4.2 above, having aircraft on its register or an operator whose principle place of business or permanent residence is in a State which operates into the Asia and Pacific Regions shall have the right to participate in the meetings of the Group. This shall be subject to the applicable provisions in paragraphs 3.3, 4.1 and 4.2 above.

4.4 States not covered by the provisions in paragraphs 4.1, 4.2 and 4.3 above may participate as observers in meetings of the Group, subject to the applicable provisions in those paragraphs.

5. Participation by International Organizations

5.1 The Group shall normally invite representatives of international organizations recognized by the Council as representing important civil aviation interests to participate in its work in a consultative capacity.

6. Creation and dissolution of contributory bodies

6.1 To assist in its planning and implementation work, the Group may create contributory bodies (sub-groups), charged with preparatory work on specifically defined problems requiring expert advice for their resolution. Representation in such sub-groups should be by specialists in the subjects concerned and familiar with the area under consideration. The establishment and the work of sub-groups shall be governed by the following considerations:

- a) a sub-group shall be formed when it has is clearly established that it can make a substantial contribution to the resolution of the problem(s) in question;
- b) it shall be given clear and concise terms of reference describing not only its task but also an expected target date for its completion;
- c) its composition shall be such that, while being kept as small as possible, all States (whether or not they are Members of the APANPIRG itself) and organizations which can make valid contributions are given the opportunity to participate in it;
- d) its work progress and co-ordination requirements shall be subject to review by the Group to avoid duplication of effort in fields already covered by other activities;

Amendment No. 1/25.4.00

- e) a sub-group shall be dissolved when it has either completed its assigned task or it has become apparent that work on the subject in question cannot be usefully continued.

7. Position within ICAO

7.1 The Group shall be the guiding and co-ordinating organ for all activities conducted within ICAO concerning the Air Navigation System for the ASIA and PACIFIC Regions. However it shall not assume authority vested in other ICAO bodies, except where such bodies have specifically delegated their authority to the Group. The activities of the Group shall be subject to review by the Council.

7.2 The work of groups established and meetings (excluding limited, special or full-scale RAN meetings) held within the framework of ICAO, concerned with the Asia and Pacific air navigation system, shall be co-ordinated with the APANPIRG to ensure full harmonization with all regional activities regarding the development and operation of the ASIA/PAC system.

ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART II

WORKING ARRANGEMENTS

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1. Relations with States

1.1 States located geographically in the ASIA and PACIFIC Regions, States having dependent territories in these Regions, and States having aircraft on their register that operate in these Regions, shall be kept fully informed of activities of the APANPIRG. To achieve this objective, States should receive, regularly:

- a) Proposed agenda for meetings of the Group;
- b) The reports on meetings of the Group; and, as appropriate,
- c) The summaries of reports on meeting of its contributory bodies.

1.2 States should ensure necessary co-ordination and follow-up of the Group's activities within their Administrations.

1.3 The Group may obtain information from ASIA and PACIFIC provider States on specific questions and offer them advice as specific proposals for action.

2. Relations with other Bodies and Organizations

2.1 The Group shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the Asia and Pacific air navigation system.

2.2 When necessary, the APANPIRG shall provide information and advice to such bodies and organizations, if this is required, to:

- a) avoid duplication of studies and/or effort; and
- b) engage their assistance in matters that, while having a bearing on the air navigation system, are outside the competence of ICAO and/or the Terms of Reference of the Group.

3. Administration of the APANPIRG

3.1 The APANPIRG shall be administered as follows:

- a) by a chairperson elected from the Representatives designated by Member States of the Group. A First and Second Vice-Chairperson shall be elected from the said Representatives; and
- b) by a Secretary designated by the Secretary General of ICAO. In the execution of their duties the Secretary will be supported by the ASIA and PACIFIC Regional Office.

(ICAO Regional Representative, Bangkok has been designated as Secretary of APANPIRG)

3.2 The chairperson, in close co-operation with the Secretary, shall arrange for the most efficient working of the Group. The Group shall always work with a minimum of formality and paperwork.

3.3 Between meetings of the Group or its contributory bodies, some subjects may be dealt with by correspondence among appointed Representatives of its Member States through the Secretary of the APANPIRG or of the sub-group concerned. However, if States are to be consulted this should be done through the ICAO Representative of the Office of accreditation.

4. Meetings of the Group

4.1 Based on the advice of the Members of the Group and of the Secretary, the chairperson shall decide the date and duration of meetings of the Group.

4.2 Meetings are normally convened at the location of the ICAO Regional Office in Bangkok. If a State offers to host a meeting it shall be responsible for providing a venue, services and all costs of travel and subsistence allowance for secretariat attendees.

4.3 Members may be accompanied by advisers. Total attendance should be kept to a minimum consistent with the topics to be discussed to maintain the desired informality of proceedings.

4.4 The ICAO Regional Office in Bangkok shall normally provide the requisite secretariat services to the Group.

5. Establishment of Sub-Groups

5.1 To assist it in its work, the Group may create sub-groups, charged with preparatory work on specific problems requiring expert advice for their resolution.

5.2 The establishment and the work of sub-groups shall be governed by the procedures in Part I, paragraph 6.1

5.3 Participation in sub-groups should be by specialists in the subjects under consideration. Such specialists should be provided by States (whether or not they are designated as Members of the APANPIRG itself), international organizations and/or Asia/Pacific bodies and Organizations having relevant experience in the field concerned.

5.4 Secretaries of sub-groups established by the Group will be appointed by the Secretary of APANPIRG.

6. Task Forces

6.1 The APANPIRG or its sub-groups may appoint task forces composed of experts either from within and/or outside the Group or the sub-group to perform studies or prepare supporting documentation on defined subjects for consideration by the Group or sub-groups as a whole. Other States and international organizations may be invited to provide experts to participate in these task forces, as required.

7. Role of designated Members

7.1 Representatives of States designated as Members of the Group shall assume the duties and responsibilities of ensuring the normal conduct of business of the Group. Members should attend regularly all the meetings of the Group and maintain the continuity of the Group's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual Members and/or participation in task forces as referred to in paragraph 6.1.

8. Status of Observers

8.1 According to the provision of Part I, paragraph 4.4, States that are neither located nor have aircraft on their register operating in the ASIA and PACIFIC Regions will have the status of Observer at APANPIRG meetings.

8.2 According to the provisions of Part I, paragraph 5.1, International Organizations invited to participate at meetings of APANPIRG will have the status of Observer.

9. Co-ordination and reporting lines

9.1 The Group reports to the ICAO Council through its Secretary and the ICAO Secretariat as follows:

- a) proposals for amendment of the Air Navigation Plan (facilities, services and Basic Operational Requirements and Planning Criteria) and proposals for amendment of the Regional Supplementary Procedures (SUPP) originated by the APANPIRG will be processed according to the approved amendment procedures;
- b) suggestions by the APANPIRG calling for amendment or modification of the provisions in the ICAO world-wide provisions (Annexes and PANS) will be submitted to the Air Navigation Commission (ANC) for consideration and action as appropriate;
- c) items concerning serious shortcomings in implementation of the ASIA and PACIFIC Regional Plans will be reported to the States concerned, and, after all possible efforts for implementation have been exhausted to the attention of the ANC;
- d) specific policy issues emanating from the work of the APANPIRG and matters of impact on other regions will be submitted to the Council;
- e) matters concerning the Group's terms of reference, its composition, position in ICAO and working arrangements, will be submitted to the Council.

9.2 Sub-groups report to the Group. Co-ordination among sub-groups will primarily be ensured by the Group when establishing their terms of reference and work programme or taking action on their reports. In addition, the work of the contributory bodies should be co-ordinated through their respective chairperson and Secretaries, assisted, as required, by the ICAO Secretariat, in the Asia and Pacific Office.

9.3 Routine relations between the Group or its contributory bodies and other ICAO groups and meetings concerning the Asia and Pacific Regions shall be conducted through the respective Secretaries and/or the ICAO Representative of the Asia and Pacific Office.

9.4 Relations with representatives of States designated as Members of the Group and representatives of International Organizations regularly attending the meetings of the APANPIRG shall be conducted through the Secretary of the Group. Other ICAO Regional Offices shall be kept informed of correspondence whenever it may have an impact on their work.

9.5 Relations with States and International Organizations whether represented in the Group, and relations with Asia or Pacific bodies and Organizations will normally be conducted through the ICAO Representative, Asia and Pacific Office.

9.6 Relations with the experts provided by States as Members of APANPIRG sub-groups shall be conducted by the Secretary of the sub-group concerned.

ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART III

RULES OF PROCEDURES FOR THE CONDUCT OF
MEETINGS OF THE APANPIRG

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1. General

1.1 The APANPIRG shall always work with a minimum of formality and paper work. To achieve this aim, the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The Group is expected to conduct its business by general consensus of interested parties. The following provisions do not therefore include any procedures for handling motions or voting.

1.2 There shall be no minutes for the meetings of the Group. Reports on meetings should not include formal Statements by members or observers. However, where consensus was achieved after specific divergent views were expressed in relation to the decisions taken or the conclusions reached, those views shall be recorded as an integral part of the Report.

2. Participation

Note: The following rules of procedure are based on the provisions contained in paragraphs 3, 4 and 5 of Part I and in paragraphs 2, 7 and 8 of Part II.

2.1 Representatives of Contracting States designated as Members of the APANPIRG should participate regularly in all meetings of the Group.

2.1.1 Subject to the applicable provisions in paragraph 4 of Part I, any Contracting State of ICAO is entitled to participate in meetings of the APANPIRG, if it so wishes. To this effect, the State concerned should notify the Secretary of APANPIRG of its intention of being represented, not later than 30 days prior to the meeting in which it has decided to participate. Such notification should include an indication of the subjects in which that State is interested and the name and title of its representative(s).

Note: The notification referred above is not required by States having decided to attend regularly the meetings of the Group.

2.2 The Group shall normally invite international organizations recognized by the Council as representing important civil aviation interests to participate in the work of the APANPIRG in a consultative capacity. Among the international organizations, IATA, IFALPA and IFATCA should be invited on a regular basis. Other international organizations and/or Asia/Pacific bodies and organizations may participate when specifically invited by the Group.

2.3 The ICAO Representative Asia and Pacific Office, should endeavour to ensure representation by States, International Organizations, Asia/Pacific bodies and organizations invited by the Group to participate in its meetings.

Note: The Secretary of the APANPIRG, in consultation with the chairperson, shall undertake to keep the total number of participants to a level consistent with the required efficiency and informality of the proceedings.

3. Convening of Meetings

Note: Besides the working arrangements set forth in paragraph 4 of Part II, the rules of procedure below should be followed in convening meetings of the Group.

3.1 At each its meeting the Group should endeavour to agree on the date and duration of its next meeting.

3.2 According to its objectives the APANPIRG shall;

- a) ensure the continuous and coherent development of the Asia and Pacific Regional Plans as a whole and in relation to that of adjacent Regions; and
- b) identify specific problems in the air navigation field concerning the Asia and Pacific Regions and propose, in appropriate form, resolving action addressed to parties concerned.

Note: To achieve these objectives the convening of one meeting per year would generally suffice. Still, to safeguard coherent and orderly air navigation planning in the interest of States and airspace users in the Asia and Pacific Regions, the Group may determine the need for an additional meeting in any given year.

3.3 A letter for convening a meeting shall be addressed by the Secretary of the Group, normally 90 days prior to the meeting, to representatives of:

- a) States designated as Members;
- b) States, not designated as Members, that have decided to attend regularly the meetings of the APANPIRG;
- c) International Organizations invited to participate regularly in the activities of the Group.

3.4 The convening letter should include the agenda, with explanatory notes prepared by the Secretary to assist participants in preparing for the meeting, and a summary report on its activities and those of its sub-groups since the last meeting (Part II, para 1.1 c) refers).

3.5 The ICAO Representative, Asia and Pacific Office, shall ensure that States and international organizations concerned are informed of the convening of APANPIRG meetings and the subjects planned for discussion. This should be done by a State Letter.

4. Establishment of the Agenda

4.1 The Secretary, in consultation with the chairperson of APANPIRG, shall establish a draft agenda based on the work programme adopted and the documentation available.

4.2 The draft agenda shall be circulated with the convening letter, as specified in sub-paragraph 3.3 above, for comments by expected participants in the meeting.

4.3 Comments in relation to the draft agenda or the work of the Group received up to 10 days prior to the meeting, will be submitted to the meeting as a Working Paper.

4.4 At the opening of the meeting any State or international organization may propose the inclusion of additional items on the agenda, and this shall be accepted if most States attending so agree.

5. Languages

5.1 The language of the meetings of the APANPIRG shall be English.

5.2 The reports on meetings and supporting documentation for meetings of the Group will be prepared in English.

6. Officers and Secretariat of the APANPIRG

Note: The following rules of procedure are supplementary to the working arrangements for the administration of the APANPIRG contained in paragraph 3 of Part II.

6.1 To ensure the necessary continuity in the work of the Group and unless otherwise determined by special circumstances, the chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the APANPIRG should assume their functions at the end of the meeting at which they are elected, and serve for at least two calendar years.

6.2 States designated as Members of the Group may request that the election of the chairperson and/or Vice-Chairpersons be included on the agenda. Elected Officers may, in any circumstances, be reelected.

6.3 The Secretary of the APANPIRG will serve as Secretary of the meetings of the Group. They will be assisted by Officers of the Asia and Pacific Office of ICAO, as required.

6.4 Presentation of reports of sub-groups or of other ICAO regional planning groups or meetings should normally be made by the Secretary of the respective sub-group, regional planning group or meeting, as the case may be. Exceptionally, and in particular, when reports raise questions of principle or of a policy nature, the Group may request that their presentation be made by the chairperson of the body concerned.

7. Supporting documentation

7.1 Documentation for meetings of the APANPIRG will be prepared by the Secretariat, States designated as Members of the Group and international organizations participating regularly in the activities of the Group.

7.2 Any State, international organization and Asia/Pacific body or Organization, attending or not, may submit material for consideration by a meeting. In cases where the material submitted is as supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

7.3 Supporting documentation shall be presented as:

- a) Working Papers
- b) Discussion Papers
- c) Information Papers

7.4 Working Papers are the main basis of the discussion on the various items of the agenda.

7.5 Working Papers shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-items and contain, as appropriate, introduction of the matter, brief discussion and conclusions with specific proposals for action.

7.6 Working Papers should be made available to all interested parties as early as practicable (30 days, if possible), before the meeting at which they are intended to be considered.

7.7 Working Papers shall be distributed by the Secretary to:

- a) Representatives of States designated as Members of the Group;
- b) States having notified the Secretary of their intention of being represented at the relevant meeting;
- c) International organizations attending APANPIRG activities regularly; and
- d) Provider States whose facilities and/or services are the subject of the paper.

7.7.1 Other States or international organizations originating a Working Paper shall be provided with a copy of that particular Working Paper despite not attending the meeting of the Group to which it is submitted.

7.8 Discussion Papers are papers prepared on an ad hoc basis during a meeting, with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

7.9 Information Papers are intended solely to provide participants at a meeting with information on developments of technical or administrative matters of interest to the Group.

7.10 In view of their nature, the distribution of Discussion and Information Papers shall be limited to participants at the meeting to which they relate.

8. Conclusions and Decisions of the Meetings

8.1 Action taken by the Group shall be recorded as:

- a) Conclusions; and
- b) Decisions.

8.2 Conclusions deal with matters that, according to the Group's terms of reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary according to established procedures.

8.2.1 Conclusions are mainly aimed at the furtherance of studies and programmes being undertaken by the Group, its sub-groups and other ICAO Groups or meetings. For the implementation of conclusions, the Secretary shall:

- a) initiate the required action; or
- b) through the relevant ICAO Regional Office, invite States and international organizations or other bodies as appropriate to undertake the tasks called for by the Conclusion concerned; or
- c) refer them to Council and the Air Navigation Commission for appropriate action.

8.2.2 The Secretary will ensure that conclusions are transmitted to the States concerned through the relevant ICAO Regional Office and will take whatever action may be required to monitor their implementation.

8.3 Decisions relate solely to matters dealing with the internal working arrangements of the Group and its sub-groups.

9. Conduct of business

9.1 The meetings of the APANPIRG shall be conducted by the chairperson or, in their absence, by the First or Second Vice-chairman of the Group, in that order.

9.2 At the first sitting of each meeting, following the opening by the chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organization, and of the documentation available for consideration of the different items on the agenda.

9.3 Every meeting of the APANPIRG will consider, as required:

- a) reports by its sub-groups;
- b) reports by regional bodies;
- c) specific implementation matters; and
- d) review and up-date of the Work Programme.

9.4 At each of its meetings, the Group shall establish a tentative meeting programme (including meetings of sub-groups) for, at least, the following two calendar years (cf. sub-paragraph 3.2 Part IV).

9.5 The Group shall at each of its meetings review its outstanding Conclusions and Decisions to keep them current and their number at a minimum consistent with the progress achieved in implementation .

10. Reports

10.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

- a) a brief history of the meeting (duration, attendance, agenda and list of Conclusions and Decisions);
- b) a summary of the discussions by the Group on the different items of the agenda including, for each of them, the relevant Conclusion(s) and/or Decision(s);
- c) the work programme and future action by the Group; and
- d) the tentative programme of future meetings of the Group and of its sub-groups.

10.2 A draft report will be prepared by the Secretariat for approval by the Group before the closing of each meeting.

10.3 The approved Meeting Report shall be circulated by the Secretary to:

- a) Members of the Group; and
- b) Other States and international organizations and ASIA/PACIFIC bodies and organizations having attended the relevant meeting.

10.4 The report shall also be circulated, through the ICAO Regional Office of accreditation, to all provider States in the ASIA and PACIFIC Regions and to the users States as appropriate, International Organizations and ASIA/PACIFIC bodies concerned.

ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART IV

RULES OF PROCEDURE FOR THE
CONDUCT OF MEETINGS OF THE CONTRIBUTORY
BODIES OF THE APANPIRG

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1. General

1.1 Contributory bodies (sub-groups) of the APANPIRG shall work with a minimum of formality and paperwork. There shall be no minutes kept for the meetings.

2. Participation

Note: The following rules of procedure are based on the provisions contained in paragraph 5 of Part II.

2.1 Each sub-group of the APANPIRG shall be composed of experts to be provided by States, whether Members or not of the APANPIRG, international organizations and/or bodies and Organizations having experience in the relevant field.

2.2 When deciding the creation and establishing the mandate and terms of reference of any of its sub-groups, the Group shall indicate the States, international organizations and/or bodies and Organizations that are to be invited to provide experts for that body. The composition of sub-groups shall be kept as small as possible to ensure the efficiency of their work and the informality of proceedings.

2.3 States other than those specified by APANPIRG which are can make valid contributions to the work of a sub-group body are entitled to provide experts for that body if they so wish. To this effect, they should notify the ICAO Representative, Asia and Pacific Office of their intention to participate and of the name and title of the expert(s) designated.

2.4 States and international organizations and/or Asia/Pacific bodies and organizations should ensure that the experts they provide as members in sub-groups of the APANPIRG have the required qualifications and experience to contribute to the work of the body concerned.

3. Convening of meetings

3.1 The date and duration of meetings of a sub-group of the APANPIRG shall be decided by the chairperson, in consultation with Members and the Secretary of that sub-group.

3.2 As a rule, sub-groups should agree, at each meeting, on the date and duration of the next meeting and on a tentative schedule of future meetings to assist the APANPIRG in establishing its meeting programme (cf. sub-paragraph 9.4 of Part III).

3.3 For every meeting of a sub-group of the APANPIRG, a convening letter shall be addressed by the respective Secretary to the Members of that body. This convening letter should include the agenda, with explanatory notes as required, to assist participants in preparing for the meeting.

4. Establishment of the Agenda

4.1 The Secretary of a sub-group of the APANPIRG, after co-ordination with the ICAO Regional Office concerned, and in consultation with the chairperson, shall establish a draft agenda based on the work programme adopted and the documentation available.

4.2 The draft agenda shall be circulated with the convening letter and submitted to the meeting to which it refers, for approval.

5. Languages

5.1 The language of, and supporting documentation for, meetings of contributory bodies of the APANPIRG (sub-groups, task forces) shall be English.

Note: Documentation prepared by States and international organizations should be forwarded to the Secretary of the Sub-group/task force, if possible, at least 45 days before the meeting for which it is intended, to permit timely processing.

5.2 The reports of meetings of these bodies shall be in English.

6. Officers and Secretariat of sub-groups of the APANPIRG

6.1 Each sub-group of the APANPIRG shall at its first meeting elect, from the experts provided by States as Members of the sub-group, a chairperson and a Vice-Chairperson.

6.2 To ensure the necessary continuity in the work and unless otherwise determined by special circumstances, the chairperson and Vice-Chairperson of a sub-group should serve for an unspecified period.

6.3 Members of a sub-group may request that the election of the chairperson and/or Vice-Chairperson be included in its meeting agenda. Elected officers may be re-elected.

7. Conduct of business

7.1 Meetings of a sub-group shall be conducted by its chairperson or, in their absence, by the Vice-Chairperson.

7.2 Action proposed by a sub-group that requires the prior agreement of the APANPIRG before it can be implemented or otherwise, shall be recorded in its report as draft Conclusions or draft Decisions. All such proposed actions shall be considered by the APANPIRG at its next meeting after the issue of the sub-group's report.

8. Reports of meetings

8.1 Proceedings of meetings of sub-groups should be recorded in the form of a Report or a Summary.

8.2 A sub-group shall decide for each of its meetings whether a Report is required or whether a Summary will be sufficient. A summary would normally suffice when there is no meeting of the APANPIRG before the next scheduled meeting of the sub-group. A consolidated Report may be prepared covering more than one meeting.

8.3 A meeting of a sub-group will submit a Report whenever, it has:

- a) completed action on any part of its work programme; or
- b) found that it needs further directives or guidance from the APANPIRG to proceed in its work.

8.4 For all other meetings, the Secretary of that body will prepare a summary on the business conducted by the meeting to keep the APANPIRG and States informed of development in its activities.

8.5 Reports on meetings of sub-groups shall be of a simple layout and as concise as practicable. To the extent feasible the reports should be presented in a summary format setting aside reporting on non-essential proceedings and on matters of solely internal interest to the sub-groups themselves. They should normally cover:

- a) short introduction (brief history of the meeting, agenda, tasks at hand);
- b) in the sequence of the agenda, summary of findings on different tasks or specific elements of it including, as appropriate, draft conclusions and/or decisions; and
- c) the work programme and future meetings.

8.6 Reports or Summaries on meetings of sub-groups shall be distributed by the Secretary to Members of the sub-group concerned, after the meeting to which the Report or Summary refers. Those Reports or Summaries shall simultaneously be circulated by the ICAO Regional Representative, Asia and Pacific Office to all provider States of the ASIA and PACIFIC Regions, international and national Organizations and bodies concerned. The Reports shall be made available to user States on request.

8.7 Reports or Summaries on meetings of sub-groups shall be submitted to the APANPIRG for review and action. At each of its meetings, the APANPIRG shall review the reports or summaries on all meetings of its sub-groups having taken place since its last meeting also other available reports on earlier meetings of sub-groups still requiring action by the Group.

8.8 Action taken by the APANPIRG on reports of its sub-groups shall be the object of a Supplement to the Report concerned. This Supplement shall be circulated by the Secretary of the Sub-group concerned to the Members of that body and by the ICAO Regional Representative, Asia and Pacific Office to the interested States, international and national Organizations and bodies concerned.

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ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART V

PROCEDURE FOR THE ENDORSEMENT AND APPLICATION OF
ASIA/PACIFIC REGIONAL GUIDANCE MATERIALS IN
VARIOUS AIR NAVIGATION FIELDS

AND

UNIFORM METHODOLOGY FOR THE IDENTIFICATION,
ASSESSMENT AND REPORTING OF AIR NAVIGATION
SHORTCOMINGS AND DEFICIENCIES

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Procedure for the endorsement and application of Asia/Pacific regional guidance materials in various air navigation fields

7.1 The following procedure suggested by APANPIRG/7 (Conclusion 7/39) for the processing of the ASIA/PAC regional guidance materials was noted by the ICAO Council (150/18) for inclusion in the Procedural Handbook.

- APANPIRG Sub-Groups and Task Forces as well as States of the ASIA/PAC Regions, in a position to do so, are encouraged to develop uniform guidance material for facilitating the implementation of international air navigation systems in the Asia/Pacific Region.
- Such guidance material should not conflict with ICAO Provisions.
- Such guidance material should be examined by the APANPIRG States and included in APANPIRG reports.
- With regard to cases where regional guidance material prepared by APANPIRG contributory bodies needs to be dealt more speedily, the material may be circulated to States for appropriate action following consultation with the APANPIRG Chairperson and examination by ICAO Headquarters.
- The material resulting from the above should be forwarded to States by the ICAO Regional Office recommending States to use/adopt the material to facilitate their work.

UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

(Approved by the Council on 30 November 2001)

1. Introduction

1.1 Based on the information resulting from the assessment carried out by ICAO on the input received from various regions regarding shortcomings and deficiencies in the air navigation field, it became evident that improvements were necessary in the following areas:

- a) collection of information;
- b) safety assessment of reported problems;
- c) identification of suitable corrective actions (technical/operational/financial/organizational), both short-term and long-term; and
- d) method of reporting in the reports of ICAO planning and implementation regional groups (PIRGs).

1.2 This methodology is therefore prepared with the assistance of ICAO PIRGs and is approved by the ICAO Council for the efficient identification, assessment and clear reporting of air navigation deficiencies. It may be further updated by the Air Navigation Commission in the light of the experience gained in its utilization.

1.3 For the purpose of this methodology, the definition of deficiencies is as follows:

A *deficiency* is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.

2. Collection of information

Regional office sources

2.1 As a routine function, the regional offices are expected to maintain a list of specific deficiencies, if any, in their regions. To ensure that this list is as clear and as complete as possible, it is understood that the regional offices take the following steps:

- a) Compare the status of implementation of the air navigation facilities and services with the regional air navigation plan documents and identify facilities, services and procedures not implemented;
- b) review mission reports with a view to detecting deficiencies that affect safety, regularity and efficiency of international civil aviation;
- c) make a systematic analysis of the differences with ICAO Standards and Recommended Practices filed by States to determine the reason for their existence and their impact, if any, on safety;
- d) review aircraft accident and incident reports with a view to detect possible systems or procedures deficiencies;
- e) review inputs, provided to the regional office by the users of air navigation services on the basis of Assembly Resolution A33-14, Appendix M;
- f) assess and prioritize the result of a) to e) according to paragraph 4;
- g) report the outcome to the State(s) concerned for resolution; and
- h) report the result of g) above to the related PIRG for further examination, advice and report to the ICAO Council, as appropriate through PIRG reports.

States sources

2.2 To collect information from all sources, States should, in addition to complying with the Assembly Resolution A31-10, establish reporting systems in accordance with the requirements in Annex 13, paragraph 7.3. These reporting systems should be non-punitive in order to capture the maximum number of deficiencies.

Users sources

2.3 Appropriate international organizations, including the International Air Transport Association (IATA) and the International Federation of Air Line Pilots' Associations (IFALPA) are valuable sources of information on deficiencies, especially those that are safety related. In their capacity as users of air navigation facilities they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational. In this context it should be noted that Assembly Resolution A33-14, Appendix M and several decisions of the Council obligate users of air navigation facilities and services to report any serious problems encountered due to the lack of implementation of air navigation facilities or services required by regional plans. It is emphasized that this procedure, together with the terms of reference of the PIRGs should form a solid basis for the identification, reporting and assisting in the resolution of non-implementation matters.

3. Reporting of information on deficiencies

3.1 In order to enable the ICAO PIRGs to make detailed assessments of shortcomings and deficiencies, States and appropriate international organizations including IATA and IFALPA, are expected to provide the information they have to the ICAO regional office for action as appropriate, including action at PIRG meetings.

3.2 The information should at least include: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken.

3.3 The agenda of each PIRG meeting should include an item on air navigation deficiencies, including information reported by States, IATA and IFALPA in addition to those identified by the regional office according to paragraph 2.1 above. Review of the deficiencies should be a top priority for each meeting. The PIRGs, in reviewing lists of deficiencies, should make an assessment of the safety impact for subsequent review by the ICAO Air Navigation Commission.

3.4 In line with the above, and keeping in mind the need to eventually make use of this information in the planning and implementation process, it is necessary that once a deficiency has been identified and validated, the following fields of information should be provided in the reports on deficiencies in the air navigation systems. These fields are as follows and are set out in the reporting form attached hereto.

a) Identification of the requirements

As per ICAO procedures, Regional Air Navigation Plans detail *inter alia* air navigation requirements including facilities, services and procedures required to support international civil aviation operations in a given region. Therefore, deficiencies would relate to a requirement identified in the regional air navigation plan documents. As a first item in the deficiency list, the requirements along with the name of the meeting and the related recommendation number should be included. In addition, the name of the State or States involved and/or the name of the facilities such as name of airport, FIR, ACC, TWR, etc. should be included.

b) Identification of the deficiency

This item identifies deficiency and would be composed of the following elements.

- i) a brief description of the deficiency;
- ii) date deficiency was first reported;
- iii) appropriate important references (Meetings, Reports, Missions, etc)

c) Identification of the corrective actions

In the identification of the corrective actions, this item would be composed of:

- i) a brief description of the corrective actions to be undertaken;
- ii) identification of the executing body;
- iii) expected completion date of the corrective action*; and
- iv) when appropriate or available, an indication of the cost involved.

* It should be noted that a longer implementation period could be assigned in those cases in which the expansion or development of a facility was aimed at serving less frequent operations or entailed excessive expenditures.

4. Assessment and prioritization

4.1 A general guideline would be to have three levels of priority organized on the basis of safety, regularity and efficiency assessment as follows:

"U" priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority= Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority= Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

5. Model reporting table for use in the reports of PIRGs

5.1 Taking the foregoing into account, the model table at the Appendix is for use by PIRGs for the identification, assessment, prioritization etc. of deficiencies. It might be preferred that a different table would be produced for each of the different topics i.e. AGA, ATM, SAR, CNS, AIS/MAP, MET. However, all tables should be uniform.

6. Action by the regional offices

6.1 Before each PIRG meeting, the regional office concerned will provide advance documentation concerning the latest status of deficiencies.

6.2 It is noted that the regional offices should document serious cases of deficiencies to the Air Navigation Commission (through ICAO Headquarters) as a matter of priority, rather than waiting to report the matter to the next PIRG meeting and that the Air Navigation Commission will report to the Council.

REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE FIELD IN THE REGION

Identification		Deficiencies			Corrective action			
Requirements	States/facilities	Description	Date first reported	Remarks	Description	Executing body	Date of completion	Priority for action*
Requirement of Part ..., paragraph (table) .. of the air navigation plan	Terra X Terra Y	Speech circuits not implemented Villa X - Villa Y	12/12/2..X	Co-ordination meeting between Terra X and Terra Y on 16/07/9X to finalize arrangements to implementation circuit via satellite	Implementation of direct speech circuit via satellite	Terra X	20/8/2..X	A

* Priority for action to remedy a deficiency is based on the following safety assessments:

"U" priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

"A" priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

"B" priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

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Amendment No.3
20.2.02

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ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART VI

ASIA/PACIFIC PROVIDER AND USER STATES

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1. Purpose and status

1.1 According to the APANPIRG working arrangements, all States concerned with the work of the Group shall be kept fully informed (please see note below) of its activities. To this effect, ICAO Representative, Asia and Pacific Office, based on information provided by the Secretary of the APANPIRG, shall:

- a) keep States informed of the convening of APANPIRG meetings and the subjects planned to be discussed (cf. Part III, paragraph 3.5); and
- b) send them reports on meetings of the Group, and, as appropriate, summaries or reports on meetings of its sub-groups (cf. Part II, paragraph 1.1)

1.2 All Asia/Pacific provider and user States, either Contracting or non-Contracting States of the Convention on International Civil Aviation, shall be regarded as concerned with the work of the APANPIRG and therefore entitled to receive information on its activities.

Note: Communication with States will be according to existing ICAO policies and procedures.

1.3 In addition, according to the provisions governing the participation in the Group's activities by States other than those designated as Members of the APANPIRG and Asia/Pacific provider and user States, other Contracting States of the Convention on International Civil Aviation, shall be entitled to be represented at meetings of the Group with full rights, if they so wish. (cf. Part I, paragraphs 4.1 to 4.4)

1.4 Asia/Pacific provider or user States are as follows:

ASIA/PAC PROVIDER STATES

Australia	Kiribati	Papua New Guinea
Bangladesh	Lao PDR	Philippines
Bhutan	Malaysia	Republic of Korea
Brunei Darussalam	Maldives	Samoa
Cambodia	Marshall islands	Singapore
China	Micronesia, F.S. Of	Solomon Islands
Cook Islands	Mongolia	Sri Lanka
DPR Korea	Myanmar	Thailand
Fiji	Nauru	Tonga
France	Nepal	Tuvalu*
India	New Zealand	United States
Indonesia	Pakistan	Vanuatu
Japan	Palau	Vietnam

 * Non Contracting State

USER STATES

Afghanistan	Ireland	Romania
Algeria	Israel	Russian Federation
Argentina	Italy	Saudi Arabia
Austria	Jordan	Seychelles
Bahrain	Kazakhstan	Slovakia
Belarus	Kenya	Somalia
Belgium	Kuwait	South Africa
Botswana	Kyrgyzstan	Spain
Brazil	Lebanon	Sudan
Bulgaria	Libyan Arab Jamahiriya	Sweden
Canada	Luxembourg	Switzerland
Chile	Madagascar	Syrian Arab Republic
Croatia	Malawi	The former Yugoslav
Cyprus	Malta	Republic of Macedonia
Czech Republic	Mauritius	Turkey
Denmark	Mexico	Turkmenistan
Ecuador	Morocco	Uganda
Egypt	Mozambique	Ukraine
Ethiopia	Namibia	United Arab Emirates
Finland	Netherlands,	United Kingdom
Germany	Kingdom of the	United Republic of
Ghana	Nigeria	Tanzania
Greece	Norway	Uzbekistan
Hungary	Oman	Yemen
Iran, Islamic Rep. of	Poland	Zambia
Iraq	Portugal	Zimbabwe
	Qatar	

INTERNATIONAL
ORGANIZATIONS

IATA
 IFALPA
 IFATCA

ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART VII

OTHER ASIA and/or PAC REGIONAL BODIES
AND INTERNATIONAL ORGANIZATIONS
DEALING WITH CIVIL AVIATION MATTERS IN THE ASIA/PAC REGIONS

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INTERNATIONAL ORGANIZATIONSRegional Economic Commissions

Economic and Social Commission for Asia and the Pacific

International Organizations

Airports Council International (ACI)

Asia-Pacific Telecommunity (APT)

International Air Transport Association (IATA)

International Council of Aircraft Owner and Pilot Associations (IAOPA)

International Federation of Air Line Pilots' Associations (IFALPA)

International Federation of Air Traffic Controllers' Associations (IFATCA)

United Nations Specialized Agencies

International Telecommunications Union (ITU)

World Meteorological Organization (WMO)

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