



International
Civil Aviation
Organization

Organisation
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Organización
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Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: AN 3/3 – AP 079/12 (AGA)

01 June 2012

Subject: Twenty-Third Meeting of the Asia/Pacific
Air Navigation Planning and Implementation Regional Group
(APANPIRG/23) (Bangkok, Thailand, 10-14 September 2012)

Action Required: Reply at your earliest convenience,
preferably not later than

- 1) **15 August 2012** for submission of Nomination Form
- 2) **24 August 2012** for submission of papers and presentation slides

Sir/Madam,

I have the honour to inform you that the Twenty-Third Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/23) will be held at ICAO Regional Office, Bangkok from 10 to 14 September 2012.

I have the pleasure in inviting you for the meeting and request you to arrange for attendance by the Member and/or Alternate Member designated by your Administration. The Member/Alternate Member may be accompanied by Advisor(s), as appropriate.

The Provisional Agenda for the meeting and explanatory notes on the agenda items are in **Attachment A** to this letter. A Bulletin containing information about the arrangements for the meeting is in **Attachment B** to this letter. Information about recommended hotels in Bangkok, location of Regional Office and other information of interest for the participants are available on the ICAO APAC website at: <http://www.bangkok.icao.int>.

To facilitate this Office to make appropriate preparations for the meeting, I would appreciate receiving from you the following via e-mail at apac@icao.int or fax +66 (2) 537-8199:

- a) any suggestion for additions/changes to the Provisional Agenda of the Meeting, keeping in view the Terms of Reference of APANPIRG approved by the ICAO Council;

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- b) the name, position and address of all attendees including advisors, if any, intended to accompany your Member and/or Alternate Member using the Nomination Form provided in **Attachment C** to this letter; and
- c) the titles of any Working/Information Papers your Administration intends to submit in accordance with the Provisional Agenda. Kindly note in this regard that electronic copy of the papers should be sent to this Office at your earliest convenience, by e mail to apac@icao.int preferably not later than **24 August 2012**.

The documents for the APANPIRG/23 Meeting will be made available on the ICAO APAC website www.bangkok.icao.int. Please note that the Working/Information Papers are meant for restricted use and can be accessed using: username: **apanpirg** and password: **BKKapac** (case-sensitive).

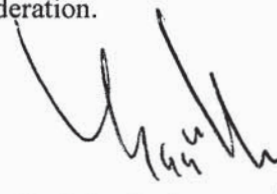
Participants are advised that the Regional Office is moving towards a 'paperless' meeting environment by the increasing use of electronic media for the distribution of meeting materials. Meeting participants are encouraged to take advantage of the wireless network facility available at APAC Office. Participants should bring a portable computer equipped with Wi-Fi networking capability for the Meeting.

I request you to review and update the list of Members placed at **Attachment D** to this letter and inform me of any changes. For nominating new representatives to the Group, kindly use the Nomination Form provided in the attachment (**Attachment E**). In this respect I would like to draw your kind attention to the recommendations in the APANPIRG Procedural Handbook regarding the designation of the State's representatives to the Group as follows:

Part I-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.

I will be grateful to receive your confirmation on the participation by your administration at the meeting, in addition to the information requested in Para a, b and c above at the earliest, preferably not later than **15 August 2012**.

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



Mokhtar A. Awan
Regional Director

Enclosures:

- A – Provisional Agenda (WP/1)
- B – Meeting Bulletin (IP/1)
- C – Nomination Form
- D – List of Members/Alternate Members
- E – APANPIRG Member Nomination Form