



International
Civil Aviation
Organization

Organisation
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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: AN 3/3 & T 11/5.14 — AP020/14 (AGA)

31 January 2014

- Subject:** 1) Seminar on Water Aerodromes
(Yogyakarta, Indonesia, 2 June 2014)
- 2) Second Meeting of the Aerodromes
Operations and Planning Working Group
(AOP/WG/2)
(Yogyakarta, Indonesia, 3 – 5 June 2014)

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

- 1) **02 April 2014** for intention to present papers at
Seminar;
- 2) **16 May 2014** submission of Nomination Form
- 3) **19 May 2014** for submission of papers for
AOPWG Meeting;
- 4) **23 May 2014** for submission of papers and
presentation slides for Seminar

Sir/Madam,

I have the honour to invite your Administration to arrange for attendance by your designated experts at the Second Meeting of the Aerodromes Operations and Planning Working Group (AOP/WG/2), to be held at Yogyakarta, Indonesia, from 3 to 5 June 2014 graciously hosted by DGCA Indonesia. The venue, recommended hotels and other information of interest will be made available later and posted on APAC website. The designated experts may be accompanied by adviser(s), as appropriate. The AOP Working Group will focus on aerodrome services and facilities.

APANPIRG/24 invited ICAO APAC Office to convene a seminar/workshop on water aerodromes in which APAC States could share their experiences and provide statistics on sea plane operations. A one day seminar will be held on 2nd June 2014 back to back with the AOPWG/2 Meeting. Your expert speakers on water aerodromes are kindly invited to submit papers for presentation at the workshop/seminar. To facilitate the preparation for the workshop, please provide the ICAO Regional Office the name of your expert speaker(s) and the topics that they intend to present **by 02 April 2014**. The presentation slides should be sent later preferably **before 23 May 2014**.

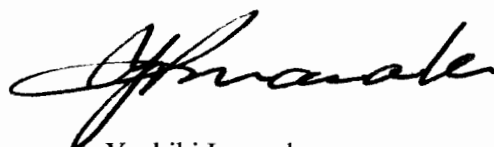
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Enclosed herewith are AOP/WG/2 Provisional Agenda (**Attachment A**), Registration Form (**Attachment B**) and Water Aerodromes Seminar Provisional Program (**Attachment C**). Any comment concerning the proposed agenda should be forwarded as soon as possible.

In order to make the meeting more productive and effective, it is strongly urged that States/International Organizations submit papers to the meeting **no later than two weeks prior to the meeting date**, via email to the Regional Office. Meeting materials will be available on ICAO APAC website. Participants requiring paper copies are expected to download from the website.

To progress meeting arrangements, please confirm prior to **16 May 2014** that your Administration plans to send a representative to attend the seminar and meeting. Kindly provide names, positions and addresses of all attendees using the attached Registration Form.

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



Yoshiki Imawaka
Acting Regional Director

Attachments:

- A — Provisional Agenda AOP/WG/2
- B — Registration Form
- C — Provisional Program – Seminar on Water Aerodromes