



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**TWENTY SIXTH MEETING OF THE ASIA/PACIFIC AIR NAVIGATION
PLANNING AND IMPLEMENTATION REGIONAL GROUP
(APANPIRG/26)**

Bangkok, Thailand, 7 – 10 September 2015

Agenda Item 5: Future Work Programme

**REPORT OF THE SECOND MEETING OF THE
APANPIRG CONTRIBUTORY BODIES STRUCTURE REVIEW
TASK FORCE (ABSRTF)**

(Presented by the Chairman of Task Force)

SUMMARY

This paper reviews the work accomplished by the Second Meeting of the APANPIRG Contributory Bodies Structure Review Task Force (ABSRTF/2) held in Bangkok, Thailand from 24 to 25 June 2015 and presents the proposed new APANPIRG Structure and Terms of Reference of the APANPIRG Sub Groups for comments and adoption by APANPIRG/26.

Action by the meeting is at Para 3 to this paper.

1. INTRODUCTION

1.1 A teleconference was held on 8 April 2015 with the SG Chairs to discuss a revised Structure of APANPIRG proposed by the Secretariat. The Second APANPIRG Contributory Bodies Structure Review Task Force (ABSRTF) Meeting of APANPIRG was held from 24 to 25 June 2015 at the ICAO Asia and Pacific Office, Bangkok, Thailand. The meeting was attended by 14 participants from 5 Member States and two Special Administrative Regions of China. A copy of the report of ABSRTF is available on the ICAO web site at:

http://www.icao.int/APAC/Meetings/2015%20ABSRTF2/Draft%20%20Report-%20ABSRTF_rev%201.pdf.

A copy of the Report is placed at **Attachment A** to this Working Paper.

1.2 Mr. Kuah Kong Beng, Chair ATMSG was unanimously elected as the Chairperson of the Task Force and he presided over the meeting.

2. DISCUSSION

2.1 APANPIRG/25 considering the need to review the APANPIRG Structure and Terms of Reference of its Sub Groups, in light of the performance based approach to air navigation planning and implementation, established the APANPIRG Contributory Bodies Structure Review Task Force under Decision 25/50:

2.2 The ABSRTF reviewed the proposal presented in WP/4 on the APANPIRG Structure and formulated the following recommendations for consideration by APANPIRG/26:

- a) MET SG is well organized and should continue as a separate sub group reporting directly to APANPIRG;
- b) AOPWG has matured to be a sub group and should report directly to APANPIRG for discussing implementation of Annex 14 provisions, AOP subject of the Asia Pacific Regional Air Navigation Plan and the Asia Pacific Seamless ATM Plan;
- c) RASMAG monitors air space safety, coordinates all the activities of the Region's designated monitoring agencies including undertaking aircraft height-keeping monitoring for RVSM, and submits recommendations to APANPIRG for improving ATM operations. RASMAG therefore should keep the subgroup status reporting directly to APANPIRG;
- d) ABSRTF examined the option of establishment of APANPIRG Coordination Committee (ACC) and noted the following:
 - i) ACC would be an additional layer in between the APANPIRG and Sub Groups, which would require additional resources from States/Administrations and ICAO;
 - ii) ACC comprised of Chairs/Vice Chairs of the Sub Groups, Working Groups and Task Forces, Secretariat, officials nominated by APANPIRG Chair and Secretary, therefore decisions taken by the ACC would not represent the collective decision of the APAC member States;
 - iii) ACC would become a mini APANPIRG with no clear benefits if all APAC States were to be invited;
 - iv) In conclusion it is recommended not to create an ACC but to retain the current APANPIRG structure except for upgrading the current AOPWG to AOPSG.
- e) ABSRTF noted that the APANPIRG Sub Groups should have the ability to adopt, without further APANPIRG endorsement, any Conclusion or Decision (especially those concerning guidance to States in the implementation of ICAO SARPs, GANP, RANP, Seamless ATM Plan) that does not have significant additional economic, environmental or political effects; It is recommended that Sub Groups should be empowered to adopt draft Conclusions/Decisions on behalf of APANPIRG, which are developed by their respective Working Groups and Task Forces.
- f) The proposed APANPIRG Structure developed by ABSRTF is placed at **Appendix A** to this Working Paper. APANPIRG is invited to review the proposed new structure and consider for adoption. It is recommended that the approved new structure would become effective from 2017 meeting year (APANPIRG/28) with 2016 (APANPIRG/27) being used for transitional arrangements;
- g) The ABSRTF further recommended that the respective APANPIRG Sub Group should examine and review the usefulness and continuity of the Working Groups & Task Force reporting to it and propose their new structure to APANPIRG/27 (2016) for approval;

- h) ABSRTF noted that even though not mandated by APANPIRG, it felt appropriate to bring to APANPIRG's attention on the need for updating the APANPIRG Procedural Handbook;
- i) ABSRTF noted that a one-day informal meeting immediately after the APANPIRG meeting among the Chairs/Vice Chairs of the Sub Groups was needed to discuss their work programmes, projects and deliverables and to address inter coordination issues and sharing information in their respective areas to avoid duplication of efforts;
- j) ABSRTF also agreed to the concept of the project management principles to promote a more project-management-driven approach to regional air navigation planning and implementation, which is guided by and aligned with regional priorities and the Global Air Navigation Plan/ASBU strategy. The Project Management Principles is placed at **Appendix C** to this Working Paper. Note: No comments were received as of 31 July 2015 from the Sub Group Chairs on the Project Management Principles presented to ABSRTF.

2.3 As a result of the discussions, the meeting formulated the following draft Decisions for consideration and adoption by APANPIRG/26.

Draft Decision APANPIRG/26/xx — Empowerment of Sub Groups

That, in order to enhance the efficiency of APANPIRG approval process, the Sub Groups be empowered post – APANPIRG/26 to adopt Conclusions and Decisions on technical matters (especially those concerning guidance to States in the implementation of ICAO SARPs, GANP, RANP, Seamless ATM Plan) that do not have significant additional economic, environmental or political effects, which should be considered at a higher level at APANPIRG.

Draft Decision APANPIRG/26/xx — Reorganization of APANPIRG Structure

That, in accordance with APANPIRG Decision 25/50, and to promote a more project-management-driven approach to regional air navigation planning and implementation, which is guided by and aligned with regional priorities and the Global Air Navigation Plan/ASBU Strategy:

- a) the new structure of the APANPIRG and its Sub Groups be adopted as presented in **Appendix A**; and
- b) the APANPIRG Procedural Handbook be amended in line with the new APANPIRG Structure and to promote the project management principles.

Note: (1) the new structure of APANPIRG Sub Groups shall become effective from 2017 meeting year with 2016 being used for transitional arrangement; and (2) the amendment to the APANPIRG Procedural Handbook shall be submitted to APANPIRG/27 for endorsement.

Draft Decision APANPIRG/26/xx — Revised Terms of Reference of APANPIRG Sub Groups

That, the revised Terms of Reference of APANPIRG Sub Groups placed at **Appendix B** to this Working Paper be adopted.

Draft Decision APANPIRG/26/xx — Review Terms of Reference of Contributory Bodies under the APANPIRG Sub Groups

That, the Secretariat, in consultation with Chairs of the existing Task Forces and Working Groups under the APANPIRG Sub Groups, reviews the TOR as necessary, and submits to the respective Sub Groups and APANPIRG/27 for further review and adoption.

2.4 At the end of the ABSRTF Meeting, it was agreed that the work of the Task Force has been completed and no further meetings were required. Accordingly, the meeting agreed that the ABSRTF should be dissolved and formulated the following Decision for adoption:

Draft Decision APANPIRG/26/xx — Dissolution of ABSRTF

That, the ABSRTF having completed its task as set out in its Terms of Reference, be dissolved.

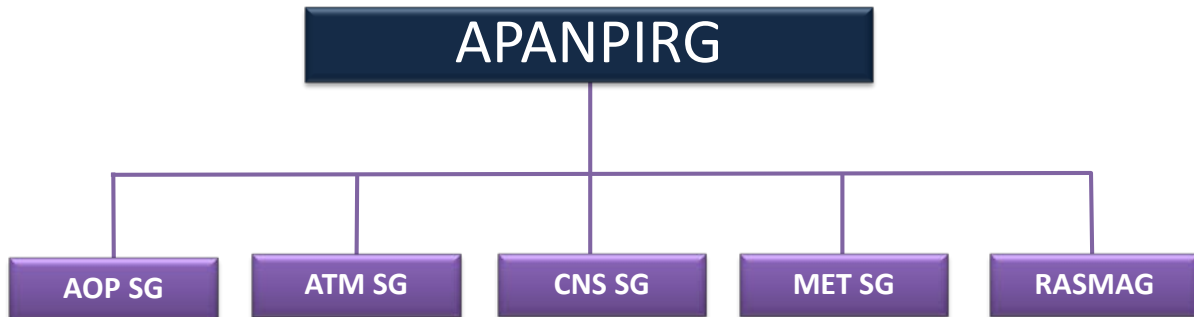
3. ACTION BY THE MEETING

The meeting is invited to:

- i) Discuss the recommendations proposed by ABSRTF; and
- ii) consider adoption of the draft Decisions formulated by the ABSRTF.

APPENDIX A

PROPOSED NEW STRUCTURE OF APANPIRG



- AOP SG: Aerodrome Operations and Planning Sub Group
- ATM SG: Air Traffic Management Sub Group
- CNS SG: Communications, Navigation and Surveillance Sub Group
- MET SG: Meteorology Sub Group
- RASMAG: Regional Airspace Safety Monitoring Advisory Group

Note: The scope of the ABSRTF is limited to APANPIRG Sub Groups

APPENDIX B

Terms of Reference for APANPIRG Communications, Navigation and Surveillance/Sub Group (CNS/SG)

The Objectives of the CNS/SG are to:

- 1) *ensure continuous and coherent development of the CNS parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs, the Global Air Navigation Plan and the Global Aviation Safety Plan;*
- 2) *facilitate the implementation of CNS systems and services identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and Asia/Pacific Seamless ATM Plan elements using the project management principles where appropriate;*
- 3) *review, identify and address deficiencies that impede the implementation or provision of efficient CNS services in the Asia & Pacific Regions.*

Deliverables to meet the Objectives:

- 1) *Progress report to be **submitted** to APANPIRG addressing the CNS SG deliverables (listed in 2 to 9 below);*
- 2) *CNS parts of the APAC ANP to be **reviewed** and, as necessary, amendment proposals **prepared** to update the APAC ANP to reflect changes in the operational and global requirements;*
- 3) *Level of implementation of CNS systems and services to be **monitored** and, as necessary, **facilitated** to support the effective implementation of ASBU priority modules and the Asia/Pacific Seamless ATM Plan elements;*
- 4) *Air navigation deficiencies in the field of CNS to be **identified** (which may require any necessary systems performance monitoring to be **facilitated**) and, where necessary, appropriate corrective action **proposed** and the development and implementation of action plans by States to resolve identified deficiencies **facilitated**;*
- 5) *Air navigation deficiencies in the field of CNS (as listed in the APANPIRG database) to be **reviewed** and, as necessary, **updated** to reflect the current situation;*
- 6) *Research and development, trials and demonstrations in the field of CNS and other relevant areas to be **monitored** and, as necessary, the transfer of this information and expertise between States **facilitated**;*
- 7) *Specific recommendations to be **made**, and guidance materials **developed**, aimed at improving CNS services by the use of existing and/or new procedures, facilities and technologies;*
- 8) *Inter-regional and intra-regional co-ordination issues in the field of CNS to be **reviewed** and **identified** and, as necessary, actions **recommended** addressing those issues;*
- 9) *CNS environmental initiatives are consistently identified and progressed; and report outcomes from CNS environmental initiatives;*
- 10) *Draft Conclusions and Decisions to be **formulated** relating to matters in the field of CNS that come within the scope of the APANPIRG work plan.*

Terms of Reference for APANPIRG Meteorology Sub-Group (MET SG)

The Objectives of the MET/SG are to:

- 1) *ensure the continuous and coherent development of the MET parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs, the Global Air Navigation Plan and the Global Aviation Safety Plan;*
- 2) *facilitate the implementation of aeronautical meteorological services identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and the Asia/Pacific Seamless ATM Plan elements using the project management principles where appropriate;*
- 3) *review, identify and address deficiencies that impede the implementation or provision of efficient aeronautical meteorological services in the Asia and Pacific Regions.*

Deliverables to meet the Objectives:

- 1) *Progress report to be **submitted** to APANPIRG addressing the MET SG deliverables (listed in 2 to 9 below).*
- 2) *MET parts of the ASIA/PAC ANP to be **reviewed** and, as necessary, amendment proposals **prepared** to update the APAC ANP to reflect changes in the operational and global requirements.*
- 3) *Level of implementation of aeronautical meteorological services to be **monitored** and, as necessary, **facilitated** to support the effective implementation of ASBU priority modules and the Asia/Pacific Seamless ATM Plan elements;*
- 4) *Air navigation deficiencies in the field of MET to be **identified** (which may require any necessary systems performance monitoring to be **facilitated**) and, where necessary, appropriate corrective action **proposed** and the development and implementation of action plans by States to resolve identified deficiencies **facilitated**.*
- 5) *Air navigation deficiencies in the field of MET (as listed in the APANPIRG database) to be **reviewed** and, as necessary, **updated** to reflect the current situation.*
- 6) *Research and development, trials and demonstrations in the field of MET and other relevant areas to be **monitored** and, as necessary, the transfer of this information and expertise between States **facilitated**.*
- 7) *Specific recommendations to be **made**, and guidance materials **developed**, aimed at improving aeronautical meteorological services by the use of existing and/or new procedures, facilities and technologies.*
- 8) *Inter-regional and intra-regional co-ordination issues in the field of MET to be **reviewed** and **identified** and, as necessary, actions **recommended** addressing those issues;*
- 9) *MET environmental initiatives are consistently identified and progressed*
- 10) *Draft Conclusions and Decisions to be **formulated** relating to matters in the field of MET that come within the scope of the APANPIRG work plan.*

Terms of Reference of Air Traffic Management Sub-Group of APANPIRG (ATMSG)

The Objectives of the ATM/SG are to:

- 1) *ensure the continuous and coherent development of the ATM/AIM/SAR parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs, the Global Air Navigation Plan and the Global Aviation Safety Plan;*
- 2) *facilitate the implementation of ATM systems, procedures and services identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and Asia/Pacific Seamless ATM Plan elements using the project management principles where appropriate;*
- 3) *review, identify and address deficiencies that impede the implementation or provision of efficient ATM services in the Asia and Pacific Regions.*

Deliverables to meet the Objectives:

- 1) *Progress report to be **submitted** to APANPIRG addressing the ATM SG deliverables (listed in 2 to 9 below);*
- 2) *ATM parts of the ASIA/PAC ANP to be **reviewed** and, as necessary, amendment proposals **prepared** to update the APAC ANP to reflect changes in the operational and global requirements;*
- 3) *Level of implementation of ATM services to be **monitored** and, as necessary, **facilitated** to support the effective implementation of ASBU priority modules and the Asia/Pacific Seamless ATM Plan elements;*
- 4) *Air navigation deficiencies in the field of ATM to be **identified** (which may require any necessary systems performance monitoring to be **facilitated**) and, where necessary, appropriate corrective action **proposed** and the development and implementation of action plans by States to resolve identified deficiencies **facilitated**;*
- 5) *Air navigation deficiencies in the field of ATM (as listed in the APANPIRG database) to be **reviewed** and, as necessary, **updated** to reflect the current situation;*
- 6) *Research and development, trials and demonstrations in the field of ATM and other relevant areas to be **monitored** and, as necessary, the transfer of this information and expertise between States **facilitated**;*
- 7) *Specific recommendations to be **made**, and guidance materials **developed**, aimed at improving aeronautical meteorological services by the use of existing and/or new procedures, facilities and technologies;*
- 8) *Inter-regional and intra-regional co-ordination issues in the field of ATM to be **reviewed** and **identified** and, as necessary, actions **recommended** addressing those issues;*
- 9) *ATS environmental initiatives are consistently identified and progressed; and report outcomes from ATM environmental initiatives;*
- 10) *Draft Conclusions and Decisions to be **formulated** relating to matters in the field of ATM that come within the scope of the APANPIRG work plan.*

Terms of Reference of Aerodromes Operations and Planning Sub-Group of APANPIRG (AOP/SG)

The Objectives of the AOP/SG are to:

- 1) *ensure the continuous and coherent development of the AOP parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) in a manner that is consistent with ICAO SARPs, the Global Air Navigation Plan and the Global Aviation Safety Plan;*
- 2) *facilitate the implementation of AOP services identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and Asia/Pacific Seamless ATM Plan elements using the project management principles where appropriate;*
- 3) *review, identify and address deficiencies that impede the implementation or provision of efficient AOP services in the Asia and Pacific Regions.*

Deliverables to meet the Objectives:

- 1) *Progress report to be **submitted** to APANPIRG addressing the AOP SG deliverables (listed in 2-6 below);*
 - 2) *AOP parts of the ASIA/PAC ANP to be **reviewed** and, as necessary, amendment proposals **prepared** to update the APAC ANP to reflect changes in the operational and global requirements;*
 - 3) *Level of implementation of AOP service to be **monitored** and, as necessary, **facilitated** to support the effective implementation of ASBU priority modules and Asia/Pacific Seamless ATM Plan elements;*
 - 4) *Air navigation deficiencies in the field of AOP to be **identified** and, where necessary, appropriate corrective action **proposed** and the development and implementation of action plans by States to resolve identified deficiencies **facilitated**;*
 - 5) *Air navigation deficiencies in the field of AOP (as listed in the APANPIRG database) to be **reviewed** and, as necessary, **updated** to reflect the current situation;*
 - 6) *AOP environmental initiatives are consistently identified and progressed; and report outcomes from AOP environmental initiatives;*
 - 7) *Draft Conclusions and Decisions to be **formulated** relating to matters in the field of AOP that come within the scope of the APANPIRG work plan.*
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APPENDIX C (To be reviewed by SG Chairs)

Project Management Principles

1 In the context of a project management approach, projects will be identified primarily from ASBU Modules adopted by APANPIRG, agreed regional targets and objectives and existing initiatives. Any ANS operational improvement is conducted through a project¹. The Seamless ATM implementation guidance published and maintained by the ICAO Regional Office would apply for structuring the project and providing the necessary technical guidance (standards etc). However the level of documentation required would be commensurate with the project objectives and scale (see below).

2 Where it is not the case, a project team will be nominated by States and concerned international organizations in coordination with SG. The Task Force Chair and/or the ICAO Secretariat will act as Project Managers.

3 In this regard it is proposed that the ToR of the Sub Groups should be reviewed to better support the ICAO performance framework, in particular implementation activities to align with ASBUs and regional priorities. It is also proposed to empower the Sub Groups/Task Forces to make decisions on internal matters and take corrective actions. The Sub Groups would have the ability to agree, without further APANPIRG endorsement, any Conclusion or Decision (especially those concerning guidance to States in the implementation of ICAO SARPs) that does not have significant additional economic, environmental or political effects, which should be considered at a higher level at APANPIRG.

Scale of projects

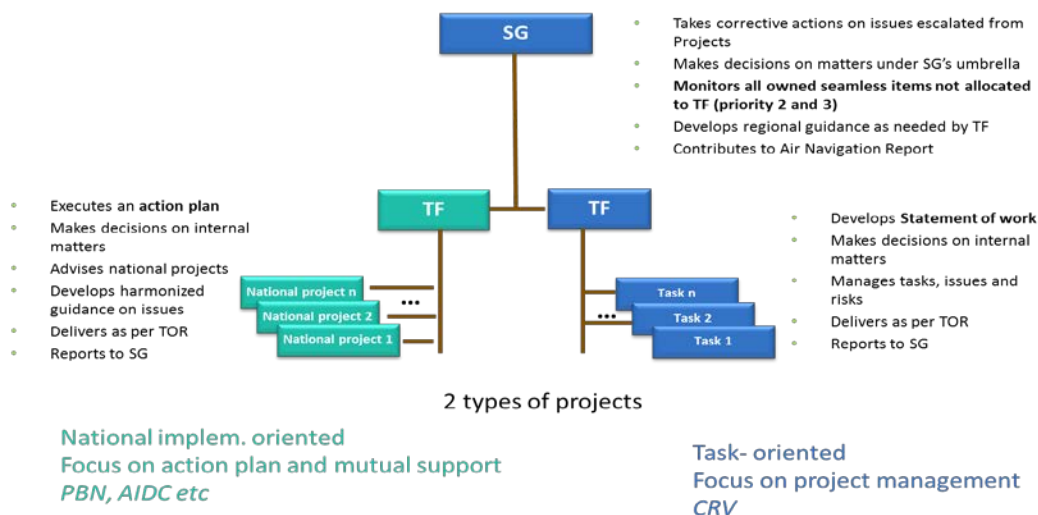
4 The scale of the project will be defined as experience shows that coordination and control activities vary accordingly:

- interregional (example: definition of an interregional AIDC standard)
- regional (examples: CRV, ATFM projects)
- sub-regional (example: Implementation of new PBN routes between States in a sub region)
- a collection of national projects driven by a State/Administration

Types of project

5 Depending on the objective of the project, 2 types of projects could be defined:

¹ Project: according to ISO 10006, unique process consisting of a set of co-ordinated and controlled activities with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including constraints of time, cost and resources.



Documents and tools

6 TORs of the Project should define timelines from start to completion. These timelines should be consistent with eANP Volume III main planning table, stating all deadlines for ASBU and regional objectives and related ANRF.

7 TORs will record also the project manager(s), the project team, the reporting lines (SG and APANPIRG) and scale (interregional, regional, sub-regional, or national) of the project.

8 Projects should be conducted using standardised and simple documents for which templates would be proposed on ICAO APAC RO website:

- Statements of work for the definition of tasks inside a project
- Action list for the allocation and follow-up of actions inside the project and outside the project (dependencies)
- Basic Risk table for the identification and mitigation of risks inside a project
- Project report (1 slide) to report to the SG(s)
- Summary of discussions of the meeting

9 At the creation of the project, the set of applicable documents would be proposed by the Project Manager according to the scale and type of project, endorsed by the SG, and recorded in the TOR.

10 The use of ICAO portal and teleconferences should be generalized to control and coordinate the activities conducted under a project.

Safety management

11 For inter-regional, regional and sub-regional projects undertaking major changes to the air navigation system in Asia Pacific Region, a safety analysis may have to be conducted² in the framework of the project. For national projects, the analysis would more probably be conducted inside

² A criterion could be that if an initial Hazard Analysis identifies hazards with severity being major or more severe (significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of an increase in workload or as a result of conditions impairing their efficiency, Serious incident, Injury to persons) then an extensive process would have to be conducted. Otherwise a lighter process would be conducted.

the State/organizations involved. Such analyses have to comply with ICAO Doc 9859, Safety Management Manual, particularly the Safety risk probability table and the Safety risk severity table.

12 If no other process is available or preferred, the analysis could be based on:

- A Concept of Operations (CONOPS) and/or OSED identifying the new operational services/environments being envisaged;
- Operational Hazard Analysis (OHA) identifying hazards brought by the new operational services;
- Preliminary System Safety Assessment (PSSA) as per ARP 4761 identifying and mitigating the causes of hazards (people, equipment, procedures)
- System Safety Assessment (SSA) as per ARP 4761 establishing that the risk is acceptable according to ICAO Doc 9859.

Checking/Reporting

13 It is proposed that interregional, regional and sub-regional projects report to their SG through a one page slide on their progress, issues and top risks. National projects would be tracked through the seamless ATM plan on-line reporting process.

14 In order to track the progress of implementation, data collection will be done through the seamless ATM plan on-line reporting process using the metrics defined.

15 A regional picture could be developed to graphically illustrate the progress by seamless ATM plan implementation item. The project was started but is frozen. ICAO's resources would need to be mobilized to support the regional picture.

Acting/correcting

16 A SG would have an overview of all its projects: objectives, achievements, issues, top risks. It will take action on issues escalated by any project supervised or identified between projects supervised. APANPIRG would have an overview of all the projects and will take corrective actions on issues escalated from SGs or identified between SGs.

17 SGs would monitor dependencies between projects. APANPIRG would monitor dependencies between projects supervised by different SG. APANPIRG could review periodically the top 10 risks. A table of projects for the region could be maintained by APANPIRG.

Change management

18 The project management principles presented in this Attachment and considered beneficial by ABSRTF should be refined and recorded in the APANPIRG Procedural Handbook.

19 All principles would need a certain time to be properly and homogeneously applied throughout the region. Selection and briefing of project managers would be necessary. Certain principles may be regarded as guidance/good practice first and later on become recommendations.



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**REPORT OF THE SECOND MEETING OF THE
APANPIRG CONTRIBUTORY BODIES STRUCTURE REVIEW TASK FORCE
(ABSRTF/2)**

BANGKOK, THAILAND — 24 – 25 JUNE 2015

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Closing Remarks

Appendices A and B

Attachments to the Report

Attachment 1 — List of Participants

Attachment 2 — List of Papers

1.1 **Introduction**

1.1.1 The Second Meeting of the APANPIRG Contributory Bodies Structure Review Task Force (ABSRTF/2) was held in Bangkok, Thailand from 24 to 25 June 2015 at the ICAO Asia and Pacific Office.

1.2 **Attendance**

1.2.1 The meeting was attended by 14 participants from 5 Member States and 2 Special Administrative Regions of China.

1.2.2 A list of participants is given at **Attachment 1** to the Report.

1.3 **Opening of the meeting**

1.3.1 Mr. Yoshiki Imawaka welcomed the participants and highlighted that APANPIRG/25 in keeping abreast with the current developments in air navigation including performance based approach to air navigation planning and implementation there was a need to align the work programme of States, regions and ICAO with the GANP endorsed at the Assembly in 2013. He recalled that in this regard within the ASBU framework a project based approach should be applied in the working of the APANPIRG Sub Groups.

1.4 **Officers and Secretariat**

1.4.1 Mr. Kuah Kong Beng, ATMSG Chair was the Chairman of the meeting. Mr. Yoshiki Imawaka, Deputy Regional Director, ICAO Asia and Pacific Office, was the Secretary of the meeting. He was assisted by Mr. N.C. Sekhar, Regional Officer/AGA, Mr. Len Wicks, Regional Officer/ATM, Mr. Li Peng and Mr. Frederic Lecat, Regional Officer/CNS and Mr. Peter Dunda, Regional Officer/MET.

1.5 **Working Arrangements, Language and Documentation**

1.5.1 The Task Force met as a single body throughout the meeting. The working language of the meeting was English inclusive of all documentation and this Report. Working Papers (WPs) presented at the meeting are listed in the **Attachment 2** to this Report.

1.6 **Conclusions and Decisions**

List of Conclusions and Decisions

Draft Decision ABSRTF/2/1	- Empowerment of Sub Groups
Draft Decision ABSRTF/2/2	- Reorganization of APANPIRG Structure
Draft Decision ABSRTF/2/3	- Revised Terms of Reference of APANPIRG Sub Groups
Draft Decision ABSRTF/2/4	- Review Terms of Reference of Contributory Bodies under the APANPIRG Sub Groups
Draft Decision ABSRTF/2/5	- Dissolution of ABSRTF

Agenda Item 1: Adoption of Agenda (WP/1)

1.1 The meeting adopted the following Agenda:

Agenda Item 1: Adoption of Agenda

Agenda Item 2: Election of Chairperson of the Task Force

Agenda Item 3: Review Draft Terms of Reference for the Task Force

Agenda Item 4: Review proposals of the new APANPIRG structure

Agenda Item 5: Review proposals on the revised Terms of Reference of APANPIRG Contributory Bodies

Agenda Item 6: Any other business

Agenda Item 2: Election of Chairperson (WP/2)

2.1 Mr. Imawaka informed the meeting that in accordance with the APANPIRG Procedural Handbook, the Task Force shall at its First Meeting elect from the members of the Task Force a Chairperson for the conduct of the Meeting. The First meeting of the ABSRTF was held in 2011 and on completion of its task, the ABSRTF was dissolved. He further informed that Mr. Colman NG then ATMSG Chair had presided over the ABSRTF/1 meeting as Chairman and since retired. He therefore suggested that the current ATMSG Chair Mr. Kuah Kong Beng may be considered to Chair the ABSRTF/2 meeting. The proposal was supported by Hong Kong China. Mr. Kuah was unanimously elected as the Chairperson for the Task Force and he presided over the meeting.

Agenda Item 3: Review the Terms of Reference of the APANPIRG Contributory Bodies Review Task Force (WP/3)

3.1 In presenting WP/3, the Secretariat provided a background to the events leading to the establishment of the Task Force. The meeting reviewed the Terms of Reference established by APANPIRG/25 as below.

TERMS OF REFERENCE OF ABSRTF***Deliverable(s)***

Recommendation on New APANPIRG structure and revised Terms of Reference for its contributory bodies

Scope of work

The following are the broad principles describing the scope of work:

- a) Review of the existing APANPIRG structure which has become effective since 2013 and suggest new structure to APANPIRG/26 to meet the changing environment; and*
- b) Review and propose Terms of Reference (TOR) of the APANPIRG contributory bodies under the new structure. The proposed new structure and TOR shall reflect the need for supporting:
 - i) planning and implementation of air navigation systems/services accorded as priority elements for the Asia Pacific Region (established regional priorities and associated targets according to AN-Conf/12 Recommendation 6/1); and*
 - ii) monitoring and reporting of the seamless ATM elements for the Asia Pacific Regions.**

Composition

The Task Force would be composed of members consisting of Chairpersons/Vice Chairpersons of APANPIRG Contributory Bodies (Sub-Groups, Working Groups and Task Forces) and voluntary members nominated by States.

Conduct of the work and schedule

The Task Force shall complete its work and submit the new structure to APANPIRG/26 for endorsement by September 2015. The work would be carried out by means of electronic correspondence as far as practicable. Minimum amount of face to face meetings would be planned.

Agenda Item 4: Review proposals of the new APANPIRG structure (WP/4)

4.1 The Secretariat presented WP/4 on the proposals for the new APANPIRG structure and its Contributory Bodies. The meeting reviewed the APANPIRG structure as presented in Attachment D to the WP/4 which provides for the establishment of five Sub Groups namely – Air Traffic Management Sub Group (ATMSG), Communications, Navigation and Surveillance Sub Group (CNSSG), Meteorology Sub Group (METSG), Aerodromes Operations and Planning Sub Group (AOPSG) and Regional Airspace Safety Monitoring Advisory Group (RASMAG).

4.1.1 The ABSRTF considered that the MET SG is well organized and should continue as a separate sub group reporting directly to APANPIRG.

4.1.2 The ABSRTF considered that AOPWG has matured to be a sub group reporting directly to APANPIRG for discussing implementation of Annex 14 provisions, AOP subject of the Asia Pacific Regional Air Navigation Plan and the Asia Pacific Seamless ATM Plan.

4.1.3 The ABSRTF considered that RASMAG monitors air space safety, coordinates all the activities of the Region's designated monitoring agencies including undertaking aircraft height-keeping monitoring for RVSM, and submits recommendations to APANPIRG for improving ATM operations. It was agreed that RASMAG should keep the subgroup status as it was reporting directly to APANPIRG.

4.1.4 The meeting reviewed the option of APANPIRG Coordination Committee (ACC) proposed in the paper and noted that establishment of an ACC would be an additional layer in between the APANPIRG and Sub Groups, which would require additional resources from States/Administrations and ICAO. The meeting also noted that as the composition of the ACC comprised of the Chairs/Vice Chairs of the Sub Groups, Working Groups and Task Forces, Secretariat, officials nominated by APANPIRG Chair and Secretary, decisions taken by the ACC would not represent the collective decision of the APAC member States and on the other hand if all APAC States were invited, the ACC would become a mini APANPIRG with no clear benefits. In conclusion the meeting agreed not to create an ACC but to retain the current APANPIRG structure except for upgrading the current AOPWG to AOPSG.

4.1.5 The meeting agreed that the Sub Groups should have the ability to adopt, without further APANPIRG endorsement, any Conclusion or Decision (especially those concerning guidance to States in the implementation of ICAO SARPs, GANP, RANP, Seamless ATM Plan) that does not have significant additional economic, environmental or political effects, which should be considered at a higher level at APANPIRG. The meeting also agreed that Sub Groups should be empowered to adopt draft Conclusions/Decisions on behalf of APANPIRG, developed by their respective Working Groups and Task Forces. The meeting noted that the Secretariat in consultation with the ABSRTF members, develops clear principles and guidelines of the approval process by the Sub Groups to be included in the APANPIRG Procedural Handbook and the updated version shall be submitted to APANPIRG/27 for endorsement. The meeting formulated the following draft Decision for adoption by APANPIRG/26.

Draft Decision ABSRTF/2/1 — Empowerment of Sub Groups

That, in order to enhance the efficiency of APANPIRG approval process, the Sub Groups be empowered post – APANPIRG/26 to adopt Conclusions and Decisions on technical matters (especially those concerning guidance to States in the implementation of ICAO SARPs, GANP, RANP, Seamless ATM Plan) that do not have significant additional economic, environmental or political effects, which should be considered at a higher level at APANPIRG.

4.1.6 The meeting agreed that a one-day informal meeting immediately after the APANPIRG meeting among the Chairs/Vice Chairs of the Sub Groups was needed to discuss their work programmes, projects and deliverables and to address inter coordination issues and sharing information in their respective areas to avoid duplication of efforts.

4.1.7 The proposed APANPIRG Structure agreed by the meeting is placed at **Appendix A** to the Report. The meeting also agreed to the concept of the project management principles and formulated the following Draft Decision for adoption by APANPIRG/26.

Draft Decision ABSRTF/2/2 — Reorganization of APANPIRG Structure

That, in accordance with APANPIRG Decision 25/50, and to promote a more project-management-driven approach to regional air navigation planning and implementation, which is guided by and aligned with regional priorities and the Global Air Navigation Plan/ASBU strategy:

- a) the new structure of the APANPIRG and its Sub Groups be adopted as presented in **Appendix A** to this Report; and
- b) the APANPIRG Procedural Handbook be amended in line with the new APANPIRG structure and to promote the project management principles.

Note: (1) the new structure of APANPIRG Sub Groups shall become effective from 2017 meeting year with 2016 being used for transitional arrangement; and (2) the amendment to the APANPIRG Procedural Handbook shall be submitted to APANPIRG/27 for endorsement.

4.1.8 The meeting also noted that a further review to the project management principles outlined in Attachment F to WP/4 would be needed before they are submitted to the APANPIRG/26, and invited the ABSRTF members to submit their comments on the principles to the Secretariat by 31 July 2015.

Agenda Item 5: Review proposals on the revised Terms of Reference of APANPIRG Sub Groups

5.1 The Secretariat presented WP/5 on the proposal for the revised Terms of Reference of APANPIRG Sub Groups.

5.2 The meeting reviewed the ToR of the following APANPIRG Sub Groups and formulated the revised proposal for APANPIRG/26 consideration. The revised ToRs are placed at **Appendix B** to this Report.

- a) AOP Sub Group
- b) ATM Sub Group
- c) CNS Sub Group
- d) MET Sub Group

Note: RASMAG TOR- No change was proposed.

5.3 The meeting formulated the following Draft Decisions for consideration and adoption by APANPIRG/26.

Draft Decision ABSRTF/2/3 – Revised Terms of Reference of APANPIRG Sub Groups

That, the revised Terms of Reference of APANPIRG Sub Groups placed at **Appendix B** to the Report be adopted.

Draft Decision ABSRTF/2/4 – Review Terms of Reference of Contributory Bodies under the APANPIRG Sub Groups

That, the Secretariat, in consultation with Chairs of the existing Task Forces and Working Groups under the APANPIRG Sub Groups, reviews the TOR as necessary, and submits to the respective Sub Groups and APANPIRG/27 for further review and adoption

Agenda Item 6: Any Other Business

6.1 At the end of the ABSRTF meeting, it was agreed that the work of the Task Force has been completed except providing comments on the project management principles to the Secretariat by 31 July 2015 (paragraph 4.1.8 refers) and no further meetings were required. Accordingly, the meeting agreed that the ABSRTF should be dissolved and formulated the following draft Decision for adoption by APANPIRG/26:

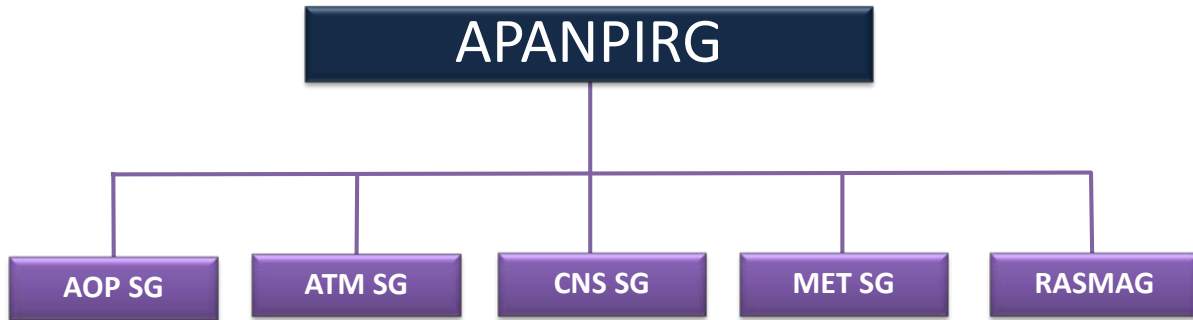
Draft Decision ABSRTF/2/5 — Dissolution of ABSRTF

That, the ABSRTF having completed its task as set out in its Terms of Reference, be dissolved.

Closing Remarks

7.1 In closing the Chairman thanked the delegates for their support and contribution for the duration of the Meeting.

NEW STRUCTURE OF APANPIRG



- AOP SG: Aerodrome Operations and Planning Sub Group
- ATM SG: Air Traffic Management Sub Group
- CNS SG: Communications, Navigation and Surveillance Sub Group
- MET SG: Meteorology Sub Group
- RASMAG: Regional Airspace Safety Monitoring Advisory Group

Note: The scope of the ABSRTF is limited to APANPIRG Sub Groups

ABSRTF/2 Report

APPENDIX B

Terms of Reference for APANPIRG Communications, Navigation and Surveillance/Sub Group (CNS/SG)

The Objectives of the CNS/SG are to:

- 1) *ensure continuous and coherent development of the CNS parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs, the Global Air Navigation Plan and the Global Aviation Safety Plan;*
- 2) *facilitate the implementation of CNS systems and services identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and Asia/Pacific Seamless ATM Plan elements using the project management principles where appropriate;*
- 3) *review, identify and address deficiencies that impede the implementation or provision of efficient CNS services in the Asia & Pacific Regions.*

Deliverables to meet the Objectives:

- 1) *Progress report to be **submitted** to APANPIRG addressing the CNS SG deliverables (listed in 2 to 9 below);*
- 2) *CNS parts of the APAC ANP to be **reviewed** and, as necessary, amendment proposals **prepared** to update the APAC ANP to reflect changes in the operational and global requirements;*
- 3) *Level of implementation of CNS systems and services to be **monitored** and, as necessary, **facilitated** to support the effective implementation of ASBU priority modules and the Asia/Pacific Seamless ATM Plan elements;*
- 4) *Air navigation deficiencies in the field of CNS to be **identified** (which may require any necessary systems performance monitoring to be **facilitated**) and, where necessary, appropriate corrective action **proposed** and the development and implementation of action plans by States to resolve identified deficiencies **facilitated**;*
- 5) *Air navigation deficiencies in the field of CNS (as listed in the APANPIRG database) to be **reviewed** and, as necessary, **updated** to reflect the current situation;*
- 6) *Research and development, trials and demonstrations in the field of CNS and other relevant areas to be **monitored** and, as necessary, the transfer of this information and expertise between States **facilitated**;*
- 7) *Specific recommendations to be **made**, and guidance materials **developed**, aimed at improving CNS services by the use of existing and/or new procedures, facilities and technologies;*
- 8) *Inter-regional and intra-regional co-ordination issues in the field of CNS to be **reviewed** and **identified** and, as necessary, actions **recommended** addressing those issues;*
- 9) *CNS environmental initiatives are consistently identified and progressed; and report outcomes from CNS environmental initiatives;*
- 10) *Draft Conclusions and Decisions to be **formulated** relating to matters in the field of CNS that come within the scope of the APANPIRG work plan.*

Terms of Reference for APANPIRG Meteorology Sub-Group (MET SG)

The Objectives of the MET/SG are to:

- 1) *ensure the continuous and coherent development of the MET parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs, the Global Air Navigation Plan and the Global Aviation Safety Plan;*
- 2) *facilitate the implementation of aeronautical meteorological services identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and the Asia/Pacific Seamless ATM Plan elements using the project management principles where appropriate;*
- 3) *review, identify and address deficiencies that impede the implementation or provision of efficient aeronautical meteorological services in the Asia and Pacific Regions.*

Deliverables to meet the Objectives:

- 1) *Progress report to be **submitted** to APANPIRG addressing the MET SG deliverables (listed in 2 to 9 below).*
- 2) *MET parts of the ASIA/PAC ANP to be **reviewed** and, as necessary, amendment proposals **prepared** to update the APAC ANP to reflect changes in the operational and global requirements.*
- 3) *Level of implementation of aeronautical meteorological services to be **monitored** and, as necessary, **facilitated** to support the effective implementation of ASBU priority modules and the Asia/Pacific Seamless ATM Plan elements;*
- 4) *Air navigation deficiencies in the field of MET to be **identified** (which may require any necessary systems performance monitoring to be **facilitated**) and, where necessary, appropriate corrective action **proposed** and the development and implementation of action plans by States to resolve identified deficiencies **facilitated**.*
- 5) *Air navigation deficiencies in the field of MET (as listed in the APANPIRG database) to be **reviewed** and, as necessary, **updated** to reflect the current situation.*
- 6) *Research and development, trials and demonstrations in the field of MET and other relevant areas to be **monitored** and, as necessary, the transfer of this information and expertise between States **facilitated**.*
- 7) *Specific recommendations to be **made**, and guidance materials **developed**, aimed at improving aeronautical meteorological services by the use of existing and/or new procedures, facilities and technologies.*
- 8) *Inter-regional and intra-regional co-ordination issues in the field of MET to be **reviewed** and **identified** and, as necessary, actions **recommended** addressing those issues;*
- 9) *MET environmental initiatives are consistently identified and progressed*
- 10) *Draft Conclusions and Decisions to be **formulated** relating to matters in the field of MET that come within the scope of the APANPIRG work plan.*

Terms of Reference of Air Traffic Management Sub-Group of APANPIRG (ATMSG)

The Objectives of the ATM/SG are to:

- 1) *ensure the continuous and coherent development of the ATM/AIM/SAR parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs, the Global Air Navigation Plan and the Global Aviation Safety Plan;*
- 2) *facilitate the implementation of ATM systems, procedures and services identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and Asia/Pacific Seamless ATM Plan elements using the project management principles where appropriate;*
- 3) *review, identify and address deficiencies that impede the implementation or provision of efficient ATM services in the Asia and Pacific Regions.*

Deliverables to meet the Objectives:

- 1) *Progress report to be **submitted** to APANPIRG addressing the ATM SG deliverables (listed in 2 to 9 below);*
- 2) *ATM parts of the ASIA/PAC ANP to be **reviewed** and, as necessary, amendment proposals **prepared** to update the APAC ANP to reflect changes in the operational and global requirements;*
- 3) *Level of implementation of ATM services to be **monitored** and, as necessary, **facilitated** to support the effective implementation of ASBU priority modules and the Asia/Pacific Seamless ATM Plan elements;*
- 4) *Air navigation deficiencies in the field of ATM to be **identified** (which may require any necessary systems performance monitoring to be **facilitated**) and, where necessary, appropriate corrective action **proposed** and the development and implementation of action plans by States to resolve identified deficiencies **facilitated**;*
- 5) *Air navigation deficiencies in the field of ATM (as listed in the APANPIRG database) to be **reviewed** and, as necessary, **updated** to reflect the current situation;*
- 6) *Research and development, trials and demonstrations in the field of ATM and other relevant areas to be **monitored** and, as necessary, the transfer of this information and expertise between States **facilitated**;*
- 7) *Specific recommendations to be **made**, and guidance materials **developed**, aimed at improving aeronautical meteorological services by the use of existing and/or new procedures, facilities and technologies;*
- 8) *Inter-regional and intra-regional co-ordination issues in the field of ATM to be **reviewed** and **identified** and, as necessary, actions **recommended** addressing those issues;*
- 9) *ATS environmental initiatives are consistently identified and progressed; and report outcomes from ATM environmental initiatives;*
- 10) *Draft Conclusions and Decisions to be **formulated** relating to matters in the field of ATM that come within the scope of the APANPIRG work plan.*

Terms of Reference of Aerodromes Operations and Planning Sub-Group of APANPIRG (AOP/SG)

The Objectives of the AOP/SG are to:

- 1) *ensure the continuous and coherent development of the AOP parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) in a manner that is consistent with ICAO SARPs, the Global Air Navigation Plan and the Global Aviation Safety Plan;*
- 2) *facilitate the implementation of AOP services identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and Asia/Pacific Seamless ATM Plan elements using the project management principles where appropriate;*
- 3) *review, identify and address deficiencies that impede the implementation or provision of efficient AOP services in the Asia and Pacific Regions.*

Deliverables to meet the Objectives:

- 1) *Progress report to be **submitted** to APANPIRG addressing the AOP SG deliverables (listed in 2-6 below);*
 - 2) *AOP parts of the ASIA/PAC ANP to be **reviewed** and, as necessary, amendment proposals **prepared** to update the APAC ANP to reflect changes in the operational and global requirements;*
 - 3) *Level of implementation of AOP service to be **monitored** and, as necessary, **facilitated** to support the effective implementation of ASBU priority modules and Asia/Pacific Seamless ATM Plan elements;*
 - 4) *Air navigation deficiencies in the field of AOP to be **identified** and, where necessary, appropriate corrective action **proposed** and the development and implementation of action plans by States to resolve identified deficiencies **facilitated**;*
 - 5) *Air navigation deficiencies in the field of AOP (as listed in the APANPIRG database) to be **reviewed** and, as necessary, **updated** to reflect the current situation;*
 - 6) *AOP environmental initiatives are consistently identified and progressed; and report outcomes from AOP environmental initiatives;*
 - 7) *Draft Conclusions and Decisions to be **formulated** relating to matters in the field of AOP that come within the scope of the APANPIRG work plan.*
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Attachment 1 to the ABSRTF/2 Report

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Attachment 2 to the ABSRTF/2 Report

LIST OF WORKING PAPERS

Paper No.	Agenda Item	Title	Presented by
WORKING PAPERS			
WP/1	1	Provisional Agenda for the Second Meeting of the APANPIRG Contributory Bodies Structure Review Task Force	Secretariat
WP/2	2	Election of Chairperson	Secretariat
WP/3	3	ToR of the Task Force	Secretariat
WP/4	4 Revision 1	Proposals for the Re-Organization of APANPIRG	Secretariat
WP/5	5	Proposals for Revised ToR of APANPIRG Contributory Bodies	Secretariat

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