

**ASIA AND PACIFIC (APAC)
AIR NAVIGATION SERVICE PROVIDER (ANSP)
COMMITTEE
(AAC)**

PROCEDURAL HANDBOOK

Version 1 — July 2026

RECORD OF AMENDMENT

Version	Date	Author	Change Description
0.1	14 March 2025	R. Guillet (ICAO APAC RSO)	Initial Version
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1. Introduction

1.1 The Asia and Pacific Air Navigation Service Provider Committee (AAC) Procedural Handbook provides a reference for members of the Committee, a consolidation of material, particularly of a procedural nature, about the work of the AAC and its contributory bodies, referred to as the Work Streams. It contains the Terms of Reference of the AAC, the working arrangements and processes developed by the Committee for the practical application of its Terms of Reference.

1.2 The Procedural Handbook will be distributed to Members of AAC and to the Secretary.

2. Terms of Reference of the AAC

2.1 Please refer to the Terms of Reference as approved by the AAC meetings.

3. Membership

3.1 Members should be at the level of Chief of ANSPs of ICAO Member States and Administrations, accompanied by nominated delegates, as well as representatives from International Organizations recognized by ICAO, including CANSO, IATA and IFATCA. Other International Organizations recognized by ICAO could also request to become members of AAC, subject to approval of AAC.

3.2 Industry is currently not invited to attend AAC meetings, as per the decision made at AAC/3 meeting.

4. Working arrangements

Relationship with Directors General of Civil Aviation (DGCA) Conference

4.1 As AAC has been established by an Action Item from the 57th Asia and Pacific DGCA Conference in 2022, an annual report on AAC activities shall be submitted to DGCA Conference each year through a Discussion Paper to be prepared by the Secretary in coordination with Leads of Work Streams.

4.2 Any proposed extension for the duration of the Terms of Reference of AAC shall be submitted to DGCA conference for approval through a Discussion Paper.

Relationship with ICAO Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG)

4.3 AAC shall keep itself informed of the activities of APANPIRG and updates of the APAC Seamless ANS plan approved by APANPIRG.

4.4 The AAC members shall provide information and regular updates to APANPIRG to:

- a) prevent duplication of efforts with the APANPIRG contributory bodies; and
- b) reach consensus at regional level.

Administration of the AAC

4.5 The Chairperson, in close co-ordination with the Secretary, shall arrange for the most efficient working of the Committee. The Committee shall always work with a minimum of formality and paperwork. Between onsite/online meetings of the AAC or its Work Streams, some subjects may be dealt with by correspondence/emails through the Secretary of the AAC.

Meetings of the AAC

4.6 Based on the advice of the Secretary, the Chairperson shall decide the date and duration of meetings of the Committee.

4.7 Meetings can be convened at the location of the ICAO Asia Pacific Regional Office in Bangkok. ANSPs are invited to offer to host a meeting, in this case, hosting ANSP shall be responsible for providing a venue and services. It is envisaged to have two onsite AAC meetings per year, with online meetings in between, as necessary. It is also in the interest of AAC to organize the onsite meetings with other ANS events like the annual CANSO conference or ICAO Regional events. Care will be taken not to schedule AAC meetings during the same week as other important ICAO regional meetings unless they are held at the same location, i.e. ICAO APAC regional office in Bangkok, to allow maximum participation by ANSP participants.

4.8 The Secretary will prepare a letter with all detailed information of the meeting including agenda, working paper template and meeting bulletin, in close coordination with the host of the meeting. This letter could be sent by the ICAO Regional Director, Asia Pacific Regional Office, to ensure that APAC ANSPs and International Organizations concerned are informed of the convening of AAC meeting and the subjects planned for discussion.

4.9 The Secretary will create a webpage where the letter and meeting documentation will be uploaded as well as link for registration to the meeting.

4.10 The Secretary will manage the registration and validate individual participation with official emails according to this handbook.

4.11 At each of its meetings AAC should endeavour to agree on the date and duration of its next meeting.

4.12 The Secretary will draft the report of the AAC meeting and share with all participants for review. In case of any disagreements, the Chairperson shall make the final decision.

Establishment of Work Streams

4.13 To assist it in its work, AAC may create new Work Streams (WSs) defined by the Area(s) of Priority, Description, Lead(s), Participants, Deliverables, and Target dates).

4.14 Leads of WSs will be appointed by AAC. They shall assume the duties and responsibilities of ensuring the normal conduct of business of AAC with their members.

4.15 The AAC is set up as a platform to facilitate collaboration for like-minded ANSPs to work on mutually beneficial projects. Participation in the AAC and its WSs are voluntary.

4.16 Each WS will manage its tasks to fulfil the area(s) of priority and deliverables. The WS can propose new tasks due to arising needs or close tasks once the deliverable has been produced or the task has become obsolete. Like-minded ANSPs can also themselves come together to initiate and work on new tasks that are in line with the objectives of the WS.

4.17 The WS Leads will report the implementation progress and closing of tasks at the whole AAC Committee meetings and submit the new proposed tasks to the approval of the whole AAC committee (whether it is

online or onsite meetings).

4.18 The Secretary will keep an updated list of WSs, tasks and members with the contribution from Leads, and will share this list at each AAC meeting.

Meeting Documentation

4.19 The Documentation for AAC meetings is composed of:

- a) WS reports to AAC meeting, prepared by WS Leads;
- b) Working Papers/Presentations/Videos, prepared by Secretary, ANSPs or International Organizations on matters of general interest for the AAC meeting;
- c) Meeting reports, drafted by the Secretary.
- d) AAC work assignment file, managed by the Secretary with input from WS Leads
- e) Task Deliverable, prepared by WS, submitted by WS Leads to AAC meeting for endorsement, then uploaded on AAC webpage.

4.20 To facilitate effective coordination, papers of a technical nature shall not be accepted by AAC and shall be referred to the appropriate WS.

4.21 Each WS can adopt its own internal documentation.

4.22 In order to conduct AAC meetings in a paperless meeting environment, printed copies of documentation shall not normally be distributed at meetings. The participants are expected to download it on AAC webpage.

Conduct of Business

4.23 The meetings of the AAC shall be conducted by the Chairperson or, in his/her absence, by one Vice-Chairperson, assisted by the Secretary.