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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/10.1.6 – AP081/20 (ATM)

30 April 2020

Subject: Fifteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/15) – *Video Teleconference Arrangements*

Sir/Madam,

I wish to inform you of revised planning for the Fifteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/15), scheduled to be held from 01 to 05 June 2020. ICAO State Letter Ref.: T 3/10.1.6 – AP110/19 (ATM) dated 19 September 2019 refers.

Due to the ongoing and frequently changing global response to, and impact of, the COVID-19 outbreak, the planned face-to-face meeting will not be held.

In lieu of the face-to-face meeting, a limited meeting will be conducted by **Video Teleconference (VTC) from 01 to 05 June 2020**. The Provisional Order of Business and Provisional Agenda (**Attachments A and B**), refer.

Please note the following:

1. The VTC is planned for three hours per day of plenary discussion, in two ninety minute periods, for three days. One spare day has been programmed (Thursday 04 June), which may be used for any business carried over from Days 1 to 3. The Report of the Meeting will be reviewed on Friday 05 June, in accordance with usual practice;
2. As this is the first VTC of an AAITF meeting, and due to the limited time available, the agenda will be strictly controlled by the Chair, supported by the Secretariat;
3. Working Papers (WP) Information Papers (IP) and supporting presentations will be strictly managed by the Chair and Secretariat to ensure that the VTC focuses on 'core' matters relevant to the ongoing work of AAITF.
4. Participants submitting Working Papers are also requested to, where possible, provide a supporting PowerPoint presentation for use during the VTC.
5. WP that do not propose any specific action, or if the action proposed is unclear, will be processed as IP.

6. IP will be uploaded to the AAITF/15 meeting web-page, but will not be read during the VTC.
7. Due to VTC participation limitations, Administrations and organizations with large delegations may be requested to reduce their representation.
8. Further information on the protocols and practicalities of the VTC will be provided to registered participants in due course. Registered participants will also be provided the opportunity to engage in a test VTC during the week before AAITF/15, in order to facilitate familiarity with the VTC interface and conference processes.

Normal registration processes continue to apply, as specified in the original AAITF/15 meeting invitation letter. **Instructions for joining and participating in the VTC will be sent by separate email to all registered participants.**

Yours sincerely,



Arun Mishra
Regional Director

Enclosures:

- A – Provisional Order of Business
- B – Provisional Agenda

ATTACHMENT A



ICAO

International Civil Aviation Organization

Fifteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/15)

Video Teleconference, 01 – 05 June 2020

PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

Monday 01 June 2020

0230-0240 UTC	Introduction of Participating Administrations/IOs
0240-0430 UTC	AIM Seminar/Discussion on Agenda Items
0430-0530 UTC	Break
0530-0700 UTC	AIM Seminar/Discussion on Agenda Items.

Tuesday 02 June 2020

0230-0430 UTC	Discussion on Agenda Items
0430-0530 UTC	Break
0530-0700 UTC	Discussion on Agenda Items.

Wednesday 03 June 2020

0230-0430 UTC	Discussion on Agenda Items
0430-0530 UTC	Break
0530-0700 UTC	Discussion on Agenda Items.

Thursday 04 June 2020

0230-0700 UTC	Spare Day
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May be utilized for discussion of any items carried over from previous day, or for any side meetings.

Friday 05 June 2020

0230-0700 UTC	Review of Draft Report
	Adoption of Report
	Closure of Meeting

Timing of break TBA.

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ATTACHMENT B



ICAO

International Civil Aviation Organization

Fifteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/15)

Video Teleconference, 01 – 05 June 2020

Agenda Item 1: Adoption of Agenda

PROVISIONAL AGENDA

VIDEO TELECONFERENCE

(Presented by the Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: AIM Seminar
- Data Catalogue.*
- Agenda Item 3: Review Outcomes of Related Meetings
- Brief summary of AAITF-related outcomes from ATM/SG, APANPIRG, etc., and relevant outcomes from AIM-related technical panels*
- Agenda Item 4: Review of Air Navigation Deficiencies in the AIS Field
- APANPIRG Deficiency List – AIS/AIM*
- Agenda Item 5: AIS-AIM Updates
- Regional AIM implementation status
Regional USOAP-audited AIS/AIM status
User update on AIS/AIM problem areas (IATA, ICCAIA, etc.)
State Working Papers requesting specific actions by AAITF
NOTAMs – proliferation, issues, codes, SNOWTAM
ICARD and 5LNC Duplicate resolution
PBN approach chart identification transition*
- Agenda Item 6: Regional AIM Guidance and Planning
- Global Reporting Format (runway surface conditions) – AIS/AIM impacts
SNOWTAM in OPADD*
- Agenda Item 7: Any Other Business
- Agenda Item 8: Review of the Task List
- Agenda Item 9: Date and Venue for the next meeting

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