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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref. SN 5/1 – AP124/20 (RD)

09 June 2020

Subject: Second meeting of the ICAO APAC COVID-19 Contingency and Recovery Planning Group (ACCRPG/2)

Web-Conference, 12 June 2020

Action required: Please reply by **11 June 2020**

Dear Sir/Madam,

I refer to my previous correspondence, Ref: SN 5/1 – AP117/20, dated 29 May 2020, and the subsequent outcome from first meeting of the ICAO APAC COVID-19 Contingency and Recovery Planning Group (ACCRPG/1) to conduct the second meeting of the Group (ACCRPG/2) within one-week.

To this end, I have the pleasure of inviting the ACCRPG members from your administration to participate in the ACCRPG/2, web-conference, on **12 June 2020 at 10:00 am (ICT, UTC+7)**. Please use the joining instruction provided in the email.

The main objectives of the ACCRPG/2 will be to review progress by the three ACCRPG sub-groups: Public Health; Safety; and Security and Facilitation, and continue with development of the Group's work program.

The meeting will also provide an opportunity for the Group to share experience and challenges on restarting domestic air connectivity. States are invited to share their experience and progress through short presentations on this topic, in particular on the development of relevant Standard Operating Procedures (SOPs) and alignment with the CART Report, *Take-off* document.

Please find attached the **provisional agenda** along with the **list of members** and the **terms of reference** for the Group. ICAO will also make all the meeting documentation available at the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2020 > ACCRPG/2).

It would be helpful if you could confirm the availability of your nominated expert/s to participate in the ACCRPG/2, web-conference, in advance to apac@icao.int. I look forward to your State's/Organization's active participation.

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Yours sincerely,



Arun Mishra
Regional Director

Attachments:

- Provisional Agenda
- List of Members
- Terms of Reference (ToR)



ICAO

International Civil Aviation Organization

**SECOND MEETING OF THE ICAO APAC COVID-19
CONTINGENCY AND RECOVERY PLANNING GROUP
(ACCRPG/2)**

Web-conference, 12 June 2020

PROVISIONAL AGENDA

- | | |
|----------------|---|
| Agenda Item 1: | Opening of the meeting and working arrangements |
| Agenda Item 2: | Sub-Group Work Program |
| Agenda Item 3: | Restarting domestic air connectivity |
| Agenda Item 4: | Any other business |
| Agenda Item 5: | Next meeting |

ANNOTATED PROVISIONAL AGENDA

- Agenda Item 1: Opening of the meeting and working arrangements
- *Opening Remarks (Secretary and Co-Chairs)*
 - *Adoption of the Agenda (Secretariat)*
 - *Review the Membership of the Group (Secretariat)*
 - *Review the Terms of Reference (Secretariat)*
- Agenda Item 2: Sub-Group Work Program
- *Progress report (Public Health sub-group)*
 - *Progress report (Safety sub-group)*
 - *Progress report (Security and Facilitation sub-group)*
- Agenda Item 3: Restarting domestic air connectivity
- *Facilitating Restart and Connectivity: Standard Operating Procedures (SOPs) for the Air Transport Sector (Presentations by States)*
- Agenda Item 4: Any other business
- *Self-explanatory*
- Agenda Item 5: Next meeting
- *Provisional agenda and date/time for the next meeting (Secretariat)*
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FOCAL POINT OF APAC COVID-19 CONTINGENCY AND RECOVERY PLANNING GROUP (ACCRPG)

9 June 2020

	NAME		TITLE/ADMINISTRATION	EMAIL ADDRESS
1.	AUSTRALIA			
	1.	Mr. Jim Wolfe <i>Co-Chair</i>	General Manager, Aviation Industry Policy Department of Infrastructure, Transport, Regional Development and Communications	Jim.Wolfe@infrastructure.gov.au
	2.	Mr. Charles Hausknecht <i>(Alternative for Mr. Jim Wolfe)</i>	Director, International Standards and ICAO Department of Infrastructure, Transport, Regional Development and Communications	Charles.Hausknecht@infrastructure.gov.au
	3.	Mr. Miles Gore-Brown	FOI, International Operations & Chair ICAO Flight Operations Panel Civil Aviation Safety Authority (CASA)	Miles.Gorebrown@casa.gov.au
	4.	Mr. Michael Juelg <i>(Alternative for Mr. Miles Gore-Brown.)</i>	Manager, Flight Crew Licensing Standards Civil Aviation Safety Authority (CASA)	Michael.Juelg@casa.xgov.au
2.	CAMBODIA			
	5.	H.E. Capt.Mr. Khan Vanna	Director General for Technical State Secretariat of Civil Aviation of Cambodia (SSCA)	k-vanna@civilaviation.gov.kh
	6.	H.E. Mr. Sarin Kunakor	Advisory to SSCA and Deputy Director General/ NCMC State Secretariat of Civil Aviation of Cambodia (SSCA)	sarinkunakor@yahoo.com
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9 June 2020

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3.	CHINA		
	11. Mr. Wan Xiangdong	Chief Pilot of Civil Aviation Administration of China Civil Administration of China (CAAC)	china_icao@caac.gov.cn yangwei@caac.gov.cn
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9 June 2020

	NAME	TITLE/ADMINISTRATION	EMAIL ADDRESS
	15. Captain George Tudreu	Controller Air Safety Civil Aviation Authority of Fiji (CAAF)	cas@caaf.org.fj
6.	FRANCE		
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7.	INDIA		
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9 June 2020

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11.	MALAYSIA			
	31.	Capt. Md. Jani Md Dom	Director of Policy, Quality and Standard Civil Aviation Authority of Malaysia (CAAM)	janimd@caam.gov.my
	32.	Mr. Collin J. Melling	Director of Airworthiness Civil Aviation Authority of Malaysia (CAAM)	collin@caam.gov.my
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9 June 2020

	NAME	TITLE/ADMINISTRATION	EMAIL ADDRESS
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	36. Mrs. Fathimath Ramiza	Director, Air Navigation & Aerodromes Maldives Maldives Civil Aviation Authority (CAA)	ramiza@caa.gov.mv
13.	NEPAL		
	37. Mr. Rajan Pokhrel	Director General Civil Aviation Authority of Nepal (CAAN)	dgca@caanepal.gov.np rajan.pokhrel@caanepal.gov.np
14.	NEW ZEALAND		
	38. Bev Driscoll <i>(Lead – focal point)</i>	Manager, Regulatory Policy Ministry of Transport	B.Driscoll@transport.govt.nz
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15.	PAKISTAN		
	41. Air Cdre Syed Nasir Raza Hamdani	Deputy Director General (Reg.) Pakistan Civil Aviation Authority (PCAA)	director.sqms@caapakistan.com.pk
	42. Engr. Muhammad Zahid Bhatti	Director Airworthiness Pakistan Civil Aviation Authority (PCAA)	Call: +92-21-99242756, 02199072600 Zahid.Bhatti@caapakistan.com.pk ; dir.airworthiness@caapakistan.com.pk

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17.	SINGAPORE		
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	49. Mr. Glot Sanalaksna	Manager of Personnel Licensing Department Civil Aviation Authority of Thailand (CAAT)	glot.s@caat.or.th
19.	USA		

FOCAL POINT OF APAC COVID-19 CONTINGENCY AND RECOVERY PLANNING GROUP (ACCRPG)

9 June 2020

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	54.	Mr. Hoang Duc Thuan	Deputy Director of Airports & Aerodromes Management Department Civil Aviation Authority of Viet Nam (CAAV)	hmtan@caa.gov.vn
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22.	ADB			

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	NAME		TITLE/ADMINISTRATION	EMAIL ADDRESS
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	59.	Masha Savchuk	Asian Development Bank (ADB)	msavchuk@gmail.com
23.	CANSO			
	60.	Hai Eng Chiang	Director Asia Pacific Affairs Civil Air Navigation Services Organization (CANSO)	hai.eng.chiang@canso.org
24.	EASA			
	61.	Javier Vicedo	EASA Representative European Union Aviation Safety Agency (EASA)	javier.vicedo@easa.europa.eu
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	63.	Andrew Andersen	Vice-President Pacific Region International Council of Aircraft Owner and Pilot Associations (IAOPA)	andrew@andersen.com.au
26.	IATA			
	64.	Mr. Conrad Clifford <i>Co-Chair</i>	Regional Vice President Asia Pacific International Air Transport Association	cliffordc@iata.org
	65.	Blair Cowles	Regional Director Safety & Flight Operations (SFO) – Asia Pacific International Air Transport Association (IATA)	cowlesb@iata.org
	66.	Vinoop Goel	Regional Director Airports & External Relations (APCS, MER) – Asia Pacific International Air Transport Association (IATA)	goelv@iata.org

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27.	IFALPA		
	67. Captain Amornvaj (Ben) Mansumitchai	Deputy President International Federation of Air Line Pilots' Associations (IFALPA)	amornvaj@ifalpa.org
	68. Captain Daniel Dickson	International Federation of Air Line Pilots' Associations (IFALPA), Singapore	danieljdickson@me.com
28.	IFATCA		
	69. Mr. Anthony Ang	Executive Vice-President Asia Pacific International Federation of Air Traffic Controllers' Associations (IFATCA)	anthony.ang@ifatca.org
29.	PASO		
	70. Mr. Netava Waqa	Operations Manager Pacific Aviation Safety Office (PASO)	om@paso.aero
30.	ICAO COSCAP-SA		
	71. Capt. Marie Zubryckyj	Programme Coordinator / CTA COSCAP South Asia Programme (COSCAP-SA)	marie.zubryckyj@coscap-icao.org
31.	ICAO COSCAP-SEA		
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32.	AIRBUS		
	73. Mr. Dhruv Rebbapragada	Airbus Regional Safety Director for South Asia Airbus	dhruv.rebbapragada@airbus.com

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9 June 2020

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ICAO APAC COVID-19 CONTINGENCY AND RECOVERY PLANNING GROUP (ACCRPG)

TERMS OF REFERENCE

Adopted by ACCRPG/1, 05 June 2020

1. Name and establishment of group

1.1. ICAO APAC COVID-19 CONTINGENCY AND RECOVERY PLANNING GROUP (ACCRPG)

1.2. The ICAO APAC DGCA *Information Sharing web-conference*, on the subject of COVID-19, 31 March 2020, decided to form a task force/group to assist the DGCAs in coordinating their approach to the management of civil aviation through, and out of, the current extraordinary circumstances resulting from the COVID-19 pandemic.

2. Membership and appointment

2.1. The size of the group should be commensurate with the need for expeditious and efficient handling of group's business.

2.2. Membership should provide the group with ready access to required research and supporting expertise, demonstrated experience in contingency management, post recovery and adequate geographical representation.

2.3. Members should be nominated by the Civil Aviation Authorities and international organizations concerned and confirmed by ICAO.

2.4. The term of the group will be for one year. However, the term may be extended by the DGCAs as necessary.

2.5. The Secretary of the group is the ICAO APAC Regional Director; with assistance from additional ICAO staff as necessary.

3. Chairing

3.1. The group shall elect a Chairperson at its first meeting from experts nominated by the members.

4. Frequency of meetings and quorum

4.1. The group will determine an appropriate frequency and schedule for its meetings.

4.2. A simple majority of members is required for the group to carry a motion.

5. Record of meetings

5.1. The group will record key discussion and outcomes of each meeting in the form of a progress report.

5.2. The Secretary will be responsible for the records of the group's meetings.

6. Reporting mechanism

6.1. The Secretary will deliver oral and/or written progress reports to the DGCAs, ICAO and other key stakeholders as necessary.

7. Functions and delegated authority

7.1. The purpose of the group is to take into account the priority of ICAO's strategic objectives and work proactively in coordination with the DGCAs, International Organisations, ICAO (HQ and Regional Offices) and other relevant bodies to assist the DGCAs with coordinating the management of international civil aviation contingencies of the COVID-19 pandemic.

7.2. The role of the group is to advise the DGCAs on aviation policy issues.

7.3. The scope of the group will accommodate contingencies of the immediate, recovery and post-recovery phases of the COVID-19 pandemic.

7.4. The key functions of the group are the following:

7.4.1. Obtain and share information on the implementation by Member States, ICAO, International Organizations, industry and other key stakeholders of measures to manage civil aviation contingencies of the COVID-19 pandemic;

7.4.2. Inform the DGCAs on a regular basis of the coordinated measures to manage civil aviation contingencies of the COVID-19 pandemic to encourage harmonised application;

7.4.3. Identify, anticipate, prioritize and make recommendations to address specific issues arising from the ICAO *Council Aviation Recovery Task Force* (CART), which require, or will in the future require remedial or preventive action by Member States and/or ICAO; and

7.4.4. Coordinate work and assist States and industry with the implementation of the CART's work.
