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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref. SN 5/1 – AP170/20 (RD)

24 August 2020

**Subject: Sixth Meeting of the ICAO APAC COVID-19
Contingency and Recovery Planning Group
(ACCRPG/6), web-conference, 28 August 2020**

Action required: ACCRPG members please join the web-conference on 28 August 2020

Dear Sir/Madam,

I have the pleasure of inviting the members of the ICAO APAC COVID-19 Contingency and Recovery Planning Group (ACCRPG) to participate in the Sixth Meeting of the Group (ACCRPG/6), via web-conference, on **28 August 2020 from 10:00 am to 12:00 pm (ICT, UTC+7)**. Please use the joining instruction provided in the email.

One of the main objectives of the ACCRPG/6 will be to review progress of the work already undertaken by the three ACCRPG sub-groups on public health-, safety-, and security- and facilitation-related measures.

The meeting will also provide an opportunity for the ACCRPG to hear about the challenges and the way forward in implementing the CART Report Recommendations and Take-off Measures directly from the perspective of airport and airline operators. Delhi International Airport Ltd., Airport Authority Hong Kong, Malaysia Airlines and Qatar Airways (tbc) will make presentations covering a range of COVID-19-related operational issues.

As a regular activity of the ACCRPG, the meeting will review and monitor APAC States' progress on implementation of the CART Recommendations through an examination of the *COVID-19 Response and Recovery Implementation Centre (CRRIC) "Dashboard"*.

Please find attached the **provisional agenda** (including annotated agenda items) along with the ACCRPG **list of members** and **terms of reference**, as well as a copy of the report from the previous meeting of the Group (ACCRPG/5). ICAO will make all the meeting documentation available at the ICAO APAC Office website (<https://www.icao.int/APAC/ACCRPG/Pages/2020-ACCRPG6.aspx>).

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It would be helpful if you could confirm the availability of your nominated expert/s to participate in the ACCRPG/6 web-conference in advance to apac@icao.int. I look forward to your State's/Organization's active participation.

Yours sincerely,



Arun Mishra
Regional Director

Attachments:

- A. Provisional Agenda for ACCRPG/6
- B. List of Members of ACCRPG
- C. Terms of Reference of ACCRPG
- D. Report of ACCRPG/5



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International Civil Aviation Organization

**SIXTH MEETING OF THE ICAO APAC COVID-19
CONTINGENCY AND RECOVERY PLANNING GROUP
(ACCRPG/6)**

Web-conference, 28 August 2020, 10:00 am – 12:00 pm (ICT,
UTC+7)

PROVISIONAL AGENDA

- Agenda Item 1: Opening of the meeting and working arrangements
- Agenda Item 2: Operators perspectives on challenges and way forward in implementing the CART Report Recommendations and Take-off Measures
- Agenda Item 3: ACCRPG Sub-Group Reports and Work Program
- Agenda Item 4: APAC States' progress on implementation of CART Recommendations
- Agenda Item 5: Any other business
- Agenda Item 6: 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 Report of the previous meeting (Secretariat)*
- Agenda Item 2: Operators perspectives on challenges and way forward in implementing the CART Report Recommendations and Take-off Measures
- *Presentations by airport operators (Delhi International Airport Ltd. and Airport Authority Hong Kong) on issues including:*
 - o *testing and quarantine facilities*
 - o *physical distancing*
 - o *security screening*
 - o *contactless processes*
 - o *ground handling and cargo*
 - *Presentations by airline operators (Malaysia Airlines and Qatar Airways (tbc)) on issues including:*
 - o *testing and quarantine requirements for flight crew*
 - o *physical distancing*
 - o *disinfection*
 - o *unruly passengers*
 - o *flight crew and pilot/co-pilot competency, proficiency checks and recent experience*
- Agenda Item 3: ACCRPG Sub-Group Reports and Work Program
- *PH/SG progress report (PH/SG Rapporteur)*
 - *SAF/SG progress report (SAF/SG Rapporteur)*
 - *AVSEC/FAL/SG progress report (AVSEC-FAL/SG Rapporteur)*
- Agenda Item 4: APAC States' progress on implementation of CART Recommendations
- *Review the CRRIC "Dashboard" (Secretariat)*
- Agenda Item 5: Any other business
- *Self-explanatory*
- Agenda Item 6: Next meeting
- *Provisional agenda and date/time for the next meeting (Secretariat)*
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**MEMBERS OF APAC COVID-19 CONTINGENCY AND RECOVERY PLANNING GROUP
(ACCRPG)**

13 August 2020

	NAME	TITLE/ADMINISTRATION	EMAIL ADDRESS
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	5. Mr. Michael Juelg <i>(Alternative for Mr. Miles Gore-Brown.)</i>	Manager, Flight Crew Licensing Standards Civil Aviation Safety Authority (CASA)	Michael.Juelg@casa.gov.au
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	7. Gp Capt Imranur Rahman	Director (Flight Standard, Regulations and Int'l Affairs) CAA Bangladesh	dfs@caab.gov.bd

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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.
