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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 8/3.5: AP134/20 (CNS)

19 June 2020

Subject: Teleconference of Seventh Meeting of the Aeronautical Communication Services
Implementation Coordination Group (ACSICG/7)
(21 – 23 July 2020)

Action required: To nominate participants by 8 July and to submit papers by 14 July 2020

Dear Sir/Madam,

Reference is made to the letter on the postponement of ACSICG/7 meeting with Ref: T 8/3.5: AP077/20 (CNS) dated 14 April 2020. Considering the current situation and the consequent restrictions on travel still in place in the APAC Region, it is now decided to conduct the meeting via teleconference without changing the dates of the meeting.

The objective of the meeting is to progress the implementation of aeronautical communications infrastructure and service in the Asia and Pacific Regions. The ACSICG is expected to review the readiness status of AMHS being implemented by States for exchanging the IWXXM data which becomes an applicable standard from 5 November 2020. The meeting is also expected to update the regional strategies for AMS and Datalink communication.

The revised Provisional Agenda of the ACSICG/7 meeting is provided in **Attachment A**. The Meeting Bulletin containing information on the procedures for participating in the teleconference is at **Attachment B**. All registered participants will receive an email directly from the Secretariat with an invitation link to join the meeting.

2/...

I shall be grateful if you could forward the completed Nomination Form provided at **Attachment C** to this letter by e-mail or fax at your earliest convenience, preferably no later than **8 July 2020**, and submit your papers to this Office in either MS word or PowerPoint format at apac@icao.int with copy to bsirapongkosit@icao.int by **14 July 2020**.

Yours sincerely,



Arun Mishra
Regional Director

Enclosures:

- Attachment A - Revised Provisional Agenda of the ACSICG/7
- Attachment B - Meeting Bulletin
- Attachment C - Nomination Form



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**Seventh Meeting of Aeronautical Communication Service
Implementation Co-ordination Group of APANPIRG
(ACSICG/7)**

Web-conference, 21 – 23 July 2020

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Election of an additional co-chair of the ACSICG
- Agenda Item 3: Review the report of the Seventh meeting of Common Aeronautical VPN Operations Group (CRV OG/7)
- Agenda Item 4: Review report of Sixth Meeting of the Asia/Pacific ATS Inter-Facility Data - Link Communication Implementation Task Force (APA TF/6)
- Agenda Item 5: Report on the readiness status of AMHS to support IWXXM service by November 2020
- Note: Member States are expected to provide readiness status for supporting IWXXM traffic (Annex 1)*
- Agenda Item 6: Update the regional strategies on AMS and datalink communication
- Agenda Item 7: Review and update Subject/Tasks List
- Agenda Item 8: Any other business

AMHS READINESS REPORT FOR SUPPORTING IWXXM TRAFFIC

- Name of State (Administration)/name of BBIS/BIS location where AMHS is installed:
- AFTN/AMHS transition date/schedule:
- Readiness Status of AMHS for supporting File Transfer Body Part (FTBP), the Interpersonal Message (IPM) Heading Extension (IHE) to support for exchanging IWXXM reports of a maximum size of 4MB and FTBP of maximum 2MB:
- Capacity status of the operational AFS links to support the exchange of the required meteorological information in both IWXXM GML form and TAC form:



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**Seventh Meeting of the Aeronautical Communication
Services Implementation Coordination Group
(ACSICG/7)**

Web-conference, 21 – 23 July 2020

REVISED MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The Meeting (web-conference) will open at **0900 hrs. ICT (UTC +7)** on **Tuesday, 21 July 2020.**
- 1.2. The discussion sessions (on the agenda items) are scheduled from **0900 to 1200 hrs. ICT (UTC +7)** on **Tuesday to Thursday, 21 to 23 July 2020.**
- 1.3. The program will be available on the Meeting webpage.

2. Officers and Secretariat concerned with the Meeting

- 2.1. Secretary of the Meeting:

Mr. Li Peng, Regional Officer CNS
Tel: +66 (2) 537 8189 Ext. 158
Fax: +66 (2) 537 8199
E-mail: pli@icao.int

- 2.2. Additional secretarial and administrative support to the Meeting:

Ms. Bhabhinan Sirapongkosit
ICAO Programme Assistant
Tel: +66 (2) 537 8189 Ext. 49
Fax: +66 (2) 537 8199
E-mail: bsirapongkosit@icao.int

3. Registration of participants

- 3.1. Each participant should ensure that their respective State/Organization has registered the name and e-mail address of the official, nominated delegate(s), with the Secretariat, **no later than 08 July 2020.**
- 3.2. To ensure each participant's registration, and subsequent invitation e-mail to join the web-conference sessions is correct, it is essential that each participant ensures their official registration form clearly shows their nominated e-mail address in print, or preferably typed.

4. Meeting materials

4.1. The Secretariat will make the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the Meeting (web-conference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2020 > ACSICG/7

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (web-conference) discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: apac@icao.int, as early as possible and in any case **no later than 14 July 2020**.

5. Joining the Meeting (web-conference)

5.1. When joining the Meeting (web-conference) sessions, please ensure your **microphone is muted** and **video is turned off**.

5.2. Each participant should ensure that their web-conference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – Li Peng**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

5.3. Each registered participant will receive by e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions about one week before the Meeting (web-conference) sessions.

5.4. Participants should join the Meeting (web-conference) sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

6. Participants’ working environment

6.1 Each participant should ensure they join the web-conference from a location with minimal, or preferably no, background noise.

6.2 To minimize the potential for audio-feedback to hinder the discussions, each participant should join the web-conference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the web-conference with fellow participant/s, please ensure that only one computer/device per room/office has its microphone unmuted and audio speaker on at any one time.

7. During the web-conference

7.1 Participants who wish to address a question, answer or comment to the Meeting should please inform the Chair, Secretary or moderator of the discussion by using the web-conference interface to send a “CHAT” message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

7.2 Participants who wish to address a message only to a specific member of the Meeting, e.g., to the Chair or Secretary (or another participant), should use the web-conference interface to send a private CHAT message. **CAUTION:** When sending a private CHAT message, please exercise care and **avoid inadvertently sending a private CHAT message to “EVERYONE”**.

7.3 Additional information and instructions concerning the web-conferencing tools and applications, will be provided separately at the meeting website.

7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finished speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the web-conference, unless specifically arranged otherwise. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

**SEVENTH MEETING OF THE AERONAUTICAL COMMUNICATION SERVICES
IMPLEMENTATION COORDINATION GROUP (ACSICG/7)**

(Web-conference 21 - 23 July 2020)

REVISED REGISTRATION FORM

1. Name: _____
(Mr./ Ms./ Mrs.) **(as should appear in the official listing)**
2. Title or Official Position: _____
- State/Administration/
3. Organization: _____
4. E-mail: _____

Note 1: Please download meeting materials from the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2020 > ACSICG/7 prior to the meeting.

Note 2: Please return the completed registration form by e-mail (to the ICAO APAC Office at: apac@icao.int) **no later than 08 July 2020.**

Note 3: Please print or type clearly. Web-conference joining instructions will only be delivered to the valid, official nominated e-mail address/es at 4, above.

Date _____ Signature _____

After completing, please send to: ICAO APAC Office, P.O. Box 11, Samyae Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 **or e-mail:** apac@icao.int cc: bsirapongkosit@icao.int