



ICAO

**The Fourth Meeting of the Aerodrome Operations Personnel  
Competency Small Working Group (AOPC SWG/4)**

*Yangon, Myanmar, 10 – 14 February 2020*

**ORDER OF BUSINESS**

**Monday, 10 February 2020**

0930 – 1000	—	Registration
1000 – 1030	—	Opening Session
	—	Introduction of Participants
1030 – 1100	—	Group Photo
	—	Coffee Break

Agenda Item	Title	WP	Presenter
1100 – 1200	<b>Agenda Item 1 — Adoption of Agenda</b>		
	Adoption of Agenda AOPC SWG/4	WP/01	Secretariat
	<b>Agenda Item 2 — Trainings for Aerodrome Operation Personnel</b>		
	<ul style="list-style-type: none"> <li>▪ Curriculum and Syllabus of Trainings</li> <li>▪ Sources of Trainings</li> </ul>		
	Aerodrome Operations Personnel Competency Matrix	WP/02	Secretariat
<b>1200 – 1300</b>	<b><i>Lunch Break</i></b>		
1300 – 1500	<b>Agenda Item 3 — Review of Draft Asia/Pacific Regional Guidance (Manual) on Aerodrome Operations Personnel Competency</b>		
	Draft Asia/Pacific Regional Guidance on Aerodrome Operations Personnel Competency	WP/03	Secretariat
	<b>Breakout Session</b> (AOPC Matrix)		
<b>1500 – 1530</b>	<b><i>Coffee Break</i></b>		



**Tuesday, 11 February 2020**

Agenda Item	Title	WP	Presenter
0900 – 1000	Breakout Session (AOPC Matrix)		
1000 – 1030	<i>Coffee Break</i>		
1030 – 1130	Breakout Session (AOPC Matrix)		
1130 – 1300	<i>Lunch Break</i>		
1300 – 1500	Breakout Session (AOPC Matrix)		
1500 – 1530	<i>Coffee Break</i>		

**Wednesday, 12 February 2020**

Agenda Item	Title	WP	Presenter
0900 – 1000	Agenda Item 3 — Review of Draft Asia/Pacific Regional Guidance (Manual) on Aerodrome Operations Personnel Competency		
	Breakout Session (Template for Training Course)		
1000 – 1030	<i>Coffee Break</i>		
1030 – 1130	Breakout Session (Template for Training Course)		
1130 – 1300	<i>Lunch Break</i>		
1300 – 1500	Breakout Session (Template for Training Course)		
1500 – 1530	<i>Coffee Break</i>		

**Thursday, 13 February 2020**

Agenda Item	Title	WP	Presenter
0900 – 1000	<b>Agenda Item 4 — AOPC SWG Task List</b>		
	Work Programme and Task List of AOPC SWG	WP/04	Secretariat
<b>1000 – 1030</b>	<b><i>Coffee Break</i></b>		
1030 – 1130	<b>Agenda Item 5 — Any Other Business</b>		
	Relevant Outcomes of APANPIRG/30	WP/05	Secretariat
<b>1130 – 1300</b>	<b><i>Lunch Break</i></b>		
1300 – 1500	Draft Asia/Pacific Regional Guidance on Aerodrome Operations Personnel Competency (Review and Discussion)		
<b>1500 – 1530</b>	<b><i>Coffee Break</i></b>		

**Friday, 14 February 2020**

Agenda Item	Title	WP	Presenter
1000 – 1130	Review of Draft Report		
	Adoption of Draft Report		