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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 11/5.13 — AP182/20 (AGA)

4 September 2020

Subject: Update on Fourth Meeting of the Aerodromes
Operations and Planning Sub-Group (AOP/SG/4) of
APANPIRG, 10 to 13 November 2020
[Video Teleconference]

Action required: To register and submit paper(s) by
30 October 2020

Dear Sir/Madam,

I wish to draw your attention to the ICAO State Letter Ref.: T 11/5.13 — AP135/20 (AGA) dated 23 June 2020 regarding the Fourth Meeting of the Aerodromes Operations and Planning Sub-Group (AOP/SG/4) rescheduled for 10 to 13 November 2020. Due to the ongoing COVID-19 pandemic, the AOP/SG/4 Meeting will be conducted via Video Teleconference (VTC) using Microsoft Teams platform.

I am requesting you to kindly provide the name(s) of the delegate(s) from your Administration who will be attending the meeting by **Friday 30 October 2020**, through the online registration link available in the AOP/SG/4 Meeting Web-page at <https://www.icao.int/APAC/Meetings/Pages/2020-AOP-SG4.aspx>

In addition to Working Papers/Information Papers (WPs/IPs) on regular agenda items, it would be beneficial to all if States will also prepare and present WPs/IPs focusing on State's experience/challenges encountered for the restart or resumptions of aerodrome operations amid COVID-19 pandemic.

Participants of the meeting are requested to strictly abide with the cut-off date for submission of papers. Papers which are not received by **Friday 30 October 2020** will be either declined or posted as a flimsy, which will not be read during the meeting.

Furthermore, participants should note the following VTC modalities:

- VTC link details will be sent to registered participants three-four days before the meeting;
- only registered participants will be admitted to the meeting;

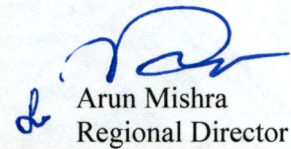
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- IPs will not be read during the meeting;
- each day of the meeting is expected to be conducted in two sessions of about two hours each, with the possibility of a free afternoon to enable catch up;
- confirmation of report will not be conducted if the last day of the meeting will still be required for presentation of the remaining WPs (comment on the draft report and circulation of the updated draft after such input will be conducted during the following week by email); and
- recording of the VTC will be conducted for the Secretariat, but not for public dissemination.

You are kindly requested to disseminate the invitation to the Operators of the International Airports in your Administrations willing to attend and contribute to the AOP/SG meeting.

Accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,


Arun Mishra
Regional Director