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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 8/3.5: AP132/20 (CNS)

19 June 2020

Subject: Teleconference of Sixth Meeting of the Asia/Pacific ATS Inter-facility
Data-link Communication Implementation Task Force (APA TF/6)
of APANPIRG on 14 -16 July 2020

Action required: To take necessary action and submit **nomination by 30 June 2020**

Dear Sir/Madam,

Further to the APAC State Letter Ref: T8/3.5 – AP044/20 (CNS) dated 2 March 2020 regarding the postponement of the APA TF/6 meeting. Considering the current situation and the consequent restrictions on travel still in place in the APAC Region, the ICAO Secretariat in consultation with the Task Force co-chairs has decided to conduct the meeting via teleconference from 14 to 16 July 2020.

States/Administrations are therefore invited to nominate the regular members of the Task Force and other relevant personnel to participate in the teleconference.

The objectives of the teleconference are to progress the AIDC implementation in APAC Region while focusing on those connections with priorities identified by APANPIRG. The meeting is expected to summarize the achievements made by the Task Force, further discuss solutions to the identified implementation issues and make recommendations for a way forward.

All revised documents for provisional agenda, meeting bulletin and registration form of the meeting are provided in Attachments 1, 2 and 3 respectively. Please forward the nominations with accurate email addresses in the registration form to the ICAO Secretariat at apac@icao.int cc: bsirapongkosit@icao.int **no later than 30 June 2020**. The teleconference on the meeting dates would start at 09:00 Bangkok time (UTC 0200) and end around 12:00 hours (UTC 0500). All registered participants will receive an email directly from the Secretariat with an invitation link to join the meeting.

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I shall be grateful if any working papers and information papers on the provisional agenda from your Administration could be forwarded to the ICAO Secretariat **by 7 July 2020**.

Yours sincerely,



Arun Mishra
Regional Director

Enclosures:

- Attachment 1 – Provisional Agenda (Revised)
- Attachment 2 – Meeting Bulletin (Revised)
- Attachment 3 – Registration Form (Revised)



ICAO

International Civil Aviation Organization

Sixth Meeting of the Asia/Pacific ATS Inter-facility Data-link Communication Implementation Task Force (APA TF/6) of APANPIRG

Web-Conference, 14 – 16 July 2020.

REVISED PROVISIONAL AGENDA

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review of outcomes of relevant meetings
- Agenda Item 3: Status of implementation plan focusing those connections identified with priorities
- Agenda Item 4: Review implementation issues reported and discuss recommended solutions
- Agenda Item 5: Review Terms of Reference and the achievements of the Task Force and discuss a dissolved date of the Task Force per directive given by CNS SG/23 (para. 3.37 of the meeting report refers)
- Agenda Item 6: Review the outstanding Action Items of APA Task Force and make recommendations for a way forward.
- Agenda Item 7: Any other business



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Sixth Meeting of the Asia/Pacific ATS Inter-facility Data-link Communication Implementation Task Force (APA TF/6) of APANPIRG

Web-conference, 14 – 16 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, 14 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, 14 to 16 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 30 June 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 > APA TF/6.

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 07 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**

**SIXTH MEETING OF THE ASIA/PACIFIC ATS INTER-FACILITY
DATA-LINK COMMUNICATION IMPLEMENTATION TASK FORCE (APA TF/6)
OF APANPIRG**

(Web-conference 14 - 16 July 2020)

REVISED REGISTRATION FORM

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

Note 1: Please download meeting materials from the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2020 > APA TF/6 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 30 June 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, Samyaek Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 **or e-mail:** apac@icao.int cc: bsirapongkosit@icao.int