



ICAO

The Second Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/2)

*Video Teleconference, 26 to 29 January 2021*

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**Agenda Item 6: Any other business**

**TERMS OF REFERENCE**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the proposed amendment to the terms of reference of AP-ADO/TF.

**1. INTRODUCTION**

1.1 The terms of reference (TOR) of AP-ADO/TF detailed the objective, scope of works, composition, working methods and time frame.

**2. DISCUSSION**

2.1 The TOR of AP-ADO/TF was adopted by AOP/SG/2 (Bangkok, Thailand, 27 – 29 June 2018) through the following Decision:

**Decision AOP/SG/2-6: Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF)**

That, the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF) be established in accordance with the TOR appended at **Appendix H** to the Report.

2.2 At the time, considering the scope of works, it was determined that the AP-ADO/TF should last for three years, i.e. until September 2021.

2.3 The current COVID-19 pandemic has reorganized priorities among States and Administrations. In addition, the travel restrictions currently implemented by States and Administration have rendered face-to-face meeting impossible.

2.4 As a result, the TOR is proposed to be amended as shown in **Appendix A** to allow additional time for this Task Force to complete its tasks, as well as to provide flexibility in the mode of meetings. Opportunity is also taken to amend the name of “Asia/Pacific Seamless ATM Plan”, as it was renamed to “Asia/Pacific Seamless ANS Plan” with version 3.0 in November 2019, and to make some minor editorial changes.

2.5 AP-ADO/TF/2 is invited to endorse the following Draft Decision for adoption by AOP/SG/5:

<b>Draft Decision AP-ADO/TF/2-X: TOR of AP-ADO/TF</b>	
<b>What:</b> That, the Terms of Reference of the Asia/Pacific Aerodrome Design and Operations Task Force be amended as in <b>Appendix A</b> of WP/10.	<b>Expected impact:</b> <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical
<b>Why:</b> To allow additional time to complete the tasks and to provide flexibility in the mode of meetings amid the current pandemic.	<b>Follow-up:</b> <input type="checkbox"/> Required from States
<b>When:</b> 29-Jan-21	<b>Status:</b> Draft to be adopted by Subgroup
<b>Who:</b> <input checked="" type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> Other: AP-ADO/TF	

**3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) review the TOR and propose amendments;
- b) endorse the draft decision contained in paragraph 2.4; and
- c) discuss any relevant matters as appropriate.

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## Appendix A

Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF)

### TERMS OF REFERENCE

(Amendment Proposed by AP-ADO/TF/2 in highlight)

#### **Objective:**

The main purpose of the AP-ADO/TF is to achieve some specific deliverables of the AOP/SG through the systematic works of the Task Force.

#### **Scope of works:**

To meet the above objective the AP-ADO/TF shall carry out the following tasks:

- (1) **Study and discuss** aerodrome SARPs and guidance materials related to aerodrome planning, design and operations including PANS-Aerodromes and provide expert advice and clarification to APAC States on any issues related to the implementation of the requirement specified in the SARPs and guidance materials.
- (2) **Review and discuss** AOP parts of the Asia/Pacific ANP and Seamless ATM ANS Plan and formulate amendment proposals to the APAC ANP Table AOP I - 1 and Table AOP II – 1 as necessary.
- (3) **Review** provisions of facilities and services at international aerodromes specified in AOP Table of ANP through monitoring the following information published in the AIP and other official documents of the States:
  - Obstacle limitation surfaces;
  - visual aids;
  - rescue and firefighting services and emergency planning;
  - ~~measurement~~ assessment and reporting of the runway surface condition;
  - preventive maintenance programme;
  - runway safety programme including establishment of a runway safety team at international aerodromes.
- (4) **Assist in conducting** seminars/workshops/trainings for the aerodrome regulatory and aerodrome operator staff in APAC region;
- (5) **Identify** experts in various AOP fields and **maintain** Asia/Pacific database;
- (6) **Participate** in ICAO's activities/initiatives in aerodromes, if necessary.

**Composition:** The Task Force is composed of subject matter experts nominated by APAC States/Administrations and International Organization satisfying the criteria:

- (1) Minimum 3 years of experience in Aerodrome Regulatory functions of CAA or in Aerodrome Operations at international airports or in the International Organizations;
- (2) Familiar with Annex 14 and its guidance materials, GANP, GASP, Seamless ATM Plan, APAC ANP; and
- (3) The nominated expert would continue to be a member for a minimum of three consecutive years.

Additional membership could be invited from other regions, if required.

**Working Methods:** The Task force will hold at least one face-to-face meeting a year. Video teleconference may be held in lieu of face-to-face meeting when travel restrictions are in place. The work would be carried out through electronic correspondences and web conference as far as practicable.

**Time frame:** The tenure of the Task Force would be ~~three years (until September 2021)~~ last until September 2023.