



International  
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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: AN 3/3 – AP199/20 (AGA)

30 September 2020

**Subject:** Thirty-First Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/31)

*Video Teleconference, 14 to 16 December 2020*

**Action Required:**

1. Nomination of delegates, preferably not later than **20 November 2020**;
2. Submission of papers, not later than **20 November 2020**;
3. Online registration by nominated delegates, not later than **30 November 2020**

Dear Sir/Madam,

I am pleased to inform you that the Thirty-First Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/31) will be conducted from 14 to 16 December 2020 via Video Teleconference (VTC) using Microsoft Teams platform.

I have the pleasure in inviting your Organization for the APANPIRG/31 Meeting. The Provisional Agenda for the Meeting and Explanatory Notes on the Agenda Items are in **Attachment A** to this letter.

The following modalities are established for the VTC meeting:

- VTC link details along with the instruction to join the meeting will be sent to registered participants three-four days before the meeting;
- only registered participants nominated by the respective International Organisation will be admitted to the meeting;
- Information Papers (IPs) will not be read during the meeting;
- each day of the meeting is expected to be conducted in two sessions of about one and half hours each, with the possibility of a free afternoon to enable catch up;

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- confirmation of report will not be conducted if the last day of the meeting will still be required for presentation of the remaining Working Papers (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.

To facilitate this Office to make appropriate preparations for the meeting, I would appreciate receiving from you the following via e-mail at [apac@icao.int](mailto:apac@icao.int) or fax +66 (2) 537-8199:

- a) any Working and Information Papers your Organization intends to submit in accordance with the Provisional Agenda and as per Template provided in **Attachment B**. Kindly note in this regard that electronic copy of the papers in word format should be sent to this Office at your earliest convenience, by e-mail to [apac@icao.int](mailto:apac@icao.int) preferably not later than **20 November 2020**.

The Working and Information Papers and other related documents for the APANPIRG/31 Meeting will be made available on the ICAO web site at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>.

I will be grateful to receive names of the nominated delegates (maximum six persons) and WPs/IPs from your Organization for the meeting, preferably not later than **Friday, 20 November 2020**. The nominated delegates are required to register through the online registration link available in the APANPIRG Meeting Web-page at: <https://www.icao.int/APAC/Meetings/Pages/2020-APANPIRG31.aspx> not later than **30 November 2020**.

Please also be advised that the Tenth Meeting of the Asia/Pacific Regional Aviation Safety Group (RASG-APAC/10) will be conducted via VTC on 17 - 18 December 2020 for which an invitation letter will be issued separately.

Yours sincerely,



Arun Mishra  
Regional Director

**Enclosures:**

- A – Provisional Agenda (WP/01)
- B – Template of WP/IP