



International  
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Organization

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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 3/10.1 – AP107/20 (ATM)

11 May 2020

**Subject:** The Fifth Meeting of the ICAO Asia/Pacific  
Search and Rescue Working Group (APSAR/WG/5)  
**Video Teleconference Arrangements**

Sir/Madam,

I wish to inform you of revised planning for the Fifth Meeting of the ICAO Asia/Pacific Search and Rescue Working Group (APSAR/WG/5), originally scheduled to be held from 12 to 15 May 2020 (ICAO State Letter Ref.: T 3/10.1 – AP109/19 (ATM) dated 19 September 2019 refers).

As advised by State Letter T 3/10.1 – AP078/20 (ATM) dated 25 March 2020, due to the ongoing and frequently changing global response to, and impact of, the COVID-19 outbreak, the planned face-to-face meeting will not be held, and a limited **Video Teleconference (VTC)** will be conducted instead from **09 to 11 June 2020**.

The Provisional Order of Business, Registration Form, Provisional Agenda, and Video Teleconference Instructions (**Attachments A, B, C and D**), refer. Please note the following:

1. the VTC is planned for three hours per day of plenary discussion, in two ninety minute periods, for two days. The Report of the Meeting will be reviewed on Thursday 11 June, in accordance with usual practice;
2. as this is the first VTC of an APSAR/WG meeting, and due to the limited time available, the agenda will be strictly controlled by the Chair, supported by the Secretariat;
3. Working Papers (WP) Information Papers (IP) must be submitted to the Secretariat Mr. Len Wicks by email at [LWicks@icao.int](mailto:LWicks@icao.int) no later than Wednesday **03 June 2020**;
4. SAR-related Deficiency, SRR description and SAR capability **status reports** must also be submitted to [apac@icao.int](mailto:apac@icao.int) and [pchalayonnawin@icao.int](mailto:pchalayonnawin@icao.int) by Wednesday **03 June 2020**.
5. participants submitting WPs are also requested to provide a supporting PowerPoint presentation for use during the VTC to shorten presentation time to the core subjects;
6. WPs and IPs and supporting PowerPoint presentations will be strictly managed by the Chair and Secretariat to ensure that the VTC focuses on 'core' matters relevant to the ongoing work of APSAR/WG as indicated in the Provisional Agenda;

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7. WP that do not propose any specific action, or if the action proposed is unclear, will be processed as an IP without exception;
8. IP will be uploaded to the APSAR/WG/5 meeting web-page, but will not be read during the VTC;
9. Due to VTC participation limitations, Administrations and organizations with large delegations may be requested to reduce their representation; and
10. Further information on the protocols and practicalities of the VTC will be provided to registered participants in due course. Registered participants will also be provided the opportunity to engage in a test VTC during the week before APSAR/WG/5, in order to facilitate familiarity with the VTC interface and conference processes.

Normal registration processes continue to apply as specified in **Attachment B**, except the registration date has been extended to Wednesday **03 June 2020**. Registrations should be sent by email to: [apac@icao.int](mailto:apac@icao.int) and [pchalayonnawin@icao.int](mailto:pchalayonnawin@icao.int).

**Meeting information and password for VTC sign in will be included in each invitation email.**

Yours sincerely,



Arun Mishra  
Regional Director

**Enclosures:**

- A – Provisional Order of Business
- B – Registration Form
- C – Provisional Agenda
- D – Video Teleconference Instructions

ATTACHMENT A



ICAO

International Civil Aviation Organization

**Fifth Meeting of the Asia/Pacific Regional Search and Rescue Working Group (APSARWG/5)**

Video Teleconference, 09 – 11 June 2020

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**PROVISIONAL ORDER OF BUSINESS**

(Presented by the Secretariat)

**Tuesday 09 June 2020**

0230-0235 UTC	Meeting Opening
0235-0245 UTC	Introduction of Administrations/International Organisations
0245-0400 UTC	Discussion on Agenda Items 2 ( <i>States to discuss updates on SAR-related Deficiencies</i> ) and Agenda Item 3
0400-0500 UTC	Break
0500-0630* UTC	Discussion on Agenda Items 2 and 3

*\*Possible extension to 0700UTC if discussion requires this*

**Wednesday 10 June 2020**

0230-0400 UTC	Discussion on Agenda Item 4 ( <i>States to discuss updates on SRRs</i> )
0400-0500 UTC	Break
0500-0630* UTC	Discussion on Agenda Item 4 ( <i>States to discuss updates on their 41 element SAR capability status</i> )

*\*Possible extension to 0700UTC if discussion requires this*

**Thursday 11 June 2020**

0230-0400* UTC	Review of Draft Report
	Adoption of Report
	Closure of Meeting

*\*Possible extension to 0700UTC if discussion requires this*

*Note: to enable efficient discussion on Agenda Items 2 and 4, all participating States should email their SAR-related Deficiency, SRR description and SAR capability status reports to the Secretariat at [apac@icao.int](mailto:apac@icao.int) and [pchalayonnawin@icao.int](mailto:pchalayonnawin@icao.int) by Wednesday 03 June 2020.*

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INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE

FIFTH MEETING OF THE ICAO ASIA/PACIFIC SEARCH  
AND RESCUE WORKING GROUP  
(APSAR/WG/5)

(Video Teleconference, 09 – 11 June 2020)

REGISTRATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name in full : \_\_\_\_\_  

Mr.	Mrs.	Ms.	Dr.	Capt.
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 (as should appear in the official listing and name tag)
2. Title or Official Position: \_\_\_\_\_
3. State/Organization: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
5. Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_
6. Hotel \_\_\_\_\_

**Note 1:** Participants are expected to make their own hotel/visa arrangements

**Note 2:** Meeting materials will only be available in soft copy (electronic) to participants. Please download meeting materials from the ICAO Asia/Pacific website (<http://www.icao.int/apac>) prior to the meeting.

Date ..... Signature .....

After completing, please send to: ICAO Regional Office for Asia and Pacific, 252/1, Vibhavadi Rangsit Rd., Chatuchak, Bangkok 10900, Thailand, or Fax: 66 (2) 537 8199 or E-mail: [apac@icao.int](mailto:apac@icao.int) and [pchalayonnawin@icao.int](mailto:pchalayonnawin@icao.int)

ATTACHMENT C



International Civil Aviation Organization

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Fifth Meeting of the Asia/Pacific Regional Search and Rescue Working Group (APSARWG/5)

Video Teleconference, 09 – 11 June 2020

**Agenda Item 1: Election of Chairperson (if required)  
Adoption of Agenda**

**PROVISIONAL AGENDA - REVISED  
VIDEO TELECONFERENCE**

(Presented by the Secretariat)

- Agenda Item 1: Election of Chairperson/Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- *APANPIRG SAR-Related Deficiencies*
- Agenda Item 3: Global update
- *Global Air Navigation Plan (GANP) GADSS - ADT Implementation and Location of Aircraft in Distress Repository (LADR) elements*
  - *Cospas-Sarsat Q and A session (e.g.: reporting false alerts)*
- Agenda Item 4: Asia/Pacific and inter-regional SAR planning, coordination and cooperation
- *Regional Air Navigation Plan (RANP) Search and Rescue Regions (SRRs)*
  - *SAR capability status update*
  - *SAR-related National Air Navigation Plans (NANPs)*
- Agenda Item 5: Asia/Pacific Regional SAR Plan
- No planned discussion except IPs*
- Agenda Item 6: APSAR/WG Task List
- Agenda Item 7: Any Other Business
- Agenda Item 8: Date and Venue of Next Meeting

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## ATTACHMENT D



*International Civil Aviation Organization*

ICAO

**Fifth Meeting of the Asia/Pacific Regional Search and Rescue Working Group (APSARWG/5)**

Video Teleconference, 09 – 11 June 2020

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### APSAR/WG/5 VIDEO TELECONFERENCE INSTRUCTIONS

#### PARTICIPATION

1. The following invitations will be emailed to registered APSAR/WG/5 participants:
  - a. a test/familiarization Video TeleConference (VTC) will be held several days before the APSAR/WG/5 VTC, to be advised by later email to registered participants; and
  - b. an invitation to the VTC for each day of APSAR/WG/5.
2. Meeting information and password for VTC sign in will be included in each invitation email.

#### WHEN SIGNING IN

1. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
2. Enter your STATE or IO name first, followed by your full name (as used on the APSAR/WG/5 registration form). Example: *ICAO Prakayphet Chalayonnawin*.
3. Ensure your **microphone is muted** and your **video camera is turned off**. Experience indicates that on the first day of the VTC some States have disregarded this instruction in the past.

#### YOUR WORKING ENVIRONMENT

1. Please ensure that you join the VTC from a room or office where background noise/conversation is minimized or, preferably, excluded in case you are invited to speak.
2. If your State has more than one participant registered, they should join the VTC from separate rooms/offices, except if all are sharing one computer and log-in.

#### DURING THE VTC

1. If you wish to speak, send a CHAT message using the interface in the VTC, e.g. *Thailand wishes to speak*, or *Thailand question*.
2. If you wish to speak privately, or have a question only for the Chair or Secretary, send a private CHAT message using the VTC interface. When using the private CHAT function, exercise caution. There is a risk of inadvertently sending private CHAT messages to EVERYONE.
3. If you have a question but do not wish to speak, use the Pigeonhole application embedded in the VTC interface.
4. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
5. The Chair and/or Secretary will manage the screen and all presentations, unless specifically arranged otherwise. Speakers should identify the relevant paragraph number/s as they progress through their paper, or indicate *next slide* in a PowerPoint presentation.