



International  
Civil Aviation  
Organization

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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 3/9.12 – AP141/20 (ATM)

07 July 2020

**Subject:** National Air Navigation Plan (NANP) Video  
Teleconference (VTC) Seminar, 31 July 2020)

**Action Required:** Reply not later than **Friday 24 July 2020**

Sir/Madam,

Reference State Letter T 3/9.12 – AP039/20 (ATM), I wish to invite your Administration to participate in a National Air Navigation Plan (NANP) Seminar, which replaces the previously advised seminar/workshop, using Video Teleconference (VTC) format on 31 July 2020.

Noting the establishment of the requirement for NANPs within the Asia/Pacific Regional Air Navigation Plan in 2019, the Seminar will provide an opportunity to discuss and develop NANPs, focusing on the Basic Planning Elements (BPEs).

It is recommended that participants are drawn from personnel having appropriate policy and administrative roles in the management of State aviation infrastructure (e.g.: transport ministries, supported by senior personnel from service provision, such as Air Navigation Services (ANS), airlines and airports) with responsibilities for infrastructure planning.

Enclosed herewith are the Order of Business (**Attachment A**), Registration Form (**Attachment B**) and Video Teleconference Instructions (**Attachment C**). I request that you kindly provide registration details of delegates as soon as possible, and in any event by not later than **Friday 24 July 2020** using the Registration Form, by return email to the ICAO Asia and Pacific Regional Office ([apac@icao.int](mailto:apac@icao.int), with a copy to [pchalayonnawin@icao.int](mailto:pchalayonnawin@icao.int)).

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

Arun Mishra  
Regional Director

**Enclosures:**

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

Asia and Pacific Office  
252/1 Vibhavadi Rangsit Road  
Chatuchak  
Bangkok 10900  
Thailand

Postal Address:  
P.O. Box 11  
Samyaek Ladprao  
Bangkok 10901  
Thailand

Tel.: +66 (2) 537-8189  
Fax: +66 (2) 537-8199

[www.icao.int/apac](http://www.icao.int/apac)  
e-mail: [apac@icao.int](mailto:apac@icao.int)

ATTACHMENT A



ICAO

*International Civil Aviation Organization*

**National Air Navigation Plan (NANP) Seminar**

Video Teleconference, 31 July 2020

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**PROVISIONAL ORDER OF BUSINESS**

(Presented by the Secretariat)

**Friday 31 July 2020**

03:00-03:30 UTC	Welcome Address and Introductions
03:30-04:00 UTC	Drivers for NANP Development (ICAO and IATA)
04:00-04:30 UTC	Global and Regional NANP Policies (ICAO)
04:30-05:00 UTC	Break
05:00-06:30UTC	State NANP Examples and Lessons Learnt
06:30-06:50UTC	Question and Answer Session
06:50-07:00UTC	Seminar Closing

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**ATTACHMENT B**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**NATIONAL AIR NAVIGATION PLAN (NANP) SEMINAR**

*(Video Teleconference, 31 July 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: \_\_\_\_\_

**Note 1: 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)

## ATTACHMENT C



ICAO

*International Civil Aviation Organization*

**National Air Navigation Plan (NANP) Seminar**

Video Teleconference, 31 July 2020

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## NANP SEMINAR VIDEO TELECONFERENCE INSTRUCTIONS

### PARTICIPATION

1. The following invitations will be emailed to registered NANP Seminar participants:
  - a. a test/familiarization Video Teleconference (VTC) will be held several days before the NANP Seminar VTC, to be advised by later email to registered participants.
2. Meeting information and password for VTC sign in will be included in each invitation email.

### WHEN SIGNING IN

1. Option 1 To join the meeting via the Microsoft Teams app:
  - a. Download the Microsoft Teams app; and then
  - b. Click **Join Microsoft Teams Meeting** in the meeting invitation email
2. Option 2 To join the meeting using web browser:
  - a. Click **Join Microsoft Teams Meeting** in the meeting invitation; then
  - b. Click **Join on the web instead**; and
  - c. Enter your STATE or IO name first, followed by your full name in the Enter Nam box. Example: *ICAO Prakyphet Chalayonnawin*; then
  - d. Click **Join Now**.
3. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
4. Ensure your **microphone is muted** and your **video camera is turned off**.

### 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.
2. If your State or organization has more than one participant, 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 specific question only for the Chair or Secretary, send a private CHAT message using the VTC interface.
3. When using the private CHAT function, exercise caution. There is a risk of inadvertently sending private CHAT messages to EVERYONE.
4. If you have a question but do not wish to speak, use the Pigeonhole application embedded in the VTC interface.
5. Unmute your microphone only when invited by the Secretariat to speak. Always mute your microphone when finished speaking.
6. The Secretariat (Mr. Len Wicks and Mr. Han Chee Chew, supported by Mr. Shane Sumner and Mr. Erdenebaatar (Erka) Davaasuren) will moderate the Seminar, and manage all presentations, unless arranged otherwise. Speakers should identify the relevant paragraph number/s as they progress through their paper, or indicate *next slide* in a PowerPoint presentation.