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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 8/8.9 – AP250/20 (CNS)

15 December 2020

Subject: Fifth Meeting of the Spectrum Review Working Group (SRWG/5)
(*Video Teleconference, 15 - 17 March 2021*)

Action Req'd: Reply at your earliest convenience,
preferably, **before 26 February 2021**

Dear Sir/Madam,

I wish to invite your Administration to participate in the Fifth Meeting of the Spectrum Review Working Group (SRWG/5) which will be held from 15 to 17 March 2021 via video teleconference using Microsoft Teams platform.

The SRWG/5 meeting will progress tasks resulted from its Fourth Meeting and align the proposed actions with the revised Terms of Reference adopted by the Twenty Fourth Meeting of the Communications, Navigation and Surveillance Sub Group of APANPIRG. It will also discuss the updates at national and regional level, as well as emerging issues relevant to spectrum utilization.

Administrations are encouraged to urge participants involved in aeronautical frequency management and planning including assignment of frequencies for CNS facilities to participate at the video teleconference. The designated contact persons in civil aviation responsible for preparation of World Radio Conference (WRC) positions of States are also invited.

The provisional agenda of the meeting is provided in **Attachment 1**. The revised Terms of Reference is provided in **Attachment 2**, The presentations, Working/Information Papers containing inputs relevant to the proposed agenda for the Meeting may be submitted in Word/Power Point format at your earliest convenience, **preferably before 26 February 2021**. The web-conference bulletin is provided in **Attachment 3** containing administrative arrangements and some instructions/guidelines for using the Microsoft Teams platform.

2/...

I shall be grateful if you take advantage of the aforementioned video teleconference and nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2020-SRWG5.aspx>. Alternatively, participant(s) may complete the form provided at **Attachment 4** to this letter and forward it to this Office by e-mail at APAC@icao.int with copies to : YLuo@icao.int; BSirapongkosit@icao.int at your earliest convenience, preferably, **before 26 February 2021**.

Yours sincerely,



Arun Mishra
Regional Director

Enclosures:

- Attachment 1: Provisional agenda
- Attachment 2: Revised Terms of Reference
- Attachment 3: Video teleconference bulletin
- Attachment 4: Registration form



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FIFTH MEETING OF SPECTRUM REVIEW WORKING GROUP (SRWG/5)

Video Teleconference, 15 – 17 March 2021

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of agenda
- Agenda Item 2:** Review outcomes of relevant meetings
- Agenda Item 3:** Review the TOR and action items
- Agenda Item 4:** Frequency coordination process and improvement for the Asia/Pacific Region
- Agenda Item 5:** VHF Com Simulation for 2030
- Agenda Item 6:** Review POC of States on frequency affairs
- Agenda Item 7:** State and regional updates
- Agenda Item 8:** Next meeting and any other business

**REVISED TERMS OF REFERENCE OF
ASIA AND PACIFIC
SPECTRUM REVIEW WORKING GROUP (APAC SRWG)**

Consists of objectives and deliverables as follows:

The Objectives of the APAC SRWG are to:

- (a) conduct regular spectrum capacity and requirements assessment for the APAC Region to accommodate current operational requirements and future implementation of aeronautical communication and navigation system as stipulated in the Global Air Navigation Plan (GANP);
- (b) develops an approach, supported by new tools and criteria being introduced at ICAO global level, to enhanced possibilities of frequency assignments for communication (VHF air-ground communication) and navigation system (ILS, VOR, DME and GBAS/VDB);
- (c) develop and review a high-level implementation plan and guidance material(s) for States/Administrations in the APAC region to implement the frequency assignments in a coordinated manner with ANSP, CAA and national frequency Authorities to satisfy future operational needs or the introduction of new technologies, with emphasis on communication and navigation systems, till 2030; and
- (d) **be** based on the above, develops recommendation(s) to address the future operational needs and current limitations.

Deliverables to meet the Objectives:

- (a) Progress report to APANPIRG CNS Sub-Group addressing progress on the deliverables;
- (b) Requirement/Capacity Assessments as necessary;
- (c) High-level frequency assignment plan and Guidance Material(s) for communication (VHF air-ground communication) and navigation systems (ILS, VOR, DME and GBAS/VDB) until 2030; and
- (d) Recommendation(s) on solutions to current limitation and future operational needs.

Timeframe for Deliverables:

The timeframe for the review of the deliverables by APANPIRG CNS Sub-Group are as follows:

Deliverable (a) – from 2020 onward;

Deliverable (b) – from 2020 onwards;

Deliverable (c) – first guidance material in 2022; and

Deliverable (d) – from 2020 onwards (recurring deliverable(s)/based on the outcome of (b) and (c))

Meeting:

The APAC SRWG shall convene annually with at least one face-to-face meeting per year, which is supplemented by teleconference meetings (e.g. WebEx) as appropriate.

Membership:

All APAC member States/Administrations providing ANS in the Asia and Pacific Regions. APAC members should nominate Subject Matter Experts from Civil Aviation Authorities, ANSPs, and other organizations preferably experts involved in aeronautical frequency and/or spectrum management to participate in the Working Group.

The Working Group would also invite representatives of International Organizations recognized by the ICAO Council as representing important civil aviation interests, to participate in its work in a consultative capacity.



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VIDEO TELECONFERENCE BULLETIN

1. Schedule of the Meeting

1.1. The meeting (video teleconference) will commence at **0900 hrs. ICT (UTC +7) on Monday, 15 March 2021.**

1.2. The discussion sessions (on the agenda items) are **tentatively proposed from 0900 to 1300 hrs. ICT (UTC +7) on Monday to Wednesday, 15 – 17 March 2021.**

1.3. The tentative programme is subject to change, and the daily programme of the meeting, including coffee break or lunch break, will be proposed and monitored by the chairperson, as appropriate. It will be available on the meeting webpage for updating information.

2. Officers and Secretariat concerned with the Meeting

2.1. Secretaries of the meeting:

Mr. Luo Yi, Regional Officer CNS

Tel: +66 (2) 537 8189 Ext. 158

Fax: +66 (2) 537 8199

E-mail: ylo@icao.int

Ms. Soniya Nibhani, Regional Officer CNS

Tel: +66 (2) 537 8189 Ext. 155

Fax: +66 (2) 537 8199

E-mail: snibhani@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 Registration for the SRWG/5 can be done online. The nominated participant (s) from State/Administration are requested to access <https://www.icao.int/APAC/Meetings/Pages/2020-SRWG5.aspx> and register for the event by using guideline for online registration as provided in the **Annex 1** to this attachment. Kindly noted that the last day of registration is **Friday, 26 February 2021**

and only the registered participant (s) are entitled to receive meeting invitation link to join the meeting.

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 (video teleconference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2021 > SRWG/5

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (video teleconference) 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 Friday, 26 February 2021.**

5. Joining the Meeting (video teleconference)

5.1. When joining the Meeting (video teleconference) sessions, please ensure your **microphone is muted** and **video is turned off.**

5.2. Each participant should ensure that their video teleconference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – Yi LUO**”, “**Australia – name**”, **Bangladesh – 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 (video teleconference) sessions.

5.4. Participants should join the Meeting (video teleconference) 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 meeting (video teleconference) 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 meeting (video teleconference) using a separate computer/device in a separate room/office. If sharing a single computer/device to join the video teleconference 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 video teleconference

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 video teleconference interface to **Raise your hand** or 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 video teleconference interface to

send a private CHAT message if supported by the application. **CAUTION:** When sending a private CHAT message, please exercise care and **avoid inadvertently sending a private CHAT message to “EVERYONE”**.

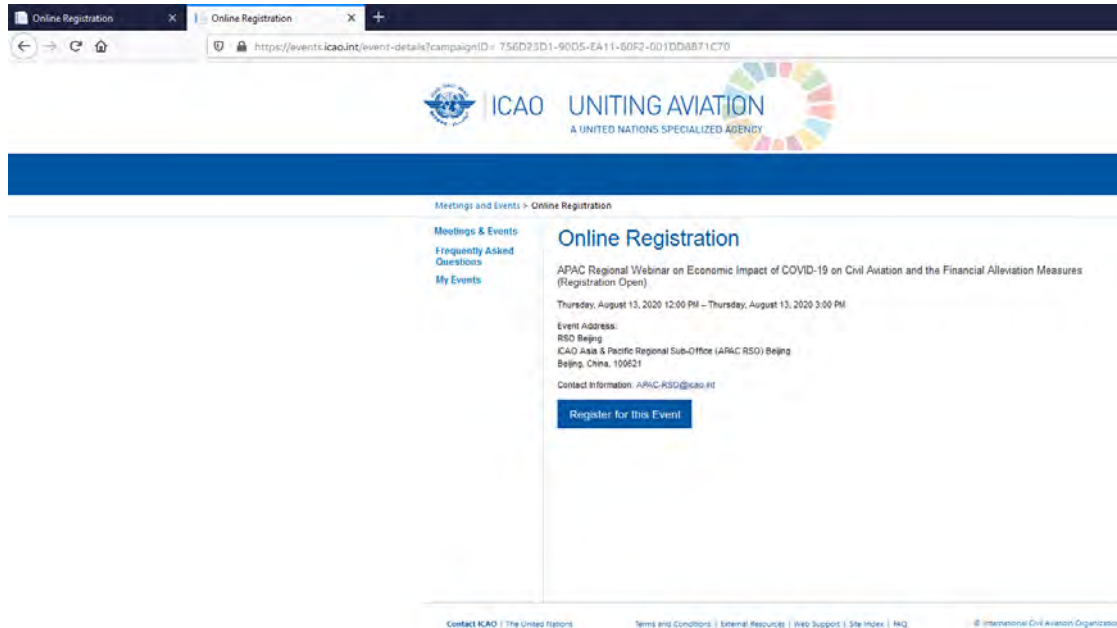
7.3 Additional information and instructions concerning the video teleconference tools and applications, will be provided separately at the meeting website.

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 finish speaking.

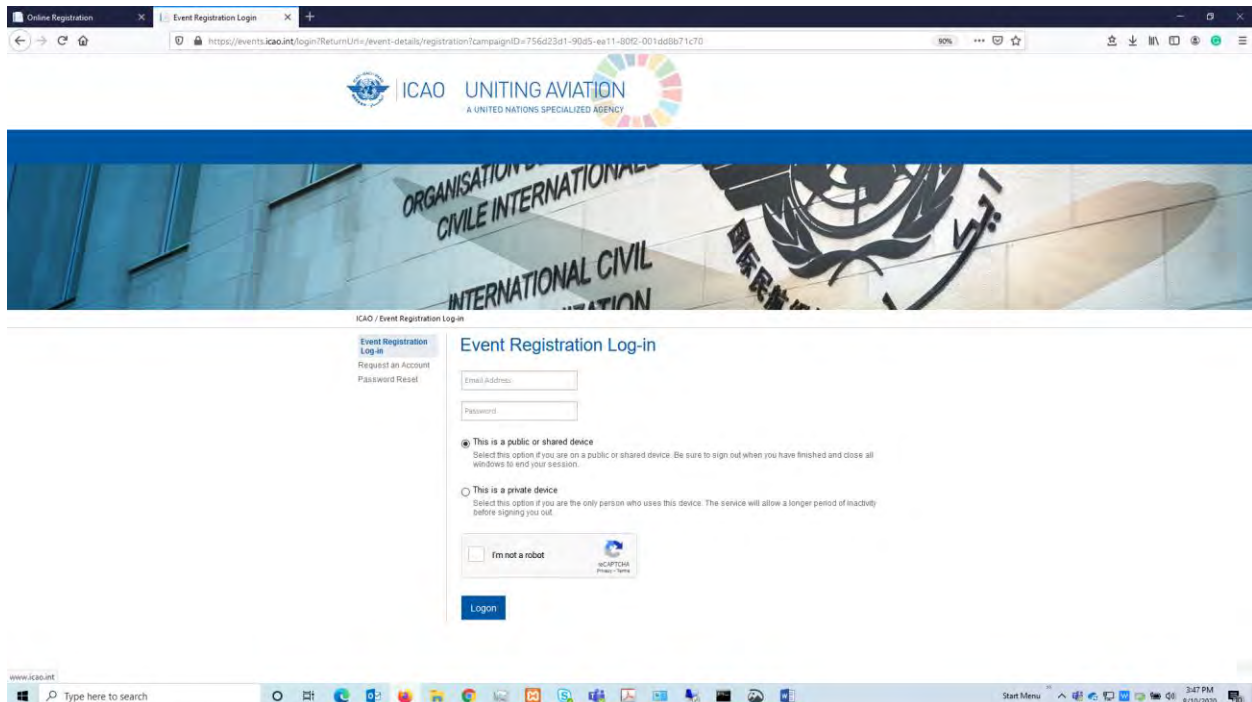
7.5 The Chair and/or Secretary will manage the presentation of meeting material during the video teleconference, unless specifically arranged. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.

GUIDELINES FOR ONLINE REGISTRATION

Step 1: Open the link for the event you are registering for and select Register for this Event button



Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users



Annex 1 - 2

If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

Step 2a: Once you login, the system will open a registration page with pre-populated information.

Step 2b: Complete the remaining required fields and click "Register Now".

Step 2c: Please check your email account for the event confirmation email.

Step 2d: If you forgot your password for the Events Registration portal, please click on "Password Reset" to reset your password.

Step 3: For a new user, click on "Request an Account?" link found on the left menu as seen below. (First time to use this event registration page, Please select Request an Account)

ICAO / Event Registration Log-in

[Event Registration Log-in](#)

[Request an Account](#)

[Password Reset](#)


Event Registration Log-in

Email Address

Password

This is a public or shared device
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

This is a private device
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

I'm not a robot  [Privacy - Terms](#)

Step 3a: Input your email address, to check if you details are in the system.

Meetings and Events > Online Registration > Online Registration

[Meetings & Events](#)

[Frequently Asked Questions](#)

[My Events](#)

Online Registration

Existing user? Please login [here](#).

We would like to verify if your email address already exists in the system.

Step 3b: Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. A modal dialog box is open in the center, titled 'Information', with a close button (X). The dialog contains the text: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' Below the text are two buttons: 'Cancel' and 'Proceed to a new registration'. The background page is dimmed and shows the registration form with fields for Salutation, Picture, First Name, Last Name, E-Mail, Phone, Organization, Job Title, and Industry Type. The E-Mail field contains 'charles@caa.org'.

Step 3c: Complete the remaining required fields click Next and "Register Now".

The screenshot shows the 'Online Registration' page with the form completed. The fields are: Salutation (dropdown), Picture (Browse... No file selected.), First Name, Last Name, E-Mail (charles@caa.org), Phone, Organization, Job Title, Industry Type (dropdown), and Area of activity (dropdown). A blue 'Next' button is visible at the bottom right of the form area.

Step 3d: Please check your email account for the event confirmation email.

Step 4: You can reset your password by clicking on "Password Reset"

If you forgot your password, then select the Password reset link found on the Left menu of this page, input your email address then click Reset and a link will be sent with a new password which you can use to login

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

FIFTH MEETING OF SPECTRUM REVIEW WORKING GROUP (SRWG/5)

(Video Teleconference, 15 – 17 March 2021)

REGISTRATION FORM

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

Note 1: Please download meeting materials from the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2021 > SRWG/5) prior to the meeting.

Note 2: Please return the completed registration form to the ICAO APAC Office (e-mail: apac@icao.int) **no later than Friday, 26 February 2021.**

Note 3: Please print or type clearly. Web-conference joining instructions will only be delivered to the valid, officially nominated e-mail address/es at 4, above.

Date _____ Signature _____

After completing, please send to: ICAO APAC Office, P.O. Box 11, Samyaeck Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 or e-mail: APAC@icao.int with cc: YLuo@icao.int; BSirapongkosit@icao.int