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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Reference : T 3/10.1.6 – AP054/21 (ATM)

31 March 2021

Subject : Sixteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/16)
(Video Teleconference, 07 – 11 June 2021)

Action required: 1) To submit paper(s) and presentation(s) by **21 May 2021**; and
2) To complete online registration by **28 May 2021**.

Sir/Madam,

I am pleased to invite your Administration to participate in the Sixteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/16) which will be held by Video Teleconference (VTC), from 07 – 11 June 2021.

Enclosed herewith are the Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**), Video Teleconference Instructions (**Attachment C**). I am requesting that you kindly complete online registration(s) of the delegate(s) from your Administration that will be attending the meetings by **Friday 28 April 2021** using the link provided in the meeting webpage, available at: <http://www.icao.int/APAC/Meetings/Pages/default.aspx>

Varying the usual practice for AAITF meetings, an AIM seminar on the subject of NOTAM Proliferation will be conducted on 07 June 2021, tentatively from 0200 to 0400 UTC as part of a programme of ICAO APAC Webinars to be conducted over the course of the year. A separate invitation will be issued for the AIM seminar in due course. The AAITF/16 meeting will commence after the seminar, at 0500 UTC on that day.

In order to make the AAITF/16 meeting more productive and effective, it is strongly urged that States/International Organizations submit papers and seminar presentations to the meeting **no later than two weeks prior to the meeting date**, via email to the Regional Office. In the event that papers are received after **Friday 21 May 2021**, these will normally be treated as a flimsy. Participants should obtain meeting materials prior to the commencement of the meeting from the ICAO Regional Office website at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>.

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States are also reminded of *Conclusion ATM/SG/7-16: Amendment to the Regional Plan for Collaborative AIM*, which *inter alia* discontinued reporting against the AIM Transition Table, and urged States to report AIM implementation progress to the ICAO Asia/Pacific Regional Office using the Regional AIM Implementation Status Reporting Form, at least once annually, by **not later than 30 April each year**. AIM implementation progress reported by States will be reported to AAITF/16.

States and Administrations should therefore be prepared to provide to the meeting (if not already submitted to the Regional Office) and discuss their status report on the implementation of the following matters:

- 1) Asia/Pacific Regional Plan for Collaborative AIM monitoring elements listed in the Regional *AIM Plan* Monitoring and Reporting Form; and
- 2) ANS Deficiencies in the AIS/AIM field – each deficiency relevant to the meeting to have an update on the implementation of any corrective actions.

The Regional AIM Implementation Status Reporting Form (*Asia/Pacific Plan for Collaborative AIM Appendix D*) is available in MS Excel format on the ICAO Asia/Pacific Regional Office eDocuments web-page (ATM Section, AIM sub-section) at:

<https://www.icao.int/APAC/Pages/eDocs.aspx>

Participants should note the following VTC modalities:

- VTC link details will be sent to registered participants in the week before the meeting;
- only registered participants 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 two hours each, with the possibility of a 'rest day' or a free afternoon to enable catchup;
- in the event of insufficient time being available for the usual review of the draft meeting report, it may be deferred to the week following the meeting, and conducted by email circulation of the draft report; and
- recording of the VTC may be conducted for the Secretariat note taking/report drafting purposes, but not for public dissemination.

Yours sincerely,



Manjit Singh
Acting Regional Director

Enclosures:

- A — Provisional Order of Business
- B — Provisional Agenda
- C — Video Teleconference Instructions



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Sixteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/16)

Video Teleconference, 07 – 11 June 2021

PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

Monday 07 June 2021

0200-0400 UTC
0400-0500 UTC
0500-0700 UTC

ICAO APAC Webinars 2021 – NOTAM Proliferation
Break
AIM Seminar/Discussion on Agenda Items.

Tuesday 08 June 2021

0200-0400 UTC
0400-0500 UTC
0500-0700 UTC

Discussion on Agenda Items
Break
Discussion on Agenda Items.

Wednesday 09 June 2021

0200-0400 UTC
0400-0500 UTC
0500-0700 UTC

Discussion on Agenda Items
Break
Discussion on Agenda Items.

Thursday 10 June 2021

0500-0700 UTC

Spare Day

May be utilized for discussion of any items carried over from previous day, or for any side meetings.

Friday 11 June 2021

0200-0700 UTC

Review of Draft Report
Adoption of Report
Closure of Meeting

Timing of break TBA.

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Video Teleconference, 07 – 11 June 2021

PROVISIONAL AGENDA

(Presented by the Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: Review of Air Navigation Deficiencies in the AIS Field
- Agenda Item 4: AIS-AIM Updates
- Agenda Item 5: Regional AIM Guidance and Planning
- Agenda Item 6: Any Other Business
- Agenda Item 7: Review of the Task List
- Agenda Item 8: Date and Venue for the Next meeting

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Sixteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/16)

Video Teleconference, 07 – 11 June 2021

AAITF/16 VIDEO TELECONFERENCE INSTRUCTIONS

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 (as used on the AAITF/16 online registration) in the Enter Name box. Example: *ICAO Prakayphet 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 have a question but do not wish to speak, use the Pigeonhole application that will be available at all times during the VTC.
3. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
4. 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.

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