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المدني الدولي

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航空组织

Ref.: T 8/3.5 - AP038/21 (CNS)

5 March 2021

Subject: Seventh Meeting of the Asia/Pacific ATS Inter-facility
Data-link Communication Implementation Task Force (APA TF/7)
of APANPIRG
(*Video Teleconference, on 7-9 June 2021*)

Action required: Reply at your earliest convenience,
preferably, **before 24 May 2021**

Dear Sir/Madam,

I wish to invite your Administration to the Seventh Meeting of the Asia/Pacific ATS Inter-Facility Data-link Communication Implementation Task Force (APA TF/7) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) to be held from *7 to 9 June 2021* via video teleconference using Microsoft Teams platform.

The objectives of the Meeting are to progress the AIDC implementation in APAC Region with focusing those connections with priorities identified by APANPIRG. The meeting is expected to summarize the achievements made by the Task Force, further discuss solutions to the identified implementation issues and make recommendations for a way forward. In order to enable the Task Force to meet its objectives, Administrations are requested to nominate *at least two CNS/ATM experts* with sound operational and technical knowledge in AIDC respectively.

The Provisional Agenda of the meeting is provided in **Attachment 1**. I would appreciate if your nominated expert (s) would review the tentative agenda items and propose necessary changes and prepare the presentations, Working Papers, or Information Papers containing inputs relevant to the proposed agenda for the Meeting in Word/Power Point format by sending them to this Office by e-mail at APAC@icao.int with cc: ylyuo@icao.int and sribhani@icao.int at your earliest convenience, preferably **before 24 May 2021**. The Video Tele-Conference Bulletin containing information on the procedures for participating in the teleconference, administrative arrangements, and some instructions/guidelines for using the Microsoft Teams is in **Attachment 2**. All registered participants will receive an email directly from the Secretariat with an invitation link to join the meeting.

2/...

I shall be grateful if you would 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/2021-APA-TF7.aspx>. Alternatively, participant may complete the form provided at **Attachment 3** to this letter and forward it to this Office by e-mail at APAC@icao.int with cc: BSirapongkosit@icao.int at your earliest convenience, preferably before **24 May 2021**.

Yours sincerely,



Manjit Singh
Acting Regional Director

Enclosures:

- Attachment 1 – Provisional Agenda
- Attachment 2 – Video Tele-Conference Bulletin
- Attachment 3 – Registration Form



ICAO

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**Seventh Meeting of the Asia/Pacific ATS Inter-facility
Data-link Communication Implementation Task Force
(APA TF/7) of APANPIRG**

Video Teleconference, 7-9 June 2021.

REVISED PROVISIONAL AGENDA

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review of outcomes of relevant meetings
- Agenda Item 3: Sharing of experience on AIDC implementation and update the implementation status
- Agenda Item 4: Review implementation issues reported and discuss recommended solutions
- Agenda Item 5: Status of implementation plan focusing those connections identified with priorities
- Agenda Item 6: Review Terms of Reference and the achievements of the Task Force
- Agenda Item 7: Review the outstanding Action Items of APA Task Force and make recommendations for a way forward after the dissolution of the Task Force
- Agenda Item 8: Any other business



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**Seventh Meeting of the Asia/Pacific ATS Inter-Facility
Data-Link Communication Implementation Task Force
(APA TF/7) of APANPIRG**

Video Teleconference, 7 – 9 June 2021

VIDEO TELECONFERENCE BULLETIN

1. Schedule of the Meeting

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

1.2. The discussion sessions (on the agenda items) on **Tuesday to Wednesday, 8 - 9 June 2021** are tentatively proposed **from 0900 to 1200 hrs. ICT (UTC +7)**.

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 APA TF/7 can be done online. The nominated participant (s) from State/Administration are requested to access <https://www.icao.int/APAC/Meetings/Pages/2021-APA-TF7.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 **Monday, 24 May 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 > APA TF/7

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 Monday, 24 May 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.

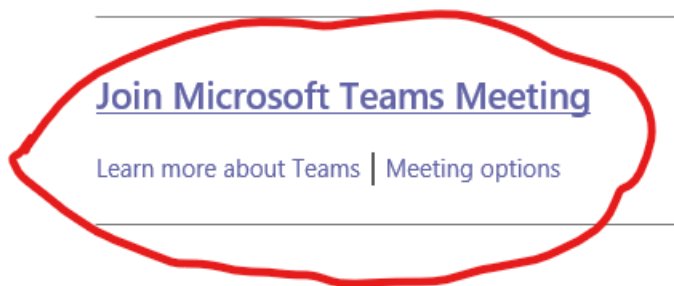
7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finish speaking.

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.

8. External User Access Guide for using Microsoft Teams

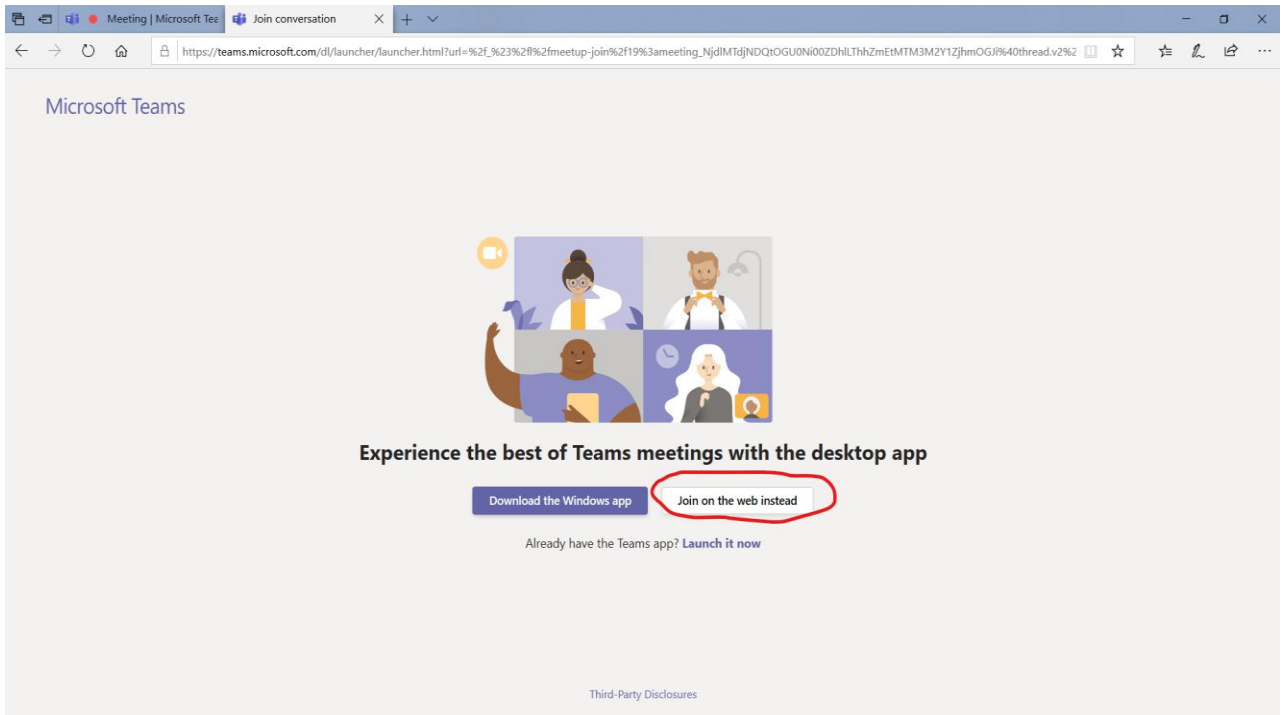
To access the meeting as an external user, follow the steps below.

8.1 Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.



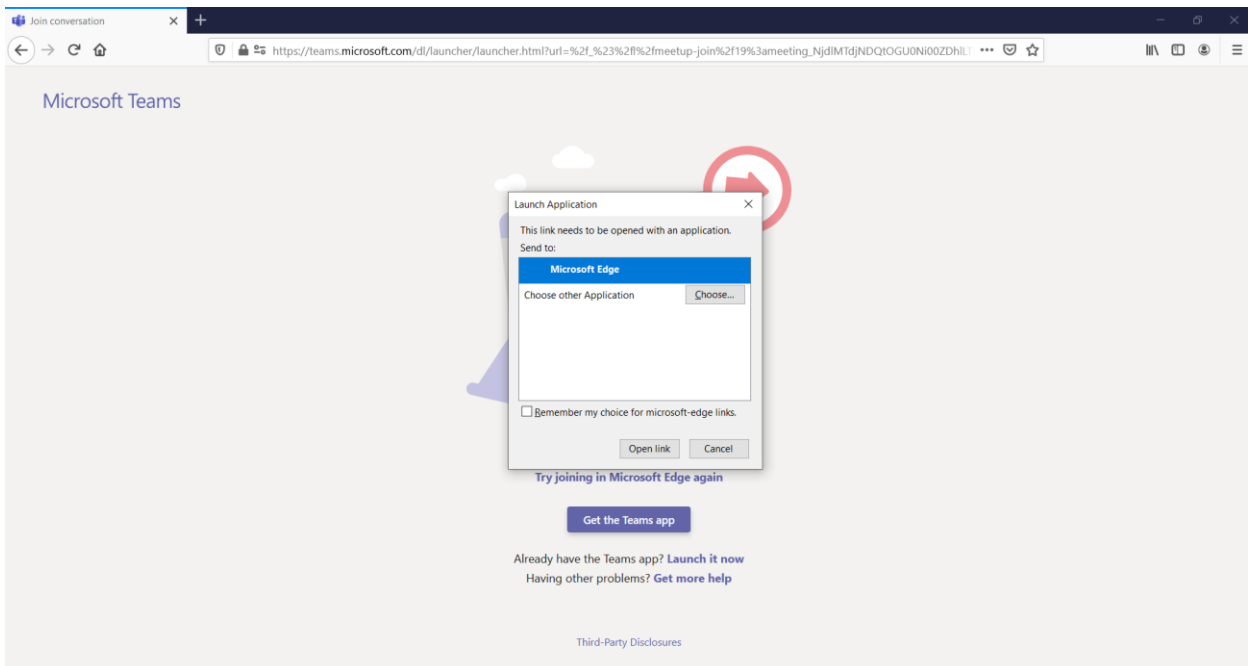
8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: ICAO Owora, Philip. Then, click join now.

ATTM - 4



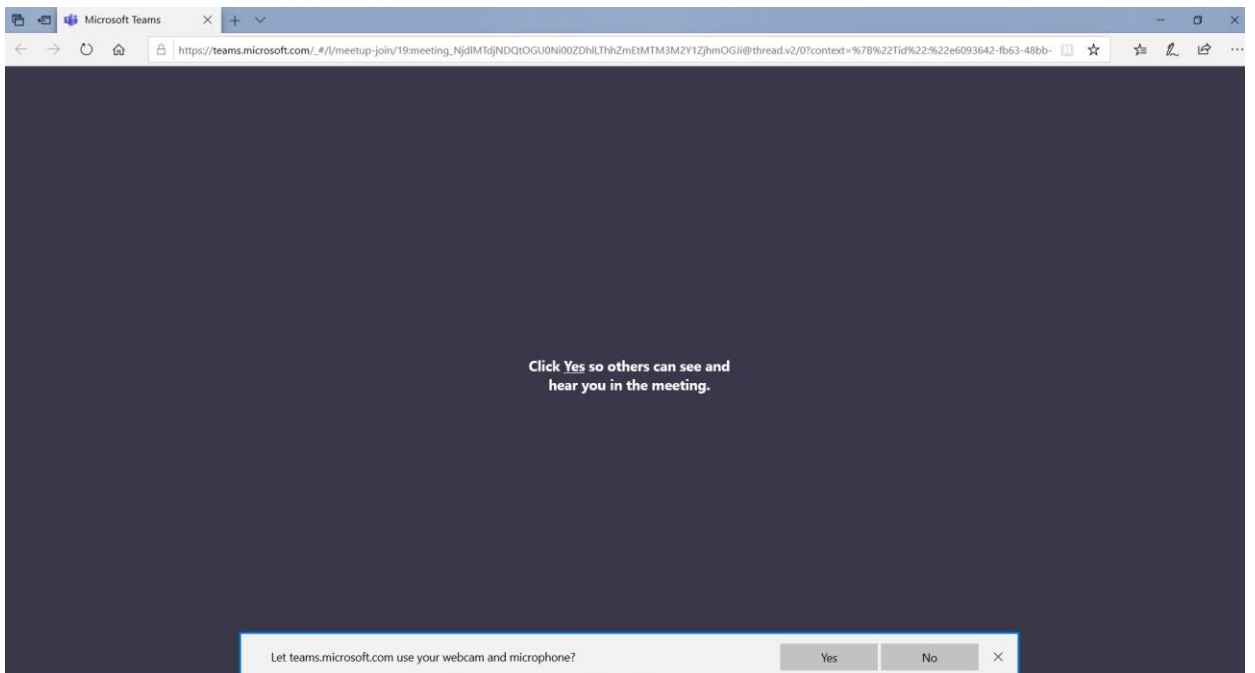
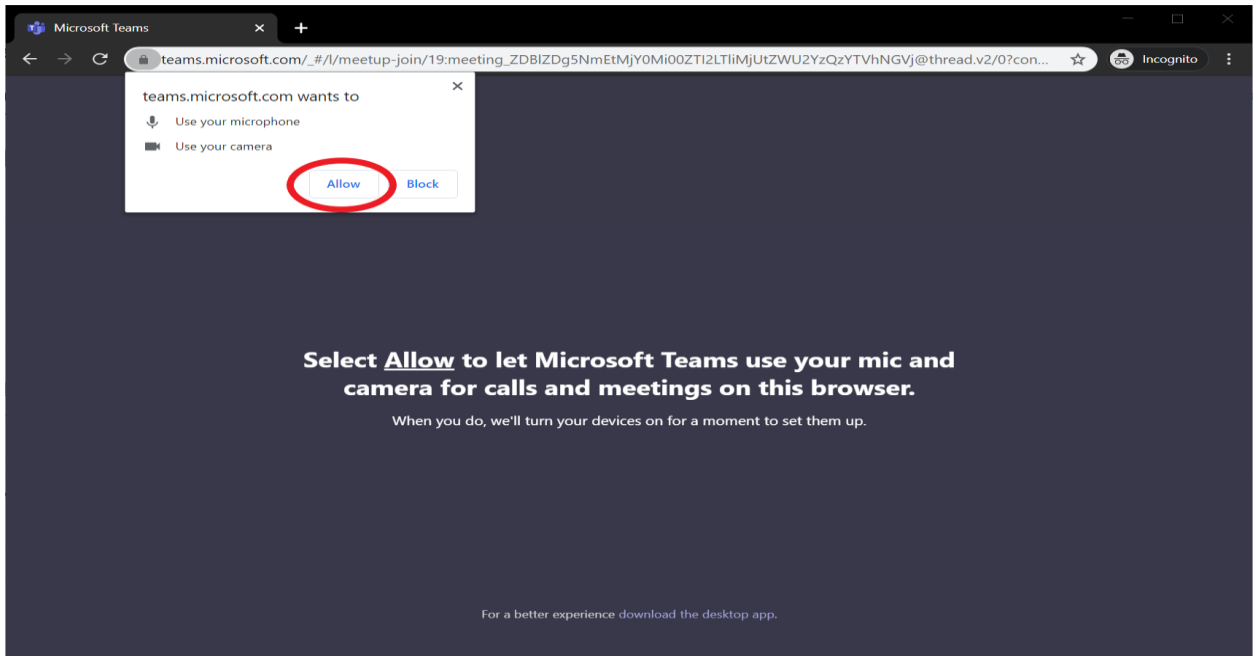
NOTE: Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

Select Open Link to open Microsoft Edge Browser



8.3. After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the "Allow" button to let Teams access your microphone and camera.

ATTM. 2 - 5

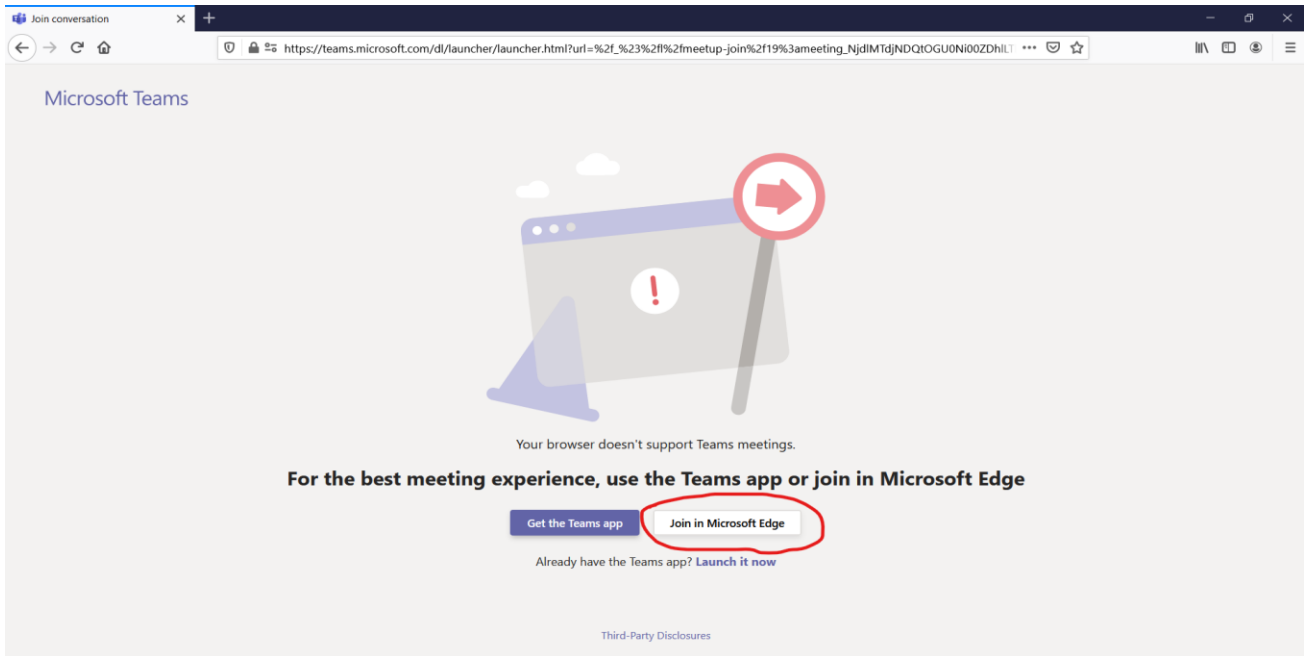


NOTE: *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

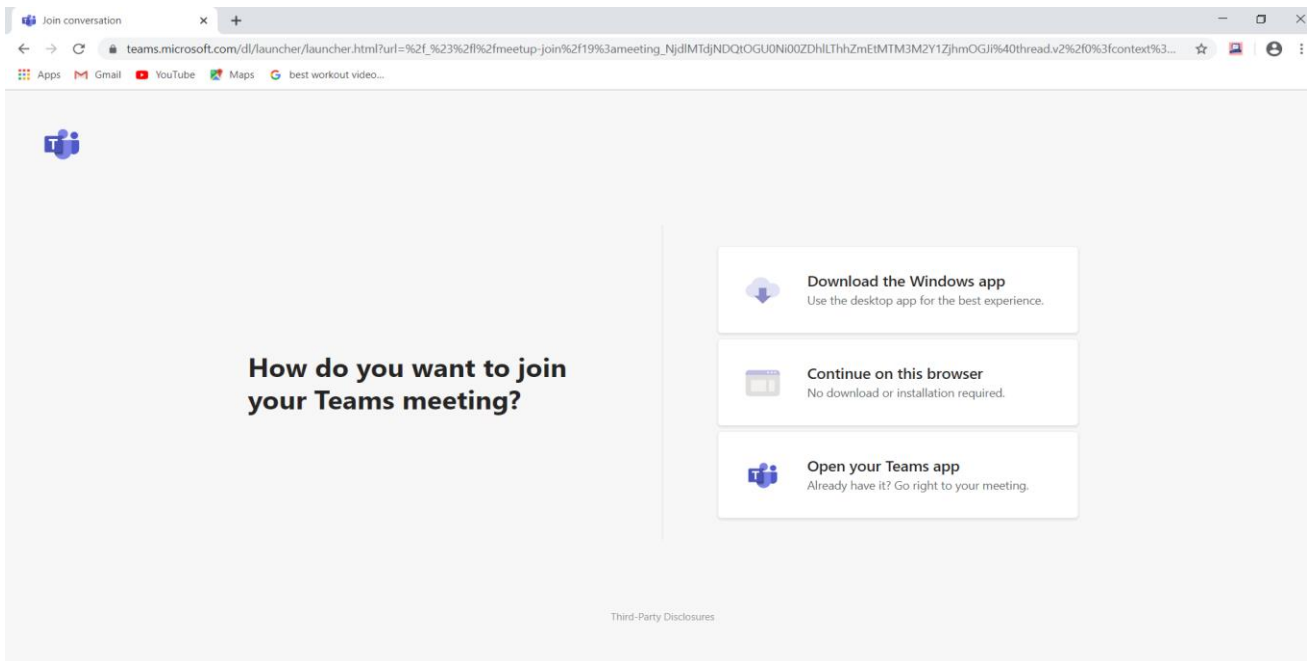
“Please use either Microsoft Edge or Google Chrome for the full experience”.

Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

See display below when using Firefox browser

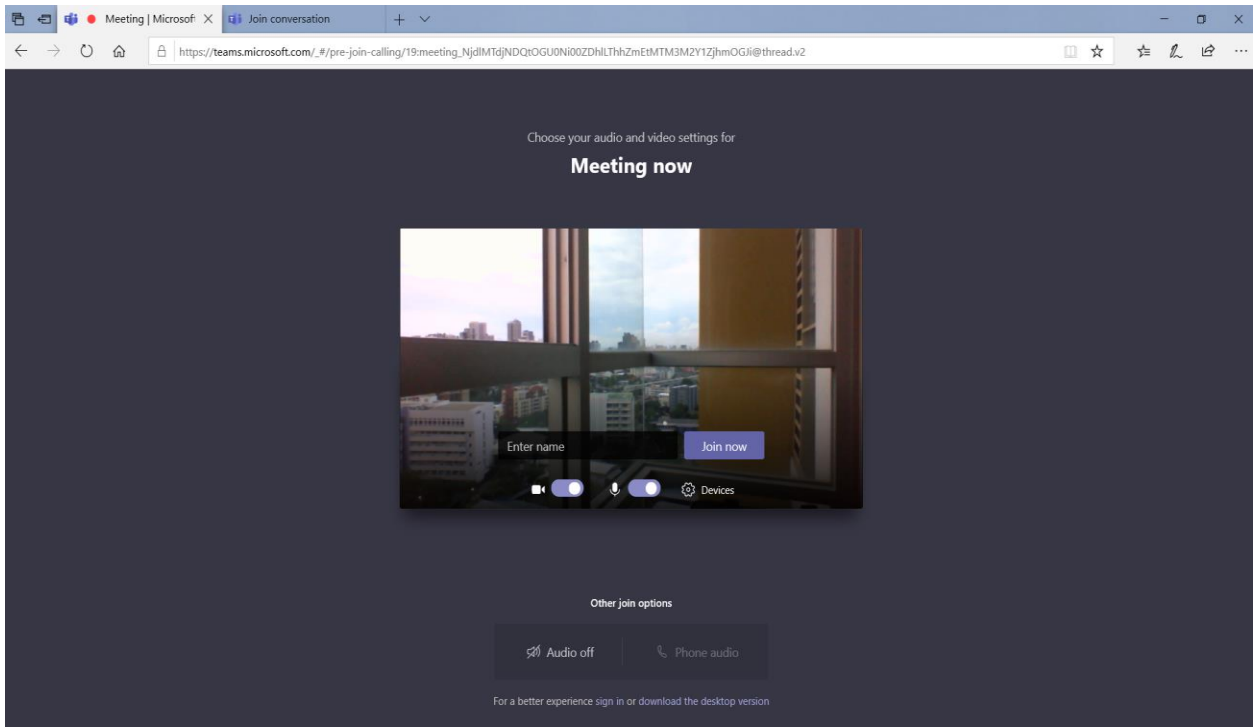


Below is displayed when using Chrome browser.

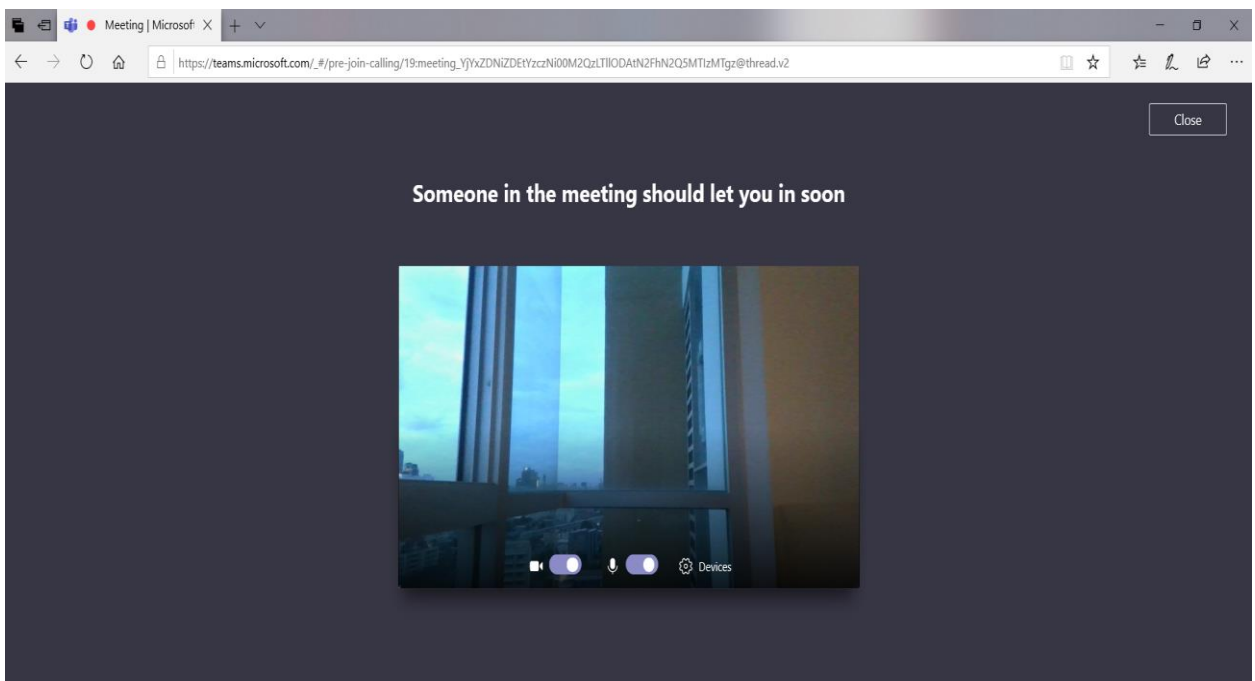


8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**". If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone or camera.

ATTM. 2 - 7



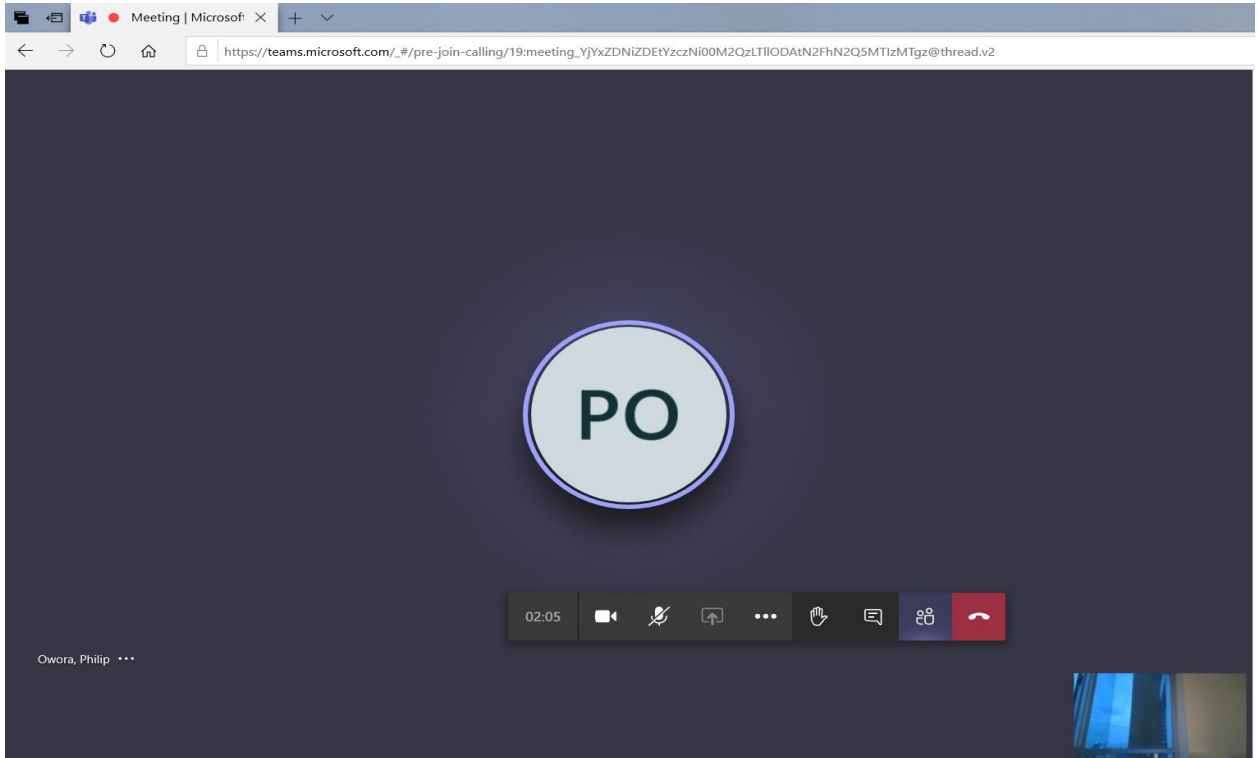
Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.



Once Admitted You will be able to attend the meeting, chat and see other participants in the meeting.

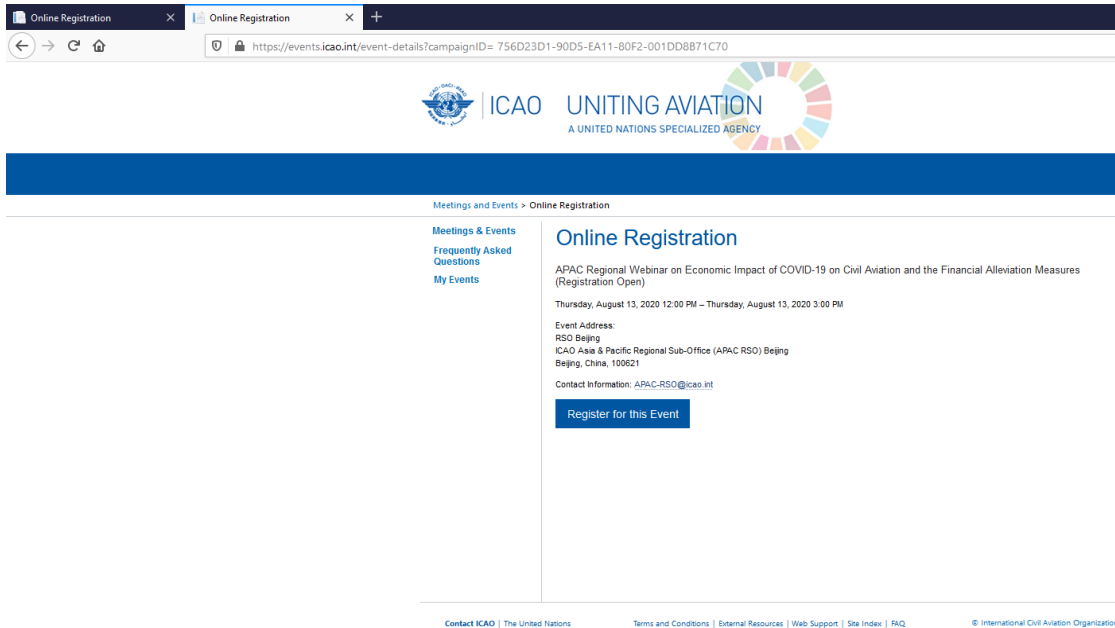
Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.

ATTM - 8

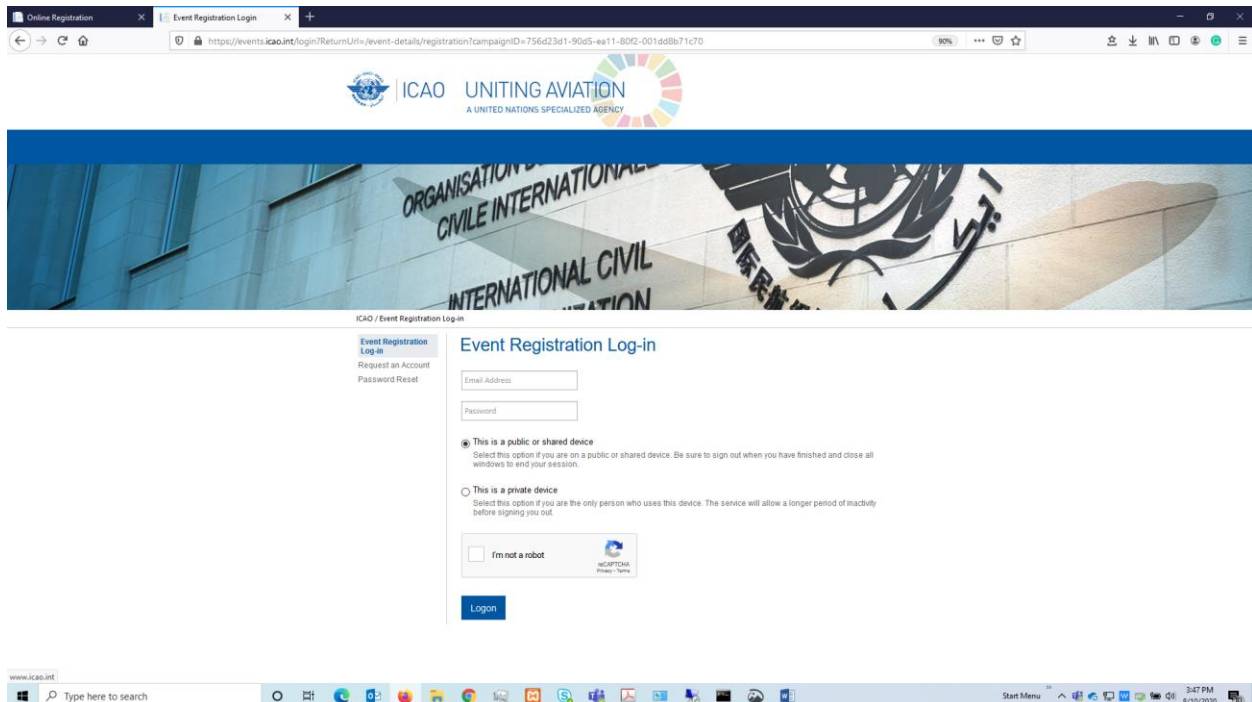


GUIDELINES FOR ONLINE REGISTRATION

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  reCAPTCHA
Privacy - Terms

Logon

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.

charles@caa.org

Verify email address

Step 3b: Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. A modal dialog box is displayed in the center with the following text: 'Information', 'We could not find your information with us.', and 'Please click on "Proceed to a new registration" to continue the registration process.' There are two buttons in the dialog: 'Cancel' and 'Proceed to a new registration'. The background form is partially visible, showing the 'Personal Information' section with fields for Salutation, First Name, Last Name, E-Mail (pre-filled with 'charles@caa.org'), Organization, Job Title, and Industry Type. A 'Picture' field is also present with a 'Browse...' button.

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

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

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**

**SEVENTH MEETING OF THE ASIA/PACIFIC ATS INTER-FACILITY
DATA-LINK COMMUNICATION IMPLEMENTATION TASK FORCE (APA TF/7)
OF APANPIRG**

(Video Teleconference, 7 – 9 June 2021)

REGISTRATION FORM

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

Note 1: Please download meeting materials from the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2021 > APA TF/7 prior to the meeting.

Note 2: Please return the completed registration form by e-mail (to the ICAO APAC Office at APAC@icao.int; with cc: BSirapongkosit@icao.int; no later than Monday, 24 May 2021.

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

Date _____ Signature _____

After completing, please send to: ICAO APAC Office, P.O. Box 11, Somyaek Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 **or e-mail:** apac@icao.int cc: bsirapongkosit@icao.int