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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– AP036/21 (ATM)

24 February 2021

Subject : Sixth Meeting of the ICAO Asia/Pacific Search and Rescue Working Group
(APSAR/WG/6) (*Video Teleconference, 03 - 06 May 2021*)

Action required: 1) To submit paper(s) and presentation(s) by **16 April 2021**; and
2) To complete online registration by **23 April 2021**.

Sir/Madam,

I am pleased to invite your Administration to participate in the Sixth Meeting of the ICAO Asia/Pacific Search and Rescue Working Group (APSAR/WG/6) which will be held by Video Teleconference (VTC), from 03 – 06 May 2021.

Enclosed herewith are the APSAR/WG/6 Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**) and 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 23 April 2021** in which the link is provided at the meeting webpage.

In order to make the meeting more productive and effective, it is strongly urged that States/International Organizations submit papers 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 16 April 2021**, these will normally be treated as a flimsy. Participants should obtain meeting materials from the ICAO Regional Office website at <http://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the commencement of the meeting.

States and Administrations should come prepared to the meeting to provide a documented status report on the implementation of the following matters, which will require internal research and the readiness of the meeting participants:

- 1) Regional *SAR Plan* Monitoring and Reporting Form; and
- 2) ANS Deficiencies – each deficiency relevant to the meeting to have an update on the implementation of any corrective actions.

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Please note that the status updates should not be provided by ad hoc working or information papers, but will be requested State-by-State when the meeting reaches the relevant agenda item. However, if the status report is available well before the **Friday 16 April 2021** Working Paper cut-off date, then States and Administrations are encouraged to send this data to the meeting Secretariat so this can be included in the relevant ICAO Working Paper.

Finally, the Regional Office would like to encourage States to consider commencing research for, and development of, papers for the meeting as soon as possible after receiving this invitation. In past years, papers have often been received late because some States wait until the participants have been selected, rather than developing well-researched papers collectively, within their organizations.

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;
- there will be a focus on topical agenda items, with particular regard to matters concerning the COVID recovery;
- 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;
- recording of the VTC will be conducted for the Secretariat, 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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**Sixth Meeting of the ICAO Asia/Pacific Search and Rescue
Working Group (APSAR/WG/6)**

Video Teleconference, 03 – 06 May 2021

PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

Monday 03 May 2021

0230-0240 UTC	Introduction of Participating Administrations/IOs
0240-0430 UTC	Discussion on Agenda Items
0430-0530 UTC	Break
0530-0700 UTC	Discussion on Agenda Items.

Tuesday 04 May 2021

0230-0430 UTC	Discussion on Agenda Items
0430-0530 UTC	Break
0530-0700 UTC	Discussion on Agenda Items.

Wednesday 05 May 2021

0230-0430 UTC	Discussion on Agenda Items
0430-0530 UTC	Break
0530-0700 UTC	Discussion on Agenda Items.

Thursday 06 May 2021

0230-0700 UTC	Review of Draft Report
	Adoption of Report
	Closure of Meeting
	<i>Timing of break TBA.</i>

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Sixth Meeting of the ICAO Asia/Pacific Search and Rescue Working Group (APSAR/WG/6)

Video Teleconference, 03 – 06 May 2021

PROVISIONAL AGENDA

(Presented by the Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: Global update
- Agenda Item 4: Asia/Pacific and inter-regional SAR planning, coordination and cooperation
- Agenda Item 5: Asia/Pacific Regional SAR Plan
- 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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Sixth Meeting of the ICAO Asia/Pacific Search and Rescue Working Group (APSAR/WG/6)

Video Teleconference, 03 – 06 May 2021

APSAR/WG/6 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 APSAR/WG/6 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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