



International
Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Reference : T 3/10.1.25 – AP102/21 (ATM)

09 June 2021

Subject : *REVISED* - Eleventh Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/11) (*Video Teleconference, Rescheduled to 02 – 06 August 2021*)

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

Sir/Madam,

I am pleased to invite your Administration to participate in the Eleventh Meeting of the Asia/Pacific (APAC) Air Traffic Flow Management Steering Group (ATFM/SG/11) which is *rescheduled to be held by Video Teleconference, from 02 – 06 August 2021*.

Participants who have already registered for the previously scheduled dates need not re-register.

The attendance of participants of previous ATFM/SG meetings, and particularly ATFM/SG/10 (2020) is encouraged. It is further recommended that any other nominated participants should preferably have practical, recent operational experience and knowledge of the following:

- airport and airspace capacity constraints;
- current Collaborative Decision-Making (CDM) and ATFM practices and procedures;
- Airport Collaborative Decision-Making (A-CDM) and its interoperability with ATFM
- The use of meteorological information to support capacity analysis in the Pre-Tactical and Tactical ATFM phases;
- ATC surveillance and communications capability;
- network communications technology and applications; and
- System-Wide Information Management (SWIM) and associated information exchange models.

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Enclosed herewith are the 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 July 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 and presentations to the meeting **no later than two weeks prior to the meeting date** by email to the Regional Office. In the event that papers are received after **Friday 16 July 2021** they will normally be treated as a flimsy, and may only be presented to the meeting if time permits and after all other papers correctly submitted before the deadline have been read.

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>.

APAC Administrations are reminded of *Conclusion ATM/SG/5-3*, which urged Asia/Pacific Administrations to report their ATFM implementation status at least once annually, by no later than 30 April each year, using the ATFM Implementation Status Report Form. The status of implementation reported to the ICAO Regional Office will be reported to ATM/SG/11. The Regional ATFM Monitoring and Reporting Form is available in MS Excel format on the ICAO Asia/Pacific Regional Office eDocuments web page at <https://www.icao.int/APAC/Pages/edocs.aspx>. Status reports received by **Friday 16 July 2021** will be included in the relevant Secretariat Working Paper.

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 VTC;
- 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 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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**Eleventh Meeting of the Asia/Pacific Air Traffic Flow
Management Steering Group (ATFM/SG/11)**

Video Teleconference, 02 – 06 August 2021

PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

Monday 02 August 2021

| | |
|---------------|---|
| 0200-0210 UTC | Meeting Opening |
| 0210-0220 UTC | Introduction of Participating Administrations/IOs |
| 0220-0400 UTC | Discussion on Agenda Items |
| 0400-0500 UTC | Break |
| 0500-0700 UTC | Discussion on Agenda Items. |

Tuesday 03 August 2021

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|---------------|-----------------------------|
| 0200-0400 UTC | Discussion on Agenda Items |
| 0400-0500 UTC | Break |
| 0500-0700 UTC | Discussion on Agenda Items. |

Wednesday 04 August 2021

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|---------------|-----------------------------|
| 0200-0400 UTC | Discussion on Agenda Items |
| 0400-0500 UTC | Break |
| 0500-0700 UTC | Discussion on Agenda Items. |

Thursday 05 August 2021

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|---------------|-----------------------------|
| 0200-0400 UTC | Discussion on Agenda Items |
| 0400-0500 UTC | Break |
| 0500-0700 UTC | Discussion on Agenda Items. |

Friday 06 August 2021

| | |
|---------------|---------------------------|
| 0200-0700 UTC | Any Business Carried Over |
| | Review of Draft Report |
| | Adoption of Report |
| | Closure of Meeting |

Timing of break TBA.

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PROVISIONAL AGENDA

(Presented by the Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: ATFM/CDM Global Update
- Agenda Item 4: Review of Current CDM/ATFM Operations and Problem Areas
- Agenda Item 5: Regional ATFM Framework and Guidance Material
- Agenda Item 6: Any Other Business
- Agenda Item 7: Review of the Task List
- Agenda Item 8: Date and Venue of the Next Meeting

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**Eleventh Meeting of the Asia/Pacific Air Traffic Flow
Management Steering Group (ATFM/SG/11)**

Video Teleconference, 02 – 06 August 2021

ATFM/SG/11 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 ATFM/SG/11 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. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
3. 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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