



International
Civil Aviation
Organization

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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 – AP146/21 (ATM)

13 August 2021

Subject : Ninth Meeting of the Air Traffic Management Sub-Group (ATM/SG/9) of APANPIRG (*Video Teleconference, 01 – 05 November 2021*)

Action required: 1) To submit paper(s) and presentation(s) by **15 October 2021**; and
2) To complete online registration by **22 October 2021**.

Sir/Madam,

I am pleased to invite your Administration to participate in the Ninth Meeting of the Air Traffic Management Sub-Group (ATM/SG/9) of APANPIRG which will be held by Video Teleconference, from 01 – 05 November 2021.

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 who will be attending the meeting by **Friday 22 October 2021**, using the link provided in the ATM/SG/9 meeting webpage at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>.

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 15 October 2021** they will normally be treated as a flimsy. Participants should obtain meeting materials from the ATM/SG/9 meeting web-page 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 by and the readiness of the meeting participants:

- 1) *Asia/Pacific ATS Route Catalogue* – ATS route proposals relevant to the meeting – each route proposal to be updated, especially in terms of priority; for reference, please see the Asia/Pacific Region ATS Route Catalogue version 20 at <https://www.icao.int/APAC/Pages/edocs.aspx>;
- 2) Regional *ATFM Plan* Monitoring and Reporting Form;

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- 3) Regional *ATM Contingency Plan* Monitoring and Reporting Form;
- 4) Regional *AIM Plan* Monitoring and Reporting Form;
- 5) Regional *SAR Plan* Monitoring and Reporting Form;
- 6) ANS Deficiencies – each deficiency relevant to the meeting to have an update on the implementation of any corrective actions; and
- 7) National Air Navigation Plan (NANP) in accordance with the requirements of the Regional Air Navigation Plan.

Please note that the status updates should not be provided by ad hoc working or information papers, but will be requested when the meeting reaches the relevant agenda item. However, if the status report is available well before the **Friday 15 October 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.

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 only be read during the meeting if spare time becomes available;
- 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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**Ninth Meeting of the Air Traffic Management Sub-Group
(ATM/SG/9) of APANPIRG**

Video Teleconference, 01 – 05 November 2021

PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

Monday 01 November 2021

0200-0215 UTC	Introduction of Participating Administrations/IOs
0215-0230 UTC	Election of Chair
0230-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

Tuesday 02 November 2021

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

Wednesday 03 November 2021

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

Thursday 04 November 2021

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

Friday 05 November 2021

0200-0700 UTC	Any discussion on agenda items carried over from previous day
	Review of Draft Report
	Adoption of Report
	Closure of Meeting
	<i>Timing of break TBA.</i>

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PROVISIONAL AGENDA

(Presented by the Secretariat)

- Agenda Item 1: Election of Chair/Adoption of Provisional Agenda
- Agenda Item 2: Review of Related High Level Meetings
- Agenda Item 3: Performance Frameworks and Metrics
- Agenda Item 4: Air Navigation Service Deficiencies
- Agenda Item 5: ATM Systems (Modernization, Seamless ATM, CNS, ATFM)
- Agenda Item 6: ATM Coordination (Meetings, Route Development, Contingency Planning)
- Agenda Item 7: AOP, AIM, MET, SAR
- Agenda Item 8: ATM/SG Task List Update
- Agenda Item 9: Any other business
- Agenda Item 10: Date and venue for next meeting

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**Ninth Meeting of the Air Traffic Management Sub-Group
(ATM/SG/9) of APANPIRG**

Video Teleconference, 01 – 05 November 2021

ATM/SG/9 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 ATM/SG/9 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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