



ICAO

**Twenty Fifth Meeting of the Communications/
Navigation and Surveillance Sub-group (CNS SG/25) of
APANPIRG**

Video Tele-Conference (VTC), 18 – 22 October 2021

Agenda Item 2: Review outcomes of APANPIRG/RASG Chairpersons review, APANPIRG/31 meeting, ATM Sub-group and other major meetings relevant to CNS Sub-group

**MEMBER STATES SUPPORT FOR CNS SG AND
CONTRIBUTORY BODIES MEETINGS - 2022**

(Presented by the Secretariat)

SUMMARY

The paper requests APAC Member States to support ICAO Secretariat in conducting the CNS SG and CNS contributory bodies meetings in effective manner by respecting various due dates specified in the Meeting Invitation Package/State Letter.

1. INTRODUCTION

1.1 ICAO Asia/Pacific (APAC) Office fosters planning and implementation of the ICAO Standards and Recommended Practices (SARPs) and ICAO provisions by APAC Member States for the safe, secure and efficient air transport system.

1.2 The APAC Air Navigation Planning and Implementation Regional Group (APANPIRG) was established by the ICAO Council in 1991. As per APANPIRG procedural handbook, all ICAO Contracting States, and Territories recognized by ICAO, within the area of accreditation of the ICAO APAC Regional Office and States of service providers in this air navigation region and part of this region's Air Navigation Plan, shall be members of the Planning and Implementation Regional Group (PIRG) established for APAC Region. Additionally, to assist in its planning and implementation work, APANPIRG may create contributory bodies (sub groups, working groups, steering groups, coordination groups, task forces, etc.), charged with preparatory work on specifically defined problems requiring expert advice for their resolution.

1.3 To facilitate the coordination and reporting structure of the contributory bodies, CNS Sub-Group may be appointed as the 'parent' group for other contributory bodies working towards the same area of technical expertise for APANPIRG. Lastly, representation in APANPIRG contributory bodies should be by specialists in the subjects concerned and familiar with the area under consideration.

1.4 CNS SG is the parent Sub Group of CNS contributory bodies, which included, as on today, ACSICG, ATMAS TF, CRV OG, DAPs WG, GBAS/SBAS ITF, PBNICG, SRWG, SURSG, SURICG, and SWIM TF.

Agenda Item 2

18/10/21 – 22/10/21

1.5 This paper proposed an action item to APAC Member States to support CNS SG and its contributory bodies in timely manner to work efficiently and effectively.

2. DISCUSSION

2.1 ICAO Secretariat share all relevant information about the CNS SG meeting and CNS contributory bodies meetings to Member States located geographically in the APAC Region, States having dependent territories in the Region, and States having aircraft on their register that operate in the Region.

2.2 This is being done **in timely manner** by inviting all Member States to the meeting by issuing a Meeting Invitation Package, which contained invitation letter, provisional agenda, and other important information about the meeting, **at least three months before scheduled time in case of Face-to-Face (F2F) meeting and one month in case of Video Tele-Conferencing (VTC).**

2.3 ICAO Secretariat uploads all Working Papers (WP), Information Papers (IP), flimsy, presentations, and other reference materials, which are not sensitive and confidential, on ICAO APAC meeting webpage. Other sensitive resources are shared with Member States by ICAO Secure portal. Post meeting, ICAO Secretariat also published the report of the meeting, prepared during the meeting with consensus of all delegates in the meeting, consolidating important discussion held and Conclusion/Decisions adopted or endorsed by the meeting on ICAO APAC meeting webpage.

2.4 While issuing the Meeting Invitation Package to Member States to join the meeting, the State Letter informed that all **interested Member States** are expected to **register** to the meeting **before due date specified in the State Letter**, and also to **submit** WP/IP to ICAO Secretariat **before due date specified in State Letter**. ICAO Secretariat sets due dates by following APANPIRG procedural handbook guidelines and considering the amount of time required *to process the participants list, to issue the invitation link in case of meeting is organised by Video Tele Conference (VTC), to process the WP/IP, and to discuss other necessary actions to be taken* for successful organisation of the meeting.

2.5 Member States are requested to register **online** in order to reduce manual operation within limited ICAO resources. The registration link is closed automatically at due date for registration. Another option of nomination by submitting the nomination form and send it by emails is given for Member States having inconvenience in online registration. It is clearly specified in the invitation letter that by both option, the nominations of representatives by Member States will be taken in consideration only before due date specified in the letter.

2.6 It has been noticed in last few years that Member States' nominated representatives to the meeting **do not register** themselves on time and **an email would be send to ICAO Secretariat after due date of registration to register in the meeting**. Similarly, Member States **don't submit WP/IP** before due date and **most of the WP/IP from Member States are sent to ICAO Secretariat before 2-3 days of the meeting or sometimes during the meeting**. This tendency not only increased a lot work load to ICAO Secretariat within limited resources, but also required officers and supporting staff to work on weekends/holidays or after working hours to compensate the delay.

2.7 With aforementioned, ICAO Secretariat requests Member States to support ICAO Secretariat by respecting the due dates provided in the Meeting Invitation Package. It is proposed that Member States sworn that they will nominate representative to participate in the meeting and will submit WP/IP to ICAO Secretariat before due date specified in the Meeting Invitation Package from 2022.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information given in the paper;
- b) respect the due dates of Meeting Invitation Packages; and
- c) discuss any other relevant information.
