

*International Civil Aviation Organization*

ICAO

**Eighth Meeting of the Common aeRonautical Virtual Private Network Operations Group (CRV OG/8)**

Video Teleconference, 17 – 19 May 2021

**Agenda Item 4:** CRV OG Operations Manual**CRV OG OPERATIONS MANUAL BRIEFING**

(Presented by Airways New Zealand)

**SUMMARY**

This paper presents an overview of the CRV Operations Manual covering the location, layout and content.

**1. INTRODUCTION**

1.1 The Common Regional Virtual Private Network Operations Group (CRV OG) Operations Manual is an informal publication prepared by the CRV Task Force, intended to provide, for easy reference of interested parties, a consolidation of material, particularly of a procedural nature, about the work of the CRV OG and its contributory bodies. It contains the Terms of Reference of the CRV OG established by the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) (Decision 27/34). It also contains the working arrangements and internal instructions developed by the Group for the practical application of its Terms of Reference.

1.2 The document describes; Terms of Reference; Composition; Position within ICAO; Working Arrangements; Rules of Procedure and Practices governing the Conduct of Business.

1.3 The framework of Part and Sections headings in addition to the page numbering has been devised to provide flexibility and the facilitation of the revision of additional or new material. Each Part includes an Introduction giving its purpose and status. A Table of Contents is also provided which serves also as a subject index and as a check list for the current pages.

1.4 All pages bear the date of issuance. Replacement pages will be issued as necessary and any portion of a page that has been revised will be identified by a vertical line in the margin. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.5 Changes to text will be identified by a vertical line in the margin in the following manner;

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- i.N for new or revised text;
- ii.E for editorial modification that do not alter the substance or meaning of the text;
- iii.D for deleted text
- iv.For practical reasons, this shall not be applied to title pages or to the routine insertion and deletion of Conclusions and Decisions. The absence of change bars, when data or page numbers have changed, will signify reissue of the section concerned or rearrangement of text (e.g., following an insertion or deletion with no other changes).

1.6 The Operations Manual will be distributed to Members and Observers of APANPIRG, the ICAO Secretariat, to other States and international organizations participating in meetings, contributing and to, or having interest in the work of the CRV OG and/or its Contributory Bodies.

**2. DISCUSSION**

2.1 Refer to the power point presentation which covers:

- i. What is the Operations Manual?
- ii. Where is the Operations Manual?
- iii. Content of the Operations Manual

**3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) discuss any relevant matter as appropriate

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