



International  
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Международная  
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гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

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**Reference** : T 3/8.13.1 – AP120/21 (ATM)

05 July 2021

**Subject** : Eleventh Meeting of the FANS Interoperability Team – Asia (FIT-Asia/11)  
(Video Teleconference, 23 – 27 August 2021)

**Action required:** 1) To provide Data Link Performance Monitoring Analysis Reports as soon as possible;  
2) To submit paper(s) and presentation(s) by **06 August 2021**; and  
3) To complete online registration by **13 August 2021**.

Sir/Madam,

I am pleased to invite your Administration to participate in the Eleventh Meeting of the FANS Interoperability Team – Asia (FIT-Asia/11) which will be held by Video Teleconference, from 23 – 27 August 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 that will be attending the meetings by **Friday 13 August 2021**. A link for online registration 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 06 August 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 are reminded that data link performance monitoring analysis reports were requested to be made available by 31 March 2021, to permit their collation into Aggregated Regional Data for reporting to FIT-Asia/11 and the Regional Airspace Safety Monitoring Agency (RASMAG), in accordance with the following RASMAG Conclusions:

**Conclusion RASMAG/23-2: PBCS Action List for ANSPs; and**

**Conclusion RASMAG/23-3: Data Link Performance Analysis Reporting Templates**

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States are also reminded of **Conclusion RASMAG/24-2: Continuous Data Link Performance Monitoring** which *inter alia* urged States to provide narrative information on efforts made to determine the causes of poor performance, action taken to rectify poor performance, and the results of that action, in annual performance monitoring analysis reports to FIT-Asia. Accordingly, States are requested to provide a working paper to the FIT-Asia/11 meeting to facilitate discussion and further analysis of data link performance issues.

States that currently have APANPIRG Air Navigation Deficiencies recorded for failure to meet the data link performance monitoring and analysis requirements of Annex 11 should also be prepared to provide a documented status report of corrective actions taken. If the status report is available well before the **Friday 06 August 2021** Working Paper final 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.

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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Eleventh Meeting of the FANS Interoperability Team – Asia  
(FIT-Asia/11)

Video Teleconference, 23 – 27 August 2021

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## PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

### **Monday 23 August 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 24 August 2021**

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

### **Wednesday 25 August 2021**

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

### **Wednesday 26 August 2021**

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

### **Thursday 27 August 2021**

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

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(FIT-Asia/11)**

Video Teleconference, 23 – 27 August 2021

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**PROVISIONAL AGENDA**

(Presented by the Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Central Reporting Agency Reports
- Agenda Item 3: PBCS Developments and Implementation
- Agenda Item 4: Review of ADS-C/CPDLC Operations and Performance
- Agenda Item 5: Data Link Developments and Guidance Material
- Agenda Item 6: Data Link-related ANS Deficiencies
- Agenda Item 7: FIT-Asia Task List
- Agenda Item 8: Any Other Business
- Agenda Item 9: Date and Venue of the Next Meeting

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## FIT-ASIA/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 FIT-Asia/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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