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Civil Aviation
Organization

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Международная
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авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 8/.2.9, 2.10 & 2.11 – AP025/21 (CNS)

04 February 2020

Subject: First Meeting of the Surveillance Study Group (SURSG/1)
(*Video Teleconference: 20– 22 April 2021*)

Action required: Reply at your earliest convenience,
preferably, **before 6 April 2021**

Dear Sir/Madam,

I am pleased to invite your State/Administration to a Teleconference of first meeting of the Surveillance Study Group (SURSG/1) to be held via video teleconference from **20 to 22 April 2021**.

The Twenty Fourth Meeting of CNS Sub-Group (CNS SG/24) of APANPIRG/31 in November 2020 made a Decision CNS SG/24/16 (SURICG/5/1) - *Establishment of Study Group under SURICG on Sharing of Surveillance Data in SWIM*. The objectives of the study group are to study and provide expert views and recommendations to achieve harmonized sharing of surveillance data in SWIM in the Asia and Pacific (APAC) Regions along with the possible models of sharing of surveillance data in SWIM according to Surveillance Strategy adopted by APANPIRG and in support of ICAO's GANP and ASBU initiatives. The study group will also review, identify and provide expert views and recommendations to address major issues raised to the SURSG by ICAO APAC, in the technical, operational or regulatory aspects of surveillance data sharing to facilitate the implementation of surveillance from "departure to destination" in APAC.

The Provisional Agenda of the SURSG/1 meeting is provided in **Attachment 1** to this letter. The Terms of Reference (ToR) adopted by the CNS SG is provided in **Attachment 2**. The presentations, Working Papers, or Information Papers containing inputs relevant to the proposed agenda for the Meeting may be submitted in Word/Power Point format by sending them to this Office by e-mail at APAC@icao.int with cc: ylo@icao.int and snibhani@icao.int at your earliest convenience, preferably **before 6 April 2021**. The web-conference bulletin containing information on the procedures for participating in the teleconference, administrative arrangements, and some instructions/guidelines for using the Microsoft Teams is in **Attachment 3**. All registered participants will receive an email directly from the Secretariat with an invitation link to join the meeting.

2/...

I shall be grateful if you would take advantage of the aforementioned video teleconference and nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2021-SURSG-1.aspx> Alternatively, participant may complete the form provided at **Attachment 4** to this letter and forward it to this Office by e-mail at APAC@icao.int with cc: BSirapongkosit@icao.int at your earliest convenience, preferably before **6 April 2021**.

Yours sincerely,



Manjit Singh
Acting Regional Director

Enclosures:

- Attachment 1 - Provisional Agenda of the SURSG/1
- Attachment 2 - Terms of Reference (ToR)
- Attachment 3 - Web-conference bulletin
- Attachment 4 - Nomination Form



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International Civil Aviation Organization

First Meeting of the Surveillance Study Group (SURSG/1)

(Video Teleconference, 20– 22 April 2021)

PROVISIONAL AGENDA

- Agenda Item 1: Election of the Chairperson and Adoption of Agenda
- Agenda Item 2: Review SURSG ToR
- Agenda Item 3: Review of outcome of relevant meetings
- Agenda Item 4: Issues in surveillance data sharing
- Agenda Item 5: Discuss SURSG work plan/programme
- Agenda Item 6: Next meeting and any other business

CNS SG/24
Appendix P to the Report

TERMS OF REFERENCE

STUDY GROUP UNDER SURICG ON SHARING OF SURVEILLANCE DATA IN SWIM

Working Arrangement of the Study Group

Membership: The Study Group under SURICG on Sharing of Surveillance Data in SWIM (“Study Group”, “SURSG” as acronym) shall be composed of subject matter experts from Member States involved in the provision of surveillance services and SWIM development as well representatives from Member States with an interest to contribute to the works of the SURSG. The SURSG may invite representatives of International Organizations recognized by the ICAO Council, Industry Partners or interested parties representing important civil aviation interests to participate in its work in consultative capacity.

The SURSG shall have Group Leads to be nominated and elected by its Members at its first meeting.

Meetings: While the SURSG is established in ad hoc nature, it shall convene face-to-face/web meeting to achieve its TOR. Outcome of its meetings shall be reported to and sought endorsement from the SURICG. Progress of the SURSG shall also be shared with SWIM TF and CRV OG via their nominated representatives joining the SURSG.

Schedule and delivery: Subject to the extent of prioritized applications considered by the SURSG, the schedule for delivery of the SURSG shall be decided by the SURSG, which shall update the SURICG accordingly.

The Objectives of Study Group are to:

- 1) Study, provide expert views and recommendations:
 - a) to achieve harmonized sharing of surveillance data in SWIM in the Asia and Pacific Regions (APAC) according to Surveillance Strategy adopted by APANPIRG and in support of ICAO’s GANP and ASBU initiatives; and
 - b) on the possible models of sharing surveillance data in SWIM in the SWIM environment, in consideration of the SWIM technical infrastructure, SWIM information service, CRV infrastructure and any applicable governance, and technical requirements.
- 2) Review, identify and provide expert views and recommendations to address major issues, raised to the SURSG by ICAO APAC, in the technical, operational or regulatory aspects of surveillance data sharing to facilitate the implementation of surveillance from “departure to destination” in APAC.

Deliverables to meet the Objectives:

- 1) To submit not fewer than 1 Progress Report per year to SURICG and SWIM TF, with the latest report submitted at least 2 months prior to convening of the SURICG meeting on the Study Group deliverables (listed in 2 to 4 below);
- 2) To study, identify and make recommendations on the **possible and practical** models for surveillance data sharing in SWIM in APAC with considerations of:
 - a) Concept of use/operation;
 - b) System design considerations of individual participant that shares surveillance data such as system robustness, data security and integrity, data latency, fallback arrangements and system recovery;
 - c) General requirements from perspective of collaborative sharing of surveillance data such as centralized/decentralized surveillance data processing, data repository, service registry, service resilience and service recovery;
 - d) Required commitments of data sharing participants such as commitment of resources and costs;
 - e) Implementation roadmap and time frames with consideration of
 - (i) An incremental approach/a comprehensive approach at the outset;
 - (ii) Type(s) of surveillance data to be shared; and
 - (iii) Information exchange model for surveillance data in SWIM;
 - f) SWIM technical infrastructure, SWIM information service, CRV infrastructure;
 - g) Other currently available or emerging technologies; and
 - h) ICAO Global Air Navigation Plan (GANP) and Aviation System Block Upgrades (ASBU) as well as APAC Seamless ANS Plan.
- 3) To prepare, based on its works in 2) above, a report on the possible implementation of surveillance data sharing in SWIM in APAC inclusive of the following:
 - a) Recommendations for:
 - (i) An incremental approach/a comprehensive approach at the outset in surveillance data sharing;
 - (ii) Type(s) of surveillance data to be shared; and
 - (iii) Information Exchange model of surveillance data in SWIM.
 - b) Pros and cons and cost effectiveness for the possible models that have been considered and a recommendation on the best approach or parallel approaches;
 - c) Concept(s) of Operations of the recommended approach(es);
 - d) Required commitments of participating Member States who share their surveillance data;
 - e) Required commitments of Member States who access the shared surveillance data; and
 - f) Draft multi-lateral agreement on surveillance data sharing and data consumption.
- 4) To develop guidance materials to assist Members States participating in the sharing of surveillance data and Member States accessing the shared surveillance data.

Current Members (*in alphabetical order*):

Australia, China, Hong Kong China, India, Singapore, Thailand, Nominated Representatives from SWIM TF and CRV OG.

TERM OF REFERENCE

The Objectives of Study Group (SURSG) are to:		Efforts thus far
1	Study, provide expert views and recommendations: <ol style="list-style-type: none"> a) to achieve harmonized sharing of surveillance data in SWIM in the Asia and Pacific Regions (APAC) according to Surveillance Strategy adopted by APANPIRG and in support of ICAO's GANP and ASBU initiatives; and b) on the possible models of sharing surveillance data in SWIM environment, in consideration of the SWIM technical infrastructure, SWIM information service, CRV infrastructure, and any applicable governance, and technical requirement. 	
2	Review, identify and provide expert views and recommendations to address major issues, raised to the SURSG by ICAO APAC, in the technical, operational or regulatory aspects of surveillance data sharing to facilitate the Mode S DAPs implementation in APAC.	
Deliverables to meet the Objectives:		Efforts thus far
1	To submit not fewer than 1 Progress Report per year to SURICG and SWIM TF, with the latest report submitted at least 2 months prior to convening of the SURICG meeting on the SURSG deliverables (listed in 2 to 4 below)	
2	To study, identify and make recommendations on the possible and practical models for surveillance data in SWIM in APAC with considerations of: <ol style="list-style-type: none"> a) Concept of use/operation; b) System design considerations of individual participant that shares surveillance data such as system robustness, data security and integrity, fallback arrangements and system recovery; c) General requirements from perspective of collaborative sharing of surveillance data such as centralized/decentralized surveillance data processing, data repository, service registry, service resilience and service recovery; d) Required commitments of data sharing participants such as commitment of resources and costs; e) Implementation roadmap and time frames with consideration of: <ol style="list-style-type: none"> (i) An incremental approach/a comprehensive approach at the outset; (ii) Type(s) of surveillance data to be shared; and (iii) Information exchange model for surveillance data in SWIM. f) SWIM technical infrastructure, SWIM information service, and CRV infrastructure; 	

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	<p>g) Other currently available or emerging technologies; and h) ICAO Global Air Navigation Plan (GANP) and Aviation System Block Upgrades (ASBU).</p>	
<p>3</p>	<p>To prepare, based on its works in 2) above, a report on the possible implementation of surveillance data sharing in SWIM in APAC inclusive of the following:</p> <p>a) Recommendations for:</p> <ul style="list-style-type: none"> (i) An incremental approach/a comprehensive approach at the outset in surveillance data sharing; (ii) Type(s) of surveillance data to be shared; and (iii) Information Exchange model for surveillance data in SWIM. <p>b) Pros and cons and cost effectiveness for the possible models that have been considered and a recommendation on the best approach or parallel approaches;</p> <p>c) Concept(s) of Operations of the recommended approach(es);</p> <p>d) Required commitments of participating Member States who share their surveillance data;</p> <p>e) Required commitments of Member States who access the shared surveillance data; and</p> <p>f) Draft multi-lateral agreement on surveillance data sharing and data consumption.</p>	
<p>4</p>	<p>To develop guidance materials to assist Members States participating in the sharing of surveillance data and Member States accessing the shared surveillance data.</p>	



ICAO

International Civil Aviation Organization

First Meeting of the Surveillance Study Group (SURSG/1)

(Video Teleconference, 20– 22 April 2021)

MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The Meeting (web-conference) will open at **0900 hrs. ICT (UTC +7)** on **Tuesday, 20 April 2021.**
- 1.2. The discussion sessions (on the agenda items) are scheduled from **0900 to 1200 hrs. ICT (UTC +7)** on **Tuesday to Thursday, 20 to 22 April 2021.**
- 1.3. The program will be available on the Meeting webpage.

2. Officers and Secretariat concerned with the Meeting

2.1. Secretary of the Meeting:

Mr. Luo Yi, Regional Officer CNS
Tel: +66 (2) 537 8189 Ext. 158
Fax: +66 (2) 537 8199
E-mail: yluo@icao.int

Ms. Soniya Nibhani, Regional Officer CNS
Tel: +66 (2) 537 8189 Ext. 155
Fax: +66 (2) 537 8199
E-mail: snibhani@icao.int

2.2. Additional secretarial and administrative support to the Meeting:

Ms. Bhabhinan Sirapongkosit
ICAO Programme Assistant
Tel: +66 (2) 537 8189 Ext. 49
Fax: +66 (2) 537 8199
E-mail: bsirapongkosit@icao.int

3. Registration of participants

- 3.1. Each participant should ensure that their respective State/Organization has registered the name and e-mail address of the official, nominated delegate(s), with the Secretariat, **no later than 9 April 2020.**
- 3.2. To ensure each participant's registration, and subsequent invitation e-mail to join the web-conference sessions is correct, it is essential that each participant ensures their official registration form clearly shows their nominated e-mail address in print, or preferably typed.

4. Meeting materials

4.1. The Secretariat will make the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the Meeting (web-conference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2021 > SURSG/1

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (web-conference) discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: apac@icao.int, as early as possible and in any case **no later than 12 April 2021**.

5. Joining the Meeting (web-conference)

5.1. When joining the Meeting (web-conference) sessions, please ensure your **microphone is muted** and **video is turned off**.

5.2. Each participant should ensure that their web-conference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – LUO Yi**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

5.3. Each registered participant will receive by e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions about one week before the Meeting (web-conference) sessions.

5.4. Participants should join the Meeting (web-conference) sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

6. Participants’ working environment

6.1 Each participant should ensure they join the web-conference from a location with minimal, or preferably no, background noise.

6.2 To minimize the potential for audio-feedback to hinder the discussions, each participant should join the web-conference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the web-conference with fellow participant/s, please ensure that only one computer/device per room/office has its microphone unmuted and audio speaker on at any one time.

7. During the web-conference

7.1 Participants who wish to address a question, answer or comment to the Meeting should please inform the Chair, Secretary or moderator of the discussion by using the web-conference interface to send a “CHAT” message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

7.2 Participants who wish to address a message only to a specific member of the Meeting, e.g., to the Chair or Secretary (or another participant), should use the web-conference interface to send a private CHAT message. CAUTION: When sending a private CHAT message, please exercise care and avoid inadvertently sending a private CHAT message to “EVERYONE”.

7.3 Additional information and instructions concerning the web-conferencing tools and applications, will be provided separately at the meeting website.

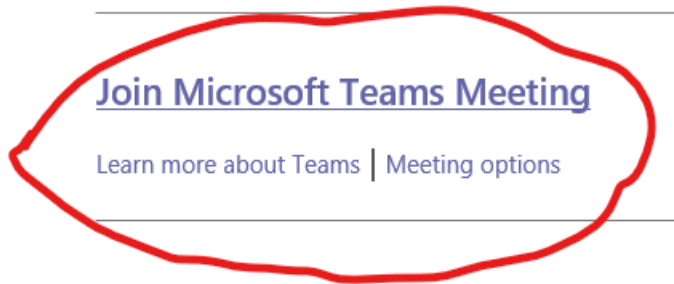
7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finished speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the web-conference, unless specifically arranged otherwise. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.

8. External User Access Guide for using Microsoft Teams

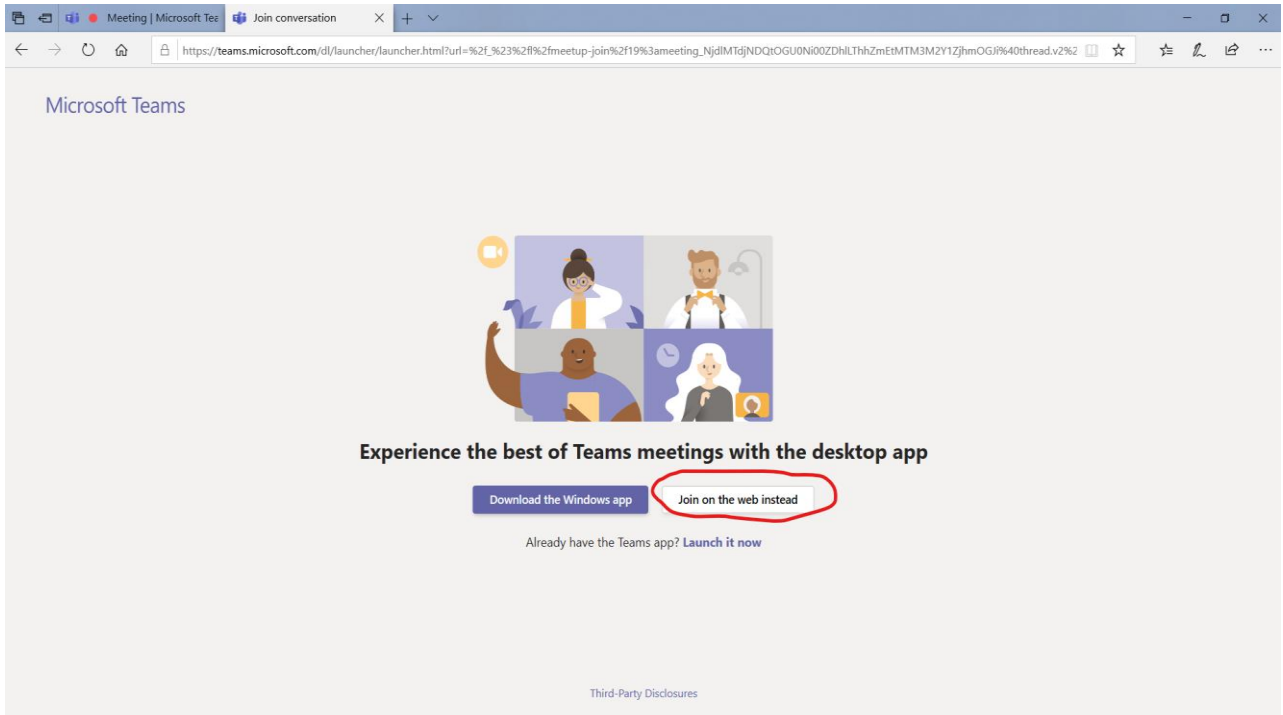
To access the meeting as an external user, follow the steps below.

8.1 Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.



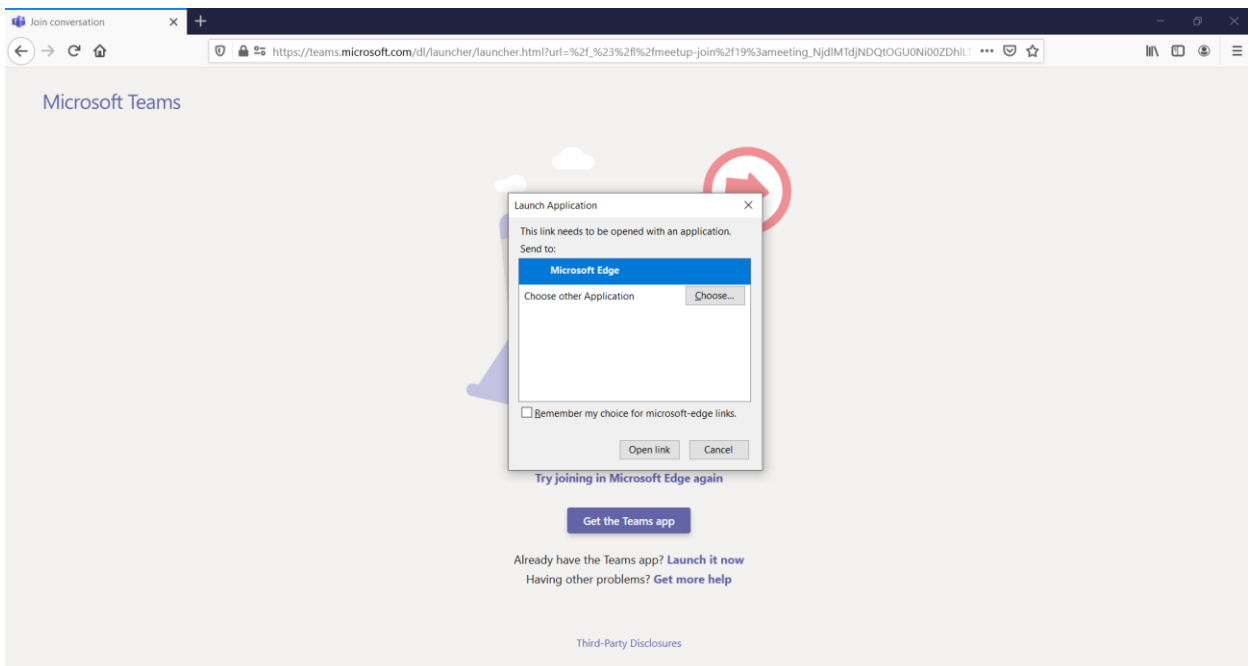
8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: ICAO Owora, Philip. Then, click join now.

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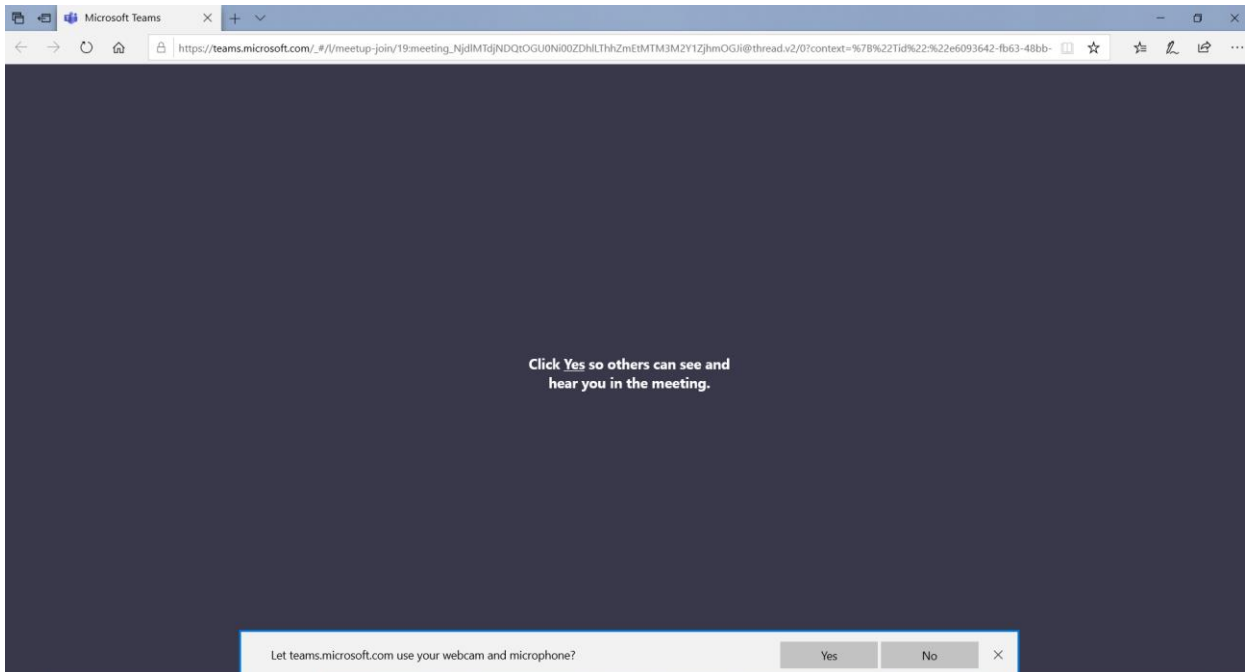
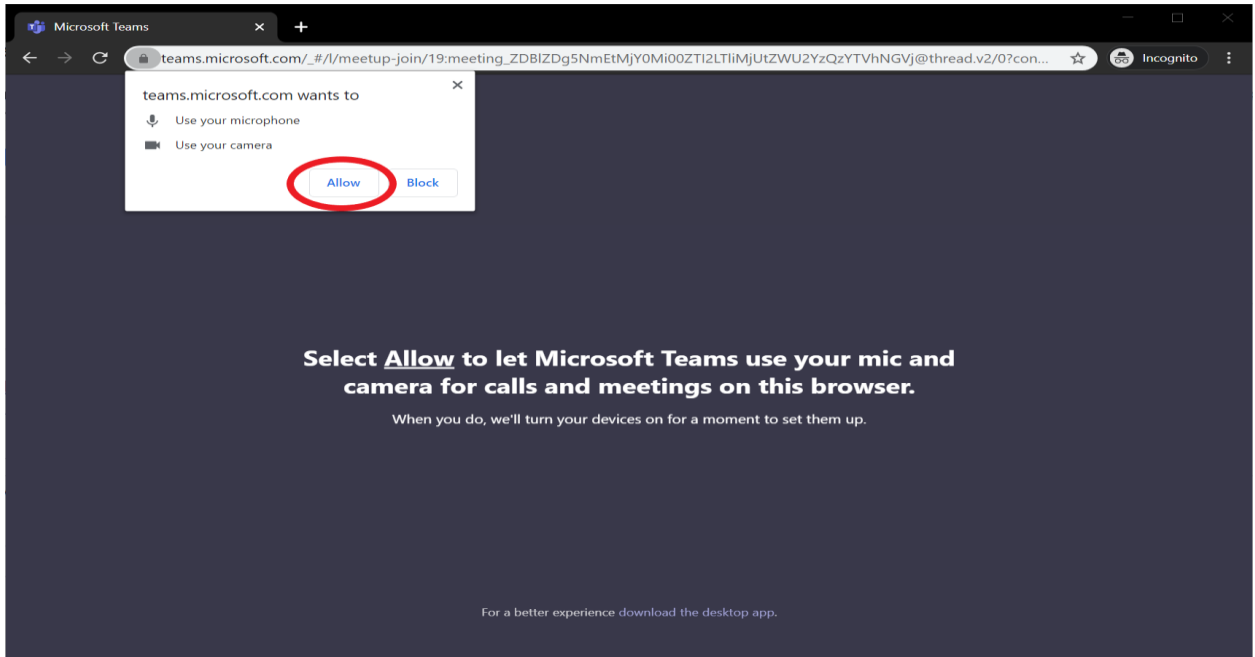
NOTE: Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

Select Open Link to open Microsoft Edge Browser



8.3. After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the "Allow" button to let Teams access your microphone and camera.

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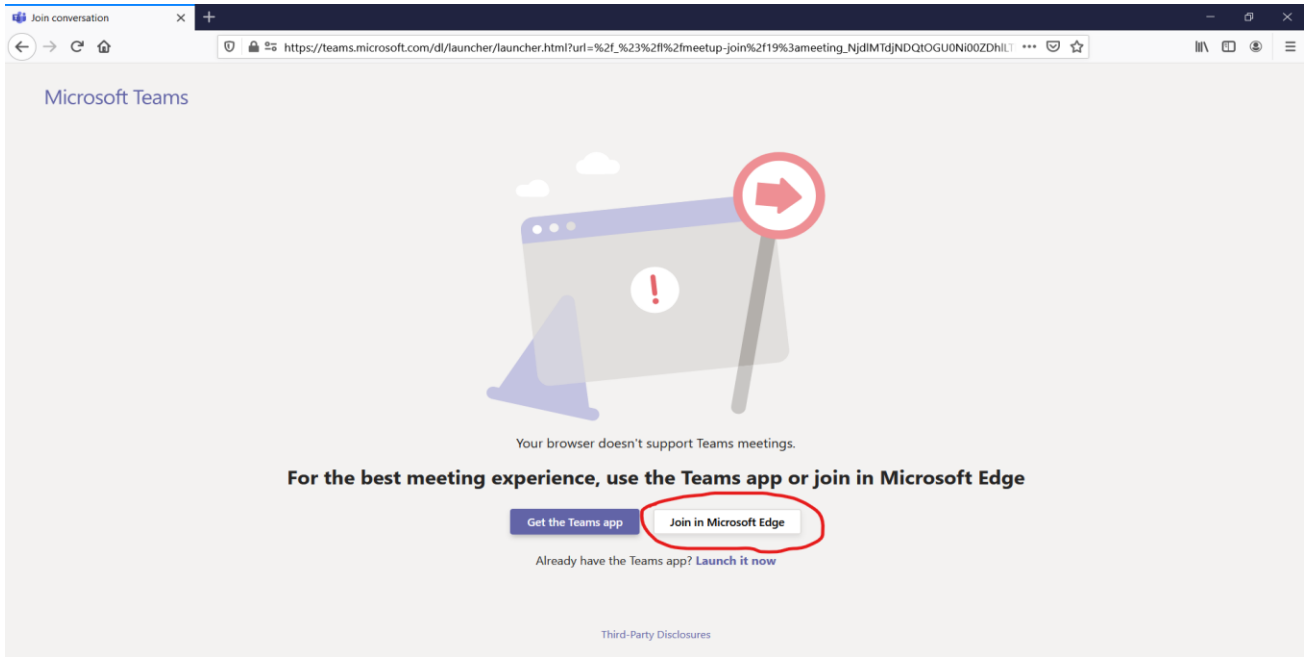


NOTE: *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

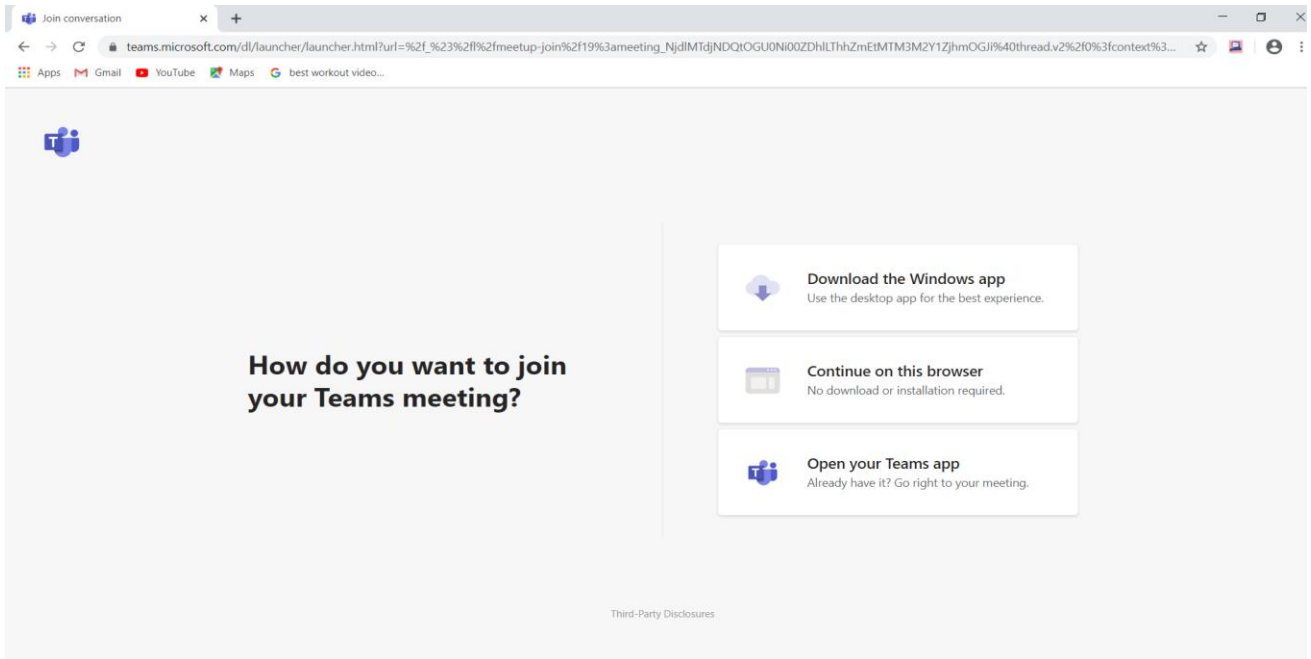
“Please use either Microsoft Edge or Google Chrome for the full experience”.

Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

See display below when using Firefox browser

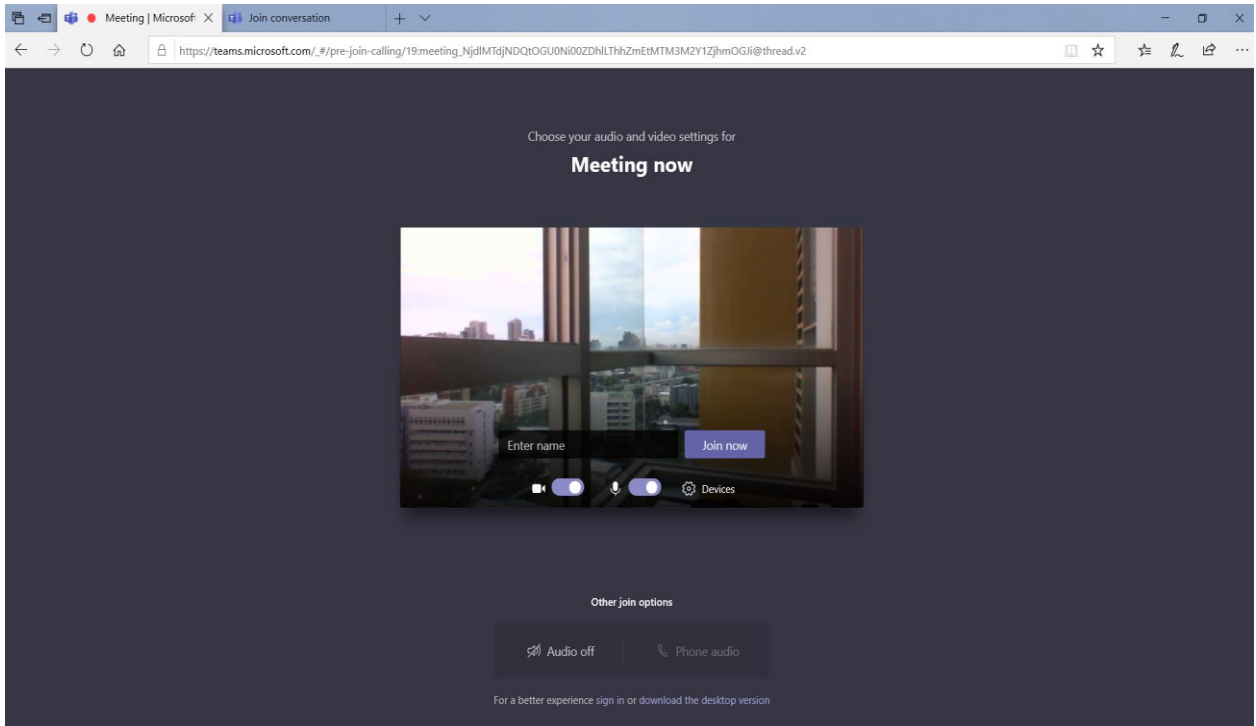


Below is displayed when using Chrome browser.

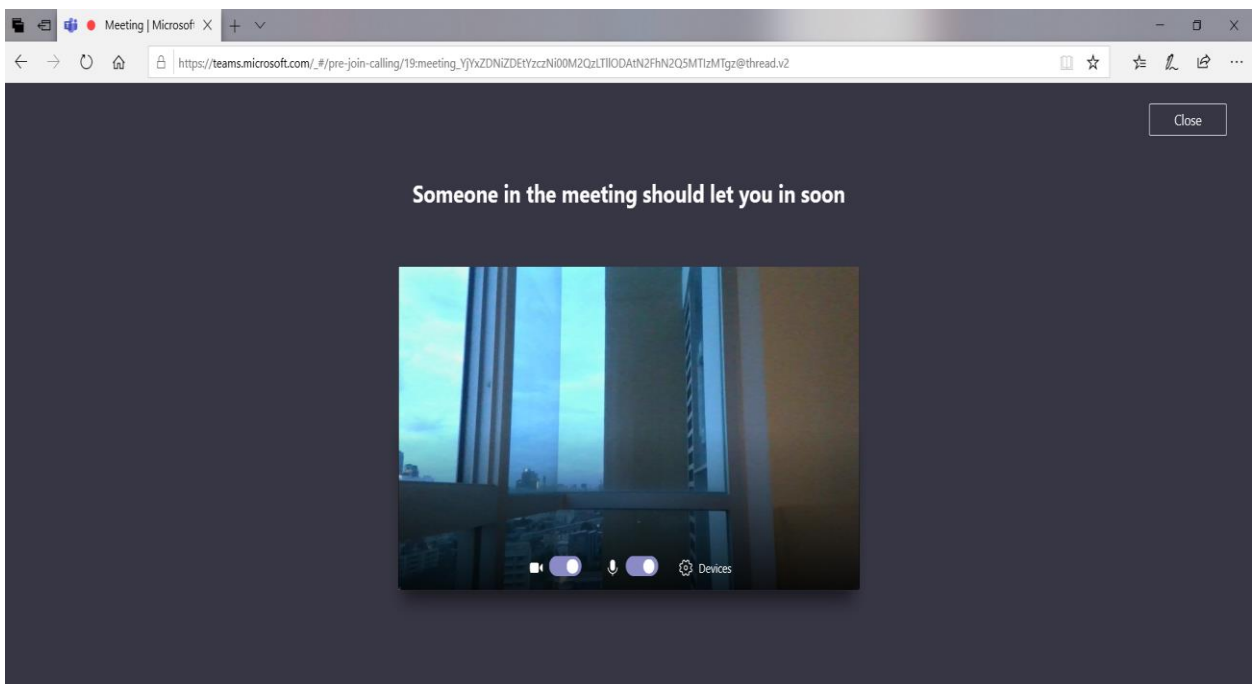


8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**". If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone or camera.

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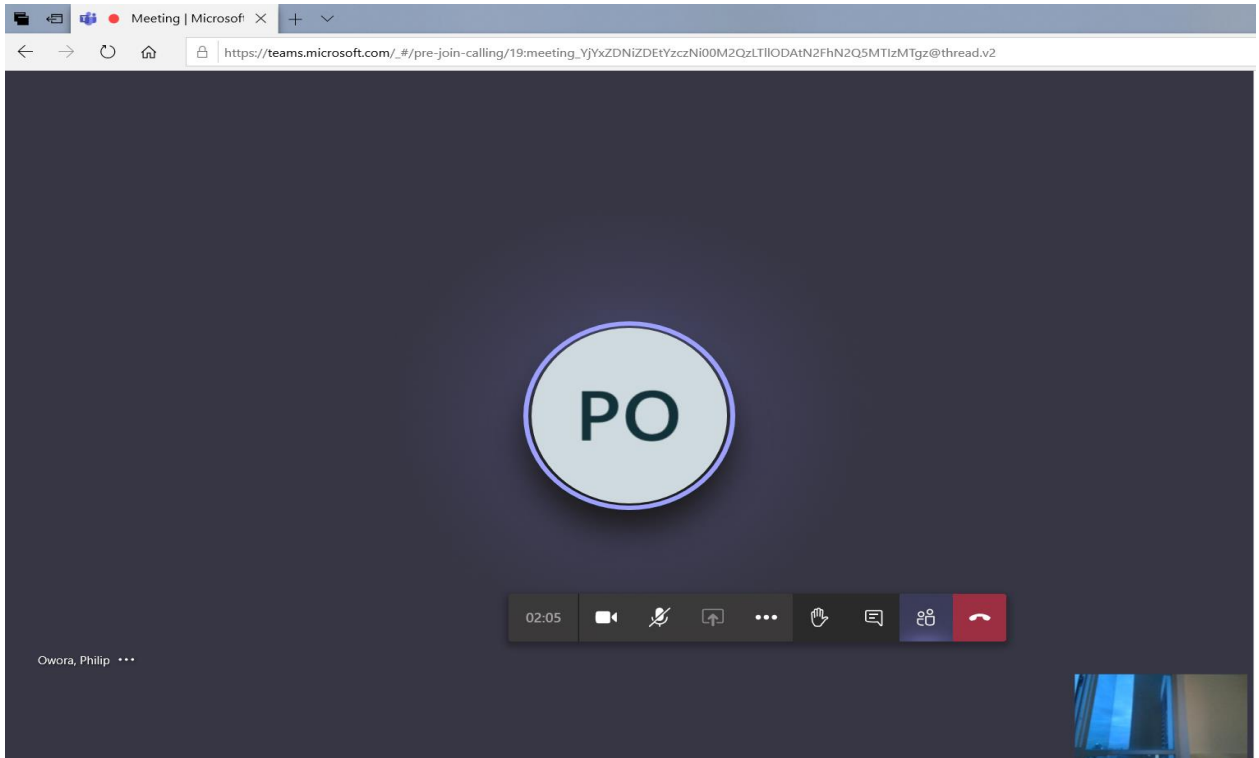
Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.



Once Admitted You will be able to attend the meeting, chat and see other participants in the meeting.

Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

FIRST MEETING OF THE SURVEILLANCE STUDY GROUP (SURSG/1)

(Video Teleconference: 20– 22 April 2021)

REGISTRATION FORM

1. Name: _____
(Mr./ Ms./ Mrs.) **(as should appear in the official listing)**

2. Title or Official Position: _____

3. State/Administration/
Organization: _____

4. E-mail: _____

Note 1: Please download meeting materials from the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2021 > SURSG/1 prior to the meeting.

Note 2: Please return the completed registration form by e-mail (to the ICAO APAC Office at: apac@icao.int) no later than 9 April 2021.

Note 3: Please print or type clearly. Web-conference joining instructions will only be delivered to the valid, official nominated e-mail address/es at 4, above.

Date _____ Signature _____

After completing, please send to: ICAO APAC Office, P.O. Box 11, Samyaeak Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 **or e-mail:** apac@icao.int cc: bsirapongkosit@icao.int