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航空组织

Ref. RSO – AP171/21 (RSO)

25 October 2021

**Subject:** Third Meeting of the Bay of Bengal Traffic  
Flow Review Group (BOBTFRG/3)  
(Video Teleconference, 14 – 15 December 2021)

**Actions required:** Online registration and submission of papers by **29 November 2021**

Dear Sir/Madam,

I have the honour to invite your Administration to participate in the Third Meeting of the Bay of Bengal Traffic Flow Review Group (BOBTFRG/3), which will be held via video teleconference (VTC), from 14 to 15 December 2021.

The Meeting will review the progress of the priority areas of the BOBTFRG, and States and/or International Organizations are invited to share the status update of following items:

1. ADS-C/CPDLC and PBCS implementation status; and
2. Implementation of improved horizontal separation standards.

Enclosed herewith are the BOBTFRG/3 Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**), Meeting Bulletin (**Attachment C**) and Online Registration Guidelines (**Attachment D**). I am requesting that you kindly complete online registration(s) of the delegate(s) from your Administration that will be attending the meetings by **Monday 29 November 2021** in which the link is provided at the meeting webpage.

In order to make the meeting more productive and effective, it is strongly urged that States/Administrations/International Organizations submit papers to the meeting **no later than two weeks prior to the meeting date**, via email to the ICAO APAC Regional Sub-Office ([APAC-RSO@icao.int](mailto:APAC-RSO@icao.int) and [msallehuddin@icao.int](mailto:msallehuddin@icao.int)). In the event that papers are received after **Monday 29 November 2021**, these will normally be treated as a flimsy. Participants should obtain meeting materials from the ICAO APAC Regional Office website at <https://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the commencement of the meeting.

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;

- 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.

Please accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,

A handwritten signature in black ink, consisting of stylized Chinese characters, likely '馬' (Ma) and '陶' (Tao).

Tao Ma  
Regional Director

**Enclosures:**

- Attachment A — Provisional Order of Business
- Attachment B — Provisional Agenda
- Attachment C — Meeting Bulletin
- Attachment D — Online Registration Guidelines