



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 11/5.13 — AP190/21 (AGA)

8 December 2021

Subject: The Fourth Meeting of the Asia/Pacific
Aerodrome Assistance Working Group (AP-AA/WG/4)
(*Video Teleconference, 14 to 16 March 2022*)

Actions required: Reply at your earliest convenience,
preferably not later than **28 February 2022** for
submission of Nomination Form and Papers

Dear Sir/Madam,

I have the honour to invite your State/Administration to the Fourth Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/4). The Meeting will be held as a video teleconference from **14 to 16 March 2022**.

Enclosed herewith are Provisional Agenda (**Attachment A**), Registration Form (**Attachment B**), Template for preparing Working and Information Paper (**Attachment C**) and AP-AA/WG Task List (**Attachment D**). Any comment concerning the Provisional Agenda should be forwarded as soon as possible.

You are kindly requested to disseminate this invitation letter to the Operators of the International Airports in your State willing to attend and contribute to the work of AP-AA/WG.

In order to make the meeting more productive and effective, it is strongly urged that States/Administrations submit papers as per attached template, preferably not later than **28 February 2022** via email to apac@icao.int. Meeting materials will be available on ICAO APAC website <https://www.icao.int/APAC/Meetings/Pages/default.aspx>.

I shall be grateful to receive your confirmation on the participation by your State/Administration at the Meeting, preferably not later than **28 February 2022**.

Accept, Sir/Madam, the assurances of my highest consideration.

Tao Ma
Regional Director

Attachments:

- A — Provisional Agenda
- B — Registration Form
- C — Template of Working and Information Paper
- D — AP-AA/WG Task List