



ICAO

The Third Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/3)
Video Teleconference, 9 to 11 February 2022

Agenda Item 4: AP-ADO/TF Task List

TERMS OF REFERENCE AND TASK LIST OF AP-ADO/TF

(Presented by the Secretariat)

SUMMARY

This paper presents the Terms of Reference (TOR) and task list of AP-ADO/TF for review and update by the meeting.

1. INTRODUCTION

1.1 This Working Paper provides the first amendment to Terms of Reference (TOR) of AP-ADO/TF approved by AOP/SG/5 and task list of AP-ADO/TF for review and update by the meeting.

2. DISCUSSION

2.1 The first amendment to Terms of Reference (TOR) of AP-ADO/TF approved by AOP/SG/5 in July 2021 is provided in **Attachment A**.

2.2 The task list is available in **Attachment B**.

3. ACTION BY THE MEETING

3.1 The meeting is invited to review the amended TOR and update the task list of AP-ADO/TF.

Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF)

TERMS OF REFERENCE

(Amendment Proposed by AP-ADO/TF/2 and approved by AOP/SG/5)

Objective:

The main purpose of the AP-ADO/TF is to achieve some specific deliverables of the AOP/SG through the systematic works of the Task Force.

Scope of works:

To meet the above objective the AP-ADO/TF shall carry out the following tasks:

- (1) **Study and discuss** aerodrome SARPs and guidance materials related to aerodrome planning, design and operations including PANS-Aerodromes and provide expert advice and clarification to APAC States on any issues related to the implementation of the requirement specified in the SARPs and guidance materials.
- (2) **Review and discuss** AOP parts of the Asia/Pacific ANP and Seamless ATM ANS Plan and formulate amendment proposals to the APAC ANP Table AOP I - 1 and Table AOP II – 1 as necessary.
- (3) **Review** provisions of facilities and services at international aerodromes specified in AOP Table of ANP through monitoring the following information published in the AIP and other official documents of the States:
 - Obstacle limitation surfaces;
 - visual aids;
 - rescue and firefighting services and emergency planning;
 - ~~measurement~~ assessment and reporting of the runway surface condition;
 - preventive maintenance programme;
 - runway safety programme including establishment of a runway safety team at international aerodromes.
- (4) **Assist in conducting** seminars/workshops/trainings for the aerodrome regulatory and aerodrome operator staff in APAC region;
- (5) **Identify** experts in various AOP fields and **maintain** Asia/Pacific database;
- (6) **Participate** in ICAO's activities/initiatives in aerodromes, if necessary.

Composition: The Task Force is composed of subject matter experts nominated by APAC States/Administrations and International Organization satisfying the criteria:

- (1) Minimum 3 years of experience in Aerodrome Regulatory functions of CAA or in Aerodrome Operations at international airports or in the International Organizations;
- (2) Familiar with Annex 14 and its guidance materials, GANP, GASP, APAC Seamless ATM ANS Plan, APAC ANP; and
- (3) The nominated expert would continue to be a member for a minimum of three consecutive years.

Additional membership could be invited from other regions, if required.

Working Methods: The Task force will hold at least one face-to-face meeting a year. Video teleconference may be held in lieu of face-to-face meeting when travel restrictions are in place. The work would be carried out through electronic correspondences and web conference as far as practicable.

Time frame: The tenure of the Task Force would be ~~three years (until September 2021)~~ last until September 2023.

AP-ADO/TF TASK LIST
(updated in AP-ADO/TF/2)

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
1/1	Identify experts in various AOP fields and maintain a database for the Asia/Pacific Region	States – nomination of experts Secretariat – maintaining database	Continuous	Open	From TOR
1/2	Draft regional guidance for the design and operations of altiports and small aerodromes in constrained environment	India – lead Nepal, Thailand, USA to assist	March 2020	Open	From AP-ADO/TF/1 AP-ADO/TF/2 WP/13
	(a) Altiports; and	Nepal to lead; assisted by China, Fiji, India	December 2021	Ongoing	Modified in AP-ADO/TF/2
	(b) Aerodromes in Constrained Environment	India to lead; assisted by China, Indonesia, Nepal, United States	December 2021	Ongoing	Modified in AP-ADO/TF/2
1/3	- Study and discuss aerodrome SARPs and guidance materials related to aerodrome planning, design and operations including PANS-Aerodromes; and - Provide expert advice and clarification to APAC States on any issues related to the implementation of the requirement specified in the SARPs and guidance materials.	States	Continuous	Open Ongoing	From TOR 1 st sub-item: AP-ADO/TF/2 WP/05, WP/06, IP/02, IP/03 & IP/04

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
1/4	<ul style="list-style-type: none"> - Review and discuss AOP parts of the Asia/Pacific ANP and Seamless ANS Plan; and - Formulate amendment proposals to the APAC ANP Table AOP I - 1 and Table AOP II – 1 as necessary. 	States and Secretariat	Continuous	Open Ongoing	From TOR 1 st sub-item: AP-ADO/TF/2 WP/03 & WP/08
2/1	Conduct seminars / workshops for aerodrome regulatory and aerodrome operator staff in APAC Region	China – GRF Implementation India – GRF Implementation Thailand (Airports of Thailand) – GRF Implementation United States – GRF Implementation	Q3-Q4 2021 Q3-Q4 2021 Q3-Q4 2021 Q4 2021 - Q1 2022	Open	The seminars/ workshops for GRF implementation will involve all stakeholders e.g. CAA, airports, airlines, ANSP, etc. Winter operations are covered by China and United States