



International
Civil Aviation
Organization

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de l'aviation civile
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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Reference : T 3/10.1 – AP093/22 (ATM)

7 July 2022

Subject : **Tenth Meeting of the Air Traffic Management Sub-Group (ATM/SG/10) of APANPIRG (Video Teleconference, 17 – 21 October 2022)**

Action required: 1) To submit paper(s) and presentation(s) by **30 September 2022**; and
2) To complete online registration by **07 October 2022**.

Sir/Madam,

I am pleased to invite your Administration to participate in the Tenth Meeting of the Air Traffic Management Sub-Group (ATM/SG/10) of APANPIRG, which will be held by Video Teleconference from 17 to 21 October 2022.

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 who will be attending the meeting by **Friday 07 October 2022**, using the link provided in the ATM/SG/10 meeting webpage at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>.

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 30 September 2022** they will normally be treated as flimsies. Participants should obtain meeting materials from the ATM/SG/10 meeting web-page prior to the commencement of the meeting.

The Regional Office would like to encourage States to consider commencing research for and development of papers for the meeting as soon as possible after receiving this invitation.

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;

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Asia and Pacific Office
252/1 Vibhavadi Rangsit Road
Chatuchak
Bangkok 10900
Thailand

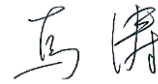
Postal Address:
P.O. Box 11
Samyaek Ladprao
Bangkok 10901
Thailand

Tel.: +66 (2) 537-8189
Fax: +66 (2) 537-8199

www.icao.int/apac
E-mail: apac@icao.int

- 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, or 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,



Tao Ma
Regional Director

Enclosures:

- A — Provisional Order of Business
- B — Provisional Agenda
- C — Video Teleconference Instructions



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Tenth Meeting of the Air Traffic Management Sub-Group
(ATM/SG/10) of APANPIRG

Video Teleconference, 17 – 21 October 2022

PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

Monday 17 October 2022

0200-0220 UTC	Introduction of Participating Administrations/IOs
0220-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

Tuesday 18 October 2022

0200-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

Wednesday 19 October 2022

0200-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

Thursday 20 October 2022

0200-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

Friday 21 October 2022

0200-0700 UTC	Any discussion on agenda items carried over from previous day
	Review of Draft Report
	Adoption of Report
	Closure of Meeting
	<i>Timing of break TBA.</i>

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**Tenth Meeting of the Air Traffic Management Sub-Group
(ATM/SG/10) of APANPIRG**

Video Teleconference, 17 – 21 October 2022

PROVISIONAL AGENDA

(Presented by the Secretariat)

- Agenda Item 1: Adoption of Provisional Agenda
- Agenda Item 2: Review of Related High Level Meetings
- Agenda Item 3: Performance Frameworks and Metrics
- Agenda Item 4: Air Navigation Service Deficiencies
- Agenda Item 5: ATM Systems (Modernization, Seamless ATM, CNS, ATFM)
- Agenda Item 6: ATM Coordination (Meetings, Route Development, Contingency Planning)
- Agenda Item 7: AOP, AIM, MET, SAR
- Agenda Item 8: Any other business
- Agenda Item 9: ATM/SG Task List Update
- Agenda Item 10: Date and venue for next meeting

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Tenth Meeting of the Air Traffic Management Sub-Group
(ATM/SG/10) of APANPIRG

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ATM/SG/10 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 **here to join the meeting** in the meeting invitation email; then
 - b. Click **continue on this browser**; and
 - c. Enter your STATE or IO name first, followed by your full name (as used on the ATM/SG/10 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, use the 'raise hand' function or 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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