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منظمة الطيران  
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国际民用  
航空组织

**Ref.:** T 8/2.9, 2.10 & 2.11 – AP194/21 (CNS)

15 December 2021

**Subject:** Invitation to the Second Meeting of  
the Surveillance Study Group (SURSG/2)  
(Video Teleconference, 15 – 17 March 2022)

**Actions Required:**

- 1) To submit paper(s) and/or presentation(s) by **1 March 2022**; and
- 2) To complete the online registration by **1 March 2022**.

Dear Sir/Madam,

I am pleased to invite your State/Administration to participate in the Second Meeting of the Surveillance Study Group (SURSG/2) to be held via Video Teleconference (VTC) from **15 to 17 March 2022**.

The objectives of the SURSG 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/2 meeting is provided in **Attachment A** to this letter and the Terms of Reference (ToR) of SURSG is provided in **Attachment B**.

In order to make the meeting more productive and effective, it is strongly urged that States/International Organizations submit Presentations, Working Papers, or Information Papers relevant to the proposed agenda for the Meeting in Word/Power Point format to Regional Office by e-mail to [apac@icao.int](mailto:apac@icao.int) with copies to [snibhani@icao.int](mailto:snibhani@icao.int); [wzhong@icao.int](mailto:wzhong@icao.int) at the earliest convenience, but no later than **1 March 2022**. Participants should obtain meeting materials from the SURSG/2 meeting web-page prior to the commencement of the meeting. The meeting bulletin containing information on the procedures for participating in the VTC, administrative arrangements, and instructions/guidelines for using the Microsoft Teams is provided in **Attachment C**.

2/...

I shall be grateful if you would take advantage of the aforementioned VTC and nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2022-SURSG2.aspx> at your earliest convenience, but no later than **1 March 2022**, as after this the link will be closed automatically to accept registrations.

Participants should note the following VTC modalities:

- Meeting link will be sent to registered participants a week before the meeting;
- Only registered participants will receive the link and will be admitted to the meeting;
- Each day of the meeting is expected to be conducted in two sessions of about two hours each, with 15 minutes break; and
- The recording of the VTC may be conducted for Secretariat internal use but not for public dissemination.

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

Yours sincerely,

Tao Ma  
Regional Director

**Attachments:**

- A – Provisional Agenda
- B – Terms of Reference of SURSG
- C – Meeting Bulletin



ICAO

International Civil Aviation Organization

**Second Meeting of the Surveillance Study Group  
(SURSG/2)**

(Video Teleconference, 15– 17 March 2022)

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**PROVISIONAL AGENDA**

- |                |   |
|----------------|---|
| Agenda Item 1: | Adoption of Agenda  |
| Agenda Item 2: | Review of outcome of relevant meetings                      |
| Agenda Item 3: | Progress update of tasks under the work plan                |
| Agenda Item 4: | Potential issues and solutions in surveillance data sharing |
| Agenda Item 5: | States' experience for Surveillance data sharing            |
| Agenda Item 6: | Review of SURSG ToR and work plan/programme                 |
| Agenda Item 7: | Next meeting and any other business                         |

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**Revised 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.

**Participants of SURSG/1 (*in alphabetical order*):**

*Australia, China, Hong Kong - China, India, Indonesia, Malaysia, Nepal, Pakistan, Papua New Guinea, Philippines, Republic of Korea, Singapore, Thailand, United States, Viet Nam, CANSO, IATA, ICCAIA.*

The SURSG shall have one elected Chair.

The SURSG shall have Task Leads and Sub-Task Leads for tasks detailed in the “Deliverables to meet the Objectives”, which currently features 4 main Tasks together with their sub-tasks. Members may volunteer to subscribe to the tasks and sub-tasks. Task Leads and Sub-Task Leads are to be selected through coordination and agreement among the respective task or sub-task subscribers.

**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.

Task Leads and Sub-Task Leads shall convene meetings as necessary and in formats as appropriate to discuss and work on their tasks to achieve the scheduled deliverables making reference to Deliverables Template, a template of which is provided on the last page of this ToR.

Task Leads and Sub-Task Leads shall attend the SURSG meetings and in between SURSG meetings, ad-hoc or regular meetings to harmonize their work or resolve issues.

**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) 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.

**Template of Deliverables**

		<b>Efforts thus far</b>
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 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.	
<b>Deliverables to meet the Objectives:</b>		<b>Efforts thus far</b>
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 :  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: (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;	

	g) Other currently available or emerging technologies; and h) ICAO Global Air Navigation Plan (GANP) and Aviation System Block Upgrades (ASBU).	
3	<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"> <li>(i) An incremental approach/a comprehensive approach at the outset in surveillance data sharing;</li> <li>(ii) Type(s) of surveillance data to be shared; and</li> <li>(iii) Information Exchange model for surveillance data in SWIM.</li> </ul> <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>	
4	To develop guidance materials to assist Members States participating in the sharing of surveillance data and Member States accessing the shared surveillance data.	

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**Second Meeting of the Surveillance Study Group  
(SURSG/2)**

Video Teleconference, 15 – 17 March 2022

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## THE MEETING BULLETIN

### 1. Schedule of the Meeting

1.1. The Meeting (Video Teleconference) will open at **0900 hrs. ICT (UTC +7) on Tuesday, 15 March 2022.**

1.2. The discussion sessions (on the agenda items) are scheduled from **0900 to 1300 hrs. ICT (UTC +7) on Tuesday to Thursday, 15 to 17 March 2022.**

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:

**Ms. Soniya Nibhani, Regional Officer ANS (CNS) Implementation**

Tel: +66 (2) 537 8189 Ext. 155

Fax: +66 (2) 537 8199

E-mail: [snibhani@icao.int](mailto:snibhani@icao.int)

**Ms. Zhong Wenhan, Associate CNS Officer**

Tel: +66 (2) 537 8189 Ext. 108

Fax: +66 (2) 537 8189

E-mail: [wzhong@icao.int](mailto:wzhong@icao.int)

### 3. Registration of participants

3.1. Each participant should ensure that their respective State/Organization nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2022-SURSG2.aspx> no later than **1 March 2022**, as after this the link will be closed automatically to accept registrations.

3.2. In case of multiple delegates are nominated from a State/Organization, each nominated delegate should register themselves separately.

3.3. The tutorial to do online registration for the meeting is provided in **Appendix A** to this bulletin.

### 4. Meeting materials

4.1. The Secretariat will upload the Meeting materials (i.e. documentation, papers, templates, instructions, etc.) available in electronic format prior to the Meeting on the ICAO APAC Office meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/2022-SURSG2.aspx>.

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (Video Teleconference) 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](mailto:apac@icao.int) with copies to [snibhani@icao.int](mailto:snibhani@icao.int) and [wzhong@icao.int](mailto:wzhong@icao.int) as early as possible and in any case **no later than 1 March 2022**

## **5. Joining the Meeting (Video Teleconference)**

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

5.2. Each participant should ensure that their Video Teleconference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – name**”, “**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 (Video Teleconference) sessions.

5.4. Participants should join the Meeting (Video Teleconference) 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 Video Teleconference 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 Video Teleconference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the Video Teleconference 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 Video Teleconference**

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 Video Teleconference 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 Video Teleconference 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 Video Teleconferencing 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 Video Teleconference, 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.

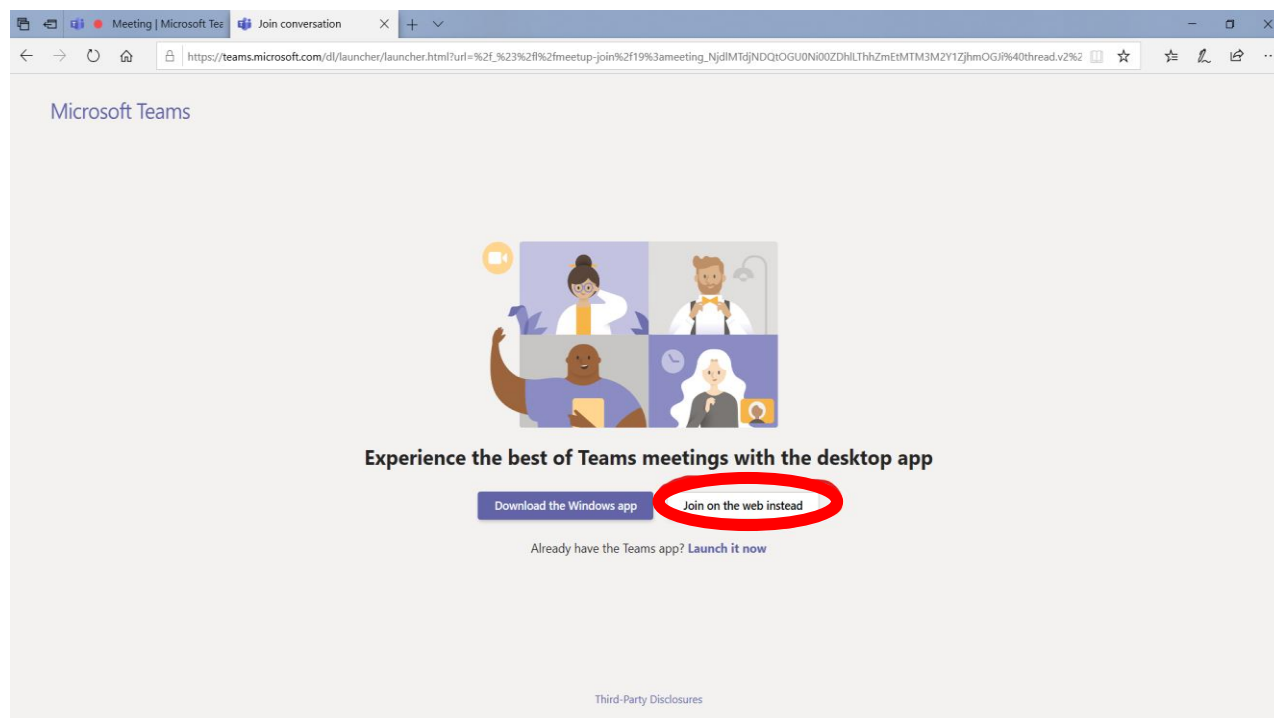
8.1 Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.

### Microsoft Teams meeting

Join on your computer or mobile app  
[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

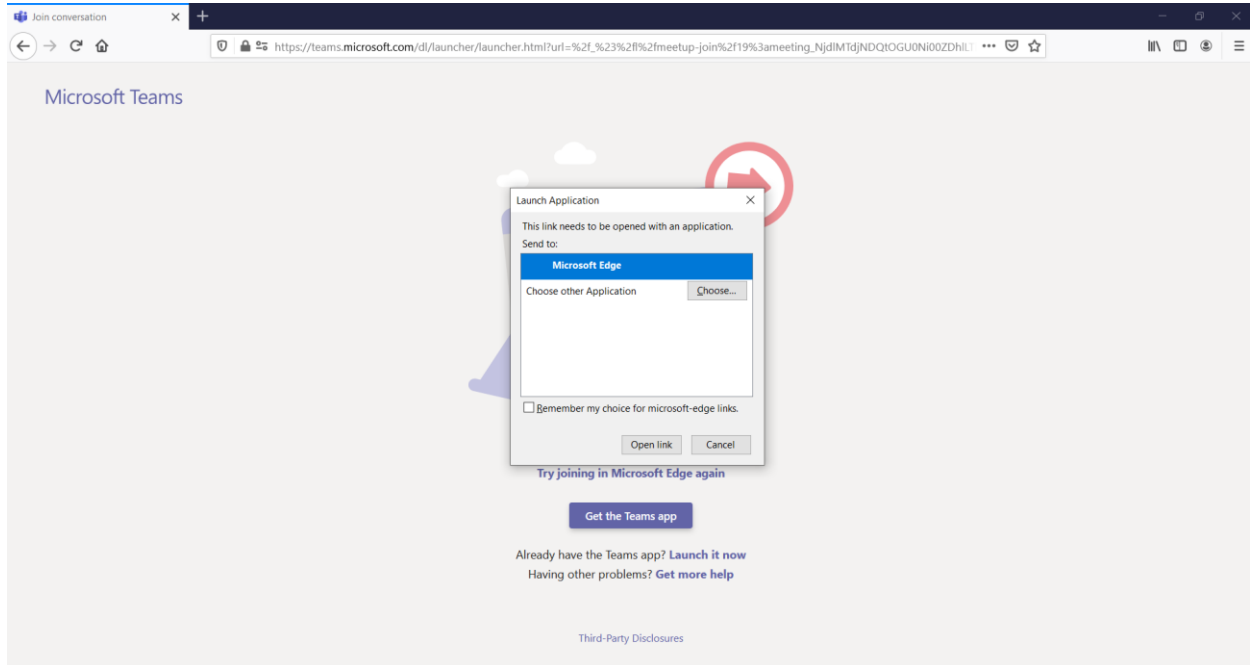
8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration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



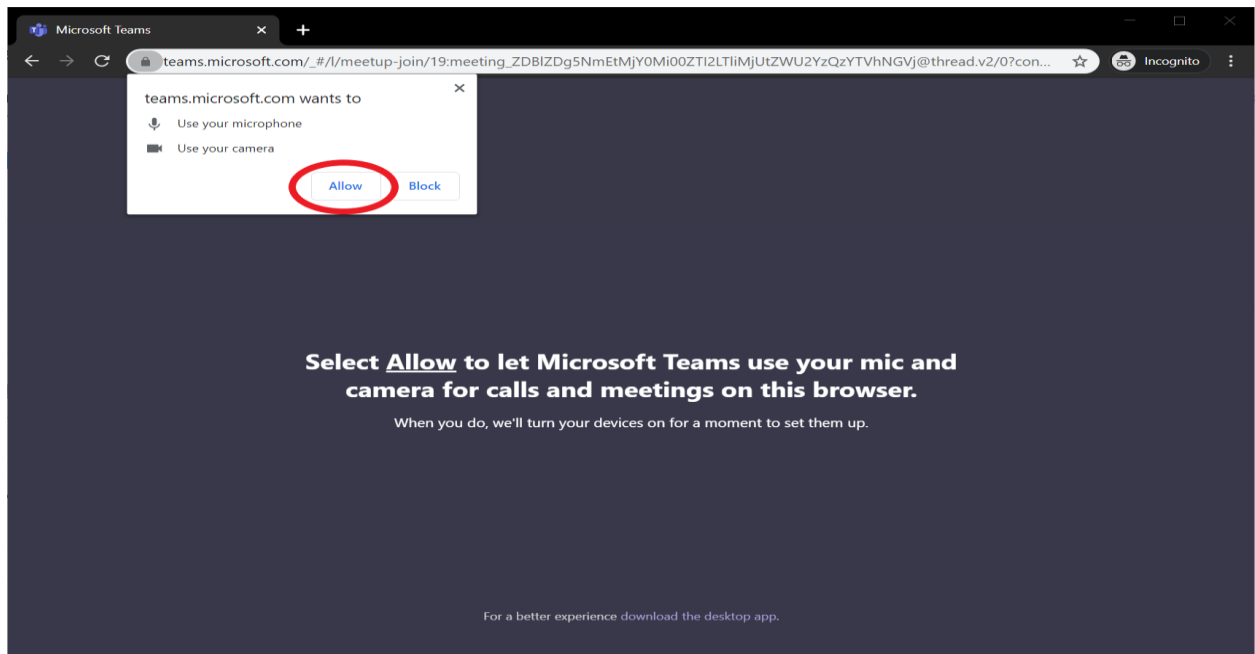
## ATTM. C - 4

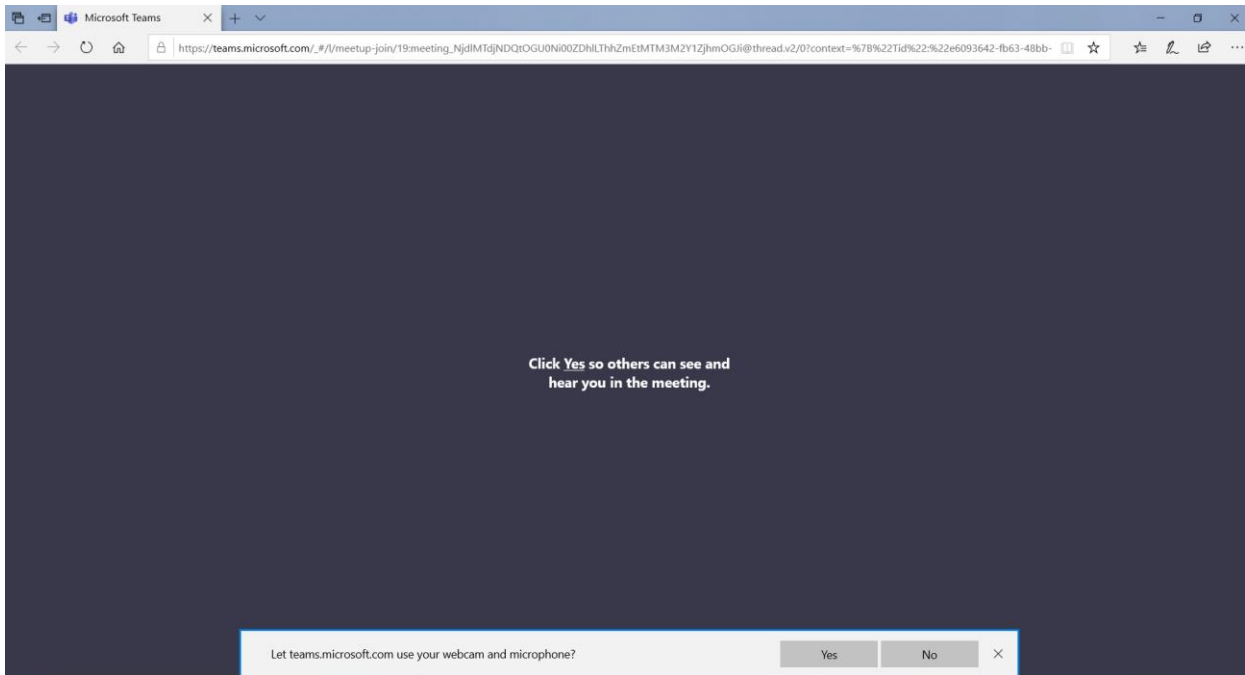
**NOTE:** Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

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.



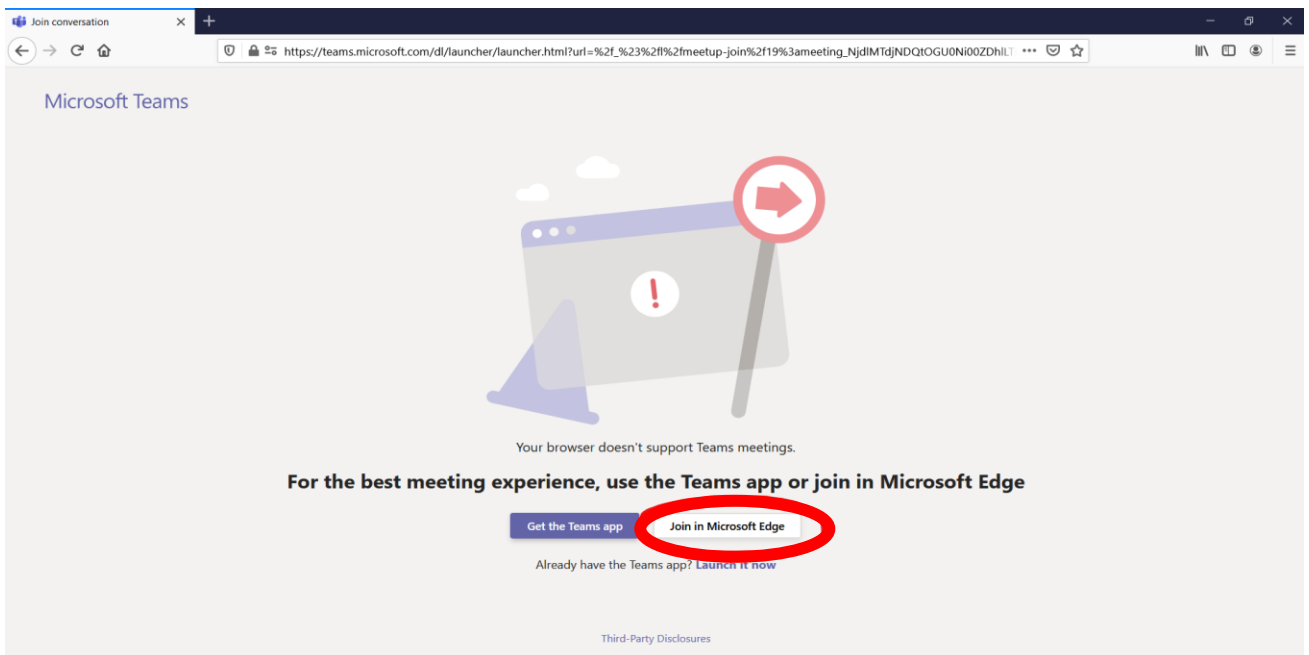


**NOTE:** *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

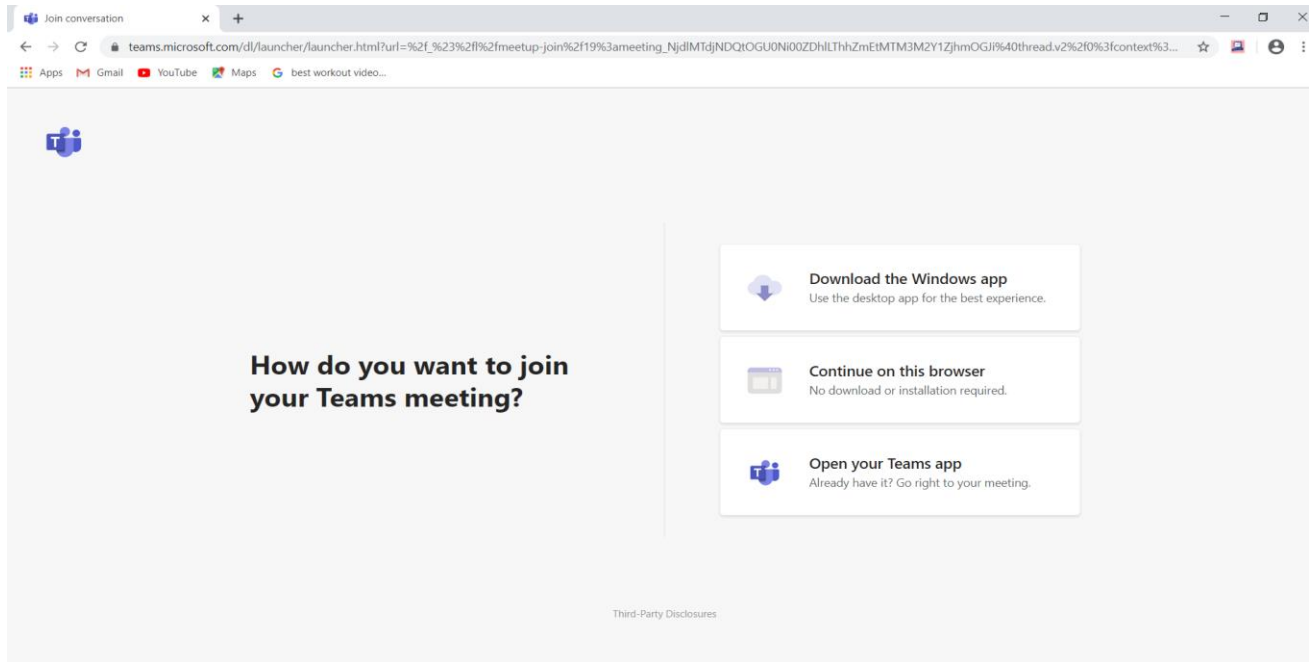
**“Please use either Microsoft Edge or Google Chrome for the full experience”.**

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

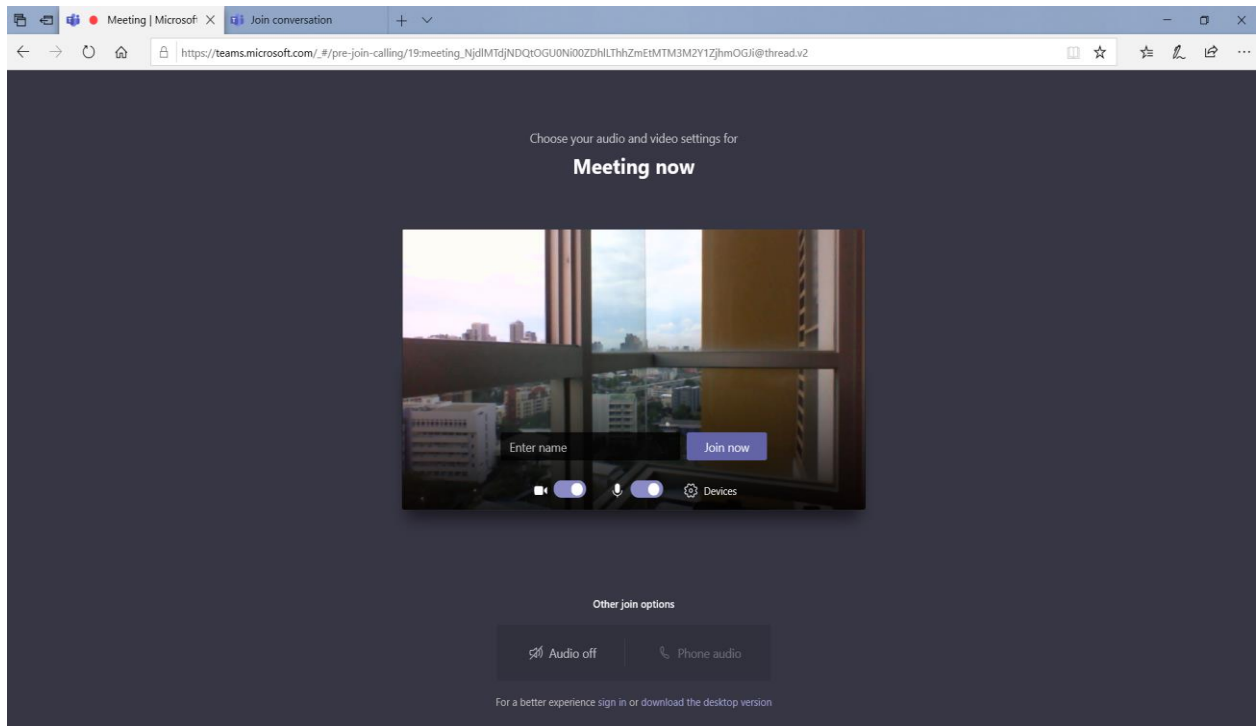
See display below when using Firefox browser



Below is displayed when using Chrome browser.

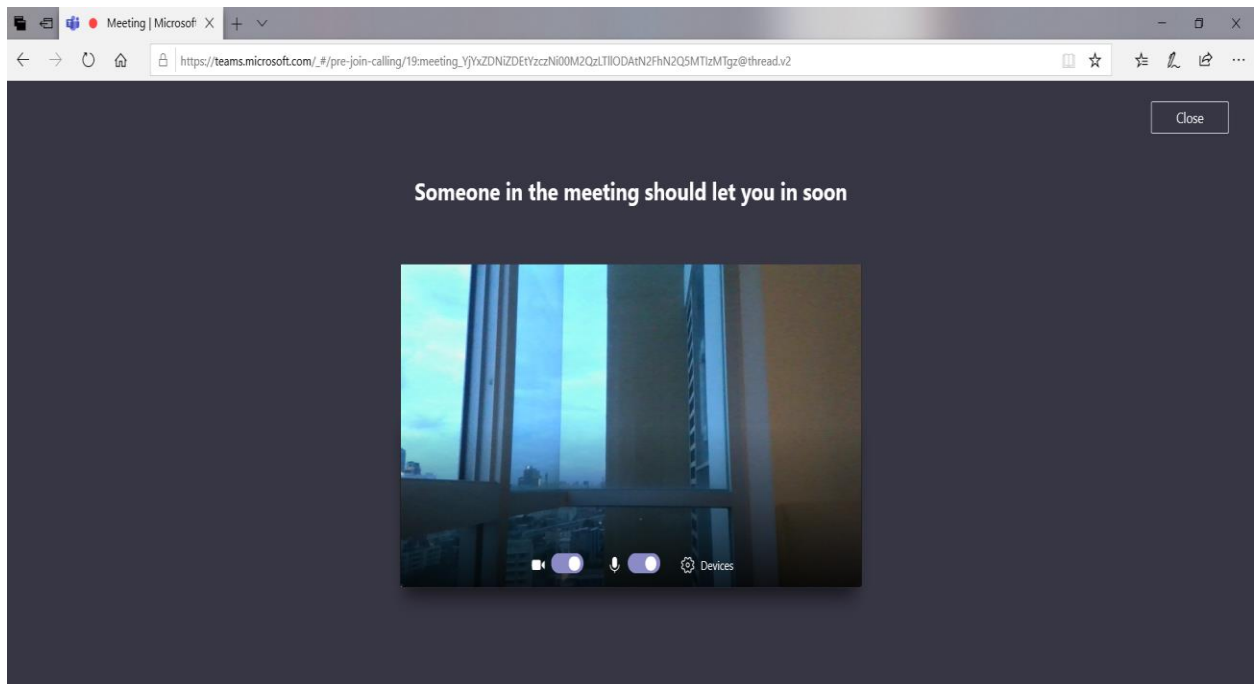


8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**". If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone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



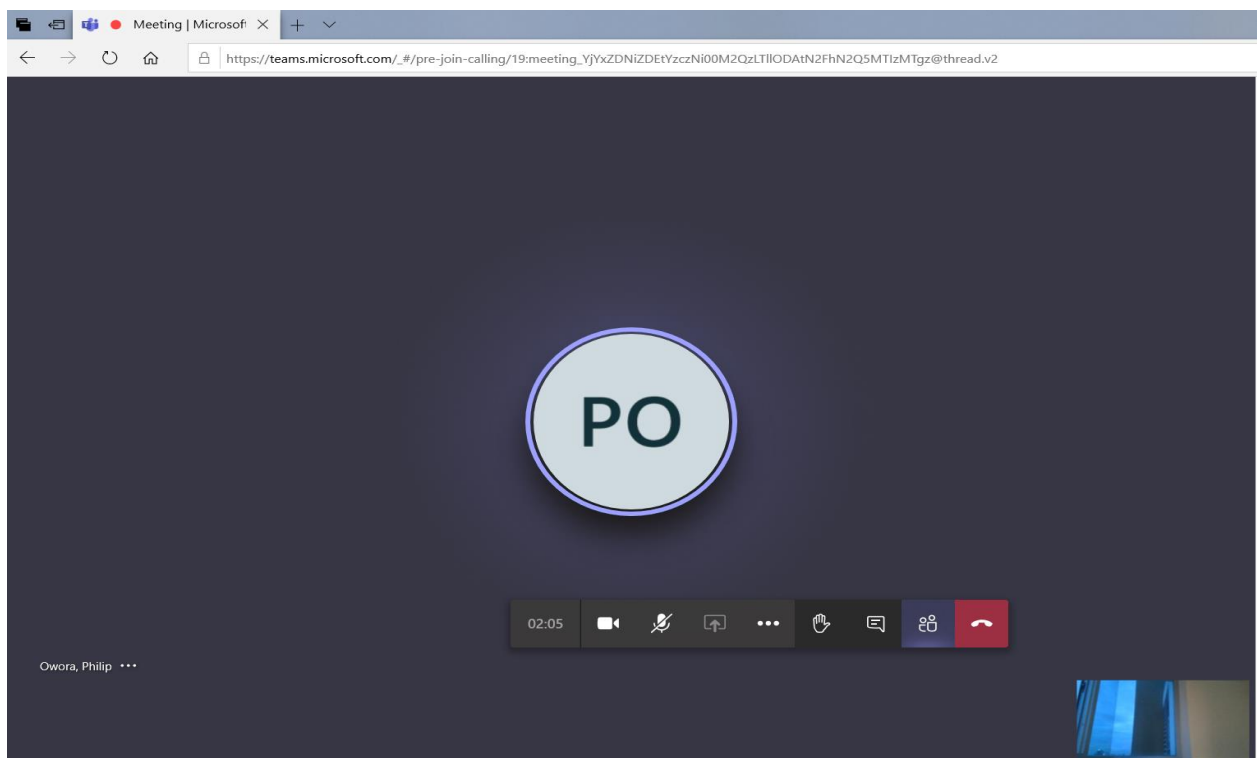
Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.

## ATTM. C - 7



**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.

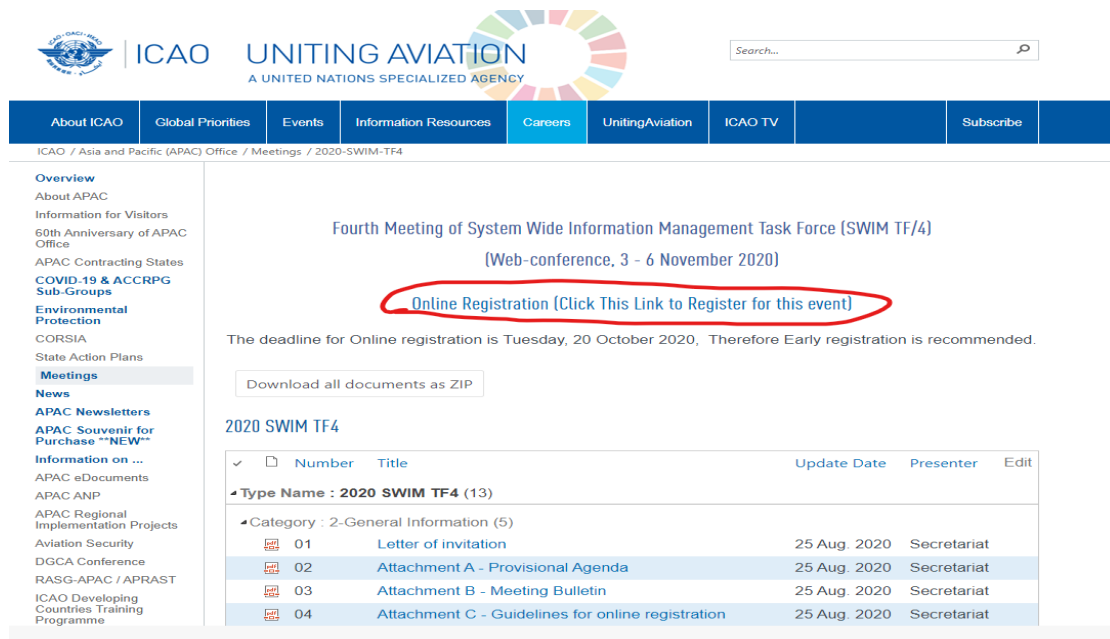


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## A BRIEF GUIDE FOR ONLINE REGISTRATION FOR ICAO EVENTS

Visit the Meeting Page of the ICAO Regional Office e.g

<https://www.icao.int/APAC/Meetings/Pages/default.aspx> , Select the Meeting you would like to attend, and you will see a Link for online Registration, which you should click to Register. See Sample Screenshot.



ICAO / Asia and Pacific (APAC) Office / Meetings / 2020-SWIM-TF4

**Fourth Meeting of System Wide Information Management Task Force (SWIM TF/4)**  
(Web-conference, 3 - 6 November 2020)

**Online Registration (Click This Link to Register for this event)**

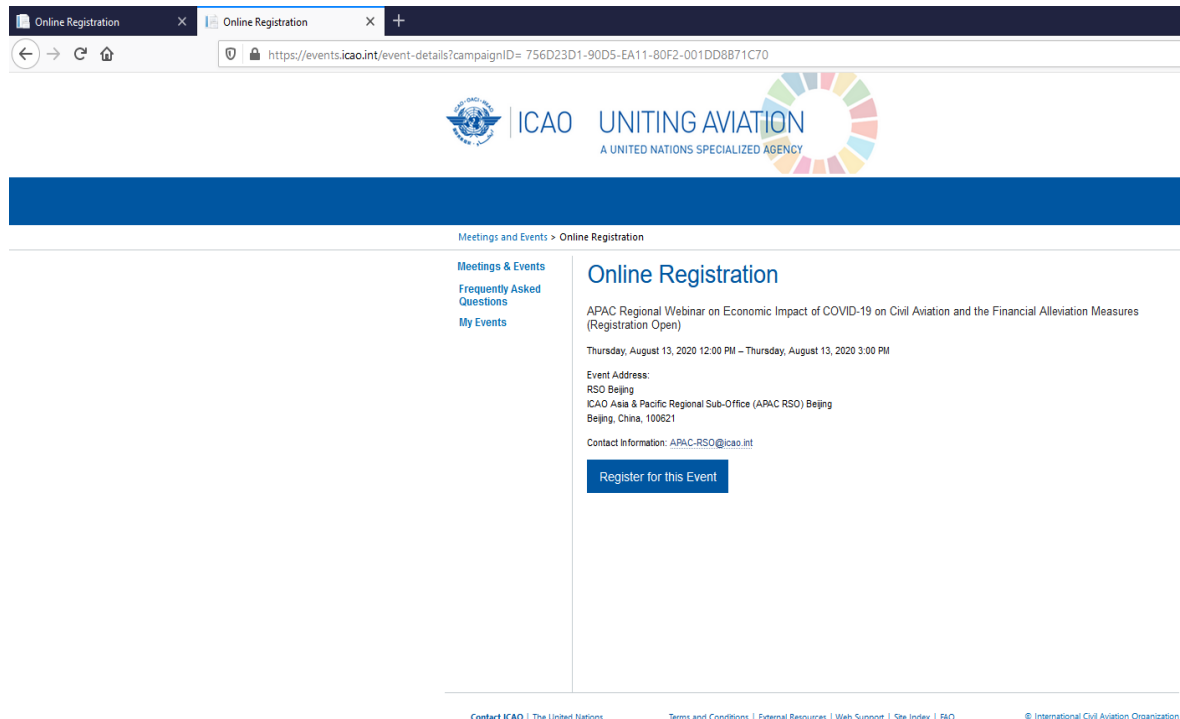
The deadline for Online registration is Tuesday, 20 October 2020, Therefore Early registration is recommended.

Download all documents as ZIP

2020 SWIM TF4

✓	📄	Number	Title	Update Date	Presenter	Edit
Type Name : 2020 SWIM TF4 (13)						
Category : 2-General Information (5)						
	📄	01	Letter of invitation	25 Aug. 2020	Secretariat	
	📄	02	Attachment A - Provisional Agenda	25 Aug. 2020	Secretariat	
	📄	03	Attachment B - Meeting Bulletin	25 Aug. 2020	Secretariat	
	📄	04	Attachment C - Guidelines for online registration	25 Aug. 2020	Secretariat	

**Step 1: Open the link for the event you are registering for and select Register for this Event button**



Online Registration

Meetings and Events > Online Registration

**Online Registration**

APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures (Registration Open)

Thursday, August 13, 2020 12:00 PM - Thursday, August 13, 2020 3:00 PM

Event Address:  
RSO Beijing  
ICAO Asia & Pacific Regional Sub-Office (APAC RSO) Beijing  
Beijing, China, 100621

Contact Information: [APAC-RSO@icao.int](mailto:APAC-RSO@icao.int)

**Register for this Event**

Contact ICAO | The United Nations Terms and Conditions | External Resources | Web Support | Site Index | FAQ © International Civil Aviation Organization



## Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users

ICAO / Event Registration Log-in

Event Registration Log in  
Request an Account  
Password Reset

Event Registration Log-in

Email Address:  
Password:

☒ This is a public or shared device  
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

☐ This is a private device  
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

☐ I'm not a robot

Logon

If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

**Step 2a:** Once you login, the system will open a registration page with pre-populated information.

**Step 2b:** Complete the remaining required fields and click "Register Now".

**Step 2c:** Please check your email account for the event confirmation email.

**Step 2d:** If you forgot your password for the Events Registration portal , please click on "Password Reset" to reset your password.

**Step 3: For a new user, click on "Request an Account?" link found on the left menu as seen below.**  
(First time to use this event registration page, Please select Request an Account)


ICAO / Event Registration Log-in

[Event Registration Log-in](#)  
[Request an Account](#)  
[Password Reset](#)

## Event Registration Log-in

☒ **This is a public or shared device**  
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

☐ **This is a private device**  
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

Logon

**Step 3a: Input your email address, to check if you details are in the system.**

Meetings and Events > Online Registration > Online Registration

[Meetings & Events](#)  
[Frequently Asked Questions](#)  
[My Events](#)

## Online Registration

Existing user? Please login [here](#).

**We would like to verify if your email address already exists in the system.**

Verify email address

### Step 3b: Select Proceed to new Registration

Meetings and Events > Online Registration > Online Registration

Meetings & Events  
Frequently Asked Questions  
My Events

APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures  
Thursday, August 13, 2020 12:00 PM – Thursday, August 13, 2020 3:00 PM  
Event Address: ICAD Asia & Pacific Regional Sub-Office (APAC RSO) Beijing, China

## Online Registration

Existing user? Please login [here](#).

Fields with an \* are mandatory

### Personal Information

\*Salutation

\*Picture  No file selected.

\*First Name

\*Last Name

\*E-Mail

Phone

\*Organization

\*Job Title

\*Industry Type

Information

We could not find your information with us.

Please click on "Proceed to a new registration" to continue the registration process.

Cancel Proceed to a new registration

### Step 3c: Complete the remaining required fields click Next and "Register Now".

Meetings & Events  
Frequently Asked Questions  
My Events

APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures  
Thursday, August 13, 2020 12:00 PM – Thursday, August 13, 2020 3:00 PM  
Event Address: ICAD Asia & Pacific Regional Sub-Office (APAC RSO) Beijing, China

## Online Registration

Existing user? Please login [here](#).

Fields with an \* are mandatory

### Personal Information

\*Salutation

\*Picture  No file selected.

\*First Name

\*Last Name

\*E-Mail

Phone

\*Organization

\*Job Title

\*Industry Type

\*Area of activity

Next

**Step 3d:** Please check your email account for the event confirmation email, showing you have successfully registered.

### Step 4: You can reset your password by clicking on "Password Reset"

If you forgot your password, then select the Password reset link found on the Left menu of this page, input your email address then click Reset and a link will be sent with a new password which you can use to login.

To change password to your preferred, please login and click the drop down menu besides your profile picture, and select profile, then click change password to make the password change to your preferred password.