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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 8/13.1 AP038/22 (CNS)

15 February 2022

Subject: Invitation to the Sixth Meeting of System Wide Information Management Task Force (SWIM TF/6)
(Video Tele-Conference (VTC), 17 – 20 May 2022)

Actions Required:

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

Dear Sir/Madam,

I wish to invite your State/Administration to participate in the Sixth Meeting of System Wide Information Management Task Force (SWIM TF/6) to be held via Video Tele-Conference from 17 to 20 May 2022.

The objectives of SWIM TF/6 are to deliberate on various requirements for SWIM implementation in the APAC region to ensure the interoperability between not only SWIM-capable entities but also not-SWIM-capable ones. The meeting will discuss, but not limited to, the APAC regional roadmap for SWIM implementation, a high-level APAC regional SWIM architecture, the APAC regional SWIM governance framework, the APAC regional SWIM information service specifications, and the implementation approach to establish the APAC regional SWIM. The meeting will also review the progress of various tasks and action items since the Fifth Meeting of SWIM Task Force (SWIM TF/5), the Terms of Reference (ToR) of SWIM TF, work plan as well as scope of each task, as required. Additionally, the outcomes of the APAC SWIM Implementation Plan and Status Survey will be considered. The provisional agenda of the meeting is provided in **Attachment A** to this letter and the Terms of Reference (ToR) of SWIM TF 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 with copies to snibhani@icao.int; wzhong@icao.int at the earliest convenience, but no later than **2 May 2022**. Participants should obtain meeting materials from the SWIM TF/6 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**.

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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-SWIM-TF6.aspx> at your earliest convenience, but no later than 2 May 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 SWIM TF

C – Meeting Bulletin