



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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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 — AP031/23 (AGA)

15 February 2023

Subject: Seventh Meeting of the Aerodromes Operations
and Planning Sub-Group (AOP/SG/7)
(Bangkok, Thailand, 3 to 6 July 2023)

Action required: Reply at your earliest convenience,
preferably not later than **2 June 2023**

Dear Sir/Madam,

I have the honour to invite your State/Administration to the Seventh Meeting of the Aerodromes Operations and Planning Sub-Group (AOP/SG/7). The AOP/SG/7 Meeting will be held at the ICAO Asia and Pacific Regional Office, Bangkok, Thailand from 3 to 6 July 2023.

The *AOP Sub-Group Meeting* focuses and addresses matters in the areas of aerodrome certification, planning, design, operations, maintenance, environmental initiatives and services to support Asia/Pacific States/Administrations and APANPIRG.

Enclosed herewith are Provisional Agenda (**Attachment A**), Meeting Bulletin (**Attachment B**), Registration Form (**Attachment C**) and Template for preparing Working and Information Paper (**Attachment D**). Any comment concerning the proposed agenda of the AOP/SG/7 Meeting should be forwarded as soon as possible.

You are kindly requested to disseminate this invitation letter to the Operators of the International Airports and other relevant organizations in your States willing to contribute to the AOP/SG Meeting.

In order to make the meeting more productive and effective, it is strongly urged that States/International Organizations prepare Working and Information Papers in MS Word format as per attached template (**Attachment D**), and submit to ICAO APAC office preferably **no later than 2 June 2023** via email to apac@icao.int. Once Working/Information Papers are accepted by the Secretariat and if States/International Organizations prefer to present the papers in Power Point format, they should be submitted to the Secretariat, preferably **no later than 10 June 2023** for review. Meeting materials will be available on ICAO APAC meeting webpage <https://www.icao.int/APAC/Meetings/Pages/default.aspx>.

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I shall be grateful if you would confirm participation from your Administration by returning the completed Registration Form in **Attachment C** to the ICAO Regional Office via e-mail to apac@icao.int at the earliest, preferably not later than **2 June 2023**.

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



for Tao Ma
Regional Director

Enclosures:

- A — Provisional Agenda
- B — Meeting Bulletin
- C — Registration Form
- D — Template of Working and Information Paper