



International
Civil Aviation
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Международная
организация
гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 11/5.13.3 — AP144/22 (AGA)

15 November 2022

Subject: The Fourth Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/4) Hybrid Meeting, Chiang Rai, Thailand, 10 to 13 January 2023

Actions required: Reply at your earliest convenience, preferably not later than **2 January 2023** for submission of Nomination Form and Papers

Sir/Madam,

I have the honour to invite your State/Administration to the Fourth Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/4) which will be held at the King Rama 9 Philosophy Hall in Chiang Rai Province, Thailand as a hybrid event (in-person and virtual participation) from **10 to 13 January 2023**. The meeting will be graciously hosted by Airports of Thailand Public Company Limited (AOT).

Enclosed herewith are the Provisional Agenda of the Meeting (**Attachment A**). A Bulletin containing information about the Meeting Venue, recommended hotels and other information of interest for the participants will be notified later and posted on the Website. Air travel, hotel accommodation, health insurance to cover sickness and medical emergency and other miscellaneous costs will be borne by the respective administration. Registration Form (**Attachment B**), Template for preparing Working and Information Paper (**Attachment C**) and AP-ADO/TF Task List (**Attachment D**). Any comment concerning the Provisional Agenda should be forwarded as soon as possible.

You are kindly requested to disseminate this invitation letter to the Operators of the International Airports in your State willing to attend and contribute to the AP-ADO/TF/4 Meeting.

In order to make the meeting more productive and effective, it is strongly urged that States/Administrations submit papers as per attached template, preferably not later than **2 January 2023** via email to apac@icao.int. Meeting materials will be available on ICAO APAC website <https://www.icao.int/APAC/Meetings/Pages/default.aspx>.

I shall be grateful to receive your confirmation on the participation by your State/Administration at the Meeting, preferably not later than **2 January 2023**.

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

Tao Ma
Regional Director

Attachments:

- A — Provisional Agenda
- B — Registration Form
- C — Template of Working and Information Paper
- D — AP-ADO TF Task List