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المدني الدولي

国际民用  
航空组织

**Ref.:** T 8/2.10 & T 8/2.11 – AP029/23 (CNS)

10 February 2023

**Subject:** Invitation to the ICAO APAC SWIM Seminar  
and the Seventh Meeting of System Wide Information  
Management Task Force (SWIM TF/7)  
(*Bangkok, Thailand, 08 – 12 May 2023*)

**Actions Required:**

- 1) To submit paper(s) and/or presentation(s) by **24 April 2023**; and
- 2) To complete the online registration by **24 April 2023**.

Dear Sir/Madam,

I wish to invite your State/Administration to participate in the ICAO Asia/Pacific (APAC) System Wide Information Management (SWIM) Seminar to be held on *08 May 2023* and the Seventh Meeting of System Wide Information Management Task Force (SWIM TF/7) to be held from *09 to 12 May 2023* at the ICAO APAC Office, Bangkok, Thailand.

The title of the one-day ICAO APAC SWIM Seminar is “**Asia/Pacific SWIM: Where are We Now?**” The objectives of the Seminar are to share information about current status of APAC SWIM Implementation and Roadmap. The objectives of the SWIM TF/7 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 roadmap, a high-level APAC regional SWIM architecture, the APAC regional SWIM governance framework, the APAC regional common SWIM information services, and, importantly, the implementation approach to establish the APAC regional SWIM. The Meeting will also review the progress of various tasks and action items since the Sixth Meeting of SWIM Task Force (SWIM TF/6), the Terms of Reference (ToR) of SWIM TF, Work Plan as well as scope of each task, as required. The provisional agenda of the Meeting is provided in **Attachment A** to this letter.

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 **24 April 2023**. If papers are received after 24 April 2023, they will be treated as flimsies.

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Delegates are advised that the ICAO Regional Office is moving towards a ‘paperless’ Meeting environment by promoting electronic media for all Meeting materials. The delegates are encouraged to take advantage of the wireless network facility and should bring a portable device equipped with Wi-Fi networking capability for the Seminar/Meeting. The Working and Information Papers, presentations, and other related documents for the ICAO APAC SWIM Seminar and the SWIM TF/7 Meeting will be available on the ICAO website at <https://www.icao.int/APAC/Meetings/Pages/2023-SWIM-Seminar-and-SWIM-TF7.aspx>. All delegates should obtain Seminar/Meeting materials from the Meeting web page before the commencement of the Seminar/Meeting.

The Seminar/Meeting bulletin containing information about the Seminar/Meeting venue, recommended hotels, and other information of interest, along with administrative arrangements, is provided in **Attachment B**. All costs to attend the Seminar/Meeting in Bangkok, Thailand, including travel, accommodation, health insurance, and other miscellaneous expenses, will be borne by the respective States/Administrations.

I shall be grateful if you would take advantage of the Seminar/Meeting and nominate participant(s) to join the ICAO APAC SWIM Seminar and/or the SWIM TF/7 Meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2023-SWIM-Seminar-and-SWIM-TF7.aspx> at your earliest convenience, but no later than **24 April 2023**, as after this the link will be closed automatically to accept registrations.

Yours sincerely,



Tao Ma  
Regional Director

**Enclosures:**

Attachment A – Provisional Agenda

Attachment B – Seminar/Meeting Bulletin