



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 11/5.13.2 — AP038/24 (AGA)

5 March 2024

**Subject:** Eighth Meeting of the Aerodromes Operations  
and Planning Sub-Group (AOP/SG/8)  
(Bangkok, Thailand, 15 to 19 July 2024)

**Action required:** Reply at your earliest convenience,  
preferably not later than **30 June 2024**

Dear Sir/Madam,

I have the honour to invite your State/Administration to the Eighth Meeting of the Aerodromes Operations and Planning Sub-Group (AOP/SG/8). The AOP/SG/8 Meeting will be held at the ICAO Asia and Pacific Regional Office, Bangkok, Thailand from 15 to 19 July 2024.

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

Enclosed herewith are Provisional Agenda (**Attachment A**), Meeting Bulletin (**Attachment B**), Registration Form (**Attachment C**), Template for preparing Working and Information Paper (**Attachment D**) and Tentative Programme (**Attachment E**). Any comment concerning the proposed agenda of the AOP/SG/8 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 30 June 2024** via email to [apac@icao.int](mailto: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 30 June 2024** for review. Meeting materials will be available on ICAO APAC meeting webpage <https://www.icao.int/APAC/Meetings/Pages/2024-AOP-SG-8.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](mailto:apac@icao.int) at the earliest, preferably not later than **30 June 2024**.

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

Yours sincerely,

A handwritten signature in black ink, consisting of stylized Chinese characters, likely representing 'Tao Ma'.

Tao Ma  
Regional Director

**Enclosures:**

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