



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 — AP005/24 (AGA)

16 January 2024

**Subject:** The Sixth Meeting of the Asia/Pacific  
Aerodrome Assistance Working Group (AP-AA/WG/6)  
*Bangkok, Thailand, 2 to 5 April 2024*

**Actions required:** Reply at your earliest convenience,  
preferably not later than **22 March 2024** for  
submission of Nomination Form and Papers

Sir/Madam,

I have the honour to invite your State/Administration to the Sixth Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/6) which will be held at the ICAO Asia and Pacific Regional Office, Bangkok, Thailand from **2 to 5 April 2024**.

Enclosed herewith are the Provisional Agenda of the Meeting (**Attachment A**), Meeting Bulletin (**Attachment B**), Template for preparing Working and Information Paper (**Attachment C**) and AP-AA/WG 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 work of AP-AA/WG.

I would be grateful if you would take advantage of the Meeting and nominate participant(s) to join the Meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2024-AP-AA-WG-6.aspx> at your earliest convenience, but no later than **22 March 2024**, as after this, the link will be closed automatically to accept registrations.

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 **22 March 2024** via email to [apac@icao.int](mailto:apac@icao.int). Meeting materials will be available on ICAO APAC website <https://www.icao.int/APAC/Meetings/Pages/2024-AP-AA-WG-6.aspx>.

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

Tao Ma  
Regional Director

**Attachments:**

- A — Provisional Agenda
- B — Meeting Bulletin
- C — Template of Working and Information Paper
- D — AP-AA/WG Task List