



International
Civil Aviation
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Organisation
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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: SN 4 (2024): AP101/24 (RD)

23 August 2024

Subject: Clarifications about the reading of the Ministerial/ Heads of Delegations Statement during the Second Asia Pacific Ministerial Conference on Civil Aviation, New Delhi, India, 11-12 September 2024

Action required: To note and take appropriate actions

Dear Sir/Madam,

Reference is made to the ICAO APAC State Letter Ref. SN 4 (2023): AP-RD0009/24 dated 27 February 2024 on the convening of the Second Asia Pacific Ministerial Conference on Civil Aviation (APACMC/2) in New Delhi, India, from 11 - 12 September 2024 and Ref.: SN 4 (2024): AP095/24 (RD) dated 8 August 2024 to note and take appropriate actions for preparations of APACMC/2.

Reference to the [tentative program](#) for the Second APAC Ministerial Conference. I am writing to share additional clarifications on the dedicated timeslots allocated for an 'Address by Hon. Ministers and Heads of Delegation (HoD)', also referred to as the Ministerial Statement. I write now to clarify further the protocol or guidance for this, which I suggest you share with your respective Minister/Head of Delegation Office:

1. Please note that a precise 5-minute slot is allocated for each Minister/Head of Delegation of ICAO APAC Member States in **alphabetical order** if they desire to make a Ministerial Statement. Please note that advance notification to the ICAO APAC Office by email to apac@icao.int is necessary, preferably before **5 September 2024**, if a State wishes to avail of this speaking slot. Alternatively, a State not wishing to take the floor to make a Ministerial Statement may request the uploading of their Statement to the Conference website only. As general guidance, the Ministerial Statement may cover State challenges and progress vis-à-vis the Beijing Declaration and/or support for the civil aviation matters identified in the forthcoming draft declaration. Arrangements will be made to upload all Ministerial Statements on the Conference website after the conference.
2. Please note that while every effort would be made to allow for the reading of the Ministerial Statements from APAC States/Administrations, however, to accommodate the on-time conduct of the plenary session, if some APAC States/Administrations are unable to make Statements, their Ministerial Statements will be uploaded to the Ministerial Conference website.

I look forward to your participation and support for the successful conduct of the Second Asia Pacific Ministerial Conference on Civil Aviation.

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

Yours sincerely,

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

Tao Ma
Regional Director