



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: AN 3/3 – AP097/24 (AGA)

22 August 2024

Subject: Thirty-Fifth Meeting of the Asia/Pacific Air
Navigation Planning and Implementation Regional Group
(APANPIRG/35)

Bangkok, Thailand, 25 to 27 November 2024

Action Required: Reply at your earliest convenience,
preferably not later than **31 October 2024** for submission
of Nomination Form, Papers and Presentation Slides

Sir/Madam,

I have the honour to inform you that the Thirty-Fifth Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/35) will be held at ICAO Regional Office, Bangkok from 25 to 27 November 2024.

I have the pleasure in inviting you for the APANPIRG/35 Meeting and request you to arrange for attendance by the Member and/or Alternate Member designated by your Administration. The Member/Alternate Member may be accompanied by Advisor(s), as appropriate.

The Provisional Agenda for the Meeting and Explanatory Notes on the Agenda Items are in **Attachment A** to this letter. A Bulletin containing information about the Meeting Venue, recommended hotels and other information of interest for the participants is placed at **Attachment B**. Air travel, hotel accommodation, health insurance to cover sickness and medical emergency and other miscellaneous costs will be borne by the respective Administration.

To facilitate this Office to make appropriate preparations for the Meeting, I would appreciate receiving from you the following via e-mail at apac@icao.int or fax to +66 (2) 537-8199:

- a) any suggestion for additions/changes to the Provisional Agenda of the Meeting, keeping in view the Terms of Reference of APANPIRG approved by the ICAO Council;
- b) the name, position and address of all attendees including advisors, if any, intended to accompany your Member and/or Alternate Member using the Nomination Form provided in **Attachment C** to this letter; and

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- c) the titles of any Working/Information Papers your Administration intends to submit in accordance with the Provisional Agenda. Kindly note in this regard that electronic copy of the papers should be sent to this Office at your earliest convenience, by e-mail to apac@icao.int preferably not later than **31 October 2024**.

The Working and Information Papers and other related documents for the APANPIRG/35 Meeting will be made available on the ICAO web site at <https://www.icao.int/APAC/Meetings/Pages/2024-APANPIRG-35.aspx>.

Participants are advised that the ICAO Regional Office is moving towards a ‘paperless’ meeting environment by the increasing use of electronic media for the distribution of meeting materials. Meeting participants are encouraged to take advantage of the wireless network facility and should bring a portable computer equipped with Wi-Fi networking capability for the Meeting. Participants are also encouraged to download the Working and Information Papers prior to the Meeting.

I request you to review and update the List of Members placed at **Attachment D** to this letter and inform me of any changes. For nominating new representatives to the Group, kindly use the Nomination Form provided in the attachment (**Attachment E**). In this respect I would like to draw your kind attention to the *Paragraph 2.2, of the APANPIRG’s Terms of Reference* approved by the ICAO Council (Appendix 2 to the APANPIRG Procedural Handbook) regarding the designation of the State’s representatives to the Group which is reproduced below:

“PIRG meetings are open to all members. Each State/Territory member should be represented by a senior-level delegate nominated by the State/Territory, preferably from the civil aviation authority (CAA) in order to support related policy-making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration.”

I will be grateful to receive your confirmation on the participation by your Administration at the Meeting, preferably not later than **31 October 2024**.

Please also be advised that the Fourteenth Meeting of the Asia/Pacific Regional Aviation Safety Group (RASG-APAC/14) will be held from 28 to 29 November 2024, in ICAO APAC Office, Bangkok, Thailand, for which an invitation letter will be issued separately.

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



Tao Ma
Regional Director

Enclosures:

- A – Provisional Agenda (WP/01)
- B – Meeting Bulletin
- C – Nomination Form
- D – List of Members/Alternate Members
- E – APANPIRG Member Nomination Form