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航空组织

Ref.: T 3/8.33 – AP046/24 (ATM)

22 March 2024

Subject: Invitation to the Asia/Pacific Air Traffic
Management Sub-Group (ATM/SG) Data Analytics
Ad-hoc Group Meeting from 20 – 21 May 2024

Action required: To complete online registration by
1 May 2024

Sir/Madam,

It is my pleasure to extend to you an invitation to attend the Data Analytics Ad-hoc Group meeting which will take place from 20 – 21 May 2024 at Park Royal on Beach Road Singapore.

The main objective of the meeting is to develop a task list for the Data Analytics Ad-hoc Group and discuss on the measurement and reporting modality of ATM Key Performance Indicators (KPIs). The provisional agenda is provided in **Attachment A** and Meeting Bulletin in **Attachment B**.

I request that the delegate(s) from your Administration who will be attending the meeting complete online registration, using the link provided in the **Data Analytics Group Ad Hoc Group** meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/default.aspx> by Wednesday, 01 May 2024.

Your sincerely,

for

Tao Ma
Regional Director

Enclosures:

- A — Provisional Agenda
- B — Meeting Bulletin

PROVISIONAL AGENDA

Agenda Item 1: Opening Session

- a) Welcome and introduction of participants
- b) Approve meeting agenda and order of business

Agenda Item 2: Data Analytics Ad-hoc Group

- a) Develop terms of reference and task list
- b) Discuss framework for reporting of KPIs, including frequency and mechanism
- c) Discuss roadmap for the ad-hoc group, including tasks to be accomplished by ATM/SG/12
- d) Discuss meeting modality
- e) Elect rapporteur

Agenda Item 3: Sharing of Performance Framework

- a) Sharing of the existing Asia Pacific Performance Measurement Framework and the Global Air Navigation Plan Performance Framework
- b) Sharing of performance framework by each member State
- c) In depth discussion of KPI calculation methodologies with hands on example

Agenda Item 4: Any Other Business

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MEETING BULLETIN

1. Dates and Venue

- 1.1 The first physical meeting of the Data Analytics Ad-hoc Group will be held at the Park Royal on Beach Road, from 20 May 2024 (Monday) until 21 May 2024 (Tuesday). Park Royal on Beach Road is located at:

Park Royal on Beach Road

7500 Beach Road

Singapore 199591

2. Useful Travel Information

a) Visa and Entry Requirements for Singapore

At the time of writing, there are no COVID-19 measures for travellers arriving in Singapore regardless of vaccination status of traveller profile. Notwithstanding, participants are to check the Singapore Immigration and Checkpoints Authority's (ICA's) website (see link below) for the latest COVID-19 developments.

All foreign nationals entering Singapore must possess valid passports with at least six months validity or other valid documents for travel. Please check that you have the necessary visas, including transit visas, processed in advance for your travel to and from Singapore.

For further information regarding entry requirements and whether a valid Singapore visa is required, please visit <https://www.ica.gov.sg/enter-transit-depart/entering-singapore>.

For more information about Singapore Customs and duty-free concessions, please visit the Singapore Customs website at <https://customs.gov.sg/individuals/going-through-customs/arrivals/duty-free-concession-and-gst-relief>.

b) Electricity

Voltage in Singapore is 220VAC 50Hz, and the 3-pin power plug is commonly used.

c) Time Zone

Time in Singapore time is 8 hours ahead of the Coordinated Universal Time (i.e. UTC+8).

d) Other Useful Information

Tap water in Singapore is clean and safe to drink. However, for those who prefer bottled mineral water, it is widely available at local supermarkets and grocers.

3. Hotel

Participants should arrange hotel accommodation in advance. Park Royal on Beach Road will provide a subsidized accommodation rate for meeting participants; further details will be provided via email separately.

4. Transportation To/from (Meeting Venue)

Public transport such as buses and MRT trains are easily accessible from the hotel, with the nearest MRT stations being Bugis and Nicoll Highway – both about five minutes away.

5. Further Information

While delegates are expected to make their own visa / transport / hotel accommodation arrangements, any enquiries regarding this information bulletin and the logistics arrangements for the Meeting are welcomed. For further information, please contact the following officer of the Civil Aviation Authority of Singapore at:

Ms. Charmaine Ng
Email: charmaine_ng@caas.gov.sg

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