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Ref. SN 2 (2024): AP-TC0042/24

3 June 2024

**Subject:** Fourteenth meeting - Task Force for strengthening and evolving existing regional mechanism for regional cooperation, towards capability and capacity building and technical assistance (RCM TF)  
*(In-person meeting, 4 - 5 July 2024, Bangkok, Thailand)*

**Action required:** To confirm participation by 25 June 2024

Dear Sir/Madam,

I write to inform you that the fourteenth meeting of the Task Force for strengthening and evolving existing regional mechanism for regional cooperation, towards capability and capacity building and technical assistance (RCM TF/14) which will be held at the ICAO APAC Regional Office, Bangkok, Thailand from 4 to 5 July 2024. In that regard, the members of the task force who represent your State/Administration are kindly invited to participate in this in-person meeting.

The RCM TF/14 Provisional Agenda is attached as **Attachment A**. In accordance with the past practice, the RCM TF Secretariat will circulate the documents related to the meeting via e-mail to the nominated taskforce members. The list of members of the task force is provided in **Attachment B**.

You are kindly requested to confirm participation of your nominated member(s) by 25 June 2024 by e-mail to APAC Office at [apac@icao.int](mailto:apac@icao.int), preferably with a copy to [csakdanuphap@icao.int](mailto:csakdanuphap@icao.int).

Yours sincerely,

Tao Ma  
Regional Director

**Enclosures:**

Attachment A – Provisional Agenda

Attachment B – List of Members – RCM TF