ICAO Workshop on APAC Seamless ANS Reporting Tool - Provisional Programme
ICAO APAC Regional Office, Bangkok, Hybrid, 17 – 19 April 2024

ICT (UTC +7)	Wednesday / 17 April 2024	Thursday / 18 April 2024	Friday / 19 April 2024
0900-1000	- Opening/Group photo - Overview of the workshop objectives - Overview of tasks to be conducted and expected outcomes	- Go through the User Guide of Reporting Tool - Demonstrate the way to input, edit and save data for reporting purpose	- Share best practices to address the issues identified (as obtaining from HQ ICT after workshop on 18 April) - Briefing on system administration
10:00-10:30	*Coffee Break*	*Coffee Break*	*Coffee Break*
10:30-11:30	- Updates on Seamless ANS Plan - Explain the consolidated reporting items	Hands-on exercise on reporting using the Reporting Tool	- Review the POC list - Q&A - Further hand-on exercise (if necessary)
11:30-12:30	*Lunch break*	*Lunch break*	*Lunch break*
12:30-13:30	- Introduction of Reporting Tool - Explain key features and components. - Setting up the user account	- Using the Reporting Tool on own account - Discussion of key issues identified in the exercise for individual States	- Summary of discussions and key takeaways from the workshop - Closure
13:30-14:00	*Coffee Break*	*Coffee Break*	
14:00-15:30	Navigating the Reporting Tool	- Demonstrate the way to export data. - Summary of the common findings and FAQ	