

AAC/5 – REPORT  
APPENDIX B

**TERMS OF REFERENCE**

*Initially adopted at AAC /1, Bangkok, Thailand, 17-18 April 2023*

*Modified at AAC/4, Bangkok, Thailand, 11-12 March, 2025*

*Modified at AAC/5, Hong Kong, China, 9-10 Dec 2025*

**1. Name and establishment of group**

1.1. The DGCA 57 Conference decided in July 2022 in its action item 21 to form a committee of ANSPs, involving CANSO and IATA, to cooperate in the implementation of regional Air Navigation Services (ANS) initiatives including the ICAO Asia/Pacific Seamless ANS Plan; and to coordinate with ICAO for the purposes of aligning the activities of the committee with the Asia/Pacific Seamless ANS Plan and informing APANPIRG and DGCA Conference of activities and progress.

1.2. It is then proposed to establish the APAC ANSP Committee.

**2. Membership and appointment**

2.1. The size of the group should be commensurate with the need for expeditious and efficient handling of group's business.

2.2. Members should be at the level of Chief of ~~APAC~~ ANSPs ~~of States/Administrations of ICAO~~ Member States and Administrations, accompanied by nominated delegates, as well as representatives from International Organizations recognized by ICAO, including CANSO, IATA and IFATCA.

2.3. The terms of the group were for two years and have been extended for two more years by DGCA/59 in October 2024.

2.4. ICAO will undertake the role of Secretariat of the Committee meetings. States/ANSPs/CANSO are invited to volunteer Secretariat Resource (s) for the subsequent meetings of the Committee.

**3. Chairing**

3.1. The group shall elect a Chairperson and Vice Chairpersons from experts nominated by the members at its first meeting.

**4. Frequency of meetings and quorum**

4.1. The group will determine an appropriate frequency and schedule for its meetings.

4.2. A simple majority of members is required for the group to carry a motion.

**5. Record of meetings**

5.1. The group will record key discussion and outcomes of each meeting in the form of a progress report.

5.2. The Secretariat will be responsible for the records of the group's meetings.

**6. Reporting mechanism**

6.1. The Chair will deliver oral and/or written progress reports to the DGCA Conferences, ICAO and other key stakeholders as necessary.

**7. Functions and delegated authority**

7.1. The purpose of the group is to cooperate in the implementation of regional Air Navigation Services (ANS) initiatives.

7.2. The key functions of the group are the following:

1. Initiate collaboration between ANSPs of States and other stakeholders to develop and implement regional ANS initiatives including the ICAO APAC Seamless ANS Plan;
2. Identify opportunities for collaboration between ANSPs of States, CAAs and other stakeholders for regional ANS;
3. Deliberate and recommend optimal solutions that constitute building blocks for the Seamless ANS Plan, priorities and timelines of their implementation;
4. Update ICAO and APAC States on the Committee's activities through forums such as APANPIRG and the DGCA Conference, with a view to synchronising implementation efforts across the APAC region; and
5. Information sharing and capacity building.

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