

**ASIA AND PACIFIC (APAC)  
AIR NAVIGATION SERVICE PROVIDER (ANSP)  
COMMITTEE  
(AAC)**

**PROCEDURAL HANDBOOK**

**FIRST EDITION — March 2025**

**RECORD OF AMENDMENT**

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## 1. **Introduction**

1.1 The Asia and Pacific Air Navigation Service Provider Committee (AAC) Procedural Handbook is an informal publication prepared by the Secretariat, intended to provide, for easy reference of interested parties, a consolidation of material, particularly of a procedural nature, about the work of the AAC and its contributory bodies, referred to as the Work Streams. It contains the Terms of Reference of the AAC. It also contains the working arrangements and internal instructions developed by the Committee for the practical application of its Terms of Reference.

1.2 The Procedural Handbook will be distributed to Members of AAC and to Secretariat.

## 2. **Terms of Reference of the AAC**

2.1 Please refer to the Terms of Reference as approved by the AAC meetings.

## 3. **Membership**

3.1 All APAC ANSPs can become members of AAC.

3.2 International Organizations could also apply to become members of AAC, subject to approval of AAC.

3.3 Industry is currently not invited to attend AAC meetings, as per the decision made at AAC/3 meeting.

## 4. **Working arrangements**

### Relationship with Directors General of Civil Aviation (DGCA)

4.1 As AAC has been created by DGCA57 Conference in 2022, an annual report on AAC activities shall be submitted to DGCA Conference each year through a Discussion Paper to be prepared by the Secretary in coordination with Leads of Work Streams.

4.2 Any proposed extension of the Terms of Reference of AAC shall be submitted to DGCA conference for approval through a Discussion Paper.

### Relationship with ICAO Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG)

4.3 AAC shall keep itself informed of the activities of APANPIRG and of the update of the APAC Seamless ANS plan approved by APANPIRG.

4.4 When necessary, the AAC members may provide information and report to APANPIRG to:

- a) avoid duplication of studies and/or effort; and
- b) reach consensus at regional level.

### Administration of the AAC

4.5 The Chairperson, in close co-ordination with the Secretary, shall arrange for the most efficient working of the Committee. The Committee shall always work with a minimum of formality and paperwork. Between onsite/online meetings of the AAC or its Work Streams, some subjects may be dealt with by correspondence/emails through the Secretary of the AAC.

### Meetings of the AAC

4.6 Based on the advice of the Secretary, the Chairperson shall decide the date and duration of meetings of the Committee.

4.7 Meetings can be convened at the location of the ICAO Asia Pacific Regional Office in Bangkok. ANSPs are invited to offer to host a meeting, in this case it shall be responsible for providing a venue and services. It is envisaged to have two onsite AAC meetings per year, with online meetings in between, as necessary. It is also in the interest of AAC to organize the onsite meetings with other ANS events like the annual CANSO conference or ICAO Regional events.

4.8 The Secretary will prepare a letter with all detailed information of the meeting including agenda, working paper template and meeting bulletin, in close coordination with the host of the meeting. This letter could be sent by the ICAO Regional Director, the Asia Pacific Regional Office, to ensure that APAC ANSPs and International Organizations concerned are informed of the convening of AAC meeting and the subjects planned for discussion.

4.9 The Secretary will create a webpage where the letter and meeting documentation will be uploaded as well as link for registration to the meeting.

4.10 The Secretary will manage the registration and validate individual participation according to this handbook.

4.11 At each of its meetings AAC should endeavour to agree on the date and duration of its next meeting.

4.12 The Secretary will draft the report of the AAC meeting and share with all participants for review. In case of any disagreements, the Chairperson shall make the final decision.

### Establishment of Work Streams

4.13 To assist it in its work, AAC may create new Work Streams (WSs) charged with a list of detailed tasks (defined by Description, Lead, Participants, Priority, Deliverable, Target date, Status).

4.14 Leads of WSs established by AAC will be appointed by AAC. They shall assume the duties and responsibilities of ensuring the normal conduct of business of AAC with their members.

4.15 Participation in WSs should be on a voluntary basis by ANSP experts in the subjects under consideration.

4.16 The Secretary will keep an updated list of WSs, tasks and members with the contribution from Leads, and will share this list at each AAC meeting.

4.17 Each Work Stream will manage its tasks, can create new tasks on its own without prior approval from the AAC Committee, can close tasks once the deliverable has been produced or the task has become obsolete.

4.18 The Leads will report the progress of task implementation to the online and onsite AAC meetings.

Meeting Documentation

- 4.19 The Documentation for AAC meetings is composed of:
- a) WS reports to AAC meeting, prepared by WS Leads;
  - b) Working Papers/Presentations/Videos, prepared by Secretary, ANSPs or International Organizations on matters of general interest for the AAC meeting;
  - c) Meeting reports, drafted by the Secretary.
  - d) AAC work assignment file, managed by the Secretary with input from WS Leads
  - e) Task Deliverable, prepared by WS, submitted by WS Leads to AAC meeting for endorsement, then uploaded on AAC webpage.
- 4.20 To facilitate effective coordination, papers of a technical nature shall not be accepted by AAC and shall be referred to the appropriate WS.
- 4.21 Each WS can adopt its own internal documentation.
- 4.22 In order to conduct AAC meetings in a paperless meeting environment, printed copies of documentation shall not normally be distributed at meetings. The participants are expected to download it on AAC webpage.

Conduct of Business

- 4.23 The meetings of the AAC shall be conducted by the Chairperson or, in his/her absence, by one Vice-chairperson, assisted by the Secretary.