



International
Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/10.1.6 – AP027/25 (ATM)

21 February 2025

Subject: Twentieth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/20)
(Chitose, Japan, 09 – 13 June 2025)

Action required: a) To complete online registration by **23 May 2025**; and b) To submit paper(s) and presentation(s) by **26 May 2025**

Sir/Madam,

I am pleased to inform you that the Twentieth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/20) will be generously hosted by Japan Civil Aviation Bureau (JCAB), Ministry of Land, Infrastructure, Transport & Tourism (MLITT), in Chitose, Japan, from 09 to 13 June 2025.

Five-Letter Name Code (5LNC) and Five Alphanumeric Name Code (5ANNC) Seminar will be held on 11 June 2025 in conjunction with the AAITF/20. Details of the seminar will be provided in due course.

Enclosed herewith are the AAITF/20 Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**) and Meeting Bulletin (**Attachment C**).

I request that the delegate(s) from your Administration who will be attending the meeting complete online registration by **Friday 23 May 2025**, using the link provided in the AAITF/20 meeting webpage at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>. Please ensure your delegates use the email address they normally use for official purposes, and that they attach an official nomination letter at the *Event Specific Information Page* when registering. Registered participants will receive a confirmation email. All registered participants are requested to carry valid identification (passport, State identity card, etc.) for admission to the meeting. Persons whose registration has not been confirmed, or who do not have valid identification, will not be admitted to the meeting.

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In order to make the meeting more productive and effective, participating Administrations/International Organizations are urged to submit papers and presentations to the meeting **no later than two weeks prior to the meeting date**, via email to the Regional Office at apac@icao.int. A working paper/information paper template is available from the AAITF/20 web-page on the ICAO Regional Office website. In the event that papers are received after **Monday 26 May 2024**, they will normally be treated as flimsy, and may only be presented to the meeting if time permits and after all other papers correctly submitted before the deadline have been read.

Participants should obtain meeting materials prior to the commencement of the meeting from the ICAO Regional Office website.

APAC Administrations also reminded of *Conclusions ATM/SG/10-1 and ATM/SG/10-10*, which urged Asia/Pacific Administrations to report their AIM implementation progress to the ICAO Asia/Pacific Regional Office using the Regional AIM Implementation Status Reporting Form, and to report Five-Letter Name Code (5LNC) duplicate resolution status using 5LNC Data Collection Spreadsheet, at least once annually, by no later than 28 February each year. The status of implementation and 5LNC duplicate resolution status will be reported to AAITF/20. The Regional AIM Monitoring and Reporting Form and 5LNC Data Collection Spreadsheet are available in MS Excel format on the ICAO Asia/Pacific Regional Office eDocuments web page at <https://www.icao.int/APAC/Pages/edocs.aspx>. Status reports received by **28 February 2025** will be included in the relevant Secretariat Working Paper.

Administrations currently having APANPIRG ATM and Airspace Safety Deficiencies recorded in the AIS field (AIS QMS, AIP format and/or WGS-84) are encouraged to provide information on corrective actions taken, for update of the Deficiencies List.

Yours sincerely,



Tao Ma
Regional Director

Enclosures:

- A — Provisional Order of Business
- B — Provisional Agenda
- C — Meeting Bulletin

PROVISIONAL ORDER OF BUSINESS

TIME	ACTIVITIES
MONDAY 09 JUNE 2025	
0830–0900	Registration of Participants
0900–0930	Opening of Meeting
0930–1130	Introduction of Participating Administrations/IOs
1130–1300	Discussion on Agenda Items
1300–1700	Lunch Break
1300–1700	Discussion on Agenda Items
TUESDAY 10 JUNE 2025	
0900–1130	Discussion on Agenda Items
1130–1300	Lunch Break
1300–1700	Discussion on Agenda Items
WEDNESDAY 11 JUNE 2025	
0900–1130	5LNC & 5ANNC Seminar
1130–1300	Lunch Break
1300–1700	5LNC & 5ANNC Seminar
THURSDAY 12 JUNE 2025	
	Any Business Carried Over
0900–1700	Review of Draft Report
	Adoption of Report
	Closure of Meeting
FRIDAY 13 JUNE 2025	
0900–1700	Technical Tour

Morning and afternoon breaks will be taken each day, the timing being at the discretion of the Chair

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PROVISIONAL AGENDA

AGENDA ITEM	SUBJECT
1	Adoption of Agenda
2	Review Outcomes of Related Meetings
3	Review of Air Navigation Deficiencies in the AIS Field
4	AIS-AIM Updates
5	Regional AIM Guidance and Planning
6	Any Other Business
7	Review of the Task List
8	Date and venue for next meeting

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ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE

**TWENTIETH MEETING OF THE ICAO AERONAUTICAL INFORMATION SERVICES –
AERONAUTICAL INFORMATION MANAGEMENT IMPLEMENTATION TASK FORCE
(AAITF/20)**

(Chitose, Japan, 09 – 13 June 2025)

MEETING BULLETIN

1. Dates and Venue

1.1. The meeting will be held at the New Chitose Airport Portom Hall from Monday, 9 June to Friday, 13 June 2025, starting at 09:00 hours (local time, UTC+9) each day. The venue is at:

2nd Floor, International Terminal Building, New Chitose Airport,
987-22 Bibi, Chitose, Hokkaido, Japan
Website: <https://portom-hall.jp/en/>

2. Officers and Secretariat

NAME	TITLE	CONTACT
Mr. Hiroyuki Takata	Regional Officer, Air Traffic Management	htakata@icao.int Tel: +66 537 8189
Mr. Ying Weng Kit	Air Traffic Management Officer	wying@icao.int Tel: +66 537 8189
Dr. Prakayphet Chalayonnawin	Programme Analysis Associate, Air Traffic Management	pchalayonnawin@icao.int Tel: +66 537 8189

3. Registration of Participants

3.1. All participants are strongly encouraged to complete pre-register using the online registration form available on <https://www.icao.int/apac/meetings/pages/default.aspx> and to follow the instructions to complete the pre-registration.

4. Meeting Documents, Papers for Distribution etc.

4.1. Participants are requested to note that working or information papers for the meetings **must reach the ICAO APAC office at least two weeks before the commencement of the meeting**. Meeting documents will be available at www.icao.int/APAC/Meetings/Pages/default.aspx prior to the meeting. Paper documents in hardcopy will not be available.

5. Food and Catering Arrangements

- 5.1. Tea and coffee will be provided for the morning and afternoon breaks during the meeting.
- 5.2. Lunch will not be provided during the meeting. Participants are required to make their own arrangements. Meals for purchase are available at both the International and Domestic Terminal Buildings.
- 5.3. Participants should note that the meeting Order of Business will resume promptly at the programmed time following the lunch break.

6. Visa, Insurance and Customs

6.1. All foreign nationals entering Japan must possess valid passports or other valid documents for travel. Visitors from certain countries are not required to obtain visas for a temporary visit. It should be noted that the duration of temporary visa exemptions varies by country. Additionally, exemptions granted upon arrival at the airport cannot be extended beyond the specific period, except under extraordinary circumstances. Detailed information on visa requirements can be found on: https://www.mofa.go.jp/j_info/visit/visa/

6.2. Application for a visa is the responsibility of the State or delegate concerned and should be requested well in advance, as certain countries may require additional security screening time. If a visa support letter is required, the appropriate authority, administration or State in question should submit a request, on official letterhead, to contact addresses as follows at least six (6) weeks prior to the meeting.

Ms. Michiko Aoyama, Special Assistant to the Director of Operations and Flight Inspections Division, Air Navigation Services Department, Japan Civil Aviation Bureau (JCAB)
aoyama-m22t@mlit.go.jp
Tel: +81-3-5253-8751

Ms. Shino Kawakami, Chief Official of Operations and Flight Inspections Division, Air Navigation Services Department, Japan Civil Aviation Bureau (JCAB)
kawakami-s97kf@mlit.go.jp
Tel: +81-3-5253-8751

6.3. Participants must be medically fit and in possession of health or medical insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. JCAB will not take responsibility for any expenses incurred concerning participation in its meetings/events.

6.4. At the time of writing, there are no COVID-19 measures for travelers arriving in Japan regardless of vaccination status of traveler profile. However, participants are to check the Japan Ministry of Health, Labour and Welfare's website for the latest COVID-19 developments. <https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

7. Hotel Reservations

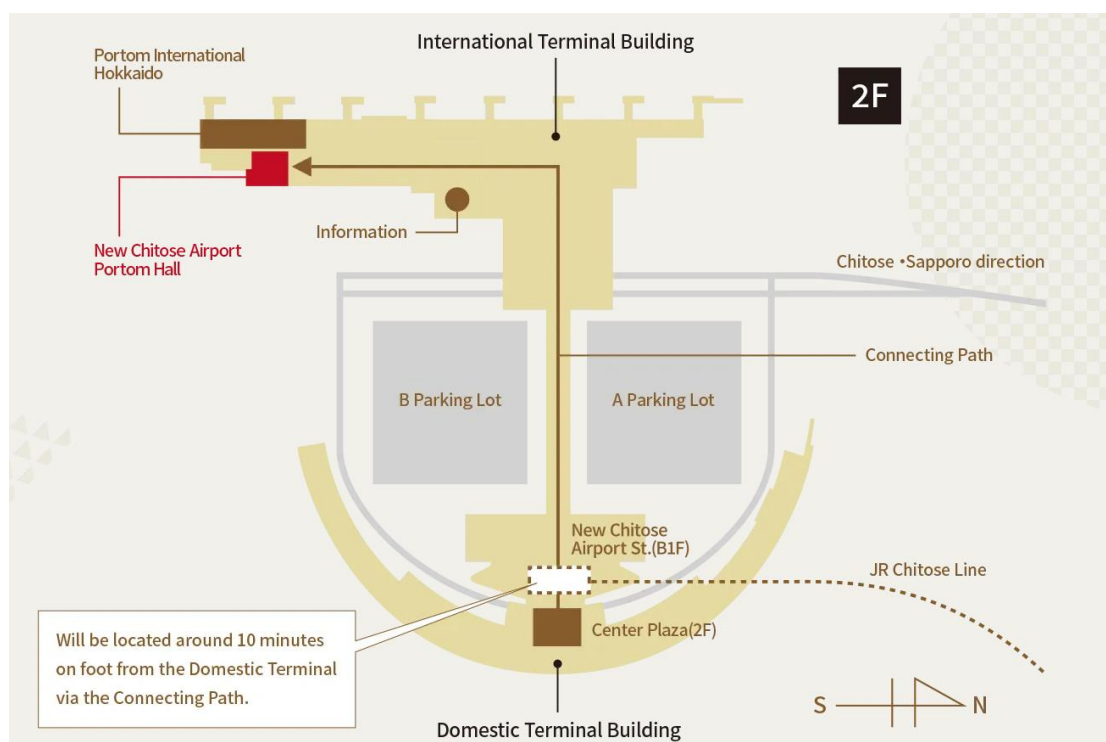
7.1. Participants should arrange hotel accommodation in advance. The list of recommended hotels is provided in [Annex 1](#).

8. Direction to the New Chitose Airport Portom Hall

8.1. Participants are required to arrange their own transportation to and from the meeting venue.

8.2. The New Chitose Airport Portom Hall is directly connected to the Arrival Lobby on the 2nd floor of the International Terminal Building at the airport. The nearest station, JR New Chitose Airport Station, is approximately a 10-minute walk from the hall via the Connecting Path. JR HOKKAIDO RAILWAY COMPANY Website: <https://www.jrhokkaido.co.jp/global/index.html>

8.3. Airport shuttle and local bus services are also available.
Timetable and Platform Information for Airport Shuttle and Local Buses: <https://www.hokkaido-airports.com/en/new-chitose/access/bus/#time1>



9. Further Information

9.1. Smoking is not permitted inside the meeting venue. Participants wishing to smoke are requested to use the designated smoking areas.

9.2. Time in Japan is 9 hours ahead of Coordinated Universal Time (UTC+9).

9.3. Weather information for Chitose is available at the website of the Japan Meteorological Agency at <https://www.data.jma.go.jp/obd/stats/data/en/index.html>. The average daily low temperature in June is 11.4°C, while the high temperature averages 20.0°C. The region receives approximately 95.7mm of rainfall on average during the month.

9.4. The voltage used throughout Japan is uniformly 100 volts, A.C. There are two kinds of frequencies in use: 50 Hz in eastern Japan (including Chitose, Tokyo) and 60 Hz in western Japan

(including Nagoya, Kyoto, Osaka, and Fukuoka). Two-flat-pin plugs (Type A) are commonly used. Three-pin plugs or columnar-shaped plugs are not used in Japan.

9.5. International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

9.6. For further inquiries beyond those addressed in 6.2, please contact the designated representatives below:

Ms. Takako Sakamoto, Deputy Chief Aeronautical Information Officer, Aeronautical Information Service Center, Japan Civil Aviation Bureau (JCAB)

sakamoto-t41zd@mlit.go.jp

Tel: +81-476-33-5506

Ms. Michiko Aoyama, Special Assistant to the Director of Operations and Flight Inspections Division, Air Navigation Services Department, Japan Civil Aviation Bureau (JCAB)

aoyama-m22t@mlit.go.jp

Tel: +81-3-5253-8751

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Annex1—List of Recommended Hotels

NAMES OF HOTEL	ADDRESS	INDICATIVE PRICE	REMARKS
ANA Crowne Plaza Chitose	2-2-1 Hokuei Chitose, Hokkaido +81-123-22-2311	From around 22,000JPY per night	Book via link : https://www.ihg.com/crowneplaza/hotels/us/en/hokkaido/cjsja/hoteldetail
Hotel Classe Stay Chitose	3-16-1, Saiwaicho, Chitose, Hokkaido +81-123-25-5837	From around 13,000JPY per night	Book via link : https://go-hokkaido.com/details/index.php/twentieth-meeting-of-the-icao-aeronautical-information-services-aeronautical-information-management-implementation-task-force/ The hotel's official website : https://www.nichido.net/hotel-classestay-chitose/en/
Queen's Hotel Chitose	5-6-1, Saiwaicho, Chitose, Hokkaido +81-123-26-0001	From around 14,000JPY per night	Book via link : https://go-hokkaido.com/details/index.php/twentieth-meeting-of-the-icao-aeronautical-information-services-aeronautical-information-management-implementation-task-force/ The hotel's official website : https://queenshotel.jp/
Best Western PLUS Hotel Fino Chitose	3-13 Chiyoda-cho, Chitose, Hokkaido +81-123-40-0033	From around 14,000JPY per night	Book via link : https://go-hokkaido.com/details/index.php/twentieth-meeting-of-the-icao-aeronautical-information-services-aeronautical-information-management-implementation-task-force/ The hotel's official website : https://bwhotels.jp/chitose_lang/english_ce

NAMES OF HOTEL	ADDRESS	INDICATIVE PRICE	REMARKS
Hotel Grand Terrace Chitose	4-4 Honmachi, Chitose, Hokkaido +81-50-1807-3126	From around 16,500JPY per night	<p>Book via link : https://go-hokkaido.com/details/index.php/twentieth-meeting-of-the-icao-aeronautical-information-services-aeronautical-information-management-implementation-task-force/</p> <p>The hotel's official website : https://breezbay-group.com/hgt-chitose/?_x_tr_sl=ja</p>