



ICAO

International Civil Aviation Organization

Twentieth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/20)

Chitose, Japan, 9 – 13 June 2025

Agenda Item 7: Review of the Task List

REVIEW THE AAITF TERMS OF REFERENCE AND TASK LIST

(Presented by Secretariat)

SUMMARY

This paper presents the Terms of Reference and Task List of the AAITF for review and update by the meeting.

1. INTRODUCTION

1.1 This working paper provides the AAITF Terms of Reference (TOR) and Task List for review and update by the meeting.

2. DISCUSSION

2.1 The current AAITF TOR is provided in **Attachment A**.

2.2 The Task List, last updated by AAITF/18, is provided in **Attachment B**.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) Review the AAITF TOR and
- b) Update the Task List

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Terms of Reference of the AIS-AIM Implementation Task Force (AAITF)

The objectives of the Task Force are to:

- a) study means of aeronautical information management by civil aviation authorities and/or service providers in other regions including globally interoperable aeronautical data, aeronautical information exchange models and digital data sets, and promote the implementation of harmonized and interoperable methods/models in the Asia/Pacific Region;
- b) assist States to implement Quality Management Systems for the aeronautical information service in an expeditious manner;
- c) assist States to develop competency-based training and conduct workshops on the Asia/Pacific Regional Plan for Collaborative AIM;
- d) review and update the Regional Plan for Collaborative AIM taking into account amendments to ICAO SARPs, procedures and guidance material;
- e) monitor and review technical and operating developments in the AIS field especially in the area of automation and the exchange of digital data sets of aeronautical information in a SWIM environment; and
- f) monitor the transition from AIS to AIM, and in particular monitor developments in Annexes 4 & 15, PANS-AIM (Doc 10066), PANS-Information (PANS-IM, when available) and related ICAO guidance documents.

To achieve the above objectives, the Task Force shall consider:

1. results of the ICAO Information Management Panel (IMP);
2. amendments to Annex 4, Annex 15, PANS-AIM, PANS-IM (when available) the AIS Manual (Doc 8126), the Manual on the Quality Management System for AIS (Doc 9839), the Manual on AIS Training (Doc 9991), the Manual on System-Wide Information Management Implementation (when available) and the Aeronautical Chart Manual (Doc 8697);
3. revisions to the EUROCONTROL *Operating Procedures for AIS Dynamic Data* (OPADD);
4. implementation of the regional priorities and the performance objectives of the Asia/Pacific Seamless ANS Plan and the Regional Plan for Collaborative AIM.

The Task Force will maintain close coordination with other relevant bodies such as the System-Wide Information Management Task Force (SWIM TF).

The Task Force will report to the ATM Sub-Group of APANPIRG.

(Adopted by the 14th Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/14), 2003, and most recently amended by APANPIRG/34, 2023)

AAITF TASK LIST

(Last updated 13 June 2024)

	ACTION ITEM	TIME FRAME	RESPONSIBLE PARTY	Status	REMARKS
10.	Update AIS – AIM implementation status	Ongoing	All States/Secretariat	Open	
14.	Ensure States have minimum 2 registered ICARD_5LNC_PLANNERS	Ongoing	All States	Open	
11/5	Check status of close proximity duplicated 5LNC within 1000NM	Ongoing	APAC Administrations/Secretariat	Open	AAITF/11 WP/8 Updated AAITF/15
11/8	Report on the outcome of the AIM Working Group of the Information Management Panel (IMP/WG-A), including the operational concept of the future NOTAM replacement system and coordinate APAC regional input to its deliberations.	Ongoing	Secretariat and IMP/ AIM-WG WG-A Members	Open	Updated AAITF/16 AIM Steering Group was dissolved and tasks assigned to IMP/ AIM-WG WG-A Updated AAITF/18 Report 6.20
11/9	Review amendments to Annexes 4 and 15, new PANS/AIM and new or amended guidance material, and report to AAITF.	Ongoing	States/Secretariat	Open	
12/3	Update AIS Points of Contact details	Ongoing	States	Open	
13/3	Follow-up with ICAO HQ on finalization of AIM-related guidance documents.	Ongoing	Secretariat	Open Completed	AAITF/13 5.49 Updated AAITF/15 Updated AAITF/16
13/4	Periodic sampling of NOTAM to examine the proliferation of PERM and long-term temporary NOTAMs	Ongoing	Secretariat, Viet Nam, USA IFAIMA, Secretariat	Open	AAITF/13 6.7 Updated AAITF/16

	ACTION ITEM	TIME FRAME	RESPONSIBLE PARTY	Status	REMARKS
14/1	Check and report on progress in development of the operational concept of the future NOTAM replacement system.	AAITF/18	Secretariat	Open Closed	AAITF/14 Updated AAITF/16: IMP/WG-A is working on defining the operational concept of a future NOTAM replacement system. The EUROCONTROL term <i>digital NOTAM</i> is not being pursued.
14/2	Engage with Pacific Island States on NOTAM management and inclusion of checklists of AIP SUP in NOTAM checklists.	Ongoing	Secretariat/Fiji	Open	AAITF/14 – Fiji provides a NOTAM promulgation service for Pacific Island States. Address Management of PERM NOTAM and any other noted issues. Updated AAITF/16 IP/8 Updated AAITF/18 Report 4.50 Updated AAITF/19 Report 4.52
14/4	Register ATS routes in ICARD	Open	All APAC Administrations Secretariat	Open	Subject to State Letter-notification. Updated AAITF/16 Notify Secretariat of ATS route designator requirements Updated AAITF/18 (remove ref. to State Letter)

	ACTION ITEM	TIME FRAME	RESPONSIBLE PARTY	Status	REMARKS
16/1	Enquire on State or sub-regional development or research activity (such as SWIM in ASEAN) in the exchange of aeronautical information using AIXM.	AAITF/18 AAITF/19	Secretariat/(former) SWIM in ASEAN Demonstration States	Open Closed	AAITF/16 Report 2.6 IATA included to coordinate where needed between AAITF and SWIM/TF Updated AAITF/17 Updated AAITF/18 6.6
17/1	Provide examples to ICAO APAC Office of AFTN messages sent to NOFs that did not get a reply	31 July 2022 AAITF/19	Indonesia	Open Completed	AAITF/17 Report 5.28
18/1	Ensure status of aerodrome certification for all international aerodromes is correctly listed and updated in AIP AD 1.5, and in accordance with APAC <i>Regional Guidance on AIP – AD 1.5</i>	Ongoing	All Administrations	Open	AAITF/18 report 2.2 AAITF/19 report 4.82
18/2	Provide Corrective Action Plans and Target Dates for rectification of AIS/AIM-related APANPIRG ATM and Airspace Safety Deficiencies	31 October 2023 ATM/SG/12	All Administrations having AIS-AIM-related deficiencies recorded	Open	AAITF/18 report 3.9
18/3	Coordinate issues associated with aerodrome data in AIP with AOP/SG	03 July 2023 (AOP/SG/7)	IATA/Secretariat	Open Completed	AAITF/18 report 4.17
18/4	Consider development of a template for NOTAM service disruption contingency arrangements/agreements with another AIS or NOF	AAITF/19 AAITF/20	Secretariat/??	Open	AAITF/18 report 5.10

	ACTION ITEM	TIME FRAME	RESPONSIBLE PARTY	Status	REMARKS
18/5	Participate in and coordinate closely with SWIM TF and other relevant ICAO regional groups	Ongoing	AAITF Participants/Secretariat	Open	AAITF/18 report 6.23
19/1	Discuss global numbers of 5LNC issues with HQ and other Regional Offices	AAITF/20	Secretariat	Open	AAITF/19 report 4.31
19/2	Consult with IMP WG-A on AD1.2 section of AIP	IMP/WG-A/18 (23 Nov 2024)	Singapore, IFAIMA	Open	AAITF/19 report 5.8
19/3	Coordinate with IMP WG-A IFAIMA representative on AIP subsection numbering	IMP/WG-A/18 (23 Nov 2024)	Mongolia	Open	AAITF/19 report 5.14
19/4	Consult with IMP WG-A on Annex 15 amendment regarding AIRAC information publication and distribution lead time for eAIP	IMP/WG-A/18 (23 Nov 2024)	Singapore, Chair of AAITF	Open	AAITF/19 report 5.19
19/5	Consult with other Regional Offices and HQ on EUR Doc 041	AAITF/20	Secretariat	Open	AAITF/19 report 5.24
19/6	Provide update for APAC ANP Vol II Table AIM II-1 and II-2	30 August 2024	All Administrations not yet reported	Open	AAITF/19 report 5.29
19/7	Provide POC of the APAC Common SWIM Aeronautical Information Services Ad Hoc group	30 June 2024	Australia, Hong Kong China, Indonesia, Japan, Singapore, Thailand, USA, IATA, IFAIMA	Open	AAITF/19 report 6.10
19/8	Consult with HQ on Doc 7383 updates	AAITF/20	Secretariat	Open	AAITF/19 report 5.30

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