



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 11/5.13 — AP003/25 (AGA)

13 January 2025

**Subject:** The Seventh Meeting of the Asia/Pacific  
Aerodrome Assistance Working Group (AP-AA/WG/7)  
*Bangkok, Thailand, 1 to 4 April 2025*

**Actions required:** Reply at your earliest convenience,  
preferably not later than **14 March 2025** for submission  
of Nomination Form and Papers

Sir/Madam,

I have the honour to invite your State/Administration to the Seventh Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/7) which will be held at the ICAO Asia and Pacific Regional Office, Bangkok, Thailand from **1 to 4 April 2025**.

Enclosed herewith are the Provisional Agenda of the Meeting (**Attachment A**), Meeting Bulletin (**Attachment B**), Registration Form (**Attachment C**) or [Online Registration](#), Template for preparing Working and Information Paper (**Attachment D**) and AP-AA/WG Task List (**Attachment E**). Any comment concerning the Provisional Agenda should be forwarded as soon as possible.

You are kindly requested to disseminate this invitation letter to the Operators of the International Airports in your State willing to attend and contribute to the AP-AA/WG/7 Meeting.

In order to make the meeting more productive and effective, it is strongly urged that States/Administrations submit the working and information papers as per attached template, preferably not later than **14 March 2025** via email to [apac@icao.int](mailto:apac@icao.int). Meeting materials will be available on ICAO APAC website <https://www.icao.int/APAC/Meetings/Pages/2025-AP-AA-WG-7.aspx>.

I shall be grateful if you would confirm participation from your Administration by returning the completed Registration Form in **Attachment C** to the ICAO Regional Office via e-mail to [apac@icao.int](mailto:apac@icao.int) at the earliest, preferably not later than **14 March 2025**.

Accept, Sir/Madam, the assurances of my highest consideration.

Tao Ma  
Regional Director

**Attachments:**

- A — Provisional Agenda
- B — Meeting Bulletin
- C — Registration Form
- D — Template of Working and Information Paper
- E — AP-AA/WG Task List