



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 – AP059/25 (ATM)

5 May 2025

Subject: Thirteenth Meeting of the Air Traffic Management Sub-Group (ATM/SG/13) of APANPIRG (Singapore, 25 – 29 August 2025)

Action required: a) To complete online registration by **08 August 2025**; and b) To submit paper(s) and presentation(s) by **11 August 2025**

Sir/Madam,

I am pleased to invite your Administration to participate in the Thirteenth Meeting of the Air Traffic Management Sub-Group (ATM/SG/13) of APANPIRG, which will be generously hosted by the Civil Aviation Authority of Singapore, in Singapore, from 25 to 29 August 2025.

Enclosed herewith are the 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 08 August 2025**, using the link provided in the ATM/SG/13 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.

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 ICAO Asia/Pacific Regional Office at apac@icao.int. A working paper/ information paper template is available from the ATM/SG/13 webpage on the ICAO Asia/Pacific Regional Office website. In the event that papers are received after **Monday 11 August 2025**, they will normally be treated as flimsies, 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 from the ATM/SG/13 meeting webpage prior to the commencement of the meeting.

Status reports provided to the ICAO Asia/Pacific Regional Office will be reported to ATM/SG/13. The ATM Regional Plans' Monitoring and Reporting Forms are available in Microsoft Excel format on the ICAO Asia/Pacific Regional Office eDocuments webpage at: <https://www.icao.int/APAC/Pages/edocs.aspx>.

Administrations currently having ATM-related APANPIRG ATM and Airspace Safety Deficiencies recorded are encouraged to provide information on corrective actions taken, for update of the Deficiencies List. In this regard I also take this opportunity to remind your Administration of ***Conclusion APANPIRG/35/13 – Update of Information in APANPIRG Air Navigation Deficiencies Reporting Form.***

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 25 AUGUST 2025	
0830–0900	Registration of Participants
0900–0930	Opening of Meeting
0930–1130	Introduction of Participating Administrations/IOs
1130–1230	Discussion on Agenda Items
1230–1700	Lunch Break
	Discussion on Agenda Items
TUESDAY 26 AUGUST 2025	
0900–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items
WEDNESDAY 27 AUGUST 2025	
0900–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items
THURSDAY 28 AUGUST 2025	
0900–1130	Discussion on Agenda Items
1130–1230	Lunch Break
1230–1700	Discussion on Agenda Items
FRIDAY 29 AUGUST 2025	
0900–1700	Any Business Carried Over
	Review of Draft Report
	Adoption of Report
	Closure of Meeting

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

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ATTACHMENT B to State letter Ref: T 3/10.1 — AP059/25 (ATM)

PROVISIONAL AGENDA

AGENDA ITEM	SUBJECT
1	Adoption of Provisional Agenda
2	Review of Related High Level Meetings
3	Performance Frameworks and Metrics
4	Air Navigation Service Deficiencies
5	ATM Systems (Modernization, Seamless ATM, CNS, ATFM)
6	ATM Coordination (Meetings, Route Development, Contingency Planning)
7	AOP, AIM, MET, SAR
8	Any Other Business
9	ATM/SG Task List Update
10	Date and Venue for Next Meeting

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

**THIRTEENTH MEETING OF THE AIR TRAFFIC MANAGEMENT SUB-GROUP
(ATM/SG/13) OF APANPIRG**

(Singapore, 25 – 29 August 2025)

MEETING BULLETIN

1. Dates and Venue

1.1 The Thirteenth Meeting of the Air Traffic Management Sub-Group (ATM/SG/13) of APANPIRG will take place at the Grand Copthorne Waterfront Hotel Singapore from Monday, 25 August 2025 to Friday, 29 August 2025. The Meeting will commence daily 09:00, unless varied by the Chair. The Grand Copthorne Waterfront Hotel Singapore is located at:

Grand Copthorne Waterfront Hotel Singapore
392 Havelock Road
Singapore 169663
Tel: +65 6733 0880
E-mail: enquiry.gcw@millenniumhotels.com
Website: <https://www.millenniumhotels.com/en/singapore/grand-copthorne-waterfront>

2. Officers and Secretariat

NAME	TITLE	CONTACT
Mr. Hiroyuki Takata	Regional Officer, Air Traffic Management	htakata@icao.int Tel: +66 537 8189
Mr. Mior Adli Mior Sallehhuddin	Regional Officer, Air Traffic Management	msallehhuddin@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 Delegates

3.1 All participants are strongly encouraged to pre-register using the online registration form available on their event's ICAO website page, and to follow the instructions to complete the pre-registration.

3.2 Documentation requirement for Registration

- A formal letter or email of Designation/Nomination from a Member State/Administration is required for registration(s). The letter should be on official letterhead and signed by the appropriate authority or authorized signatory for the government entity of the State/Administration. The letter/email should be addressed to the ICAO Asia/Pacific Regional Director in response to ATM/SG/13 State Letter AP059/25 (ATM). Please include the full name, title, and email address of each nominee.
- For International Organizations: Please note that only International Organizations which are recognized by ICAO can register to attend in this category. The following link contains a list of recognized IOs: [List of International Organizations](#).
- Please submit the letter or email of Designation/Nomination to apac@icao.int; with a copy to the Secretariat.
- Once approved by ICAO, a confirmation email will be provided to the individuals nominated by the State/Administration/International Organizations.

3.3 Delegates are kindly requested to register at the Registration Desk located at the entrance of the Riverfront Room on the 2nd Floor of the Grand Copthorne Waterfront Hotel Singapore, between 08:30 and 09:00 on the opening day of the Meeting (Monday, 25 August 2025).

3.4 Upon registration, designated badges will be issued to delegates. These badges must be worn at all times during the Meeting for identification purposes.

4. Meeting Documents, Papers for Distribution etc.

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

5. Useful Travel Information

5.1 Visa and Entry Requirements for Singapore

All foreign nationals entering Singapore must possess valid passports with at least six months validity or other valid documents for travel. Please check that you have the necessary visas, including transit visas, processed in advance for your travel to and from Singapore.

For further information regarding entry requirement and whether a valid Singapore visa is required, please visit <https://www.ica.gov.sg/enter-transit-depart/entering-singapore>.

All travellers are required to submit the SG Arrival Card (SGAC) with Electronic Health Declaration before arriving in Singapore. SGAC must be submitted within three (3) days (including the day of arrival) before arrival in Singapore to avoid unnecessary delays during immigration clearance upon arrival. The SGAC is not a visa. For further information, please visit <https://www.ica.gov.sg/enter-transit-depart/entering-singapore/sg-arrival-card>.

For more information about Singapore Customs and duty-free concessions, please visit the Singapore Customs website at <https://customs.gov.sg/individuals/going-through-customs/arrivals/duty-free-concession-and-gst-relief>.

5.2 **Electricity**

Voltage in Singapore is 220VAC 50Hz, and the 3-pin power plug (Type G) is commonly used.

5.3 **Time Zone**

Time in Singapore time is 8 hours ahead of the Coordinated Universal Time (i.e. UTC+8).

5.4 **Other Useful Information**

Tap water in Singapore is clean and safe to drink. However, for those who prefer bottled mineral water, it is widely available at local supermarkets and grocery.

6. **Hotel**

6.1 Participants are advised to arrange hotel accommodation in advance. Delegates who wish to stay at the conference venue can book the accommodation through the following link: <https://www.millenniumhotels.com/en/Campaigns/Asia/Grand-Cophorne-Waterfront/CAAS-Training-2025>

6.2 Participants are required to make their own transportation arrangements from the airport to the city. When departing, the hotel can be requested to arrange for transportation to the airport. The cost to be borne by the participant.

7. **Transportation to/from Meeting Venue**

Grand Cophorne Waterfront Hotel Singapore is located at 392, Havelock Road, Singapore 169663.

7.1 **By Train from Changi Airport:**

Board the train at Changi Airport Station (CG2) on the East-West Line (Green Line) towards Tanah Merah Station (EW4/CG). At Tanah Merah, transfer to another train on the East-West Line (Green Line) to Outram Park (EW16/TE17). From Outram Park, transfer to the Thomson-East Coast Line (Brown Line) and alight at Havelock Station (TE16). The hotel is a short 2-minute walk from Havelock MRT Station.

7.2 **By Taxi:**

Taxis are available at designated taxi stands at the Arrival levels of each Terminal. Fares are metered, and an airport surcharge applies for all trips originating from the airport.

8. **Further Information**

8.1 Dress code for the meeting/event is business attire.

8.2 While delegates are responsible for making their own visa / transport / hotel accommodation arrangements, any enquiries regarding this meeting bulletin or the logistics arrangements for the Meeting are welcomed. For further information, please contact the following officers of the Civil Aviation Authority of Singapore at:

Names:	Ms. Amelia Yeo / Mr. Chew Han Chee
Tel:	+65 9826 8864 / +65 9489 8908
Email:	amelia_yeo@caas.gov.sg / chew_han_chee@caas.gov.sg

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