



International
Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: RSO – AP004/25 (RSO)

9 January 2025

**Subject: Fourth Meeting of the South Asia,
Indian Ocean and Southeast Asia ATM
Coordination Group (SAIOSEACG/4)**
(Bangkok, Thailand, 18 – 21 March 2025)

Actions required:

- 1) To complete online registration by **3 March 2025**; and
- 2) To submit paper(s) and presentation(s) by **3 March 2025**

Sir/Madam,

I am pleased to invite your Administration to participate in the Fourth Meeting of the South Asia, Indian Ocean and Southeast Asia ATM Coordination Group (**SAIOSEACG/4**), which will be held in Bangkok, Thailand, from 18 to 21 March 2025.

Enclosed herewith are the SAIOSEACG/4 Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**), Meeting Bulletin (**Attachment C**), and SAIOSEACG Task List (**Attachment D**).

I request that the delegate(s) from your Administration who will be attending the meeting complete online registration by **Monday, 3 March 2025**, using the link provided in the SAIOSEACG/4 meeting webpage at <https://www.icao.int/APAC/Meetings/Pages/2025-SAIOSEACG-4.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.

The SAIOSEACG/4 meeting will continue to identify, plan and implement Air Traffic Management improvements within airspace serving South Asian, Indian Ocean and Southeast Asian areas. States and Administrations should come prepared to the meeting to provide a documented status report on the implementation of the following matters, which will require internal research and the readiness of the meeting participants:

1. SAIOSEACG Task List;
2. National Air Navigation Plan (NANP) in accordance with the requirements of the Regional Air Navigation Plan;
3. ATS Route Catalogue - ATS route proposals relevant to the meeting – each route proposal to be updated, especially in terms of priority; and

Asia and Pacific Office
252/1 Vibhavadi Rangsit Road
Chatuchak
Bangkok 10900
Thailand

Postal Address:
P.O. Box 11
Samyaeak Ladprao
Bangkok 10901
Thailand

Tel.: +66 (2) 537-8189
Fax: +66 (2) 537-8199

www.icao.int/apac
E-mail: apac@icao.int

4. ANS Deficiencies - each deficiency relevant to the meeting to have an update on the implementation of any corrective actions.

States and Administrations are reminded that *Conclusion ATM/SG/10-1 – Revised Reporting Date for ATM Regional Plans’ Implementation Status Monitoring* requires them to report their implementation status of the following regional plans no later than 28 February each year:

1. Regional ATM Contingency Plan;
2. Regional Framework for Collaborative ATFM;
3. Regional Plan for Collaborative AIM; and
4. Regional SAR Plan.

The Reporting Forms are available on the APAC eDocuments webpage at <https://www.icao.int/APAC/Pages/eDocs.aspx>. Status reports received by **28 February 2025** will be included in the relevant ICAO working papers.

In order to make the meeting more productive and effective, States/Administrations/International Organizations are suggested to submit papers **no later than two weeks prior to the meeting date**, via email to the ICAO Asia/Pacific Regional Sub-Office (APAC-RSO@icao.int) with a copy to zxuu@icao.int and hykwon@icao.int. In the event that papers are received after **Monday, 3 March 2025**, these 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 prior to the commencement of the meeting from the meeting webpage.

Please accept, Sir/Madam, the assurances of my highest consideration.

Yours sincerely,



Tao Ma
Regional Director

Enclosures:

Attachment A — Order of Business
Attachment B — Provisional Agenda
Attachment C — Meeting Bulletin
Attachment D — SAIOSEACG Task List