



International Civil Aviation Organization

Sixth Meeting of the APAC ANSP Committee (AAC/6)

Da Nang, Viet Nam, 6 July 2026

Agenda Item 5: AAC Procedural Handbook

AAC PROCEDURAL HANDBOOK

(Presented by the Secretariat)

SUMMARY

This paper presents an updated version of the AAC Procedural Handbook following comments received from China, Singapore and United States of America.

This version is submitted for approval to the AAC Whole Committee.

1. INTRODUCTION

1.1 A first version of the AAC Procedural Handbook was proposed for review at AAC5 in December 2025 in Hong Kong China but due to lack of time it was postponed.

1.2 For AAC6, the document has been provided to all for review and comments have been received from China, Singapore, Thailand and United States of America.

2. DISCUSSION

2.1 In the attachments, you will find :

- Answers from the Secretary to the comments/suggestions received
- Updated version of the AAC Procedural Handbook to include the comments/suggestions.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) provide comments on the proposed updated version; and
- b) approve the updated version of the AAC Procedural Handbook.

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Form for comments on AAC Procedural Handbook document v 0.1						
States	Page Number	Section / Sub-Section	Line Number/s	Comments	Proposed Amendment (if required)	Response from AAC Secretary
United States (FAA)	5	4.7		In the last sentence of 4.7, it states that it is in the interest of AAC to organize the onsite meetings with other ANS events like the annual CANSO conference or ICAO regional events. However, I believe care should be taken not to conflict with other ICAO meetings at the same time. This year the AAC/6 and CANSO APAC conference fall during the same week as the CNS SG meeting, and are scheduled in two different locations. This makes it impossible for people to attend overlapping events.	Please add a caveat statement that care will be taken not to schedule AAC meetings during the same week as other important ICAO regional meetings unless they are held at the same location, i.e. ICAO APAC regional office in Bangkok, to allow maximum participation by ANSP participants.	Accepted. A sentence has been added at the end of 4.7
United States (FAA)	5	4.17		I am not sure that it's a good idea for each work stream to create new tasks on their own without prior approval from the AAC leadership team. It seems that opens the door to workstreams to	I agree with everything in the statement except for workstreams creating their own tasks. The AAC leadership team should review and approve all new tasks outside of the original	Accepted. The sentence is 4.17 has been revised as follows : "4.17 The WS Leads will report the

				take on whatever tasks they see fit, regardless of whether they are in the best interest of the AAC or whether AAC leadership deems them valuable.	mandate of the individual workstreams or subsequently approved new deliverables. Each AAC meeting should have a session for leadership approval of proposed closed tasks and proposed new tasks. Leadership should be driving the direction of the workstreams, not the other way around.	implementation progress and closing of tasks at the whole AAC Committee meetings and submit the new proposed tasks to the approval of the whole AAC committee (whether it is online or onsite meetings)."
China (ATMB)	4	3	N/A	Given that Section 3 (namely, <i>Membership</i>) has already been prescribed in the <i>Terms of Reference (ToR)</i> of AAC, we propose to delete Section 3 as a whole from the <i>AAC Procedural Handbook</i> to avoid duplication and confusion. Nonetheless, should the Section be kept, we propose to align the wording of paragraph 3.1 with that of the <i>ToR</i> (i.e. Section 2.2) for consistency purposes.	Proposed amendment: 3.1 "Members should be at the level of Chief of ANSPs of ICAO Member States and Administrations, accompanied by nominated delegates, as well as representatives from International Organizations recognized by ICAO, including CANSO, IATA and IFATCA."	Accepted, with inclusion of ToR's text for 3.1 It is also worth keeping the door open for other International Organization who may be interested to join AAC. A point on the participation of Industry is also kept for clarity as AAC got some requests from Industry few meetings ago.

Singapore (CAAS)	See the proposed text in the Procedural handbook					Accepted
Thailand (AEROTH AI)	4	2. Terms of Reference of the AAC 2	2	please include the details of the Terms of Reference under Agenda Item 2 to enable participants to refer to the relevant information without having to access a separate document		Not accepted as ToRs document will be updated on regular basis each time the mandate of AAC is extended or new members are added. Better to keep to separate documents.
Thailand (AEROTH AI)		Appendix		AAC Terms of Reference should be included as Appendix of the document, which can be revised independently of the document itself, albeit every 2 years as per AAC extensions		Not accepted. ToR is more important than the AAC procedural handbook so we should keep two distinct documents.
Thailand (AEROTH AI)	4	4.4		Because APANPIRG is a long-established, formal ICAO body empowered to lead regional air navigation and ATM planning and implementation, while the AAC is	Proposed amendment “When necessary, The AAC members may shall provide information and report regular updates to APANPIRG to:	Accepted

				a committee without enforcement power, the responsibility to avoid duplicating work should lie with the AAC, not the other way around.	a) avoid prevent duplication of studies and/or efforts with the APANPIRG contributory bodies; and b) reach consensus at regional level.”	
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**ASIA AND PACIFIC (APAC)
AIR NAVIGATION SERVICE PROVIDER (ANSP)
COMMITTEE
(AAC)**

PROCEDURAL HANDBOOK

SECOND EDITION — **July 2025**

RECORD OF AMENDMENT

Version	Date	Author	Change Description
0.1	14 March 2025	R. Guillet (ICAO APAC RSO)	Initial Version
<u>0.2</u>	<u>6 July 23 June 2026</u>	<u>R. Guillet (ICAO APAC RSO)</u>	<u>Including comments from China, United States and Singapore</u>
<u>0.32</u>	<u>6 July 2026</u>	<u>R. Guillet (ICAO APAC RSO)</u>	<u>Including comments from Thailand</u>

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1. Introduction

1.1 The Asia and Pacific Air Navigation Service Provider Committee (AAC) Procedural Handbook ~~is an informal publication prepared by the Secretariat, intended to provide, for easy reference of interested parties~~ provides a reference for members of the Committee, a consolidation of material, particularly of a procedural nature, about the work of the AAC and its contributory bodies, referred to as the Work Streams. It contains the Terms of Reference of the AAC. ~~It also contains,~~ the working arrangements and ~~internal instructions~~ processes developed by the Committee for the practical application of its Terms of Reference.

1.2 The Procedural Handbook will be distributed to Members of AAC and to ~~the Secretary~~ Secretariat.

2. Terms of Reference of the AAC

2.1 Please refer to the Terms of Reference as approved by the AAC meetings.

3. Membership

3.1 ~~Members should be at the level of Chief of ANSPs of ICAO Member States and Administrations, accompanied by nominated delegates, as well as representatives from International Organizations recognized by ICAO, including CANSO, IATA and IFATCA. All APAC ANSPs of States/Administrations can become members of AAC.~~

3.2.1 Other International Organizations recognized by ICAO could also ~~apply request~~ to become members of AAC, subject to approval of AAC.

3.3.2 Industry is currently not invited to attend AAC meetings, as per the decision made at AAC/3 meeting.

4. Working arrangements

Relationship with Directors General of Civil Aviation (DGCA) Conference

4.1 As AAC has been ~~created~~ established by ~~DGCA 57~~ an Action Item from the 57th Asia and Pacific DGCA Conference in 2022, an annual report on AAC activities shall be submitted to DGCA Conference each year through a Discussion Paper to be prepared by the Secretary in coordination with Leads of Work Streams.

4.2 Any proposed extension for the duration of the Terms of Reference of AAC shall be submitted to DGCA conference for approval through a Discussion Paper.

Relationship with ICAO Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG)

4.3 AAC shall keep itself informed of the activities of APANPIRG and ~~of the update~~ updates of the APAC Seamless ANS plan approved by APANPIRG.

4.4 ~~When necessary,~~ the AAC members ~~may~~ shall provide information and ~~report regular updates~~ to APANPIRG to:

- a) ~~prevent/avoid~~ duplication ~~of studies and/or of~~ efforts with the APANPIRG contributory bodies; and
- b) reach consensus at regional level.

Administration of the AAC

4.5 The Chairperson, in close co-ordination with the Secretary, shall arrange for the most efficient working of the Committee. The Committee shall always work with a minimum of formality and paperwork. Between onsite/online meetings of the AAC or its Work Streams, some subjects may be dealt with by correspondence/emails through the Secretary of the AAC.

Meetings of the AAC

4.6 Based on the advice of the Secretary, the Chairperson shall decide the date and duration of meetings of the Committee.

4.7 Meetings can be convened at the location of the ICAO Asia Pacific Regional Office in Bangkok. ANSPs are invited to offer to host a meeting, in this case ~~it~~, hosting ANSP shall be responsible for providing a venue and services. It is envisaged to have two onsite AAC meetings per year, with online meetings in between, as necessary. It is also in the interest of AAC to organize the onsite meetings with other ANS events like the annual CANSO conference or ICAO Regional events. Care will be taken not to schedule AAC meetings during the same week as other important ICAO regional meetings unless they are held at the same location, i.e. ICAO APAC regional office in Bangkok, to allow maximum participation by ANSP participants.

4.8 The Secretary will prepare a letter with all detailed information of the meeting including agenda, working paper template and meeting bulletin, in close coordination with the host of the meeting. This letter could be sent by the ICAO Regional Director, ~~the~~ Asia Pacific Regional Office, to ensure that APAC ANSPs and International Organizations concerned are informed of the convening of AAC meeting and the subjects planned for discussion.

4.9 The Secretary will create a webpage where the letter and meeting documentation will be uploaded as well as link for registration to the meeting.

4.10 The Secretary will manage the registration and validate individual participation with official emails according to this handbook.

4.11 At each of its meetings AAC should endeavour to agree on the date and duration of its next meeting.

4.12 The Secretary will draft the report of the AAC meeting and share with all participants for review. In case of any disagreements, the Chairperson shall make the final decision.

Establishment of Work Streams

4.13 To assist it in its work, AAC may create new Work Streams (WSs) ~~charged with a list of detailed tasks~~ (defined by the Area(s) of Priority, Description, Lead, ~~(s)~~, Participants, ~~Priority, Deliverable, Deliverables, and Target date, Status/dates~~).

4.14 Leads of WSs ~~established by AAC~~ will be appointed by AAC. They shall assume the duties and responsibilities of ensuring the normal conduct of business of AAC with their members.

4.15 ~~Participation in WSs should be on a voluntary basis by ANSP experts in the subjects under consideration.~~ The AAC is set up as a platform to facilitate collaboration for like-minded ANSPs to work on mutually beneficial projects. Participation in the AAC and its WSs are voluntary.

4.16 Each ~~Work Stream~~ WS will manage its tasks to fulfil the area(s) of priority and deliverables that AAC has assigned. If The WS can ~~create~~ define ~~propose~~ new tasks ~~on its own without prior approval from the AAC Committee due to arising needs or~~ can close tasks once the deliverable has been produced or the task has become obsolete. Like-minded ANSPs can also themselves come together to initiate and work on new tasks that are in line with the objectives of the WS.

4.17 The WS Leads will report the ~~creation, implementation~~ progress and closing of tasks ~~implementation, at the whole AAC Committee meetings and submit the new proposed tasks to the approval of the whole AAC committee (to the whether it is~~ online and/or onsite AAC meetings).

4.164.18 The Secretary will keep an updated list of WSs, tasks and members with the contribution from Leads, and will share this list at each AAC meeting.

Meeting Documentation

4.174.19 The Documentation for AAC meetings is composed of:

- a) WS reports to AAC meeting, prepared by WS Leads;
- b) Working Papers/Presentations/Videos, prepared by Secretary, ANSPs or International Organizations on matters of general interest for the AAC meeting;
- c) Meeting reports, drafted by the Secretary.
- d) AAC work assignment file, managed by the Secretary with input from WS Leads
- e) Task Deliverable, prepared by WS, submitted by WS Leads to AAC meeting for endorsement, then uploaded on AAC webpage.

4.184.20 To facilitate effective coordination, papers of a technical nature shall not be accepted by AAC and shall be referred to the appropriate WS.

4.194.21 Each WS can adopt its own internal documentation.

4.204.22 In order to conduct AAC meetings in a paperless meeting environment, printed copies of documentation shall not normally be distributed at meetings. The participants are expected to download it on AAC webpage.

Conduct of Business

4.214.23 The meetings of the AAC shall be conducted by the Chairperson or, in his/her absence, by one Vice-Chairperson, assisted by the Secretary.