



ICAO

International Civil Aviation Organization

Twenty-First Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/21)

Bangkok, Thailand, 19 – 22 May 2026

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/20, 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

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 Management (PANS-IM, Doc 10199) 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, 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 (SWIM) Implementation (Doc 10203) 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/36, 2025)

AAITF TASK LIST

(Last updated 12 June 2025)

	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/ WG-A Members	Open	Updated AAITF/16 AIM Steering Group was dissolved and tasks assigned to IMP/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, ensure AIS focal points in the ATM POC List have up-to-date contact details and are reachable outside official hours.	Ongoing	States	Open	AAITF/20 report 4.34

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Attachment B

	ACTION ITEM	TIME FRAME	RESPONSIBLE PARTY	Status	REMARKS
13/4	Periodic sampling of NOTAM to examine the proliferation of PERM and long-term temporary NOTAMs	Ongoing	IFAIMA, Secretariat	Open	AAITF/13 6.7 Updated AAITF/16
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	Ongoing	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
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 <i>APAC 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 ATM/SG/13	All Administrations having AIS-AIM-related deficiencies recorded	Open	AAITF/18 report 3.9
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 AAITF/21	Secretariat	Open	AAITF/19 report 4.31
19/6	Provide update for APAC ANP Vol II Table AIM II-1 and II-2	30 August 2024 ATM/SG/13	All Administrations not yet reported	Open	AAITF/19 report 5.29
20/1	Consult SWIM Task Force and review the relevant documents for the benefits of SWIM implementation	AAITF/21	Secretariat	Open	AAITF/20 report 4.9
20/3	Examine the necessity and potential structure of digital sub-data sets	AAITF/21	APAC Common SWIM AIS Ad Hoc Group	Open	AAITF/20 report 5.13

AAITF/21 – WP/16
Attachment B

	ACTION ITEM	TIME FRAME	RESPONSIBLE PARTY	Status	REMARKS
20/4	Consider meeting feedback, including QMS training and the SWIM seminar, along with regional priorities when planning the next AAITF meeting	AAITF/21	Secretariat	Open	AAITF/20 report 6.7
20/5	Coordinate with ICAO APAC with their plan to use the appropriate 5LNC block codes	31 December 2025	All States/Administrations with block codes	Open	AAITF/20 report 4.xx
20/6	Share the APAC discussion with the IMP on the appropriate AIP section for GNSS interference reporting and seek broader consultation	ATM/SG/13	Secretariat	Open	AAITF/20 report 4.68
20/7	To consider a defined time limit for the reservation of the 5LNCs by State from the block code	31 December 2025	Secretariat	Open	5LNC and 5ANNC seminar
20/8	Provide a 2 to 3 year Plan to reduce the duplicates by at least one 5LNC in every/alternate AIRAC cycle, and present at the next AAITF meeting	AAITF/21	All States/Administrations	Open	5LNC and 5ANNC seminar

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