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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 3/10.9 – AP023/26 (ATM)

06 February 2026

Subject: Kick-off Meeting of the APAC Project 30/10
Task Force (*Video Teleconference, 21 April 2026*)

Action required: To complete online registration, and
submit presentation(s) by **7 April 2026**

Sir/Madam,

The Thirty-Sixth Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/36), held from 24 to 26 November 2025, adopted **Decision APANPIRG/36/7 – Establishment of APAC Project 30/10 Task Force**. This decision is in alignment with **Recommendation 3.1/1: Project 30/10 – Optimized Implementation of Longitudinal Separation Minima**, as approved by the Fourteenth Air Navigation Conference (AN-Conf/14), held in Montreal, Canada, from 26 August to 6 September 2024.

Project 30/10 is an initiative to focus attention and encourage implementation of longitudinal separations of 55.5 km (30 NM) or less in oceanic and remote airspace, and 19 km (10 NM) or less elsewhere. It is expected to be a regionally based, coordinated effort for seamless reduction of excessive separation minimum where this has not already been achieved.

I am pleased to invite your Administration to participate in the Kick-off Meeting of the APAC Project 30/10 Task Force, which will be held via video teleconference (VTC), on 21 April 2026.

Enclosed herewith are the Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**), and Video Teleconference Instructions (**Attachment C**).

I request that the delegate(s) from your Administration who will be participating in the meeting complete online registration by **Tuesday 7 April 2026**, using the link provided in the 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. Persons whose registration has not been confirmed will not be admitted to the meeting.

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In order to make the meeting more productive and effective, participating Administrations/International Organizations (IOs) are urged to submit presentations to the meeting **no later than two weeks prior to the meeting date**, via email to the ICAO APAC Office at apac@icao.int. In the event that presentations are received after **Tuesday 7 April 2026**, they may only be presented to the meeting if time permits and after all other presentations correctly submitted before the deadline have been presented.

Participants should obtain meeting materials from the meeting webpage prior to the commencement of the meeting. The ICAO APAC Office would like to encourage Administrations/IOs to consider commencing research for and development of papers for the meeting as soon as possible after receiving this invitation.

Participants should note the following VTC modalities:

- VTC link details will be sent to registered participants in the week before the meeting;
- only registered participants will be admitted to the meeting VTC;
- review of the draft meeting report will be conducted via email circulation; and
- recording of the VTC may be conducted for Secretariat note taking/report drafting purposes, but not for public dissemination.

Yours sincerely,



Tao Ma
Regional Director

Enclosures:

- A — Provisional Order of Business
- B — Provisional Agenda
- C — Video Teleconference Instructions

PROVISIONAL ORDER OF BUSINESS

TIME	ACTIVITIES
TUESDAY 21 APRIL 2026	
0200–0220 UTC	Opening of Meeting Introduction of Participating Administrations/IOs Election of Chairperson
0220–0400 UTC	Discussion on Agenda Items
0400–0500 UTC	Lunch Break
0500–0700 UTC	Discussion on Agenda Items

ATTACHMENT B to State letter Ref: T 3/10.9 — AP023/26 (ATM)

PROVISIONAL AGENDA

AGENDA ITEM	SUBJECT
1	Adoption of Provisional Agenda
2	Election of Chairperson
3	Draft Terms of Reference
4	Work Plan
5	Any Other Business
6	Date and Venue for Next Meeting

VIDEO TELECONFERENCE INSTRUCTIONS

WHEN SIGNING IN

1. Option 1 To join the meeting via the Microsoft Teams app:
 - a. Download the Microsoft Teams app; and then
 - b. Click **Join Microsoft Teams Meeting** in the meeting invitation email
2. Option 2 To join the meeting using web browser:
 - a. Click **here to join the meeting** in the meeting invitation email; then
 - b. Click **continue on this browser**; and
 - c. Enter your STATE or IO name first, followed by your full name (as used on the online registration) in the Enter Name box. Example: *ICAO Prakayphet Chalayonnawin*; then
 - d. Click **Join now**.
3. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
4. Ensure your **microphone is muted** and your **video camera is turned off**.

YOUR WORKING ENVIRONMENT

1. Please ensure that you join the VTC from a room or office where background noise/conversation is minimized or, preferably, excluded.
2. If your State or organization has more than one participant, they should join the VTC from separate rooms/offices, except if all are sharing one computer and log-in.

DURING THE VTC

1. If you wish to speak, use the ‘raise hand’ function or send a CHAT message using the interface in the VTC, e.g. *ICAO wishes to speak*, or *ICAO question*.
2. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
3. The Chair and/or Secretary will manage the screen and all presentations, unless specifically arranged otherwise. Speakers should identify the relevant paragraph number/s as they progress through their paper, or indicate *next slide* in a PowerPoint presentation.

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