



ACTION PLAN ON EMISSION REDUCTION (APER) PORTAL

2026 ICAO APAC Online Training on State
Action Plan (SAP) to Reduce CO₂
Emissions from International Aviation

Bangkok, 29 – 30 July 2026

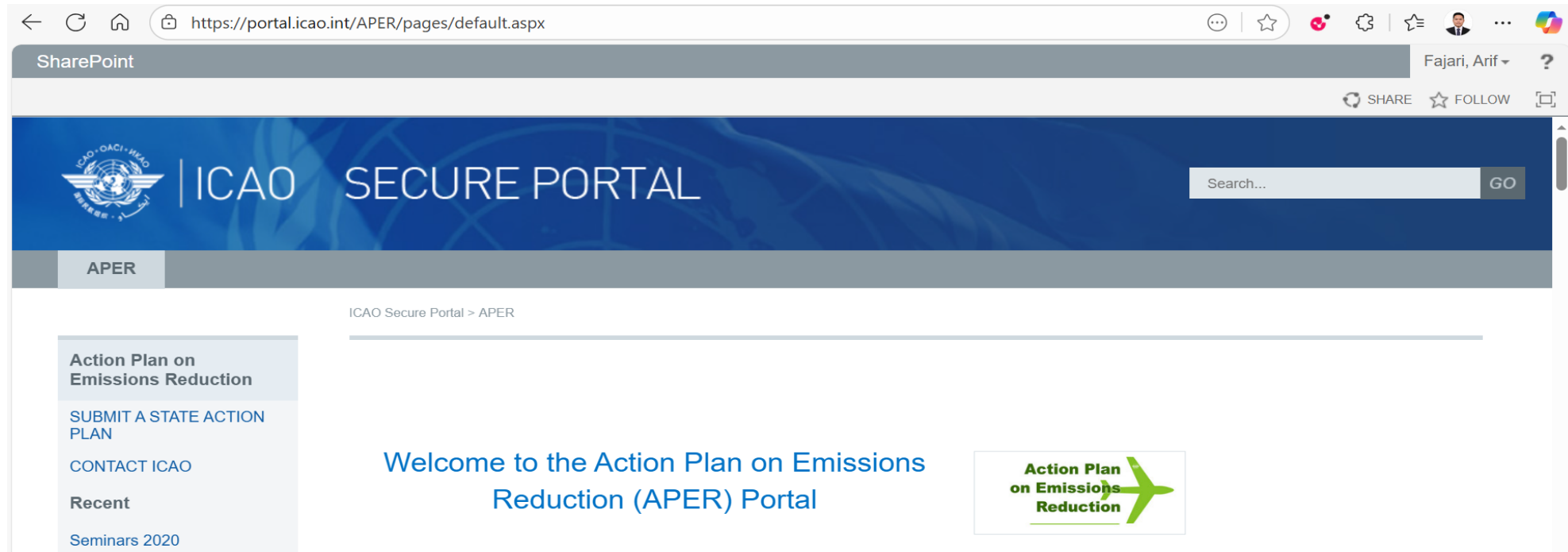
**INTERNATIONAL
CIVIL AVIATION
ORGANIZATION**





ICAO APER Portal

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- Assist States to prepare and submit their State Action Plan to ICAO.
- It is used for the State SAP Focal Points.
- If you are not yet as State SAP Focal Points, you should submit officially the [SAP Focal Points nomination](#) to ICAO via (actionplan@icao.int)
- Provide access to various resources in developing and updating their State Action Plan (Documents/Guidance, Tools and other resources).

ICAO STATE LETTER ENV 6/6 – 18/1

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International Civil Aviation Organization Organisation de l'aviation civile internationale Organización de Aviación Civil Internacional Международная организация гражданской авиации منظمة الطيران المدني الدولي 国际民用航空组织

Tel.: +1 514-954-8219 ext. 6726

Ref: ENV 6/6 – 18/1

4 January 2018

Subject: Nomination of State Focal Points for the ICAO Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)

Action required: States are requested to nominate their CORSIA Focal Point by 15 February 2018

Sir/Madam,

I wish to refer to ICAO Assembly Resolution A39-3, and to bring to your attention the progress that has been made with respect to the implementation of the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

To provide capacity building and assistance to States for the implementation of CORSIA, ICAO has organized a series of regional seminars and has developed relevant materials, which are available on the ICAO public website at: <https://www.icao.int/environmental-protection/Pages/market-based-measures.aspx>. These activities build upon the successful capacity building and assistance initiative related to the development and implementation of State Action Plans to reduce CO₂ emissions from international aviation.

CORSIA-related activities, including the start of the monitoring, reporting and verification (MRV) of CO₂ emissions from international aviation from 1 January 2019, require an increasing level of interaction between Member States and ICAO, as well as amongst Member States. In order to facilitate these activities, I would like to invite States to nominate a CORSIA Focal Point. This Focal Point can be the same representative already nominated as the State Action Plan Focal Point, or a dedicated expert for CORSIA. ICAO will address communication relevant to CORSIA-related activities and related timelines to the nominated CORSIA focal point.

In view of the above, your Administration is invited to complete the attached form no later than 15 February 2018 and return it to the ICAO Secretariat by email to officeenv@icao.int.

Accept, Sir/Madam, the assurances of my highest consideration.


Fang Liu
Secretary General

Enclosure:
Form for the nomination of CORSIA State focal points

ATTACHMENT to State letter ENV 6/6 – 18/1

CORSIA FOCAL POINT NOMINATION FORM

Member State: _____

Name of the CORSIA Focal Point: _____

Title: _____

Organization: _____

Street Address: _____

City: _____

State/Province: _____

Country: _____

Telephone number: _____

E-mail address: _____

*Are you also the nominated State Action Plan Focal Point?

Yes
☐

No
☐

— END —



How to access APER Portal

I. If you are already as the nominated focal point, they must create an account on the ICAO Portal by the following steps :

- a) access the ICAO Portal at the following link: <http://portal.icao.int>;
- b) if the focal point does not have a pre-existing portal username/password, click the “Request an account” option;
- c) click the “OK” button on the pop-up window to indicate this is the first portal account;
- d) in the field “Please enter a group name you wish to subscribe”, enter the group name “APER” (all caps and no spaces);
- e) click the “OK” button;
- f) enter the necessary information in the “New User Account Application Form”; and
- g) click the “Submit Request” button.

II. Focal points who already have an ICAO Portal account can access the APER portal as follows:

- a) log on to <http://portal.icao.int> with the user’s secure site login credentials;
- b) click on “PROFILE” on the left side of the page;
- c) Click on “Group Subscribe”;
- d) under “To Subscribe” enter the group name “APER” (all caps and no spaces) and the “Justification” for the request; and
- e) click the “Submit Changes” button.



ICAO Secure Portal

Intranet - Home x Welcome to the ICAO Secure Portal x Group Subscribe x

https://secapps.icao.int/UMA/user/Groupssubscribe.aspx

Secure Portal
INTERNATIONAL CIVIL AVIATION ORGANIZATION
A United Nations Specialized Agency

Home | Change Password | Logout

User
• User Profile
• Group Subscribe
• Group Unsubscribe

You are logged in as: USER

Group Subscription Request

To Subscribe

If you wish to subscribe to a group, please enter the group name: *

Please enter your group subscription justification: *

* Fields are mandatory

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APER Group Subscription Request

Intranet - Home x Welcome to the ICAO Secure Portal x Group Subscribe x

https://portal.icao.int/Pages/default.aspx

SharePoint

Fajari, Arif

SHARE FOLLOW

ICAO SECURE PORTAL

Search... GO

ICAO Secure Portal ICAO Public Site Profile

ICAO Secure Portal

Profile
Access Rules
FAQ

Welcome to the ICAO Secure Portal. You have access to the following groups:

ICAO-NET	ICAO-NET Secure Site
APER	Action Plan on Emissions Reduction;
RO_APAC	APAC Office Secure Portal;

APER Group has been granted



How to submit State Action Plan

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The screenshot shows a web browser window with the URL <https://portal.icao.int/aper/Pages/submit-state-action-plan.aspx>. The page is titled "SUBMIT A STATE ACTION PLAN" and features a welcome message: "Welcome to the Action Plan on Emissions Reduction (APER) Website". A sidebar on the left contains links for "Action Plan on Emissions Reduction", "SUBMIT A STATE ACTION PLAN", "CONTACT ICAO", and "Recent Seminars 2020". The main content area explains that there are two ways to submit a State Action Plan: directly on the site or by uploading a PDF/Word document. It then presents two green buttons: "FOLLOW THE STEP-BY-STEP APER PROCESS" and "SUBMIT A COMPLETE STATE ACTION PLAN". Below these buttons, instructions state: "Please click on the green button to follow the step-by-step APER process", "Please upload a complete State Action Plan in the Step 1 of the Supporting Documents", and "the APER website under".

Submit State Action Plan

Thank You

