



International
Civil Aviation
Organization

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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: AN 3/3 – AP199/20 (AGA)

30 September 2020

Subject: Thirty-First Meeting of the Asia/Pacific Air
Navigation Planning and Implementation Regional Group
(APANPIRG/31)

Video Teleconference, 14 to 16 December 2020

Action Required:

1. Nomination of delegates, preferably not later than **20 November 2020**;
2. Submission of papers, not later than **20 November 2020**;
3. Online registration by nominated delegates, not later than **30 November 2020**

Sir/Madam,

I have the honour to inform you that the Thirty-First Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/31) will be conducted from 14 to 16 December 2020 via Video Teleconference (VTC) using Microsoft Teams platform.

I have the pleasure in inviting you for the Meeting and request you to arrange for attendance by the Member and/or Alternate Member designated by your Administration. The Member/Alternate Member may be accompanied by Advisor(s), as appropriate.

The Provisional Agenda for the Meeting and Explanatory Notes on the Agenda Items are in **Attachment A** to this letter.

The following modalities are established for the VTC meeting:

- VTC link details along with the instruction to join the meeting will be sent to registered participants three-four days before the meeting;
- only registered participants nominated by States/Administrations will be admitted to the meeting;
- Information Papers (IPs) will not be read during the meeting;

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- each day of the meeting is expected to be conducted in two sessions of about one and half hours each, with the possibility of a free afternoon to enable catch up;
- confirmation of report will not be conducted if the last day of the meeting will still be required for presentation of the remaining Working Papers (WPs) (comment on the draft report and circulation of the updated draft after such input will be conducted during the following week by email); and
- recording of the VTC will be conducted for the Secretariat, but not for public dissemination.

To facilitate this Office to make appropriate preparations for the Meeting, I would appreciate receiving from you the following via e-mail at apac@icao.int or fax +66 (2) 537-8199:

- a) any suggestion for additions/changes to the Provisional Agenda of the Meeting, keeping in view the Terms of Reference of APANPIRG approved by the ICAO Council;
- b) any Working/Information Papers your Administration intends to submit in accordance with the Provisional Agenda and as per Template provided in **Attachment B**. Kindly note in this regard that electronic copy of the papers in word format should be sent to this Office at your earliest convenience, by e-mail to apac@icao.int, but not later than **20 November 2020**.

Participants of the meeting are requested to strictly abide with the cut-off date for submission of papers. Papers which are not received by **Friday, 20 November 2020** will be either declined or posted as a Flimsy, which will not be read during the meeting.

The Working and Information Papers and other related documents for the APANPIRG/31 Meeting will be made available on the ICAO web site at <http://www.icao.int/APAC/Meetings/Pages/default.aspx>.

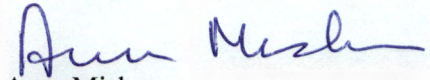
I request you to review and update the List of Members placed at **Attachment C** to this letter and inform me of any changes. For nominating new representatives to the Group, kindly use the Nomination Form provided in the **Attachment D**. In this respect, I would like to draw your kind attention to the *Paragraph 2.2, of the APANPIRG's Terms of Reference* approved by the ICAO Council (*Appendix 2 to the APANPIRG Procedural Handbook*) regarding the designation of the State's representatives to the Group which is reproduced below:

"PIRG meetings are open to all members. Each State/Territory member should be represented by a senior-level delegate nominated by the State/Territory, preferably from the civil aviation authority (CAA) in order to support related policy-making within the State. A delegate may be supported by an alternate delegate and/or advisers with the requisite technical knowledge in the subject matters under consideration."

I will be grateful to receive names of the nominated delegates (maximum six persons) and WPs/IPs from your State/Administration for the meeting, preferably not later than **Friday, 20 November 2020**. The nominated delegates are required to register through the online registration link available in the APANPIRG Meeting Web-page at: <https://www.icao.int/APAC/Meetings/Pages/2020-APANPIRG31.aspx> not later than **30 November 2020**.

Please also be advised that the Tenth Meeting of the Asia/Pacific Regional Aviation Safety Group (RASG-APAC/10) will be conducted via VTC on 17 - 18 December 2020 for which an invitation letter will be issued separately.

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



Arun Mishra
Regional Director

Enclosures:

- A – Provisional Agenda (WP/01)
- B – Template of WP/IP
- C – List of Members/Alternate Members
- D – APANPIRG Member Nomination Form