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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: AN 3/3 – AP097/24 (AGA)

22 August 2024

**Subject:** Thirty-Fifth Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/35)

*Bangkok, Thailand, 25 to 27 November 2024*

**Action Required:** Reply at your earliest convenience, preferably not later than **31 October 2024** for submission of Nomination Form, Papers and Presentation Slides

Dear Sir/Madam,

I am pleased to inform you that the Thirty-Fifth Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/35) will be held at ICAO Regional Office, Bangkok from 25 to 27 November 2024.

I have the pleasure in inviting your Organization to attend the APANPIRG/35 Meeting. The Provisional Agenda for the Meeting and Explanatory Notes on the Agenda Items are in **Attachment A** to this letter. A Bulletin containing information about the Meeting Venue, recommended hotels and other information of interest for the participants is placed at **Attachment B**. Air travel, hotel accommodation, health insurance to cover sickness and medical emergency and other miscellaneous costs will be borne by the respective organization.

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](mailto:apac@icao.int) or fax +66 (2) 537-8199:

- a) the titles of any Working and Information Papers your Organization intends to submit in accordance with the Provisional Agenda. Kindly note in this regard that electronic copy of the papers should be sent to this Office at your earliest convenience, by e-mail to [apac@icao.int](mailto:apac@icao.int) preferably not later than **31 October 2024**.

The Working and Information Papers and other related documents for the APANPIRG/35 Meeting will be made available on the ICAO web site at <https://www.icao.int/APAC/Meetings/Pages/2024-APANPIRG-35.aspx>.

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Participants are advised that the ICAO Regional Office is moving towards a 'paperless' meeting environment by the increasing use of electronic media for the distribution of meeting materials. Meeting participants are encouraged to take advantage of the wireless network facility and should bring a portable computer equipped with Wi-Fi networking capability for the Meeting. Participants are also encouraged to download the Working and Information Papers prior to the Meeting.

I will be grateful to receive your reply at the earliest, preferably not later than **31 October 2024** for attendance by your Organization. Please also complete a Nomination Form for each of your nominees using the form in **Attachment C** to this letter and forward via e-mail to [apac@icao.int](mailto:apac@icao.int).

Yours sincerely,



Tao Ma  
Regional Director

**Enclosures:**

- A – Provisional Agenda (WP/01)
- B – Meeting Bulletin
- C – Nomination Form