



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

Ref.: AN 3/3 – AP097/14 (AGA)

30 June 2014

Subject: Twenty Fifth Meeting of the Asia/Pacific
Air Navigation Planning and Implementation Regional Group
(APANPIRG/25) (8-11 September 2014)
Location & venue will be notified later

Action Required: Reply at your earliest convenience,
preferably not later than

- 1) 22 **August 2014** for submission of Nomination Form
- 2) 22 **August 2014** for submission of Papers and
Presentation Slides

Sir/Madam,

I have the honour to inform you that the Twenty Fifth Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/25) will be held from 8 to 11 September 2014. **The location and venue of the meeting will be notified in a separate mail.**

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. 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) the name, position and address of all attendees including advisors, if any, intended to accompany your Member and/or Alternate Member using the Nomination Form provided in **Attachment B** to this letter; and

.../2

- c) the titles of any Working/Information Papers your Administration 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 preferably not later than **22 August 2014**.

The Working and Information Papers and other related documents for the APANPIRG/25 Meeting will be made available on the ICAO Secure Portal at <http://www.icao.int/APAC/Pages/apanpirg.aspx>. Access to APANPIRG Meetings (**Group name: RO_APAC**) require members to login at <http://portal.icao.int> and subscribe to group name. Member who do not have Secure Portal account please follow the instructions outlined in ICAO Secure Portal Access Instructions.pdf.

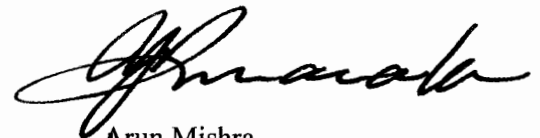
Participants are advised that the ICAO Regional Office is moving towards a 'paperless' meeting environment by the increasing use of electronic media for the distribution of meeting materials. Meeting participants are encouraged to take advantage of the wireless network facility and should bring a portable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

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 (**Attachment D**). In this respect I would like to draw your kind attention to the recommendations in the APANPIRG Procedural Handbook regarding the designation of the State's representatives to the Group as follows:

Part I-3.3 — States should ensure that their designated representatives on the Group have sound experience in the provision of the full range of international air navigation systems and serve for a sufficiently lengthy period to maintain continuity in the activities of the Group.

I will be grateful to receive your confirmation on the participation by your administration at the meeting, in addition to the information requested in Para a, b and c above at the earliest, preferably not later than **22 August 2014**.

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


Arun Mishra
Regional Director

Enclosures:

- A – Provisional Agenda (WP/1)
- B – Nomination Form
- C – List of Members/Alternate Members
- D – APANPIRG Member Nomination Form