



International  
Civil Aviation  
Organization

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Международная  
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авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 3/8.13.2– AP171/13 (ATM)

20 December 2013

**Subject:** The Third Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/3) (10 – 14 March 2014, Singapore)

**Action required:** To reply as soon as possible but no later than **21 February 2014**

Sir/Madam,

I have the honour to inform you that the Third Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/3) will be held in Singapore from 10 – 14 March 2014.

In order to continue the deliberations of the meeting in a consistent, pro-active way the attendance of participants from ATFM/SG/2 (Hong Kong, China, 1 – 4 October 2013) is encouraged. It is further recommended that any other participants nominated preferably should have practical, recent operational experience and knowledge of the following issues within their State or Administration:

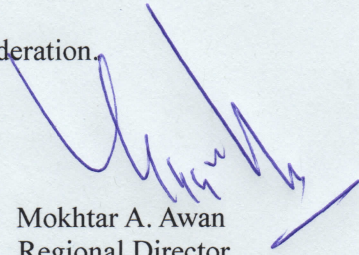
- airport and airspace capacity constraints;
- current practices and procedures for management of demand (ATFM);
- ATC surveillance and communications capability; and
- Network communications technology and applications.

Papers for the meeting should be submitted by **no later than two weeks prior to the meeting date**, via email to the Regional Office. Participants are advised that ICAO is moving towards a 'paperless' meeting environment by increasing use of electronic media for the distribution of meeting papers and reports. Delegates should obtain copies of meeting materials from the Regional Office website at <http://www.icao.int/apac> prior to the commencement of the meeting.

Enclosed herewith are the provisional Agenda for ATFM/SG/3 (**Attachment A**), and Registration Form (**Attachment B**). The Meeting Bulletin will be separately forwarded and made available on the Regional Office website in due course. I am requesting that you kindly provide, at your earliest convenience and no later than **21 February 2014**, the name(s) of the delegate(s) from your State who will be attending the meeting, using the Registration Form.



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



Mokhtar A. Awan  
Regional Director

**Attachments:**

- A — Provisional Agenda
- B — Registration Form



*International Civil Aviation Organization*

**The Third Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/3)**

Singapore, 10 – 14 March 2014

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**PROVISIONAL AGENDA – ATFM/SG/3**

(Presented by Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: ATFM/CDM Global Update
- Agenda Item 4: Review of Current CDM/ATFM Operations and Problem Areas
- Agenda Item 5: Development of Regional ATFM Framework
- Agenda Item 6: Any Other Business
- Agenda Item 7: Review of the Task List
- Agenda Item 8: Date and Venue of the Next Meeting

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**The Third Meeting of the ICAO Asia/Pacific Air Traffic Flow Steering Group  
(ATFM/SG/3)  
(Singapore, 10 – 14 March 2014)**

**REGISTRATION FORM**

PLEASE PRINT OR TYPE CLEARLY

1. Name in full :  

Mr.	Mrs.	Ms.	Dr.	Capt.
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 \_\_\_\_\_  
(as should appear in the official listing and name tag)
  
2. Title or Official Position: \_\_\_\_\_
  
3. State/Organization: \_\_\_\_\_
  
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  
5. Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_
  
6. Hotel \_\_\_\_\_

**Note 1: Participants are expected to make their own hotel/visa arrangements**

**Note 2: Please download meeting materials from the ICAO Asia/Pacific website  
(<http://www.icao.int/APAC>) prior to the meeting.**

Date ..... Signature .....

After completing, please send to: ICAO Regional Office for Asia and Pacific, P.O. Box 11, Samyaek Ladprao, Bangkok 10901, Thailand, Fax: 66 (2) 537 8199 or E-mail: [apac@icao.int](mailto:apac@icao.int).