



International Civil Aviation Organization

**The Second Meeting of the APANPIRG ATM Sub-Group
(ATM/SG/2)**

Hong Kong, China, 04-08 August 2014

Agenda Item 6: AOP, MET, AIM, SAR

**REPORT ON THE SECOND MEETING OF
AOP WORKING-GROUP**

(Presented by Chairman AOPWG)

SUMMARY

This paper presents the report of the Second Meeting of the AOP Working-Group (AOPWG/2) held in Yogyakarta, Indonesia from 3 to 5 June 2014. The meeting is invited to review the report and endorse the draft Decisions and Conclusions formulated by the Working-Group.

1. INTRODUCTION

1.1 The Second Meeting of the AOP Working-Group was held from 3 to 5 June 2014. A Seminar on Water Aerodromes was held in conjunction with the meeting on 2 June 2014. The meeting was attended by 51 participants from 14 Administrations and 2 International Organizations. A Summary Report of the meeting prepared for the consideration by ATMSG/2 is provided in the Attachment to this Paper. Full Report of the Working-Group was posted on the ICAO APAC Office website and can be access on the following webpage:
<http://www.icao.int/APAC/Meetings/Pages/2014AOP-WP2.aspx>

2. DISCUSSION

2.1 The meeting considered 22 Working Papers and 6 Information Papers covering its 8 Agenda Items.

2.2 Based on the outcome of discussions on various Agenda Items, the meeting formulated 4 Draft Conclusions and 1 Decision. The **Attachment A** to this Paper provides a Summary Report on the outcome of the AOPWG/2 Meeting including all draft Decisions and Conclusions for consideration by ATMSG/2 Meeting.

2.3 Appendices used from the AOPWG/2 Report in the Summary Report carry the same Appendix numbers as those in the Meeting Report of AOPWG/2 for easy reference.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) review the Summary Report on the outcome of the AOPWG/2 Meeting; and
- b) consider endorsement of the draft Conclusions and the draft Decision developed by the AOP Working-Group.

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Summary Report of the Second Meeting of Aerodrome Operations and Planning Working Group (AOPWG/2)

Yogyakarta, Indonesia 3-5 June 2014

1.0 Introduction

1.1 The Second Meeting of the Aerodrome Operations and Planning Working Group (AOPWG/2) of Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) was held at Hotel Hyatt Regency, Yogyakarta, Indonesia from 3 to 5 June 2014. The meeting was attended by 51 participants from 14 Administrations and 2 International Organization. Full report of the meeting is available at: <http://www.icao.int/APAC/Meetings/Pages/2014AOP-WP2.aspx>.

1.2 AOPWG/2 Considered 22 Working Papers and 6 Information Papers. The meeting formulated 4 Draft Conclusions and 1 Draft Decision for consideration by ATMSG/2 and APANPIRG/25.

2.0 Adoption of Agenda

2.1 The meeting adopted all the 8 Agenda Items, with no change, as presented in WP/01 of the meeting.

3.0 Summary of Discussions

3.1 Review Outcomes of Relevant Meetings

APANPIRG/24 Outcomes

3.1.2 The AOPWG/2 Meeting reviewed the actions taken by APANPIRG/24 on the Decisions and Conclusions formulated by the First Meeting of AOPWG held in May 2013. The meeting noted with satisfaction that actions on the 4 Conclusions and 3 Decisions of APANPIRG/24 in the AOP field were completed. The meeting also noted that the Air Navigation Commission on 27th November 2013 reviewed the Report of the APANPIRG/24 Meeting.

50th Conference of Directors General of Civil Aviation Outcomes

3.1.3 The AOPWG/2 meeting noted that the DG Conference had formulated 15 Action Items and the ICAO Regional Office had referred India's proposal on the ambiguity in the provision of takeoff climb surface and its effect on declared distances (Annex 14, volume I) to ICAO HQ for further study.

3.1.4 The meeting also noted the 51st Conference of DGCA's will be held in Hong Kong, China from 24th to 27th November 2014 and the Theme Topic is "**Rise to Future Challenges in Aviation through closer Collaboration and Harmonization**".

Outcomes from RASG APAC/3 Meeting

3.1.5 The AOPWG/2 meeting noted the outcomes of the Third Meeting of the RASG APAC and the action taken by the ICAO Regional Office on the two Decisions (3/9 and 3/20) which were relevant to AOPWG. The meeting also noted that the ICAO Regional Office had referred the Industry Best Practices Manual to ICAO HQ for circulation to the relevant subject experts and the Republic of Korea proposal on lighting symbols to ICAO HQ for study.

Progress on the Alignment of Air Navigation Plans with the GANP

3.1.6 The AOPWG meeting noted the work of the eANP Working Group (eANP-WG) which was formed in the follow-up to the 12th Air Navigation Conference Recommendation – 6/1 [Regional Performance Framework – Planning Methodologies and Tools] on the alignment of regional air navigation plans with the Fourth Edition of the Global Air Navigation Plan (Doc 9750).

3.1.7 The meeting also noted that the eANP will be in three Volumes and subject to the Council approval of the ANP Template in June 2014, the development/approval of the ANPs/eANP would be in accordance with the following tentative Action Plan.

ANP Volume	eANP	Responsible	Date
Vol I, II & III	Population of eANP with existing data	Regional Offices	September 2014
Vol I, II & III	Agreement on the content of the eANP	PIRGs/States	Mid 2015
Vol I	Approval of Volume I of eANPs by the Council	Regional Offices/ANB	End 2015
Vol II	Approval of Volume II of eANPs by regional agreement	Regional Offices/PIRGs	End 2015
Vol III	Approval of Part II by regional agreement. Inclusion of Volume III on web-based platform.	Regional Offices/PIRGs/ANB	End 2015
Consequential Amendments	Amendments to existing ICAO documentation related to ANPs to ensure harmonization including the Regional Office Manual, and review of the applicability of the Uniform methodology for the identification, assessment and reporting of air navigation deficiencies to the new ANP	ANB	Mid 2015

3.1.8 In addition the meeting noted that the current ANP application under SPACE (iSTARS 2.0) would be used as the basis for the development of the eANP web-based platform.

Regional Performance Framework - Air Navigation Reporting Form

3.1.9 The AOPWG meeting noted that the Asia/Pacific Seamless ATM Plan incorporated the Block Zero ('0') Aviation System Block Upgrade (ASBU) elements that are now part of the Global Air Navigation Plan (Doc 9750) and that APANPIRG/24 in conclusion 24/54 endorsed the *the Asia/Pacific Seamless ATM Plan Version 1.0*. The meeting also noted that Regional priorities and targets, along with the supporting Air Navigation Reporting Forms, will be proposed for endorsement at the APANPIRG/25.

3.1.10 The meeting further noted that the currently used Performance Framework Forms (PFFs) had been redesigned and aligned with the ASBU framework to be called Air Navigation Report Form (ANRF) and that ANRF templates for all the 18 Modules of Block 0 would be available in the future. Reporting and monitoring results gathered through this scheme would be analyzed by ICAO and aviation partner stakeholders and then utilized in developing the annual Global Air Navigation Report planned to be released from 2014 onwards.

3.1.11 The meeting reviewed the two ANRFs related to AOP, namely B0-ACDM, and B0-SURF and recognized that the main objectives and targets to meet for these two modules were already discussed and planned by the APAC States in the Seamless ATM Plan V1.0. Further B0-ACDM ANRF will also be reviewed by ATM/SG and B0-SURF by CNS/SG and ATM/SG respectively. The updated ANRFs for B0-ACDM and B0-SURF are placed at **Appendix A** to this Report on Agenda Item 3.

Asia/Pacific Seamless ATM Planning and Reporting

3.1.12 The AOPWG recognized that Aerodrome operations was a key component for Seamless ATM, especially in regard to infrastructure and operational efficiencies. The collaborative interaction of various stakeholders was important to ensure that aerodrome operations, facilities and equipment were suitable for all aircraft operators. Short, medium and long term aerodrome planning had therefore to take into account the seamless system so that capital investment is aligned to ATM operational efficiencies.

3.1.13 The meeting noted that as of May 2014 only 12 Administration had submitted the Seamless ATM Reporting Form. Given the urgency and priority of Seamless ATM Planning the meeting urged Administrations to report on any difficulties they may have and if not yet done, to complete the first Regional Seamless ATM Reporting Form and submit to ICAO Regional Office.

3.1.14 Hong Kong China, Indonesia, and Maldives suggested that ICAO be invited to organize additional seminars/workshop on the seamless ATM which would be helpful in promoting, better understanding and active involvement of the State/Administrations in taking forward this regional initiative with a focus on aerodrome elements.

Draft APANPIRG Conclusion XX – Seminar/Workshop on Seamless ATM Planning

That, recognizing the need for promoting, understanding and active involvement of the APAC States Administration in taking forward this regional initiative ICAO be invited to organize seminar/workshop on Seamless ATM Plan with a focus on aerodrome elements.

3.1.15 Indonesia sought clarification on the assignment of responsibilities for each of the Seamless ATM Plan elements. ICAO informed the meeting that a draft proposal on the assignment and matrix of responsibilities for all the elements were under consideration. The assignment of responsibilities would be presented to the APANPIRG Sub Groups and APANPIRG/25 for endorsement.

3.1.16 ACI made a presentation on ‘Airport’s Perspective on Traffic Growth and Demand Management’. The meeting appreciated ACI for sharing useful information on the criteria to be considered for evaluating the airport capacity and invited States advanced in this area to share their experience in evaluation of aerodrome capacity and procedures for apron management services at the AOPWG/3 Meeting.

Updates on Runway Safety

3.1.17 AOPWG meeting noted that the ICAO 38th Assembly in resolution 38/12 resolved that States should place greater emphasis on the management of aerodrome operations with runway safety given a high priority. The meeting also noted that Australia, Bangladesh, China, Hong Kong China, India, Indonesia, Japan, Malaysia, Maldives, Republic of Korea, Singapore, Thailand and Vietnam had confirmed establishment of Runway Safety Team at their airports and that the monitoring of the establishment of RSTs will be through RASG.

3.1.18 The meeting further noted that ICAO had completed the design of the Runway Safety i-Kit, a comprehensive toolkit based on the Runway Safety Products provided by Runway Safety Programme Partners and that the i-Kit and the First Edition (January 2014) of the RST Handbook are available at ICAO website <http://www.icao.int/safety/RunwaySafety/Pages/default.aspx>.

Status of Implementation of Certification of Aerodrome Requirements in the APAC Region

3.1.19 The meeting reviewed the updated status in **Appendix A** to this Report on Agenda Item 4 and noted that 158 international airports out of 205 international airports resulting in 77% of the international aerodromes listed in APAC Air Navigation Plan had been certified.

3.1.20 The meeting noted that the ICAO 38th Assembly in Resolution 38/12 [Consolidated statement of continuing ICAO policies and associated practices related specifically to air navigation – APPENDIX J – provision of adequate aerodromes] resolved that States should take necessary measures, including the allocation of adequate resources, to improve the level of implementation of aerodrome certification, including SMS at aerodromes.

3.1.21 The meeting reminded States who have not yet done to update the status on regulatory framework, certification procedures and progress on aerodrome certification and SMS implementation at certified airports and submit to the ICAO APAC Office. The Chairman appreciated ICAO TCB and New Zealand in supporting the aerodrome certification process for the Pacific Island States.

Amendment 11 to Annex 14, Volume I – Aerodrome Design and Operations

3.1.22 The meeting noted that Amendment 11 to Annex 14, Volume I had become applicable with effect from 14 November 2013 (Amendment 11A) except for the element concerning new approach classification which will become applicable on 13 November 2014 (Amendment 11B). The sixth edition (July 2013) of Annex 14, Volume I- *Aerodrome Design and Operations* incorporated all amendments adopted by the Council prior to 28 February 2013 and superseded on 14 November 2013 all previous editions of Annex 14, Volume I.

3.1.23 The meeting urged member States to incorporate the requirements of Amendment 11 to Annex 14, Volume I in their national regulations and ensure its implementation. The Chairman reminded States on the new requirements in particular on the provision of RESA.

Amendment 5 to Annex 14, Volume II – Heliports

3.1.24 The meeting noted that Amendment 5 to Annex 14, Volume II had become applicable with effect from 14 November 2013. The Fourth Edition (July 2013) of Annex 14, Volume II–Heliports, incorporated all amendments adopted by the Council prior to 28 February 2013 and superseded on 14 November 2013 all previous editions of Annex 14, Volume II. HK China sought clarification on the rationale regarding the provision of Flight Path alignment guidance lighting and appealed to States in the APAC region with experience to share on the provision of such lighting at AOPWG/3.

3.1.25 The meeting urged member States to incorporate the requirements of Amendment 5 to Annex 14, Volume II in their national regulations and ensure its implementation.

Standards for Water Aerodromes

3.1.26 The meeting noted that APANPIRG/24 recognized the importance of developing seaplane bases (Water Aerodromes) which could be the best mode of transportation in geographical isolation in addition to providing recreational access and evacuation in emergencies.

3.1.27 The meeting also noted that Regional Office circulated a questionnaire to APAC States to assess the requirement of SARPs for water aerodromes. In all 14 Administrations [Australia, Bangladesh, Hong Kong China, Japan, Macao China, Malaysia, Maldives, Mongolia, New Zealand, Pakistan, Philippines, Singapore, Thailand and USA] participated in the survey. The survey results showed that:

- 11 Administrations have no requirements for water aerodromes except for Maldives, New Zealand and USA;
- 3 Administrations (Japan, Maldives and USA) have reported that a national regulations is in place for water aerodromes;
- 10 Administrations have reported that their national regulations do not contain the definition of water aerodromes. USA has developed its own Federal Regulations regarding the definition;
- 4 Administrations (Australia, Maldives, New Zealand and USA) have reported having water aerodromes for sea plane operations;
- 3 Administrations (Australia, Maldives and New Zealand) have reported that a water aerodrome is used for domestic operations only. USA has 24 water aerodromes which are used for international operations; and
- Nil Administration reported having traffic projections for water aerodromes

3.1.28 The meeting recognized the need for a model regulation on water aerodromes considering the growth in sea plane operations in APAC Region and formulated the following draft conclusion for endorsement by APANPIRG. Bangladesh, Indonesia, Maldives, New Zealand, Sri Lanka and USA supported the proposal. The meeting noted that the TF would submit the draft model regulations to AOPWG/3 for consideration and then to APANPIRG/26 for endorsement.

Draft APANPIRG Decision XX – Establishment of Water Aerodromes Task Force

That, the Water Aerodromes Task Force be established with the Terms of Reference as at **Appendix B** to this Report on Agenda Item 4 and comprising of experts from Indonesia, Maldives, New Zealand, Sri Lanka, and USA in order to develop a model regulation for water aerodromes for use as a reference document in APAC Region.

Proposal for the amendment of Annex 14, Volume I and proposed Procedures for Air Navigation Services – Aerodromes (PANS – Aerodromes)

3.1.29 The meeting noted that the Air Navigation Commission at the twelfth meeting of its 193rd Session (4th June 2013) conducted a preliminary review of the proposals developed by the PANS — Aerodromes Study Group (PASG) for the amendment of Annex 14 — *Aerodromes*, Volume I — *Aerodrome Design and Operations*. The meeting also noted that the Air Navigation Commission had also reviewed a draft of the PANS — *Aerodromes* document proposed by the study group. The meeting further noted that the proposed amendment to Annex 14, Volume I and the proposed PANS — *Aerodromes* are envisaged for applicability on 12 November 2015.

Helipport Safety Areas – Inconsistencies in Annex 14, Volume II – Heliports

3.1.30 The AOPWG noted the inconsistencies in Paragraphs 3.1.22, 3.2.21 and Figure 3-1 of Annex 14, Volume II related to the provision of safety area surrounding the Final Approach and Take-Off (FATO) area for heliports. The meeting discussed at length on the provisions of Annex 14, Volume II related to FATO, safety area and Figure 3-1 and concluded that irrespective of the dimension of the FATO, the safety area surrounding the FATO must be a minimum of 2D. The meeting formulated the following draft conclusion for APANPIRG's endorsement.

Draft APANPIRG Conclusion XX – Amendment to Figure 3-1 of Annex 14, Volume II

Recognizing that the Figure 3-1 in Annex 14, Volume II is not consistent with the standard in Para 3.1.22 and 3.2.21 of Annex 14, Volume II, ICAO be invited to review and make corrections to the Figure as appropriate.

Rescue and Fire Fighting Regulatory Requirement at Elevated Heliport

3.1.31 Malaysia and Philippines made presentations on the Standards for Elevated Heliport applicable in their respective countries. The meeting noted that Malaysia had established Airport Standards Directive 903 in accordance with SARPs specified in ICAO Annex 14, Volume II and guidelines contained in ICAO Heliport Manual (Doc 9261). The meeting thanked DCA Malaysia and Philippines for the presentations. Hong Kong China and Macao China shared the best practices followed at their elevated heliports.

Bird Strike Control and Reduction in Japan

3.1.32 Japan made the presentation on Bird Strike Control and Reduction and provided information on Birds Position Information Radar Display System. The meeting noted the importance and role of the national bird committee and urged States/Administrations who have not yet established to do so.

Aerodrome Safety and Certification Programs Update

3.1.33 The meeting noted that airports throughout the world routinely face a number of safety challenges. Improvements in procedures, programs and the introduction of new technology can help to improve safety. The meeting also noted the initiatives undertaken by FAA to maintain its commitment to safety, included programs and initiatives offered in runway safety, mitigation of wildlife hazards, research and development, pavement management programs, Aircraft Rescue Firefighting (ARFF), implementation of Safety Management Systems, and Airport-to-Airport Mutual Aid Programs.

3.1.34 The meeting encouraged administrations to consider adoption or implementation of the technologies and/or processes discussed to address their on-going safety challenges faced by airports.

Aerodrome Operations under Thunder Storm Conditions

3.1.35 Macao China presented the measures on handling emergency cases of passengers with life in danger and unruly passengers during adverse thunderstorm conditions. The meeting noted that guidance on airport operations under adverse weather conditions (ice, frost, freezing rain, strong winds, rain, fog or low visibility and snow) are available in the Aerodrome Services Manual (Doc 9137), Part 8 – Airport Operational Services. However, thunderstorm conditions were not included. The meeting also noted that there is very limited guidance material for airport on handling emergency cases under thunderstorm conditions from ICAO or other civil aviation organizations. Hong Kong China, Maldives, New Zealand and Philippines supported the Macao China proposal and formulated the following draft conclusion for endorsement by APANPIRG.

Draft APANPIRG Conclusion XX – Guidance on Airport Operations Procedures in Thunder Storm Conditions

Recognizing that guidance on airport operations procedure in thunder storm conditions, which are commonly experienced in tropical countries, are not available, ICAO be invited to provide these for use by airport operators.

ACIs Recent Initiatives on AOP

3.1.36 ACI made a presentation on their AOP initiatives to enhance aerodrome safety and environment management.

3.1.37 The meeting noted the progress of the ICAO–ACI APEX Programme whose aim is to assist aerodrome operators with the improvement level of safety and compliance with ICAO Standards and Recommended Practices. The procedure of the APEX in Safety Programme was based on a Memorandum of Cooperation (MoC) between ACI and ICAO to provide a framework in order to jointly pursue the highest possible levels of safety at aerodromes worldwide.

3.1.38 The meeting acknowledged the benefits associated with the ICAO–ACI APEX Programme through access to experts, training, workshops and seminars, working groups at local, regional and international levels. These benefits result to the State oversight capabilities receiving a boost, as the airport participating in the APEX in Safety Programme will display a greater level of compliance with SARPs and the national regulations applicable. The aerodromes being reviewed benefit from ACI best practices, operational expertise from peer aerodromes and other Programme partners, and contribution from ICAO. The meeting formulated the following draft conclusion for endorsement by APANPIRG.

Draft APANPIRG Conclusion XX – ICAO – ACI APEX Programme

That States:

- a) Support the use of the APEX in Safety Programme at aerodromes in the APAC Region; and
- b) Encourage airport operators to approach ACI for assistance through the APEX in Safety Programme; and to recommend aerodrome operators in the APAC Region to participate in the APEX Safety Reviews Programme.

Studies and Approval of Engineered Material Arresting System (EMAS)

3.1.39 Macao China made a presentation on behalf of China highlighting the use of EMAS at airports where land availability is a constraint for providing Runway End Safety Areas.

AOP Air Navigation Deficiencies

3.1.40 The meeting was reminded that under the Terms of Reference, the APANPIRG has been regularly reviewing the status of implementation of the Asia Pacific Air Navigation Plan through its subgroups to identify and address the Air Navigation Deficiencies according to the uniform methodology approved by the ICAO Council. In meeting this objective, APANPIRG facilitated the development and implementation of action plans by States to resolve identified deficiencies, where necessary.

3.1.41 The meeting reviewed the list of Air Navigation Deficiencies noted by APANPIRG/24 in the AOP field and urged concerned States to provide the necessary resources for the elimination of deficiencies and submit the update to ICAO. The updated list of Deficiencies is provided in **Appendix A** to this Report on Agenda Item 5.

3.1.42 The meeting urged States to update the status of AOP deficiencies prior to the third AOPWG Meeting which is scheduled in June 2015.

Update the AOP/WG Task List

3.1.43 The updated Task List is provided in **Appendix A** to this Report on Agenda Item 6.

Aerodrome Workshops/Seminar

3.1.44 The Meeting received a briefing on the Aerodrome Programmes organized by the ICAO Regional Office. The Meeting noted that the participating Administrations through course materials, presentations and exercises gained a better understanding on the subjects discussed.

3.1.45 The Meeting noted that ICAO Regional Office had conducted a Wildlife Hazard Reduction Seminar in May 2014 with the support of FAA and hosted by CAA Singapore and expressed appreciation for the Civil Aviation Authority of Singapore and FAA. The meeting also noted that the ICAO Aerodrome Course on Aeronautical Studies which was scheduled to be held from 7 to 11 July 2014 had been cancelled.

ICAO Universal Safety Oversight Programme – CMA

3.1.46 The meeting received the results taken from the USOAP CMA online framework in the compliance with ICAO SARPs and the common findings identified in the APAC Region.

3.1.47 The meeting noted that the Effective Implementation in AGA area taken from the USOAP CMA online framework as of May 2014 is 60.67%.

3.1.48 The meeting also noted the most current findings are related to:

- outdated primary legislation not reflecting the current civil aviation situation or not establishing a civil aviation authority with the necessary manpower and vested with necessary powers, including for issuing, suspending or cancelling aerodrome certificates;
- the absence of specific operation regulations translating into national standards the Annex 14 provisions and prescribing the conditions and criteria for the certification of aerodromes;
- the lack of a dedicated entity within the CAA tasked with aerodrome regulation and certification, or when this entity exists, inadequate staffing due to difficulties in attracting and retaining qualified personnel and/or of inadequate technical staff job descriptions not covering all the fields of expertise required for aerodrome certification and continuing surveillance;
- the lack of a training programme taking account of technical staff training requirements and defining the various training activities required to access the various levels of aerodrome inspector functions;
- the lack of guidance material intended for aerodrome operators as well as for regulatory technical staff, including the lack of an approved process describing the various steps for the certification of an aerodrome and up-to-date ICAO documentation;
- the lack of an aerodrome inspector's handbook with an inspection methodology and procedures, including checklists in the various disciplines to assist in the conduct of office review of aerodrome manuals and on-site aerodrome inspections;
- non implementation of aerodrome certification and safety management requirements and status of certification of aerodromes not published in the AIP;
- the lack of an inspection programme for aerodromes continuing surveillance and a methodology to address safety concerns identified during inspections, including exceptions and enforcement procedures

Date and Venue of Next Meeting and Provisional Agenda

3.1.49 The meeting agreed that the next meeting of the Working Group will be held at Langkawi, Malaysia. The meeting dates will be confirmed by DCA Malaysia. The meeting also reviewed the draft agenda proposed by the secretariat and agreed on the following Provisional Agenda for its third Meeting:

DRAFT PROVISIONAL AGENDA

- Agenda Item 1: Adoption of Provisional Agenda
- Agenda Item 2: Review Outcome of Relevant Meetings
- Agenda Item 3: Regional Reporting
- Agenda Item 4: Provision of AOP in the Asia/Pacific Region
- Agenda Item 5: AOP Air Navigation Service Deficiencies
- Agenda Item 6: Update the AOP/WG Task List
- Agenda Item 7: Any other business
- Agenda Item 8: Date and Venue for Next Meeting

3.1.50 The Meeting expressed appreciation to DCA Malaysia for offering to host the Third Meeting of AOPWG. The meeting encouraged Administrations to invite aerodrome operators to participate in the future AOPWG Meetings.

3.1.51 In closing the Meeting the Chairman thanked the delegates for their support and contribution for the duration of the Meeting.