



International  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 11/5.13.2 — AP071/15 (AGA)

08 May 2015

- Subject:** 1) Seminar on Aerodromes related aspects of the Seamless ATM Plan Implementation (*Malaysia, 1 June 2015*)
- 2) Third Meeting of the Aerodromes Operations and Planning Working Group (AOP/WG/3) (*Malaysia, 2 to 4 June 2015*)

**Action Required:** To note and reply by 22 May 2015

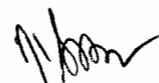
Sir/Madam,

I wish to draw reference to ICAO APAC Office State Letter T 11/5.13.2 — AP050/15 (AGA) dated 24 March 2015 (copy attached) inviting your Administration/International Organization to nominate participant(s) and contribute by way of Working/Information Papers for the Third Meeting of Aerodromes Operations and Planning Working Group (AOPWG/3) scheduled to be held from 2 to 4 June 2015 and for the seminar scheduled on 1<sup>st</sup> June 2015.

I am pleased to inform that Government of Malaysia has graciously offered to host the AOPWG/3 Meeting in **Putrajaya Marriott Hotel, IOI Resort City, 62502 Sepang Utara, Malaysia**. The Meeting Bulletin containing the recommended hotels and other information of interest will be posted on ICAO APAC Web Site, when finalized by DCA Malaysia. The Provisional Agenda for the Meeting and Nomination Form were attached to my letter dated 24 March 2015 and are also available on APAC Site.

Once again I have the pleasure in inviting you for the meeting and request you to arrange for attendance by the Member designated by your Administration. I will be grateful to receive your confirmation on the participation by your administration/organization at the meeting, preferably not later than **22 May 2015**.

Regards,

  
Arun Mishra  
Regional Director

**Enclosure:**  
State Letter dated 24 March 2015



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Ref.: T 11/5.13.2 — AP050/15 (AGA)

24 March 2015

- Subject:** 1) Seminar on Aerodromes related aspects of the Seamless ATM Plan Implementation (*Langkawi, Malaysia, 1 June 2015*)
- 2) Third Meeting of the Aerodromes Operations and Planning Working Group (AOP/WG/3) (*Langkawi, Malaysia, 2 to 4 June 2015*)

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

- 1) **22 May 2015** submission of Nomination Form;
- 2) **15 May 2015** for submission of papers for AOPWG Meeting

Sir/Madam,

I have the honour to invite your Administration to arrange for attendance by your designated experts at the Third Meeting of the Aerodromes Operations and Planning Working Group (AOP/WG/3), to be held at Langkawi, Malaysia, from 2 to 4 June 2015 graciously hosted by DCA Malaysia. The venue, recommended hotels and other information of interest will be made available later and posted on APAC website. The designated experts may be accompanied by adviser(s), as appropriate. The AOP Working Group will focus on aerodrome planning, design, operations, maintenance and services.

APANPIRG/25 invited ICAO APAC Office to convene a seminar/workshop on the aerodromes related aspects of the Seamless ATM Plan Implementation. The Seminar will be held on 1 June 2015 back to back with the AOPWG/3 Meeting.

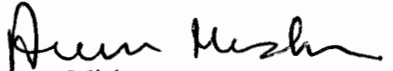
Enclosed herewith are AOP/WG/3 Provisional Agenda (**Attachment A**) and Registration Form (**Attachment B**). Any comment concerning the proposed agenda should be forwarded as soon as possible.

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In order to make the meeting more productive and effective, it is strongly urged that States/International Organizations submit papers to the meeting **no later than two weeks prior to the meeting date**, via email to [apac@icao.int](mailto:apac@icao.int). Meeting materials will be available on ICAO APAC website [www.icao.int/apac](http://www.icao.int/apac). Participants requiring paper copies of the Working/Information Papers are expected to download from the website.

To progress meeting arrangements, please confirm prior to **22 May 2015** that your Administration plans to send a representative to attend the seminar and meeting. Kindly provide names, positions and addresses of all attendees using the attached Registration Form.

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

  
Arun Mishra  
Regional Director

**Attachments:**

- A — Provisional Agenda AOP/WG/3
- B — Registration Form



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**THIRD MEETING OF THE AERODROMES OPERATIONS AND  
PLANNING WORKING GROUP (AOP/WG/3)**

*(Langkawi, Malaysia, 2 – 4 June 2015)*

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**PROVISIONAL AGENDA – AOP/WG/3**

- 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

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**SEMINAR ON SEAMLESS ATM PLAN AND  
THIRD MEETING OF THE AERODROMES OPERATIONS AND  
PLANNING WORKING GROUP (AOP/WG/3)**

*(Langkawi, Malaysia, 1 – 4 June 2015)*

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**REGISTRATION FORM**

I will attend (please tick):

**Seminar on Seamless ATM Plan *and/or***  
*(1 June 2015)*

**AOP/WG/3 Meeting**  
*(2–4 June 2015)*

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: Meeting materials will only be available in soft copy (electronic) to participants. 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 Fax: 66 (2) 537 8199 or E-mail: [apac@icao.int](mailto:apac@icao.int)