



International Civil Aviation Organization

**The Twenty-Second Meeting of the APANPIRG ATM/AIS/SAR Sub-Group
(ATM/AIS/SAR/SG/22)**

Bangkok, Thailand, 25 – 29 June 2012

Agenda Item 2: Review the APANPIRG/22 Report and relevant ANC/Council Actions

**ASIA/PACIFIC AIR NAVIGATION PLANNING AND IMPLEMENTATION REGIONAL
GROUP OUTCOMES**

(Presented by the Secretariat)

SUMMARY

This paper presents information relevant to the ATM/AIS/SAR Sub-group from the Twenty Second Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/22, Bangkok, Thailand, 5 to 9 September 2011).

This paper relates to –

Strategic Objectives:

- A: *Safety – Enhance global civil aviation safety*
- C: *Environmental Protection and Sustainable Development of Air Transport – Foster harmonized and economically viable development of international civil aviation that does not unduly harm the environment*

Global Plan Initiatives:

- GPI-1 Flexible use of airspace
- GPI-2 Reduced vertical separation minima
- GPI-3 Harmonization of level systems
- GPI-4 Alignment of upper airspace classifications
- GPI-5 RNAV and RNP (Performance-based navigation)
- GPI-6 Air traffic flow management
- GPI-7 Dynamic and flexible ATS route management
- GPI-8 Collaborative airspace design and management
- GPI-9 Situational awareness
- GPI-10 Terminal area design and management
- GPI-11 RNP and RNAV SIDs and STARs
- GPI-12 Functional integration of ground systems with airborne systems
- GPI-13 Aerodrome design and management
- GPI-14 Runway operations
- GPI-15 Match IMC and VMC operating capacity
- GPI-16 Decision support systems and alerting systems
- GPI-17 Data link applications
- GPI-18 Aeronautical information
- GPI-19 Meteorological Systems
- GPI-20 WGS-84
- GPI-21 Navigation systems
- GPI-22 Communication infrastructure
- GPI-23 Aeronautical radio spectrum

1. INTRODUCTION

1.1 The Twenty Second Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/22) was held in Bangkok, Thailand from 5 to 9 September 2011.

1.2 The meeting was attended by 127 participants from 24 Member States and four International Organizations (IATA, IACA, IFALPA and CANSO). APANPIRG/22 agreed to 43 Conclusions and 13 Decisions.

2. DISCUSSION

APANPIRG Structural Changes

2.1 APANPIRG/22 agreed to a number of changes to its structure, including subordinate bodies, and administration as follows:

D 22/52 New APANPIRG Structure

That, in consideration of optimizing the effectiveness and efficiency of the contributory bodies of APANPIRG and in accordance with the provisions of the APANPIRG Procedural Handbook the new APANPIRG Structure as shown in Appendix B to the Report on Agenda item 5 will become effective from 2013 meeting year and subject to a further review in 2016.

D 22/53 Term for Chairperson/Vice Chairperson of Sub Groups

That, the term of the Chairperson and Vice Chairperson of the sub groups shall be for a maximum period of four years. The incumbent may stand for re-election.

D 22/54 Revised Terms of Reference of APANPIRG Sub group and AOP Working Group

That, the revised Terms of Reference of APANPIRG Sub Group and AOP Working Group as shown in Attachment C to the Report on Agenda Item 5 be adopted and become effective from 2013 meeting year.

D 22/56 Establishment of Asia/Pacific Seamless ATM Planning Group

That an Asia/Pacific Seamless ATM Planning Group (APSAPG) composed of high level officials/representatives nominated by the States in the Asia/ Pacific Region and International Organizations be established, reporting to APANPIRG, in accordance with the Terms of Reference as shown in Appendix D to the Report on Agenda Item 5.

Decision 22/6 – Establishment of SAIOACG

That, the BBACG be renamed as the South Asia Indian Ocean ATM Coordination Group – SAIOACG to cover a geographical area which includes Major Traffic Flows AR-1, AR-4 and AR-10, and that the TOR as appended at Appendix E to Report on Agenda item 3.2 be adopted.

C 22/9 Regional ATM Contingency Plan Task Force

That, a Regional ATM Contingency Plan Task Force (RACP/TF) be formed, reporting to APANPIRG through the ATM/AIS/SAR Sub-Group for planning, coordination and implementation of a regional ATM contingency plan, with a link to the METWARN/I Task Force, in accordance with the Terms of Reference as provided in Appendix G to the Report on Agenda Item 3.2.

D 22/13 Data-link Performance Monitoring Body

That, the FANS Implementation Team - Bay of Bengal (FIT-BOB) and Southeast Asia (FIT-SEA) be combined as a new body (FIT-Asia), reporting to RASMAG, in accordance with the Terms of Reference appended in Appendix D to the Report on Agenda Item 3.3.

2.2 Figure 1 provides a diagram of the new APANPIRG structure when fully effective in 2013, with the APANPIRG/22 approved changes indicated in grey:

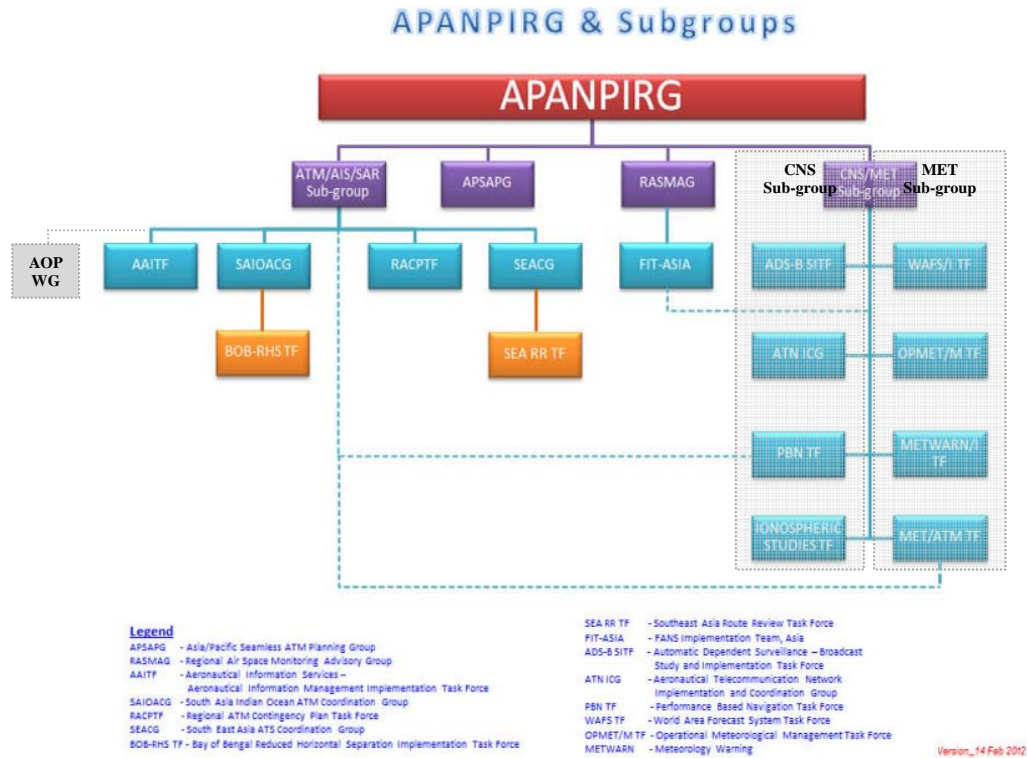


Figure 1: APANPIRG/22 Approved Structural Changes

Schedule of Meetings

2.3 Taking note of the DGCA Action Item 47/16, the ICAO Regional Office assessed various options, and in consultation with CASA and CAANZ determined a draft program, bearing in mind the overall objectives of efficient management of meetings, cost effectiveness and resources within Regional Office for year 2013:

- reduction in number of APANPIRG meeting days from five to three;
- holding the Regional Aviation Safety Group (RASG APAC) meeting back-to-back with the APANPIRG/24 meeting; and
- holding DGCA Conference consecutively with APANPIRG and RASG meetings

2.4 The 2013 Plan is to hold APANPIRG/24 from Monday 24 to Wednesday 26 June 2013, followed by RASG APAC on Thursday 27 to- Friday 28 June. The 50th Conference of Directors General of Civil Aviation Asia and Pacific Regions (DGCA/50) would be scheduled from Monday 1 to Wednesday 3 July 2013. The dates for the Sub-group meetings would be advanced accordingly.

2.5 The ICAO Regional Office circulated a State Letter AP-027 dated 23 February 2012 to APAC States/Administrations to note this information in their meeting schedule and confirm to the ICAO Asia/Pacific office these arrangements were satisfactory.

2.6 Due to the truncated period available before APANPIRG/24, some compression of normal schedules is required. Therefore, tentative planning of the following meeting timings is being considered as follows:

- APSAPG/3, Chennai, 21-25 January 2013;
- SEACG/20 and SAIOACG/3 (combined), Bangkok, 18-22 February 2013;
- RACPTF/2, Bangkok, 26-29 March 2013;
- FIT-Asia/2, RASMAG/18, Bangkok, 22-26 April 2013;
- AAITF/8, TBA, 6-10 May 2013; and
- ATM Sub-Group/1, Bangkok, 20-24 May 2013;
- APSAPG/4, TBA, 3-7 June 2013.

APANPIRG/22 Conclusions and Decision Summary

2.7 A Summary Table of APANPIRG/22 Conclusions and Decisions related to the ATM/AIS/SAR Sub-group, as well as follow-up actions, is provided in **Attachment A**.

APANPIRG Handbook

2.8 The APANPIRG Procedural Hand Book is an informal publication prepared by the Secretariat to consolidate material, particularly of a procedural nature, about the work of APANPIRG and its contributory bodies. It contains the APANPIRG Terms of Reference approved by the Council of ICAO and the working arrangements and internal instructions developed by the Group.

2.9 The third edition of the APANPIRG Procedural Handbook was published in 1998. The APANPIRG Contributory Bodies Structure Review Task Force/1 (23 to 24 May 2011) noted that since then a number of changes were introduced and expressed the need for the fourth edition incorporating all the changes adopted by APANPIRG so far. Consequently, the Amendment to APANPIRG Procedural Handbook was included in the APANPIRG 22 Action Plan under Decision 22/53, for action by the ICAO APAC office. The revised edition of the APANPIRG Procedural Handbook is appended as **Attachment B**.

Basic Air Navigation Plan Amendment

2.10 It is expected that the Global Air Navigation Plan (GANP, Doc 9750) will be revised and endorsed by the 12th Air Navigation Conference (19-30 November 2012). The Asia/Pacific Regional Air Navigation Plan (ICAO Doc 9673) will also be revised to incorporate the outcomes of the GANP, and circulated to States for their comments, then submitted to APANPIRG/24 for endorsement. If no objection is raised by States, the proposed amendment will be submitted to the Council for approval.

2.11 Associated with this development and the migration by ICAO HQ to an electronic e-ANP format, the Regional Office has been requested to amend the Basic Air Navigation Plan to be consistent with a template that originated from the European Office. Significant material required updating to reflect recent changes, which will also be part of the material circulated for comment.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) discuss any relevant matters as appropriate.

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APANPIRG/22 Conclusions/Decisions – Action Plan

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
C 22/1 A & C	FPL 2012 Implementation Co-ordination ATM/AIS/SAR/SG/22– WP08 FPL & AM/TF	That, ICAO be urged to emphasise inter-regional coordination by ensuring regular dialogue, information-sharing and meetings between key personnel and organisations managing the FPL 2012 implementation process.	ICAO HQ to consider ways of strengthening and facilitating inter-regional coordination	ICAO APAC Office ICAO HQ	IOM to ICAO HQ Inter-regional teleconference call due 8 June 2012	30 September 2011
C 22/2 A & C	AIM Transition Table ATM/AIS/SAR/SG/22– WP09 AAI/TF	That, the ICAO APAC Regional Office maintains the AIM Transition Table as a means of tracking State transition to AIM, and to provide current details on AIM capability for interoperability, by publishing the State AIS – AIM Transition Table at Appendix B to the Report on Agenda Item 3.2 on the APAC web site.	Provision of Asia/Pacific Region AIS – AIM progress information	ICAO APAC Office	Publish the Transition Table on the APAC Office website and update as required CLOSED	30 September 2011
C 22/4 A & C	APAC ATFM Regional Concept of Operations ATM/AIS/SAR/SG/22– WP18 ATFM Group	That, the APAC ATFM Regional Concept of Operations appended at Appendix D to the Report on Agenda Item 3.2 be adopted and provided as reference material on the APAC web site as planning guidance.	Provision of Asia/Pacific Regional ATFM Concept of Operations information Notify States	ICAO APAC Office	Publish the Regional ATFM Concept of Operations on the APAC Office website State notified by State Letter CLOSED	30 September 2011

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
C 22/5 A & C	Major Traffic Flow (New) ATM/AIS/SAR/SG/22– WP15 SAIOACG	That, the traffic flow between the Middle East airports such as Dubai and Abu Dhabi to Australasian or South East Asian airports such as Sydney and Singapore be recognized as APAC Major Traffic Flow AR-10 and recommended as an amendment to the Global Air Navigation Plan (Doc 9750).	Establish the new Major Traffic Flow in the forthcoming updated GANP	ICAO APAC Office ICAO HQ	IOM to ICAO HQ CLOSED	30 September 2011
D 22/6 A & C	Establishment of SAIOACG ATM/AIS/SAR/SG/22– WP15 SAIOACG	That, the BBACG be renamed as the South Asia Indian Ocean ATM Coordination Group – SAIOACG to cover a geographical area which includes Major Traffic Flows AR-1, AR-4 and AR-10, and that the TOR as appended at Appendix E to the Report on Agenda Item 3.2 be adopted.	Notify States	ICAO APAC Office	State Letter SAIOACG Established CLOSED	30 September 2011
C 22/7 A & C	Asia/Pacific Air Navigation Concept of Operations ATM/AIS/SAR/SG/22– WP05 APSAPG	That, the Asia/Pacific Air Navigation Concept of Operations provided in Appendix F to the Report on Agenda Item 3.2 be adopted and published on the APAC website as regional guidance material for navigation facility, service and avionics equipage planning.	Provision of Asia/Pacific Air Navigation Concept of Operations information Notify States	ICAO APAC Office	Publish the Asia/Pacific Air Navigation Concept of Operations on the APAC Office website. State Letter CLOSED	30 September 2011

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
C 22/8 A & C	ADS-B Airspace Mandate ATM/AIS/SAR/SG/22– WP13 SEACG WP15 SAIOACG	That, States intending to implement ADS-B based surveillance services may designate portions of airspace within their area of responsibility: a) mandate the carriage and use of ADS-B equipment; or b) provide priority for access to such airspace for aircraft with operative ADS-B as equipment over those aircraft not operating ADS-B equipment.	Notify States	ICAO APAC Office	State Letter CLOSED	30 September 2011
C 22/9 A & C	Regional ATM Contingency Plan Task Force ATM/AIS/SAR/SG/22– WP11 RACPTF	That, a Regional ATM Contingency Plan Task Force (RACP/TF) be formed, reporting to APANPIRG through the ATM/AIS/SAR Sub-Group for planning, coordination and implementation of a regional ATM contingency plan, with a link to the METWARN/I Task Force, in accordance with the Terms of Reference as provided in Appendix G to the Report on Agenda Item 3.2.	Notify States	ICAO APAC Office	State Letter Establish RACP/TF CLOSED	30 June 2012

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
C 22/10 A & C	RVSM Approvals ATM/AIS/SAR/SG/22- WP04	That, the States are urged to: a) ensure that they provide point of contact details and complete RVSM approval data to the appropriate RMA in a timely manner; b) encourage their ANSP to provide details to their RMA, on a monthly basis, of all flight plans filed showing RVSM approval; and c) take appropriate action regarding non-compliant aircraft, on the basis of the data provided by their RMA.	Notify States	ICAO APAC Office	State Letter (RASMAG) CLOSED	30 September 2011
C 22/12 A & C	Provision of Datalink Performance Data to CRA ATM/AIS/SAR/SG/22- WP04	Noting the pre- and post-implementation system performance monitoring required by Annex 11, the Global Operational Data Link Document (GOLD) and the Guidance Material for End-to-End Safety and Performance Monitoring of Air Traffic Service Data Link Systems in the Asia/Pacific Region, States are urged to ensure that the appropriate data link performance monitoring is undertaken and reported to CRAs/FITs, as required, in a timely manner.	Notify States	ICAO APAC Office	State Letter (RASMAG) CLOSED	30 September 2011

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
D 22/13 A & C	Datalink Performance Monitoring Body ATM/AIS/SAR/SG/22– WP04	That, the FANS Implementation Team - Bay of Bengal (FIT-BOB) and Southeast Asia (FIT-SEA) be combined as a new body (FIT-Asia), reporting to RASMAG, in accordance with the Terms of Reference appended in Appendix D to the Report on Agenda Item 3.3.	Notify States	ICAO APAC Office	State Letter Establish FIT Asia (RASMAG) CLOSED	31 August 2012
D 22/14 A & C	Bay of Bengal and Arabian Sea Airspace Safety Monitoring Agency (BOBASMA) Endorsement ATM/AIS/SAR/SG/22– WP04	That, the Bay of Bengal and Arabian Sea Airspace Safety Monitoring Agency (BOBASMA) be endorsed as an En-Route Monitoring Agency (EMA).	Establishment of the BOBASMA	APANPIRG	BOBASMA Established (RASMAG) CLOSED	9 September 2011 CLOSED
D 22/15 A & C	Japan Airspace Safety Monitoring Agency (JASMA) Endorsement ATM/AIS/SAR/SG/22– WP04	That, the Japan Airspace Safety Monitoring Agency (JASMA) be endorsed as an En-Route Monitoring Agency (EMA), which will also undertake the current Japan Regional Monitoring Agency (RMA) functions.	Establishment of the JASMA	APANPIRG	JASMA Established (RASMAG) CLOSED	9 September 2011 CLOSED

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
C 22/20 A & C	Second Satellite Data-link Operational Continuity meeting (SOCM/2) and Seminar on Satellite Data-link Communication ATM/AIS/SAR/SG/22-WP17	That, States be urged to nominate suitably qualified personnel to participate in the Seminar on Satellite Data-link Communication and the Second Satellite data-link Operational Continuity Meeting (SOCM/2) scheduled from 15 to 18 November, 2011 in Bangkok, Thailand.	Encourage participation in SOCM/2 Meeting and conduct the meeting	ICAO APAC Office	State Letter SOCM/2 conducted (CNS-MET SUB-GROUP) CLOSED	September 2011 & November 2011
C 22/21 A & C	Identical SELCAL Codes	That, ICAO be invited to conduct a survey to assess the instances (per annum) of two (or more) aircraft using identical SELCAL codes in the same HF area in the Asia/Pacific Region.	Conduct a survey on SELCAL codes	ICAO APAC Office	State Letter (CNS-MET SUB-GROUP)	March 2012

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
C 22/31 A & C	Development of Guidance Material on ADS-B ATM/AIS/SAR/SG/22- WP16	<p>That, the following regional guidance materials on ADS-B implementation be adopted and published on the APAC Website.</p> <p>a) Guidance Material on Building a safety case for the delivery of an ADS-B separation service provided in Appendix J to the report on Agenda Item 3.4 ;</p> <p>b) the revised Sample Agreement for Data Sharing contained in Appendix K;</p> <p>c) Amendments to the ADS-B Implementation Guidance Document (AIGD) as shown in the Appendix L consequential to amendment to the Flight Plan and Appendix M on the reliability and availability for ADS-B ground system.</p>	Publish on website and notify States	ICAO APAC Office	Published on the website and States notified (CNS-MET SUB-GROUP) CLOSED	December 2011

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
C 22/32 A & C	Coordination for VHF for sharing Voice Communication Capability	That, a) States be urged to support provision of VHF radio voice air/ground communication infrastructure for use by adjacent States; and b) States sharing ADS-B data and providing VHF Voice air-ground communication infrastructure to adjacent States should co-ordinate with ICAO Regional Office and their national Telecommunication Regulatory Authority for assignment of specific VHF radio frequencies to be used by the adjacent States.	Notify States	ICAO APAC Office	State Letter (CNS-MET SUB-GROUP)	November 2011
D 22/34 A & C	Name and Terms of Cooperation of ADS-B Implementation WG ATM/AIS/SAR/SG/22-WP16	That, Recognizing the need to expedite ADS-B implementation and surveillance data sharing in the Bay of Bengal area, the South East Asia Sub-regional ADS-B Implementation Working Group be renamed as “South East Asia and Bay of Bengal Sub-regional ADS-B Implementation Working Group”. Revised Terms of Cooperation and work programme based on the existing one for the SEA Sub-regional ADS-B Implementation Working Group be further developed by the new Working Group.	Notify SEA/BOB ADS-B WG	ICAO APAC Office	SEA/BOB ADS-B WG notified Paper prepared (CNS-MET SUB-GROUP) CLOSED	November 2011

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
C 22/35 A & C	Expedite ADS-B implementation project in South China Sea area ATM/AIS/SAR/SG/22– WP16	That, States concerned with ADS-B implementation in the South China Sea area be urged to expedite required actions and coordination to achieve the implementation.	Notify States	ICAO APAC Office	State Letter (CNS-MET SUB-GROUP) CLOSED	December 2011
C 22/49 A & C	Estimating environment benefits ATM/AIS/SAR/SG/22– IP05	That: a) States are urged to use IFSET or an advanced tool/measurement capability available to estimate environment benefits accrued from operational improvements and the benefits should be reported on a quarterly basis to ICAO; b) States agree that all plans to implement operational improvements shall encompass an environment benefits analysis	IFSET available to States List of operational improvements to be measured	ICAO States	IFSET OPEN Environ benefits/fuel savings	December 2011 Every three months from December 2011
D 22/52 A & C	New APANPIRG Structure ATM/AIS/SAR/SG/22– WP02	That, in consideration of optimizing the effectiveness and efficiency of the contributory bodies of APANPIRG and in accordance with the provisions of the APANPIRG Procedural Handbook the new APANPIRG Structure as shown in Appendix B to the Report on Agenda item 5 will become effective from 2013 meeting year and subject to a further review in 2016.	Notify States, Chairperson and Vice Chairperson of Sub Groups.	ICAO APAC Office	State letter CLOSED	November 2011

Conclusion/ Decision No --- Strategic Objective*	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up Action	To be initiated by	Deliverable	Target date
D 22/53 A & C	Term for Chairperson/Vice Chairperson of Sub Groups ATM/AIS/SAR/SG/22– WP02	That, the term of the Chairperson and Vice Chairperson of the sub groups shall be for a maximum period of four years. The incumbent may stand for re-election”.	Notify States, Chairperson and Vice Chairperson of Sub Groups. Amendment to APANPIRG Hand Book	ICAO APAC Office	State letter CLOSED Presented to APANPIRG	November 2011 September 2012
D 22/54 A & C	Revised Terms of Reference of APANPIRG Sub group and AOP Working Group ATM/AIS/SAR/SG/22– WP02	That, the revised Terms of Reference of APANPIRG Sub Group and AOP Working Group as shown in Attachment C to the Report on Agenda Item 5 be adopted and become effective from 2013 meeting year.	Notify States	ICAO APAC office	State Letter CLOSED	November 2011
D 22/56 A & C	Establishment of Asia/Pacific Seamless ATM Planning Group ATM/AIS/SAR/SG/22– WP05	That an Asia/Pacific Seamless ATM Planning Group (APSAPG) composed of high level officials/representatives nominated by the States in the Asia/ Pacific Region and International Organizations be established, reporting to APANPIRG, in accordance with the Terms of Reference as shown in Appendix D to the Report on Agenda Item 5 .	Notify States Establish APS APG	ICAO APAC office	State Letter APSAPG Established CLOSED	February 2012

* **Note:** ICAO has established the following Strategic Objectives for the period 2011-2013:

A: Safety - Enhance global civil aviation safety; **B: Security** - Enhance global civil aviation security; **C: Environmental Protection and Sustainable Development of Air Transport** – Foster harmonized and economically viable development of international civil aviation that does not unduly harm the environment



ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

~~THIRD EDITION—AUGUST 1998~~
FOURTH EDITION - February 2012

1. Introduction

1.1 The Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) Procedural Handbook is an informal publication prepared by the Secretariat, intended to provide, for easy reference of interested parties, a consolidation of material, particularly of a procedural nature, about the work of the APANPIRG and its contributory bodies. It contains the Terms of Reference of the APANPIRG recommended by the Air Navigation Commission and approved by the Council of ICAO. It also contains the working arrangements and internal instructions developed by the Group for the practical application of its Terms of Reference.

1.2 The document describes; Terms of Reference; Composition; Position in ICAO; Working Arrangements; Rules of Procedure and Practices governing the Conduct of Business.

1.3 The framework of Part and Sections headings in addition to the page numbering has been devised to provide flexibility and the facilitation of the revision of additional or new material. Each Part includes an Introduction giving its purpose and status. A Table of Contents is also provided which serves also as a subject index and as a check list for the current pages.

1.4 All pages bear the date of issuance. Replacement pages will be issued as necessary and any portion of a page that has been revised will be identified by a vertical line in the margin. Additional material will be incorporated in the existing Sections or will be the subject of new Sections, as required.

1.5 Changes to text will be identified by a vertical line in the margin in the following manner;

- N for new or revised text;
- E for editorial modification that do not alter the substance or meaning of the text;
- D for deleted text

For practical reasons, this shall not be applied to title pages or to the routine insertion and deletion of Conclusions and Decisions. The absence of change bars, when data or page numbers have changed, will signify reissue of the section concerned or rearrangement of text (e.g., following an insertion or deletion with no other changes).

1.6 The Procedural Handbook will be distributed to Members and Observers of APANPIRG, the ICAO Secretariat, and to other States and international organizations participating in meetings, contributing to, or having interest in the work of the APANPIRG and/or its Contributory Bodies.

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ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART I

TERMS OF REFERENCE.

COMPOSITION AND POSITION IN ICAO OF THE APANPIRG

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1. **Background**

1.1 The Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) has been established by the ICAO Council in 1991[C-MIN.133/18, 26 June 1991].

1.2 This Section sets out the Terms of reference of the APANPIRG and its position in ICAO. These guidelines will govern the groups working arrangements including relation with States, international organizations and ICAO specialized regional bodies, the Rules of Procedure for the conduct of its meetings and those of its contributory bodies.

2. **Terms of Reference of the APANPIRG**

2.1 The Terms of Reference of APANPIRG was approved by the Council of ICAO in 6th Meeting of its 171st Session on 27 February 2004 and revised consequent to the decision of the Council[C-DEC 183/9, March/April 2008 and C-WP/13558, C190/4 25 May 2010]. The Membership and Terms of Reference are as follows:

2.1.1 **Membership**

All ICAO Contracting States, who are service providers in an air navigation region and part of that region's ANP, should be included in the membership of that region's PIRG. Furthermore user States are entitled to participate in any other PIRG Meetings as a non member. International Organisations recognised by the Council may be invited as necessary to attend PIRG meetings as observers.

2.1.2 **Terms of Reference of APANPIRG**

The objectives of the Group are to:

- a) to ensure continuous and coherent development of the Asia/Pacific Regional Air Navigation Plan and other relevant regional documentation in a manner that is harmonized with adjacent regions, consistent with ICAO SARPs and Global Air Navigation Plan for CNS/ATM Systems (DOC 9750) and reflecting global requirements;
- b) to facilitate the implementation of air navigation systems and services as identified in the Asia/Pacific Regional Air Navigation Plan with due observance to the primacy of air safety, regularity and efficiency; and
- c) to identify and address specific deficiencies in the air navigation field.

2.1.3 **In order to meet the Terms of Reference, the Group shall:**

- a) review, and propose when necessary, the target dates for implementation of facilities, services and procedures to facilitate the coordinated development of the Air Navigation Systems in the Asia/Pacific Region;
- b) assist the ICAO Asia/Pacific Regional Office in fostering the implementation of the Asia/Pacific Regional Air Navigation Plan;
- c) in line with the Global Aviation Safety Plan (GASP), facilitate the conduct of any necessary systems performance monitoring, identify specific deficiencies in the air navigation field, especially in the context of safety, and propose corrective action;
- d) facilitate the development and implementation of action plans by States to resolve identified deficiencies, where necessary;

- e) develop amendment proposals to update the Asia/Pacific Regional Air Navigation Plan to reflect changes in the operational requirements;
- f) monitor implementation of air navigation facilities and services and where necessary, ensure interregional harmonization, taking due account of organizational aspects, economic issues (including financial aspects, cost/benefit analyses and business case studies) and environmental matters;
- g) examine human resource planning and training issues and propose where necessary human resource development capabilities in the region that are compatible with the Asia/Pacific Regional Air Navigation Plan;
- h) review the Statement of Basic Operational Requirements and Planning Criteria and recommend to the Air Navigation Commission such changes as may be required in the light of new developments in the air navigation field;
- i) request financial institutions, on a consultative basis as appropriate to provide advice in the planning process;
- j) maintain close cooperation with relevant organizations and State grouping to optimize the use of available expertise and resources;
- k) conduct the above activities in the most efficient manner possible with a minimum of formality and documentation and call meetings of the APANPIRG when deemed necessary to do so; and
- l) coordinate with RASG APAC on safety issues.

3. Composition of the APANPIRG

3.1 The APANPIRG is composed of all APAC member States providing air navigation services in the Asia and Pacific Regions.

3.2 The Group shall normally invite representatives of international organizations recognized by the Council as representing important civil aviation interests to participate in its work in a consultative capacity.

3.3 States that do not provide air navigation services in the APAC Region may participate as observers in APANPIRG meetings. Also other APAC International Organizations and/or bodies may also participate when invited specifically by the APANPIRG.

3.4 States should ensure that their representatives to be designated as members of APANPIRG have knowledge and good 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 APANPIRG. The designated representative can be assisted, when required, by technical advisers during meetings of the APANPIRG.

4. Creation and dissolution of contributory bodies

4.1 To assist in its planning and implementation work, APANPIRG may create contributory bodies (sub-groups), charged with preparatory work on specifically defined problems requiring expert advice for their resolution. Representation in such sub-groups should be by specialists in the subjects concerned and familiar with the area under consideration. The establishment and the work of sub-groups shall be governed by the following considerations:

- a) a sub-group shall be formed when it is clearly established that it can make a substantial contribution to the resolution of the problem(s) in question;
- b) it shall be given clear and concise terms of reference describing not only its task but also an expected target date for its completion;

- c) its composition shall be such that, while being kept as small as possible, all States and organizations which can make valid contributions are given the opportunity to participate in it;
- d) its work progress and co-ordination requirements shall be subject to review by the Group to avoid duplication of effort in fields already covered by other activities; and
- e) a sub-group shall be dissolved when it has either completed its assigned task or it has become apparent that work on the subject in question cannot be usefully continued.

5. **Position within ICAO**

5.1 APANPIRG shall be the guiding and co-ordinating organ for all activities conducted within ICAO concerning the Air Navigation System for the Asia and Pacific Regions. However it shall not assume authority vested in other ICAO bodies, except where such bodies have specifically delegated their authority to the Group. The activities of the Group shall be subject to review by the Council.

5.2 The work of groups established and meetings held within the framework of ICAO, concerned with the Asia and Pacific air navigation system shall be coordinated with the APANPIRG to ensure full harmonization with all regional activities regarding the development and operation of the Asia/Pacific system.

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ASIA/PACIFIC AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART II

WORKING ARRANGEMENTS

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1. Relations with States

1.1 States located geographically in the Asia and Pacific Regions, States having dependent territories in these Regions, and States having aircraft on their register that operate in these Regions, shall be kept fully informed of activities of the APANPIRG. To achieve this objective, States should receive, regularly:

- a) Proposed agenda for meetings of the Group;
- b) The reports on meetings of the Group; and as appropriate
- c) The summaries of reports on meeting of its contributory bodies.

1.2 States should ensure necessary co-ordination and follow-up of the APANPIRG activities within their Administrations.

1.3 APANPIRG may obtain information from Asia and Pacific provider States on specific questions and offer them advice on specific proposals for action.

2. Relations with other Bodies and Organizations

2.1 APANPIRG shall keep itself informed of the activities of other bodies and organizations to the extent that such activities are likely to have an impact on the planning and operations of the Asia and Pacific air navigation system.

2.2 When necessary, the APANPIRG shall provide information and advice to such bodies and organizations, if this is required, to:

- a) avoid duplication of studies and/or effort; and
- b) engage their assistance in matters that, while having a bearing on the air navigation system, are outside the competence of ICAO and/or the Terms of Reference of the Group.

3. Administration of the APANPIRG

3.1 The APANPIRG shall be administered as follows:

- a) by a Chairperson, elected from the Representatives designated by member States of the Group. A First and Second Vice-Chairperson shall be elected from the said representatives; and
- b) by **ICAO Regional Director** designated as Secretary APANPIRG by the Secretary General of ICAO. In the execution of duties the Secretary will be supported by the Asia and Pacific Regional Office.

3.2 The Chairperson, in close co-ordination with the Secretary, shall arrange for the most efficient working of the Group. The Group shall always work with a minimum of formality and paperwork.

3.3 Between meetings of the APANPIRG or its contributory bodies, some subjects may be dealt with by correspondence among appointed Representatives of Member States through the Secretary of the APANPIRG or the Secretary of the sub-group concerned. However, if States are to be consulted this should be done through the ICAO Regional Director, **Asia and Pacific Office**.

4. Meetings of the APANPIRG

4.1 Based on the advice of the designated representatives and Secretary, the Chairperson shall decide the date and duration of meetings of the Group.

4.2 Meetings are normally convened at the location of the ICAO Regional Office in Bangkok. If a State offers to host a meeting it shall be responsible for providing a venue, services and all costs of travel and subsistence allowance for secretariat attendees.

4.3 Members may be accompanied by their advisers. Total attendance should be kept to a minimum consistent with the topics to be discussed to maintain the desired informality of proceedings.

4.4 The ICAO Regional Office in Bangkok shall normally provide the requisite secretariat services to APANPIRG.

5. Establishment of Sub-Groups

5.1 To assist it in its work, APANPIRG may create sub-groups, charged with preparatory work on specific problems requiring expert advice for their resolution.

5.2 The establishment and the work of sub-groups shall be governed by the procedures in Part I, paragraph 4.1

5.3 Participation in sub-groups should be by specialists in the subjects under consideration. Such specialists should be provided by States (), international organizations having relevant experience in the field concerned. **A list of the international organizations that may be invited is shown in the Regional Office Manual.**

5.4 Secretaries of sub-groups established by the Group will be appointed by the Secretary of APANPIRG.

6. Working Groups and Task Forces

6.1 The APANPIRG or its sub-groups may appoint working groups and /or task forces composed of experts from the Group or the sub-group to perform studies or prepare supporting documentation on defined subjects for consideration by the Group or sub-groups as a whole. States and international organizations that are not members of the Group or sub group may also be invited to provide experts to participate in these task forces, as required. **Chairperson of working groups and task forces may authorize co-opting of experts as advisors to provide technical inputs to the working groups and task forces when required.**

7. Role of Designated Members

7.1 Representatives of States designated as Members of APANPIRG shall assume the duties and responsibilities of ensuring the normal conduct of business of the Group. Members should attend regularly all the meetings of the Group and maintain the continuity of the Group's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual Members and/or participation in task forces as referred to in paragraph 6.1.

8. Status of Observers

8.1 According to the provision of Part I, paragraph 3.3, States that are neither located nor have aircraft on their register operating in the Asia and Pacific Regions will have the status of Observer at APANPIRG meetings.

8.2 According to the provisions of Part I, paragraph 3.2, International Organizations invited to participate at meetings of APANPIRG will have the status of Observer.

9. Co-ordination and reporting lines

9.1 APANPIRG reports to the ICAO Council through its Secretary and the ICAO Secretariat as follows:

- a) proposals for amendment of the Air Navigation Plan (facilities, services and Basic Operational Requirements and Planning Criteria) and proposals for amendment of the Regional Supplementary Procedures (SUPP) originated by the APANPIRG will be processed according to the approved amendment procedures;
- b) suggestions by the APANPIRG calling for amendment or modification of the provisions in the ICAO world-wide provisions (Annexes and PANS) will be submitted to the Air Navigation Commission (ANC) for consideration and action as appropriate;
- c) items concerning serious shortcomings in implementation of the Asia and Pacific Regional Plans will be reported to the States concerned, and, after all possible efforts for implementation have been exhausted to the attention of the ANC;
- d) specific policy issues emanating from the work of the APANPIRG and matters which impact other regions will be submitted to the Council;
- e) matters concerning the Group's terms of reference, its composition, position in ICAO and working arrangements, will be submitted to the Council.

9.2 Sub-groups report to APANPIRG. Co-ordination among sub-groups will primarily be ensured by the Group when establishing their terms of reference and work programme or taking action on their reports. In addition, the work of the contributory bodies should be co-ordinated through their respective Chairperson and Secretaries, assisted, as required, by the ICAO Secretariat, in the Asia and Pacific Office.

9.3 Routine relations between the APANPIRG or its contributory bodies and other ICAO groups and meetings concerning the Asia and Pacific Regions shall be conducted through the respective Secretaries and/or the ICAO Regional Director Asia and Pacific Office.

9.4 Relations with representatives of States designated as Members of APANPIRG and representatives of International Organizations regularly attending the meetings of the APANPIRG shall be conducted through the Secretary of APANPIRG. Other ICAO Regional Offices shall be kept informed of correspondence whenever it may have an impact on their work.

9.5 Relations with States and International Organizations whether represented in the Group, and relations with Asia or Pacific bodies and Organizations will normally be conducted through the ICAO Regional Director, Asia and Pacific Office.

9.6 Relations with the experts provided by States as Members of APANPIRG or sub-groups shall

be conducted by the Secretary of the sub-group concerned.

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ASIA/PACIFIC AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART III

RULES OF PROCEDURES FOR THE CONDUCT OF
MEETINGS OF THE APANPIRG

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1. General

1.1 The APANPIRG shall always work with a minimum of formality and paper work. To

achieve this aim, the rules of procedure for the conduct of meetings should be as flexible and simple as possible. The Group is expected to conduct its business by general consensus of interested parties. The following provisions do not therefore include any procedures for handling motions or voting.

1.2 There shall be no minutes for the meetings of the Group. Reports on meetings should not include formal Statements by members or observers. However, where consensus was achieved after specific divergent views were expressed in relation to the decisions taken or the conclusions reached, those views shall be recorded as an integral part of the Report.

2. Participation

Note: The following rules of procedure are based on the provisions contained in paragraphs 3 of Part I and in paragraphs 2, 7 and 8 of Part II.

2.1 Representatives of Contracting States designated as Members of the APANPIRG should participate regularly in all meetings of the Group.

~~2.1.1 Subject to the applicable provisions in paragraph 3 of Part I, all APAC Contracting State of ICAO are entitled to participate in meetings of the APANPIRG, if it so wishes. To this effect, the State concerned should notify the Secretary of APANPIRG of its intention of being represented, not later than 30 days prior to the meeting in which it has decided to participate. Such notification should include an indication of the subjects in which that State is interested and the name and title of its representative(s).~~

~~Note: The notification referred above is not required by States having decided to attend regularly the meetings of the Group.~~

2.2 APANPIRG shall normally invite international organizations recognized by the Council as representing important civil aviation interests to participate in the work of the APANPIRG in a consultative capacity. Among the international organizations, ACI, CANSO, IBAC, IATA, IFALPA and IFATCA should be invited on a regular basis. Other international organizations and/or Asia/Pacific bodies and organizations may participate when specifically invited by the Group.

2.3 The ICAO Regional Director Asia and Pacific Office should endeavour to ensure representation by States, International Organizations, Asia/Pacific bodies and organizations invited by the Group to participate in its meetings.

Note: The Secretary of the APANPIRG, in consultation with the Chairperson, shall undertake to keep the total number of participants to a level consistent with the required efficiency and informality of the proceedings.

3. Convening of Meetings

Note: Besides the working arrangements set forth in paragraph 4 of Part II, the rules of procedure below should be followed in convening meetings of the Group.

3.1 At each of its meeting APANPIRG should endeavour to agree on the date and duration of its next meeting.

3.2 According to its objectives the APANPIRG shall;

- a) ensure the continuous and coherent development of the Asia and Pacific Regional

Plans as a whole and in relation to that of adjacent Regions; and

- b) identify specific problems in the air navigation field concerning the Asia and Pacific Regions and propose, in appropriate form, resolving action addressed to parties concerned.

Note: To achieve these objectives the convening of one meeting per year would generally suffice. Still, to safeguard coherent and orderly air navigation planning in the interest of States and airspace users in the Asia and Pacific Regions, the Group may determine the need for an additional meeting in any given year.

3.3 A letter for convening a meeting shall be addressed by the APANPIRG Secretary normally 90 days prior to the meeting, to representatives of:

- a) States designated as members;
- b) States not designated as Members, that have decided to attend regularly the meetings of the APANPIRG;
- c) International Organizations invited to participate regularly in the activities of the Group.

3.4 The convening letter should include the agenda, with explanatory notes to assist participants in preparing for the meeting.

3.5 The ICAO Regional Director, Asia and Pacific Office, shall ensure that States and International Organizations concerned are informed of the convening of APANPIRG meeting and the subjects planned for discussion. This should be done by a State Letter.

4. Establishment of the Agenda

4.1 The Secretary, in consultation with the Chairperson of APANPIRG, shall establish a draft agenda based on the work programme adopted.

4.2 The draft agenda shall be circulated with the convening letter, as specified in sub-paragraph 3.3 above, for comments.

4.3 Comments in relation to the draft agenda or the work of the Group received up to 10 days prior to the meeting will be presented to the meeting as a Working Paper.

4.4 At the opening of the meeting any State or international organization may propose the inclusion of additional items on the agenda, and this shall be accepted if most States attending so agree.

5. Languages

5.1 The language of the meeting of the APANPIRG shall be English.

5.2 The report on meetings and supporting documentation for meetings of the Group will be prepared in English.

6. Officers and Secretariat of the APANPIRG

Note: The following rules of procedure are supplementary to the working arrangements for

the administration of the APANPIRG contained in paragraph 3 of Part II.

6.1 APANPIRG/ 20 approved the Terms of Reference of Chairperson, First Vice Chairperson and Second Vice Chairperson as below:

- The Chairperson/First Vice Chairperson/Second Vice Chairperson shall be a serving official of their State Administration, holding position of progressive responsibilities. He/She should have vast experience in the administration and management related to international civil aviation matters.
- The term of the Chairperson, First Vice Chairperson and Second Vice Chairperson shall be for a maximum period of three years. If an elected Chairperson is due for retirement or resigns from his organization during this period, the Group may elect a new Chairperson

6.2 To ensure the necessary continuity in the work of the Group and unless otherwise determined by special circumstances, the Chairperson, the First Vice-Chairperson and Second Vice-Chairperson of the APANPIRG should assume their functions at the end of the meeting at which they are elected.

6.3 Designated Members of the Group may request that the election of the Chairperson and/or Vice-Chairpersons be included on the agenda.

6.4 The Secretary of the APANPIRG will serve as Secretary of the meetings of the Group and will be assisted by Officers of the ICAO Asia and Pacific Office.

6.5 Presentation of reports of sub-groups or of other ICAO regional planning groups or meetings should normally be made by the Secretary of the respective sub-group, regional planning group or meeting, as the case may be. Exceptionally, and in particular, when reports raise questions of principle or of a policy nature, the Group may request that their presentation be made by the Chairperson of the body concerned.

7. Meeting documentation

7.1 Documentation for meetings of the APANPIRG will be prepared by the ICAO Secretariat, member States and international organizations participating regularly in the activities of the Group. Distribution of the supporting documentation of APANPIRG, as well as the reports of the meetings will be posted on the APAC web page www.bangkok.icao.int under the APANPIRG and Sub Groups option, using the username and password provided to States.

7.2 Any State, international organization and Asia/Pacific body or Organization, attending or not, may submit material for consideration by APANPIRG. In cases where the material submitted is as supporting documentation on a specific subject, the originator is expected to attend the meeting to which it is presented, at least during the discussions on the subject concerned.

7.3 Supporting documentation shall be presented as:

- a) Working Papers
- b) Discussion Papers and Flimsies
- c) Information Papers

7.4 Working Papers are the main basis of the discussion on the various items of the agenda.

7.5 Working Papers shall be presented in a standardized format. Each paper should be limited to

one agenda item or sub-items and contain, as appropriate, introduction of the matter, brief discussion and conclusions with specific proposals for action.

7.6 Working Papers should be made available to the ICAO secretariat as early as practicable (30 days, if possible), before the meeting at which they are intended to be considered.

7.7 Working Papers shall be posted on the ICAO APAC web site by the secretariat

- a) ~~Representatives of States designated as Members of the Group;~~
- b) ~~States having notified the Secretary of their intention of being represented at the relevant meeting;~~
- e) ~~International organizations attending APANPIRG activities regularly; and~~
- d) ~~Provider States whose facilities and/or services are the subject of the paper.~~

7.7.1 ~~Other States or international organizations originating a Working Paper shall be provided with a copy of that particular Working Paper despite not attending the meeting of the Group to which it is submitted.~~

7.8 Discussion Papers and Flimsies are papers prepared on an ad hoc basis during a meeting, with the purpose of assisting participants in their discussions on a specific matter or in the development of conclusions for the draft report of the meeting.

7.9 Information Papers are intended solely to provide participants at a meeting with information on developments of technical or administrative matters of interest to the Group. Information papers shall be posted on the ICAO APAC website by the secretariat

7.10 In view of their nature, the distribution of Discussion ~~and Information~~ Papers shall be limited to participants at the meeting to which they relate.

8. Conclusions and Decisions of the Meetings

8.1 Action taken by the Group shall be recorded as:

- a) Conclusions; and
- b) Decisions

8.2 Conclusions deal with matters that, according to the Group's terms of reference, merit directly the attention of States, or on which further action is required to be initiated by the Secretary according to established procedures.

8.2.1 Conclusions are mainly aimed at the furtherance of studies and programmes being undertaken by the Group, its sub-groups and other ICAO Groups or meetings. For the implementation of conclusions, the Secretary shall:

- a) initiate the required action; or
- b) through the relevant ICAO Regional Office, invite States and international organizations or other bodies as appropriate to undertake the tasks called for by the Conclusion concerned; or

- c) refer them to Council and the Air Navigation Commission for appropriate action.

8.2.2 The Secretary will ensure that conclusions are transmitted to the States concerned through the relevant ICAO Regional Office and will take whatever action may be required to monitor their implementation.

8.3 Decisions relate solely to matters dealing with the internal working arrangements of the Group and its sub-groups.

9. Conduct of business

9.1 The meetings of the APANPIRG shall be conducted by the Chairperson or, in their absence, by the First or Second Vice-chairman of the Group, in that order.

9.2 At the first sitting of each meeting, following the opening by the Chairperson, the Secretary shall inform participants of the arrangements made for the conduct of the meeting, its organization, and of the documentation available for consideration of the different items on the agenda.

9.3 Every meeting of the APANPIRG will consider, as required:

- a) reports by its sub-groups;
- b) reports by regional bodies;
- c) specific implementation matters; and
- d) review and up-date of the Work Programme.

9.4 At each of its meetings, the Group shall establish a tentative meeting programme (including meetings of sub-groups) for, at least, the following two calendar years (cf. sub-paragraph 3.2 Part IV).

9.5 The Group shall at each of its meetings review its outstanding Conclusions and Decisions to keep them current and their number at a minimum consistent with the progress achieved in implementation.

10. Reports

10.1 Reports on meetings shall be of a simple layout and as concise as possible and shall include:

- a) a brief history of the meeting (duration, attendance, agenda and list of Conclusions and Decisions);
- b) a summary of the discussions by the Group on the different items of the agenda including, for each of them, the relevant Conclusion(s) and/or Decision(s);
- c) the work programme and future action by the Group; and
- d) the tentative programme of future meetings of the Group and of its sub-groups.

10.2 A draft report will be prepared by the Secretariat for approval by the Group before the closing of each meeting.

10.3 The approved Meeting Report shall be circulated by the Secretary to:

- a) Members of the Group; and
- b) Other States and international organizations and Asia/Pacific bodies and organizations having attended the relevant meeting.

10.4 The report shall also be posted on the ICAO APAC web site.

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ASIA/PACIFIC AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART IV

RULES OF PROCEDURE FOR THE
CONDUCT OF MEETINGS OF THE CONTRIBUTORY
BODIES OF THE APANPIRG

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1. General

- 1.1 Contributory bodies (sub-groups) of the APANPIRG shall work with a minimum of formality

and paperwork. There shall be no minutes kept for the meetings.

2. Participation

Note: The following rules of procedure are based on the provisions contained in paragraph 5 of Part II.

2.1 Each sub-group of the APANPIRG shall be composed of experts to be provided by States, whether Members or not of the APANPIRG, international organizations and/or bodies and Organizations having experience in the relevant field.

2.2 When deciding the creation and establishing the mandate and terms of reference of any of its sub-groups, the Group shall indicate the States, international organizations and/or bodies and Organizations that are to be invited to provide experts for that body. The composition of sub-groups shall be kept as small as possible to ensure the efficiency of their work and the informality of proceedings.

2.3 States other than those specified by APANPIRG which can make valid contributions to the work of a sub-group body are entitled to provide experts for that body if they so wish. To this effect, they should notify the ICAO Regional Director, Asia and Pacific Office of their intention to participate and of the name and title of the expert(s) designated.

2.4 States and international organizations and/or Asia/Pacific bodies and organizations should ensure that the experts they provide as members in sub-groups of the APANPIRG have the required qualifications and experience to contribute to the work of the body concerned.

3. Convening of meetings

3.1 The date and duration of meetings of a sub-group of the APANPIRG shall be decided by the Chairperson, in consultation with Members and the Secretary of that sub-group.

3.2 As a rule, sub-groups should agree, at each meeting, on the date and duration of the next meeting and on a tentative schedule of future meetings to assist the APANPIRG in establishing its meeting programme (cf. sub-paragraph 9.4 of Part III).

3.3 For every meeting of a sub-group of the APANPIRG, a convening letter shall be addressed by the respective Secretary to the Members of that body. This convening letter should include the agenda, with explanatory notes as required, to assist participants in preparing for the meeting.

4. Establishment of the Agenda

4.1 The Secretary of a sub-group of the APANPIRG, after co-ordination with the ICAO Regional Office and in consultation with the Chairperson, shall establish a draft agenda based on the work programme adopted and the documentation available.

4.2 The draft Agenda shall be circulated with the convening letter and submitted to the meeting to which it refers, for approval.

5. Languages

5.1 The language of, and supporting documentation for, meetings of contributory bodies of the

APANPIRG (sub-groups, task forces) shall be English.

Note: Documentation prepared by States and international organizations should be forwarded to the Secretary of the Sub-group/Task Force, if possible, at least 45 days before the meeting for which it is intended, to permit timely processing.

5.2 The reports of meetings of these bodies shall be in English.

6. Officers and Secretariat of sub-groups of the APANPIRG

6.1 Each sub-group of the APANPIRG shall at its first meeting elect, from the experts provided by States as Members of the sub-group, a Chairperson and a Vice-Chairperson would also be elected if needed

6.2 ~~To ensure the necessary continuity in the work and unless otherwise determined by special circumstances, the Chairperson and Vice-Chairperson of a sub-group should serve for an unspecified period.~~

Based on the Decision 22/53 of APANPIRG 22 the term of the Chairperson and Vice Chairperson of the Sub Groups shall be for a maximum period of four years. The incumbent may stand for re-election.

6.3 Members of a sub-group may request that the election of the Chairperson and/or Vice-Chairperson be included in its meeting agenda. ~~Elected officers may be re-elected.~~

7. Conduct of business

7.1 Meetings of a sub-group shall be conducted by its Chairperson or, in their absence, by the Vice-Chairperson.

7.2 Action proposed by a sub-group that requires the prior agreement of the APANPIRG before it can be implemented or otherwise, shall be recorded in its report as draft Conclusions or draft Decisions. All such proposed actions shall be considered by the APANPIRG at its next meeting after the issue of the sub-group's report.

8. Reports of meetings

8.1 Proceedings of meetings of sub-groups should be recorded in the form of a Report or a Summary.

8.2 A sub-group shall decide for each of its meetings whether a Report is required or whether a Summary will be sufficient. A summary would normally suffice when there is no meeting of the APANPIRG before the next scheduled meeting of the sub-group. A consolidated Report may be prepared covering more than one meeting.

8.3 A meeting of a sub-group will submit a Report whenever, it has:

- a) completed action on any part of its work programme; or
- b) found that it needs further directives or guidance from the APANPIRG to proceed in its work.

8.4 For all other meetings, the Secretary of that body will prepare a summary on the business conducted by the meeting to keep the APANPIRG and States informed of development in its activities.

8.5 Reports on meetings of sub-groups shall be of a simple layout and as concise as practicable. To the extent feasible the reports should be presented in a summary format setting aside reporting on non-essential proceedings and on matters of solely internal interest to the sub-groups themselves. They should normally cover:

- a) short introduction (brief history of the meeting, agenda, tasks at hand);
- b) in the sequence of the agenda, summary of findings on different tasks or specific elements of it including, as appropriate, draft conclusions and/or decisions; and
- c) the work programme and future meetings.

8.6 Reports or Summaries on meetings of sub-groups shall be posted on ICAO APAC web site.

8.7 Reports or Summaries on meetings of sub-groups shall be submitted to the APANPIRG for review and action. At each of its meetings, the APANPIRG shall review the reports or summaries on all meetings of its sub-groups having taken place since its last meeting also other available reports on earlier meetings of sub-groups still requiring action by the Group.

8.8 Action taken by the APANPIRG on reports of its sub-groups shall be the object of a Supplement to the Report concerned. This Supplement shall be circulated by the Secretary of the Sub-group concerned to the Members of that body and by the ICAO Regional Director, Asia and Pacific Office to the interested States, international and national Organizations and bodies concerned.

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ASIA/PACIFIC AIR NAVIGATION PLANNING AND
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PROCEDURAL HANDBOOK

PART V

PROCEDURE FOR THE ENDORSEMENT AND APPLICATION OF
ASIA/PACIFIC REGIONAL GUIDANCE MATERIALS IN
VARIOUS AIR NAVIGATION FIELDS

AND

UNIFORM METHODOLOGY FOR THE IDENTIFICATION,
ASSESSMENT AND REPORTING OF AIR NAVIGATION
SHORTCOMINGS AND DEFICIENCIES

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1. PROCEDURE FOR THE ENDORSEMENT AND APPLICATION OF ASIA/PACIFIC REGIONAL GUIDANCE MATERIALS IN VARIOUS AIR NAVIGATION FIELDS**1. Procedure**

The following procedure suggested by APANPIRG/7 (Conclusion 7/39) for the processing of the ASIA/PAC regional guidance materials was noted by the ICAO Council (150/18) for inclusion in the Procedural Handbook.

- APANPIRG Sub-Groups and Task Forces as well as States of the ASIA/PAC Regions, in a position to do so, are encouraged to develop uniform guidance material for facilitating the implementation of international air navigation systems in the Asia/Pacific Region.
- Such guidance material should not conflict with ICAO Provisions.
- Such guidance material should be examined by the APANPIRG States and included in APANPIRG reports.
- With regard to cases where regional guidance material prepared by APANPIRG contributory bodies needs to be dealt more speedily, the material may be circulated to States for appropriate action following consultation with the APANPIRG Chairperson and examination by ICAO Headquarters.
- The material resulting from the above should be forwarded to States by the ICAO Regional Office recommending States to use/adopt the material to facilitate their work.

2. UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

(Approved by the Council on 30 November 2001)

1. Introduction

1.1 Based on the information resulting from the assessment carried out by ICAO on the input received from various regions regarding shortcomings and deficiencies in the air navigation field, it became evident that improvements were necessary in the following areas:

- a) collection of information;
- b) safety assessment of reported problems;
- c) identification of suitable corrective actions (technical/operational/financial/organizational), both short-term and long-term; and
- d) method of reporting in the reports of ICAO planning and implementation regional groups (PIRGs).

1.2 This methodology is therefore prepared with the assistance of ICAO PIRGs and is approved by the ICAO Council for the efficient identification, assessment and clear reporting of air navigation deficiencies. It may be further updated by the Air Navigation Commission in the light of the experience gained in its utilization.

1.3 For the purpose of this methodology, the definition of deficiencies is as follows:

A deficiency is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices, and which situation has a negative impact on the safety, regularity and/or efficiency of international civil aviation.

2. Collection of information

Regional office sources

2.1 As a routine function, the regional offices are expected to maintain a list of specific deficiencies, if any, in their regions. To ensure that this list is as clear and as complete as possible, it is understood that the regional offices take the following steps:

- a) compare the status of implementation of the air navigation facilities and services with the regional air navigation plan documents and identify facilities, services and procedures not implemented;
- b) review mission reports with a view to detecting deficiencies that affect safety, regularity and efficiency of international civil aviation;
- c) make a systematic analysis of the differences with ICAO Standards and Recommended Practices filed by States to determine the reason for their existence and their impact, if any, on safety;
- d) review aircraft accident and incident reports with a view to detect possible systems or procedures deficiencies;
- e) review inputs, provided to the regional office by the users of air navigation services on the basis of Assembly Resolution A33-14, Appendix M;
- f) assess and prioritize the result of a) to e) according to paragraph 4;
- g) report the outcome to the State(s) concerned for resolution; and
- h) report the result of g) above to the related PIRG for further examination, advice and report to the ICAO Council, as appropriate through PIRG reports.

States sources

2.2 To collect information from all sources, States should, in addition to complying with the Assembly Resolution A31-10, establish reporting systems in accordance with the requirements in Annex 13, paragraph 7.3. These reporting systems should be non-punitive in order to capture the maximum number of deficiencies.

Users sources

2.3 Appropriate international organizations, including the International Air Transport Association (IATA) and the International Federation of Air Line Pilots' Associations (IFALPA) are valuable sources of information on deficiencies, especially those that are safety related. In their capacity as users of air navigation facilities they should identify facilities, services and procedures that are not implemented or are unserviceable for prolonged periods or are not fully operational. In this context it should be noted that Assembly Resolution A33-14, Appendix M and several decisions of the Council obligate users of air navigation facilities and services to report any serious problems encountered due to the lack of implementation of air navigation facilities or services required by regional plans. It is emphasized that this procedure, together with the terms of reference of the PIRGs should form a solid basis for the identification, reporting and assisting in the resolution of non-implementation matters.

3.1 In order to enable the ICAO PIRGs to make detailed assessments of shortcomings and deficiencies, States and appropriate international organizations including IATA and IFALPA, are expected to provide the information they have to the ICAO regional office for action as appropriate, including action at PIRG meetings.

3.2 The information should at least include: description of the deficiency, risk assessment, possible solution, time-lines, responsible party, agreed action to be taken and action already taken.

3.3 The agenda of each PIRG meeting should include an item on air navigation deficiencies, including information reported by States, IATA and IFALPA in addition to those identified by the regional office according to paragraph 2.1 above. Review of the deficiencies should be a top priority for each meeting. The PIRGs, in reviewing lists of deficiencies, should make an assessment of the safety impact for subsequent review by the ICAO Air Navigation Commission.

3.4 In line with the above, and keeping in mind the need to eventually make use of this information in the planning and implementation process, it is necessary that once a deficiency has been identified and validated, the following fields of information should be provided in the reports on deficiencies in the air navigation systems. These fields are as follows and are set out in the reporting form attached hereto.

a) Identification of the requirements

As per ICAO procedures, Regional Air Navigation Plans detail *inter alia* air navigation requirements including facilities, services and procedures required to support international civil aviation operations in a given region. Therefore, deficiencies would relate to a requirement identified in the regional air navigation plan documents. As a first item in the deficiency list, the requirements along with the name of the meeting and the related recommendation number should be included. In addition, the name of the State or States involved and/or the name of the facilities such as name of airport, FIR, ACC, TWR, etc. should be included.

b) Identification of the deficiency

This item identifies deficiency and would be composed of the following elements.

- i) a brief description of the deficiency;
- ii) date deficiency was first reported;
- iii) appropriate important references (Meetings, Reports, Missions, etc)

~~Amendment No. 3~~
20.2.02

c) Identification of the corrective actions

In the identification of the corrective actions, this item would be composed of:

- i) a brief description of the corrective actions to be undertaken;
- ii) identification of the executing body;
- iii) expected completion date of the corrective action*; and
- iv) when appropriate or available, an indication of the cost involved.

* It should be noted that a longer implementation period could be assigned in those cases in which the expansion or development of a facility was aimed at serving less frequent operations or entailed excessive expenditures.

4. Assessment and prioritization

4.1 A general guideline would be to have three levels of priority organized on the basis of safety, regularity and efficiency assessment as follows:

“U” priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

“A” priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

“B” priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

~~Amendment No. 3~~
~~20.2.02~~

5. Model Reporting Table for use in the Reports of PIRGs

5.1 Taking the foregoing into account, the model table at the Appendix is for use by PIRGs for the identification, assessment, prioritization etc. of deficiencies. It might be preferred that a different table would be produced for each of the different topics i.e. AGA, ATM, SAR, CNS, AIS/MAP, MET. However,

all tables should be uniform.

6. Action by the Regional Offices

6.1 Before each PIRG meeting, the regional office concerned will provide advance documentation concerning the latest status of deficiencies.

6.2 It is noted that the regional offices should document serious cases of deficiencies to the Air Navigation Commission (through ICAO Headquarters) as a matter of priority, rather than waiting to report the matter to the next PIRG meeting and that the Air Navigation Commission will report to the Council.

~~Amendment No. 3~~
20.2.02

REPORTING FORM ON AIR NAVIGATION DEFICIENCIES IN THE FIELD IN THE REGION

Identification		Deficiencies			Corrective action			
Requirements	States/facilities	Description	Date first reported	Remarks	Description	Executing body	Date of completion	Priority for action*
Requirement of Part .., paragraph (table) .. of the air navigation plan	Terra X Terra Y	Speech circuits not implemented Villa X - Villa Y	12/12/2..X	Co-ordination meeting between Terra X and Terra Y on 16/07/9X to finalize arrangements to implementation circuit via satellite	Implementation of direct speech circuit via satellite	Terra X	20/8/2..X	A

* Priority for action to remedy a deficiency is based on the following safety assessments:

“U” priority = Urgent requirements having a direct impact on safety and requiring immediate corrective actions.

Urgent requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is urgently required for air navigation safety.

“A” priority = Top priority requirements necessary for air navigation safety.

Top priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation safety.

“B” priority = Intermediate requirements necessary for air navigation regularity and efficiency.

Intermediate priority requirement consisting of any physical, configuration, material, performance, personnel or procedures specification, the application of which is considered necessary for air navigation regularity and efficiency.

-END-

3. ASIA/PACIFIC SUPPLEMENT TO THE UNIFORM METHODOLOGY FOR THE IDENTIFICATION, ASSESSMENT AND REPORTING OF AIR NAVIGATION DEFICIENCIES

(APANPIRG Conclusion 18/60)

1. INTRODUCTION

1.1. Considerable attention is being given by ICAO to eradicate deficiencies in the air navigation field. On 30 November 2001, the Council of ICAO approved the *Uniform Methodology for the Identification, Assessment and Reporting of Air Navigation Deficiencies* (hereinafter referred to as “Uniform Methodology”) for the efficient identification, assessment and clear reporting of air navigation deficiencies. A copy of the Uniform Methodology contained in the APANPIRG Procedural Handbook is available on the ICAO website: http://www.bangkok.icao.int/edocs/procedural_1998.pdf. This Asia/Pacific Supplement to the Uniform Methodology provides more detailed procedures and a management tool to assist the APANPIRG in applying the Methodology.

1.2. The Uniform Methodology contains the following definition of a deficiency.

A deficiency is a situation where a facility, service or procedure does not comply with a regional air navigation plan approved by the Council, or with related ICAO Standards and Recommended Practices (SARPs), and which situation has a negative impact on safety, regularity and/or efficiency of international civil aviation.

1.3. The first edition (2006) of the restructured Asia/Pacific Air Navigation Plan (ASIA/PAC ANP, Doc 9673), which is in two volumes: Volume I, Basic Air Navigation Plan (BANP), and Volume II, Facilities and Services Implementation Document (FASID) was published and circulated to States in 2006. An electronic version of the ANP is available on the ICAONET website. Access to ICAONET through username and password has been provided to all civil aviation administrations in the Region.

1.4. In certain areas, there may be deficiencies related to the organization, management and institutional aspects which affect the operation of civil aviation organizations. This could have a direct impact on the provision of air navigation facilities, services and procedures, which are elements listed in the ICAO Regional Plan. Deficiencies related to the primary national legislation and regulations and related to States’ safety oversight functions are dealt with by the ICAO Universal Safety Oversight Audit Programme (USOAP).

2. BACKGROUND

2.1 States, in recognition of their responsibilities under Article 28 of the Convention on International Civil Aviation for the provision of safe air navigation services, undertake to accord highest priority to the rectification and elimination of all identified air navigation deficiencies.

2.2 As required by APANPIRG, the ICAO Asia/Pacific Regional Office maintains an on-line database of deficiencies that exist in the Asia/Pacific Region and adopts the necessary procedures for the collection of information in order to identify, evaluate and classify deficiencies and priorities in accordance with the Uniform Methodology.

2.3 The purpose of this database of deficiencies is to share among States information about deficiencies in a transparent manner, to assist States to define their implementation priorities and to indicate remedial action required. Information on deficiencies from the database is provided to APANPIRG meetings for review under its terms of reference, *inter alia*, make detailed assessment of the safety impact of the

deficiencies as shown and propose remedial action required by States for subsequent review by the Air Navigation Commission and Council.

2.4 The format of reporting of resolution of deficiencies by provider States is in accordance with the Uniform Methodology. States are required to provide to the Regional Office, in a timely manner, an action plan comprising a detailed description of the actions to be taken for the expeditious rectification of the listed deficiencies.

2.5 The Regional Office submits the updated information to APANPIRG for further actions as deemed necessary, and coordinates with the provider States concerned on decisions taken by APANPIRG, the Council and Air Navigation Commission on the deficiencies.

2.6 APANPIRG and its respective Sub-Groups, as part of their TORs and Subject Tasks Lists, are intensifying their efforts in dealing with deficiencies, with a greater focus on prioritization and monitoring of corrective action taken by States and other responsible bodies.

3. OBJECTIVE

3.1 The main objective of this Supplement to the Uniform Methodology is to provide for a systematic approach to the management of deficiencies in the Asia/Pacific Region by detailing the procedures to be followed by the Users, States and the Asia/Pacific Regional Office in implementing the Uniform Methodology.

3.2 In addition, an objective of this Supplement is to provide clear definition of the responsibilities and obligations of the parties involved in the management of the deficiencies.

4. REGIONAL PROCEDURES

4.1 The process of dealing with deficiencies involves a number of stages as follows:

- Identification
- Assessment, prioritization and verification against ICAO documents
- States' validation of deficiencies reported
- Development of action plans for rectification and elimination
- Monitoring of follow-up actions
- Rectification of deficiency and removal from the list of Open deficiencies

4.2 The purpose of this section is to outline the procedures to be followed by the parties involved at each of the above stages to deal with the deficiencies. These procedures are presented in the form of a structured flow chart attached to this Supplement aimed at facilitating the actions required to eliminate the deficiencies.

Identification

4.3 In Appendix M to Assembly Resolution A35-14, Users of air navigation facilities and services are urged to report any serious problems encountered due to lack of implementation or unsatisfactory operation of air navigation facilities or services required by the air navigation plans. States should act on such reports to resolve the problem and when remedial action is not taken, Users should inform ICAO, through the medium of an international organization where appropriate.

Notification/Sources

- Users
- States
- Regional Office (information from missions, meetings, accident/incident reports)

4.4 The deficiencies identified shall follow the SMART concept where the description of a deficiency will be:

- Specific – clear task on what needs to be done
- Measurable – precise requirements
- Achievable – task sensible in scope
- Realistic – task has deadlines and completion requirements
- Time-bounded – sensible guide for completion and imposes a schedule

Assessment, Prioritization and Verification against ICAO documents

4.5 An assessment is made by the Regional Office to determine whether the reported deficiency is non-compliant with the ASIA/PAC ANP or relevant SARPs. If a deficiency exists, it is evaluated as to its effect on safety, efficiency and regularity, and under the Uniform Methodology, prioritized as follows:

- U - Urgent requirements having a direct impact on safety and requiring immediate corrective actions
- A - Top priority requirements necessary for air navigation safety
- B - Intermediate requirements necessary for air navigation regularity and efficiency

4.6 To facilitate the prioritization process, the Regional Office is guided by the principal that a deficiency with respect to an ICAO Standard is accorded a “U” status, while a non-compliance with a Recommended Practice or a PANS is considered as “A” or “B” subject to additional expert evaluation. The final prioritization of the deficiencies is the prerogative of APANPIRG.

Validation by States

4.7 The Regional Office, on determining that a reported deficiency exists and after initial assessment and prioritization, informs the State(s) concerned of the full details of the report and results of the assessment and advises that the deficiency will be recorded in the APANPIRG Deficiencies Database. The State(s) are requested to acknowledge and validate the deficiency, and to develop a Corrective Action Plan (CAP) to resolve the deficiency.

4.8 In the event of deficiencies which impose immediate large scale safety risks and their resolution by the State(s) concerned is not feasible in an acceptable timeframe, the Regional Office will notify the Air Navigation Commission as a matter of priority.

Development of CAPs

4.9 States are required to develop CAPs to rectify deficiencies in consultation with appropriate bodies with defined target dates based on the prioritization determined by the Regional Office. The following factors should be taken into account:

- deficiencies with “U” priority must be dealt with on a high priority basis;
- in developing the CAP, advice may be sought from the Regional Office, in particular, when international assistance (via the ICAO Technical Cooperation Programme or other means) is required;
- the CAP should be submitted to the Regional Office not later than one month after receiving the notification from the Regional Office;
- CAPs should in a concise and concrete format for inclusion in the Deficiency Database; if more detailed information is necessary, it should be provided as an Attachment;
- The CAPs are reviewed by the relevant APANPIRG contributing bodies where an assessment of the Plan is done at expert level and, if necessary, feed-back is provided to the State(s) concerned to optimize the Plan.
- APANPIRG at its regular meetings reviews the status of progress of all CAPs and provides advice to States as necessary.

Monitoring of follow-up actions

4.10 States should keep the Regional Office informed on progress with action taken to rectify deficiencies. The Regional Office may request updates as necessary to keep APANPIRG and its contributory bodies informed. Periodic annual updates should be made to the Regional Office no later than April each year.

4.11 The Regional Office will maintain regular contact with States and before the holding of APANPIRG and Sub-Group meetings, updates will be requested. An agenda item on deficiencies will be included on the Agenda of APANPIRG Sub-Groups and afforded a high priority by the meetings.

4.12 Users who reported deficiencies will be kept informed of progress and contacted before APANPIRG and Sub-Group meetings to seek their views on the status of deficiencies and any changes in circumstances.

Rectification of Deficiency & Removal from the Open List

4.13 States, on reporting that a deficiency recorded on the APANPIRG Deficiency Database has been rectified, will submit in writing an official report to the Regional Office providing full details of the action taken. On receipt of a report, the Regional Office will validate the action taken with the User who made the report. In the event that the User does not agree with the action taken, the deficiency will remain open until confirmation has been gained by all concerned. Once confirmation is made, APANPIRG will be informed, the status of the deficiency reviewed and removed from the Open List.

5. RESPONSIBILITIES

Regional Office

5.1 The Regional Office, as a primary party in the management of deficiencies, will keep under review and record the implementation by States of the requirements of the ASIA/PAC Basic ANP and FASID. This information will also be used to identify possible non-compliance that should be further assessed against the definition of deficiency. Records will also be kept on the differences to SARPs filed by States and follow-up actions taken as appropriate.

5.2 The main tool for managing the deficiency identification and resolution process is the APANPIRG Deficiency Database established and maintained by the Regional Office. Description of the database structure and functionality is provided in Attachment Secure access to the database is controlled by the Regional Office through a username and password.

5.3 When missions to States are conducted by the Officers, the mission reports should include a section on the status of existing deficiencies and identification of new deficiencies.

5.4 In line with its primary function of assisting States to which it is accredited to implement SARPs and Regional procedures, the Regional Office provides assistance to States in developing adequate remedial actions to correct air navigation deficiencies. This is done through regular correspondence and, when necessary, through missions to States for on-site evaluation and assistance in the development and implementation of CAPs.

States

5.5 For each deficiency that has been identified, evaluated and prioritized, the State(s) concerned need to establish a CAP for resolving the deficiency. Normally, a recommended action concerning the implementation of the respective ICAO SARP or regional procedure for which the deficiency is filed would be provided by the APANPIRG or the Regional Office. States are required to allocate sufficient resources for the timely elimination of deficiencies in order to reduce the negative impact on safety and/or efficiency.

5.6 Sufficient notification will be provided to States regarding the deficiencies as a first step towards establishing the corresponding CAP. This will be achieved primarily through such mechanisms as correspondence, review by APANPIRG sub-groups, working groups, task forces and other regional and sub-regional meetings. The Regional Office and States should use email where available for communications about deficiencies, including the provision of datasheets to States and corresponding CAPs from States.

5.7 States, upon receipt of the notification of identified deficiencies, should review, validate and comment upon the deficiency. Where actions have already been taken, the State should provide detailed information to the Regional Office in order to evaluate whether the deficiency has already been resolved.

5.8 States are required to keep deficiencies confirmed and included in the Database under review through the on-line facilities and provide updates as necessary to identify the progress on the action plan. The Regional Office may use periodic automated messages generated by the database to remind States to provide input to the Database.

5.9 States are required to respond promptly to regular correspondence sent by the Regional Office with an attached list of deficiencies as retrieved from the Database for each individual State. States should fill-in the necessary details in the datasheet forms in order to provide APANPIRG and its sub-groups, working groups and task forces with up-to-date material for review and consideration of the status of deficiencies and

any further actions necessary to be taken by States to expedite eliminate the deficiencies. An updated Status of deficiencies working document will be presented as core material to every APANPIRG meeting in accordance with the Terms of Reference of APANPIRG.

5.10 States' CAPs should include the corrective measures to be taken by the State and a target date by which the identified deficiencies will be resolved. The information provided through this formal coordination process will include:

- a description of the deficiency
- risk assessment
- evaluation of possible solutions and selection of the optimum solution
- Description of agreed action to be taken
- time-line including a firm target date for completion of the planned action
- responsible body in the State to undertake the corrective action including contact details of a designated person/position
- financing source (if applicable) or an indication of the international assistance required if the State is unable to resolve the deficiency on its own due to a lack of resources
- progress report as per the established timeline.

5.11 In accordance with the 11th Air Navigation Conference Recommendation 4/8, States are urged to identify areas of air navigation facilities and services where the establishment of multinational agreements or informal coordination groups may contribute to the resolution of deficiencies. This may be especially applicable to deficiencies which are region wide in nature and affecting a group of States, thus leading to general resolution at a regional or wider level.

Users

5.12 Appropriate international organizations, in their capacity as Users of air navigation facilities, should provide and update information on deficiencies on a regular basis to the Regional Office for validation and action in accordance with Assembly Resolution A35-14 Appendix M. In addition to this, the Users should notify the Regional Office as soon as a new deficiency is identified.

5.13 International Organizations should provide assistance in the independent verification of remedial actions taken by State(s). The 11th Air Navigation Conference Recommendation 4/8 encouraged Users of air navigation facilities and services to report to the Regional Office once they note that the remedial action on the deficiency they had reported has been taken.

APANPIRG

5.14 APANPIRG, as the primary coordinating body in the Asia/Pacific Region for all activities conducted within ICAO concerning the planning and implementation of the regional air navigation systems, meets at regular intervals. Its terms of reference includes *inter alia*, to identify specific problems in the air navigation field and propose in appropriate form, actions aimed at solving these problems. The List of Deficiencies in the air navigation field form part of the core material reviewed by APANPIRG meetings and recommendations for remedial actions are developed.

5.15 In order to ensure that a support mechanism is in place to deal with deficiencies, States must be fully committed to taking follow-up actions on the outcome of APANPIRG meetings. A person or position

should be nominated with sufficient decision-making authority to coordinate and oversee the States' CAP for the elimination of deficiencies.

6. OTHER MECHANISMS

6.1 The Regional Office, in coordination with States, will utilize other mechanisms for establishing measures for the resolution of deficiencies.

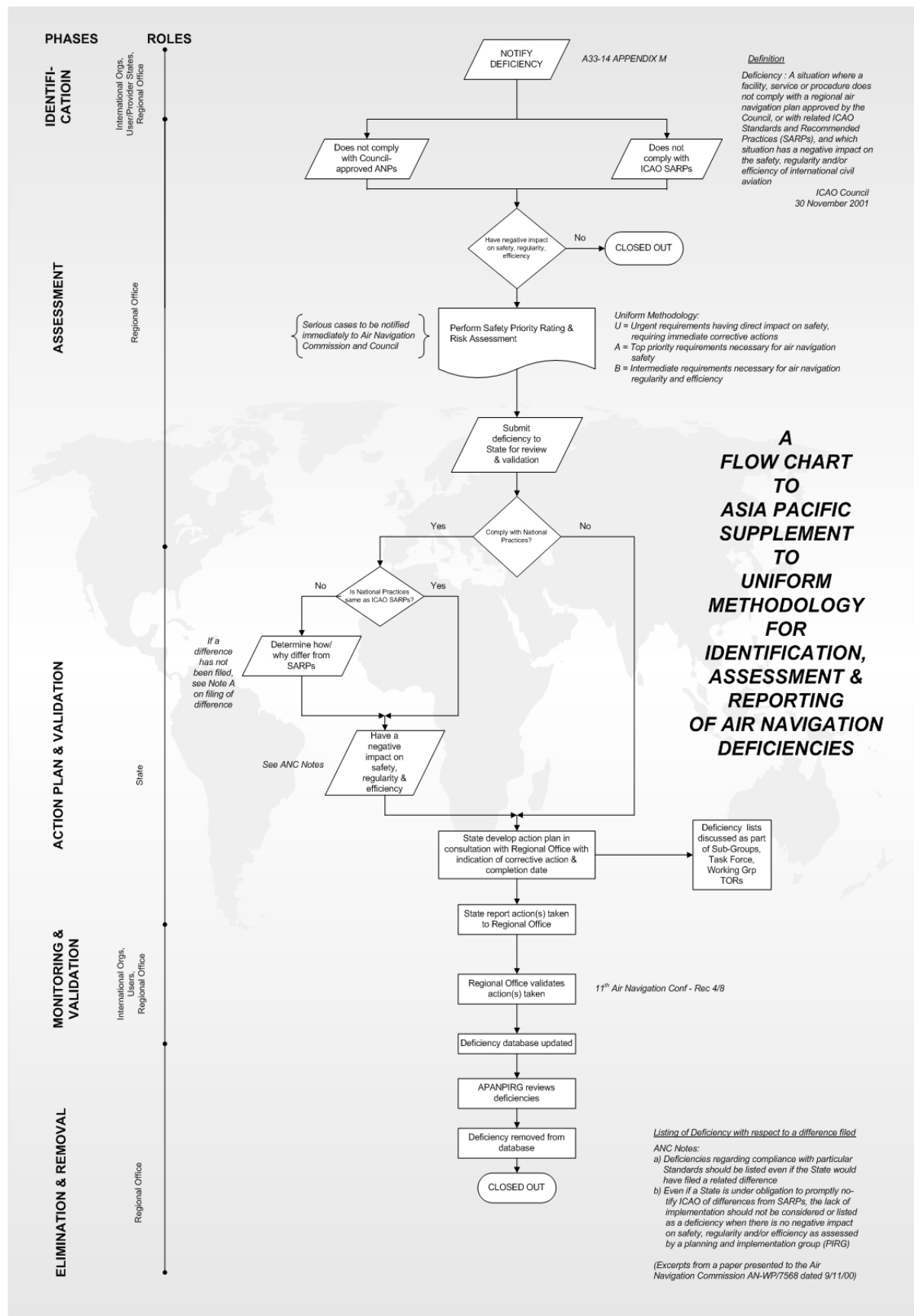
6.2 The various APANPIRG sub-groups, working groups, task forces and other regional and sub-regional meetings and special implementation projects (SIPs) will be utilized to discuss the implementation of ICAO SARPs and the requirements of the ASIA/PAC ANP in order to eliminate deficiencies.

6.3 The Annual Conference of Directors General of Civil Aviation is attended by State representatives in civil aviation at the highest level. Every opportunity should be taken at these conferences to address the need for political will to instill awareness and allocate appropriate and sufficient resources through effective plans of action that will eliminate deficiencies in a timely manner.

6.4 The International Financial Facility for Aviation Safety (IFFAS) has been established by the ICAO Council to assist States in financing aviation safety-related projects identified primarily through the ICAO Universal Safety Oversight Audit Programme (USOAP). The purpose of IFFAS is to provide financial assistance to States that need to apply corrective measures flowing from the USOAP audits but are unable to obtain the necessary funding through traditional means of financing. IFFAS will be operated in complete independence from ICAO's programme budget and is to be funded through voluntary contributions. The IFFAS mechanism will complement existing ICAO fund-raising mechanisms.

6.5 Other ICAO tools that may be used to address deficiencies include ICAO technical cooperation programmes (including COSCAPs), special implementation projects (SIP), seminars, workshops and training programmes.

6.6 Deficiencies identified during the USOAP audits will be dealt with under a separate programme in accordance with the Memorandum of Understanding between the Contracting State and ICAO. Until such time an appropriate mechanism is developed for the management of such deficiencies by the planning body, they shall not be included in this procedure.



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ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART VI

ASIA/PACIFIC PROVIDER AND USER STATES

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1. Purpose and Status

1.1 According to the APANPIRG working arrangements, all States concerned with the work of the Group shall be kept fully informed of its activities. To this effect, ICAO Regional Director shall:

- a) keep States informed of the convening of APANPIRG meetings and the subjects planned to be discussed (cf. Part III, paragraph 3.5); and
- b) post the reports on meetings of the Group and sub-groups (cf. Part II, paragraph 1.1) on ICAO APAC web site.

1.2 Asia/Pacific States are as follows:

ASIA/PAC PROVIDER STATES

Afghanistan	Kiribati	Papua New Guinea
Australia	Lao PDR	Philippines
Bangladesh	Malaysia	Republic of Korea
Bhutan	Maldives	Samoa
Brunei Darussalam	Marshall Islands	Singapore
Cambodia	Micronesia, F.S. Of	Solomon Islands
China	Mongolia	Sri Lanka
Cook Islands	Myanmar	Timor Leste
DPR Korea	Nauru	Thailand
Fiji	Nepal	Tonga
France	New Zealand	Tuvalu*
India	Pakistan	United States
Indonesia	Palau	Vanuatu
Japan		Vietnam

* Non Contracting State

USER STATES

Afghanistan	Ireland	Romania
Algeria	Israel	Russian Federation
Argentina	Italy	Saudi Arabia
Austria	Jordan	Seychelles
Bahrain	Kazakhstan	Slovakia
Belarus	Kenya	Somalia
Belgium	Kuwait	South Africa
Botswana	Kyrgyzstan	Spain
Brazil	Lebanon	Sudan
Bulgaria	Libyan Arab Jamahiriya	Sweden
Canada	Luxembourg	Switzerland
Chile	Madagascar	Syrian Arab Republic
Croatia	Malawi	The former Yugoslav Republic of Macedonia
Cyprus	Malta	Turkey
Czech Republic	Mauritius	Turkmenistan
Denmark	Mexico	Uganda
Ecuador	Morocco	Ukraine
Egypt	Mozambique	United Arab Emirates
Ethiopia	Namibia	United Kingdom
Finland	Netherlands, Kingdom of the	United Republic of Tanzania
Germany	Nigeria	Uzbekistan
Ghana	Norway	Yemen
Greece	Oman	Zambia
Hungary	Poland	Zimbabwe
Iran, Islamic Rep. of	Portugal	
Iraq	Qatar	

ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG)

PROCEDURAL HANDBOOK

PART VII

OTHER ASIA and/or PAC REGIONAL BODIES
AND INTERNATIONAL ORGANIZATIONS
DEALING WITH CIVIL AVIATION MATTERS IN THE ASIA/PAC REGIONS

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INTERNATIONAL ORGANIZATIONS

REGIONAL ECONOMIC COMMISSIONS

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

INTERNATIONAL ORGANIZATIONS

AIRPORTS COUNCIL INTERNATIONAL (ACI)

ASIA-PACIFIC TELECOMMUNITY (APT)

INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA)

INTERNATIONAL COUNCIL OF AIRCRAFT OWNER AND PILOT ASSOCIATIONS (IAOPA)

INTERNATIONAL FEDERATION OF AIR LINE PILOTS' ASSOCIATIONS (IFALPA)

INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS (IFATCA)

UNITED NATIONS SPECIALIZED AGENCIES

INTERNATIONAL TELECOMMUNICATIONS UNION (ITU)

WORLD METEOROLOGICAL ORGANIZATION (WMO)

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