Minutes of Preparatory Meeting
For Asia/Pacific Coordinators and Facilitators Group
Held in Berlin on 19 June 2010

1 July, 2010

1. Opening of Meeting

The preparatory meeting was held from 15:30 to 16:30 at Saal Berlin D conference room on 19 June (Saturday) 2010 at the occasion of IATA 126th Schedule Conference in Berlin.

Mr. Ernst Krolke (Airport Coordination Australia) welcomed the participants and stressed the importance of creation of regional group to unite Asia/Pacific under the Worldwide Airport Coordinators Group (WWACG). Then, Mr. Hiroki Takeda (Japan Schedule Coordination) proceeded the meeting with power point material (PPT) which is shown in Appendix 1.

2. Participants

The number of participants was 25 people representing 10 countries and regions which is shown in the table below.

No.	Country	Organization	Participants
1	Australia	Airport Coordination Australia (ACA)	2
2	Cambodia	Airport Slot Coordination Cambodia	3
3	Chinese Taipei	Airport Coordination Taipei (ACT)	1
4	Hong Kong	Hong Kong Schedule Coordination Office (HKSCO)	2
5	India	Delhi International Airport Limited (DIAL)	1
		Bangalore International Airport Limited (BIAL)	2
6	Japan	Japan Schedule Coordination (JSC)	5
		Central Japan International Airport Co. (CJIAC)	1
7	Malaysia	Airport Coordination Malaysia	1
8	New Zealand	New Zealand Coordination	1
9	Singapore	Changi Slot Coordinator	4
10	Sri Lanka	CMB Coordination	2
11	Thailand	Thailand Slot Coordination	0

3. The area to be covered as Asia/Pacific

The area to be covered in Asia/Pacific regions was shown in PPT. The area from New Zealand, western most and southern most, to Pakistan and Afghanistan, eastern most was considered as Asia/Pacific region. Then, all the coordinators and facilitators listed in IATA Worldwide Scheduling Guidelines (WSG) in this region were shown in tabular form. It was confirmed that there are 15 countries (Australia, Cambodia, China, India, Indonesia, Japan, Korea, Malaysia, New Zealand, Pakistan, Philippines, Singapore, Sri Lanka, Thailand and Vietnam) and 3 regions (Chinese Taipei, Hong Kong and Macau) in Asia/Pacific. The participants were asked to review the contact information in the table and report any mistakes or missing information to JSC.

4. Vote for creation of regional group in Asia/Pacific

Vote was taken among participants on the creation of regional group in Asia/Pacific. In taking the vote, the principle where only one vote is valid for a country or region was used. The majority vote was taken by raising the hand for pros and cons. Then 10 countries and regions shown above voted unanimously in favor of establishing the regional group.

Although there was no representation from Thailand because of urgent business in their home land, they showed the support for creating the regional group and asked to stand proxy to JSC. Thus, 11 countries and regions were in favor of the regional group out of 18 counties and regions in Asia/Pacific and it was decided to proceed toward the establishment of regional group.

5. Name of the regional group

The name of the regional group was reviewed taking into the consideration of similar organization as EUACA and APEC. Participants finally decided that the name of "Asia/Pacific Airport Coordinators Association" with the acronym of "APACA" should be adopted.

6. The definition and objectives of the Association

The definition and objective of the association in PPT was reviewed and agreed to incorporate it in the article of the association as framework and scope.

7. Draft article of the Association

The draft article was presented to all the participants which is shown in Appendix 2. It was explained that this draft article was made in reference to the current article of EUACA. Some of the articles were taken from EUACA eliminating such unnecessary articles as registered office, membership fees, board of directors and budgets and financial management. The meeting did not review the draft articles in detail, but it was asked to review it and make comments for deletion, modification and addition of the articles by the end of September.

8. Future Plan

It was agreed that the review of the draft article should be finalized by the end of September through internet mail among ourselves. Once the final version of the article is agreed, then it should be presented to the first meeting of APACA at IATA 127th Schedule Conference to be held in Melbourne in November.

At this meeting, the article of APACA should be approved and signed and chair and vice-chair should be elected to move forward the activities of APACA.