



Civil Aviation Authority of Sri Lanka

ICAO APAC Meeting Participation Report

Part A (To be filled by the Participant)

1. General Details of the Meeting

Name of the officer	
Organization/ Division / Designation	
Name of Meeting	
Venue (Country/ Institute)	
Date of commencement	
Date of closure	

2. Preparations for the Meeting:

Summary of the Information Papers (IPs)/ Working Papers (WPs)/ Reports of previous meetings referred:
Information Papers (IPs)/ Working Papers (WPs) submitted (if any):

3. Significance and the relevance of the ICAO Meeting to Sri Lanka:

Summary of Discussion points applicable to Sri Lanka:

Summary of Conclusions applicable to Sri Lanka:

4. Follow-up actions proposed by the Service Provider:

5. Other comments (if any):

Date:

Signature of the participant:

Part B- To be filled by the Head of the Division/Unit

6. Subject Matters/ Outcomes/Proceedings of the meeting were briefed to the ;

7. Recommendations/ Follow-up actions proposed and comments of the Head of the Division/ Unit:

Date:

Name and the Signature of the Head of the Division/Unit: