



ICAO

International Civil Aviation Organization

Eighteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/18) and Tenth Meeting of the Meteorological Services Working Group (MET/S WG/10)

Web-conference, 27 to 31 July 2020

REVISED MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The Meeting (web-conference) will open at **1000 hrs. ICT (UTC +7)** on **Monday, 27 July 2020.**
- 1.2. The discussion sessions (on the agenda items) are scheduled from **1000 to 1400 hrs. ICT (UTC +7)** on **Monday to Friday, 27 to 31 July 2020.**
- 1.3. A special introductory session, to familiarize participants with the Meeting (web-conference) modality, will be conducted approx. one-week prior to the discussion sessions.
- 1.4. The program will be available on the Meeting webpage.

2. Officers and Secretariat concerned with the Meeting

- 2.1. Secretary of the Meeting:

Mr. Peter Dunda

ICAO Regional Officer Aeronautical Meteorology and Environment

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- 2.2. Additional secretarial and administrative support to the Meeting:

Ms. Bhabhinan Sirapongkosit

ICAO Programme Assistant

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3. Registration of participants

- 3.1. Each participant should ensure that their respective State/Organization has registered the name and e-mail address of the official, nominated delegate(s), with the Secretariat, **no later than 13 July 2020.**

3.2. To ensure each participant’s registration, and subsequent invitation e-mail to join the web-conference sessions is correct, it is essential that each participant ensures their official registration form clearly shows their nominated e-mail address in print, or preferably typed.

4. Meeting materials

4.1. The Secretariat will make the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the Meeting (web-conference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2020 > MET/IE WG/18 and MET/S WG/10).

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (web-conference) discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: apac@icao.int, as early as possible and in any case **no later than 13 July 2020**.

5. Joining the Meeting (web-conference)

5.1. When joining the Meeting (web-conference) sessions, please ensure your **microphone is muted** and **video is turned off**.

5.2. Each participant should ensure that their web-conference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – Peter Dunda**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

5.3. Each registered participant will receive by e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions about one week before the Meeting (web-conference) sessions.

5.4. Participants should join the Meeting (web-conference) sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

6. Participants’ working environment

6.1 Each participant should ensure they join the web-conference from a location with minimal, or preferably no, background noise.

6.2 To minimize the potential for audio-feedback to hinder the discussions, each participant should join the web-conference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the web-conference with fellow participant/s, please ensure that only one computer/device per room/office has its microphone unmuted and audio speaker on at any one time.

7. During the web-conference

7.1 Participants who wish to address a question, answer or comment to the Meeting should please inform the Chair, Secretary or moderator of the discussion by using the web-conference interface to send a “CHAT” message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

7.2 Participants who wish to address a message only to a specific member of the Meeting, e.g., to the Chair or Secretary (or another participant), should use the web-conference interface to send a private CHAT message. **CAUTION:** When sending a private CHAT message, please exercise care and **avoid inadvertently sending a private CHAT message to “EVERYONE”**.

7.3 Participants may also address a question, answer or comment to the Meeting using the “Pigeonhole” application. Note: Pigeonhole will be accessible via the web-conference interface or by using a separate web browser or mobile device.

7.4 Additional information and instructions concerning the web-conferencing tools and applications, including Pigeonhole, will be provided separately at the meeting website.

7.5 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finished speaking.

7.6 The Chair and/or Secretary will manage the presentation of meeting material during the web-conference, unless specifically arranged otherwise. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.

8. Web-conference survey questionnaire

8.1 All participants are kindly requested to complete the web-conference survey questionnaire as soon as possible following the completion of the Meeting. The survey should provide feedback to help the Secretariat improve future web-conference meetings. The questionnaire should take on average about 10- to 15-minutes to complete. Each registered participant will receive by e-mail from the Secretariat a link to the survey questionnaire.
