



ICAO

International Civil Aviation Organization

Twenty-Fourth Meeting of the Meteorology Sub-Group (MET SG/24) of the ICAO Asia and Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG)

Web-conference, 16 – 20 November 2020

MEETING BULLETIN

1. Schedule of the Meeting

1.1. The Meeting will commence at **0900 hrs. ICT (UTC +7)** on **Monday, 16 November 2020**.

1.2. The Meeting discussion sessions are scheduled from **0900 to 1400 hrs. ICT (UTC +7)** on **Monday to Friday, 16 to 20 November 2020**.

1.3. A more detailed Meeting program will be published on the Meeting webpage (listed below) on the first day of the Meeting.

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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Email: pdunda@icao.int

2.2. Assistant Secretary of the Meeting:

Ms. Bhabhinan Sirapongkosit

ICAO Programme Assistant

Tel: +66 (2) 537 8189 Ext. 49

Fax: +66 (2) 537 8199

Email: bsirapongkosit@icao.int

3. Registration of participants

3.1. Each officially nominated participant should ensure the respective State/Administrative Region/Organisation registers the participant's name and email address with the Secretariat **no later than 02 November 2020**.

3.2. To help ensure each registered participant receives the invitation email from the Secretariat to join the Meeting (web-conference), it is essential that the participant's official registration form clearly shows their nominated email address in print; and preferably typed.

4. Meeting materials

4.1. The Secretariat will publish the Meeting materials (e.g., Meeting papers, including templates, etc.), prior to the Meeting, at the following ICAO APAC Office Meeting website:

<https://www.icao.int/APAC/Meetings/Pages/2020-MET-SG24.aspx>

4.2. Participants should review all working papers and information papers at the above Meeting website prior to the commencement of the Meeting. The Secretariat also recommends that participants download a copy of all papers and relevant documentation at the above website prior to the Meeting.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so via the ICAO APAC Office (email: apac@icao.int) as soon as possible and at the very latest by **02 November 2020**.

5. Joining the Meeting

5.1. Approx. one-week before the Meeting, each registered participant will receive an email from the Secretariat with the “*Join (web-conference) Meeting*” link. Please use this link to join the Meeting on each day.

5.2. To ensure you do not miss any of the discussion, and to enable you to test your audio device settings, please join the Meeting sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

5.3. When joining the Meeting sessions, please ensure that your **microphone** and **camera** are **turned off**.

5.4. Please also ensure that your web-conference participant-name clearly indicates your State/Administrative Region/Organisation first, followed by your name, e.g., “**ICAO – Peter Dunda**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

6. Participants’ working environment

6.1 To minimize external disturbances, each participant should ensure they join the Meeting from a location with minimal, and preferably no, background noise.

6.2 To minimize disturbances due to audio-feedback, each participant should join the Meeting using a separate computer/device in a separate room/office.

6.3 If you need to share a room/office with your fellow participant/s, please ensure that no more than one computer/device, which is joined to the Meeting, has its microphone and speaker turned on at any one time.

7. During the Meeting

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 that they wish to do so 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 participant of the Meeting, e.g., only 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 to participants via the web-conference interface and/or via a separate web browser or mobile device. The Secretariat will publish additional information and instructions concerning the web-conferencing tools and applications, including “Pigeonhole”, at the aforementioned Meeting website.

7.4 Participants should only turn their microphone and camera **on when invited to speak** by the Chair, Secretary or moderator of the discussion. Please always remember to turn your microphone and camera **off when finished speaking**.

7.5 If not specifically arranged otherwise, the Secretariat will normally be responsible for sharing, with the Meeting participants via the web-conference interface, the material (e.g., papers or presentations) subject to the Meeting discussions.

7.6 To assist the participants in following the Meeting discussions, presenters should clearly identify to the Meeting the relevant paper, presentation or other material they are speaking to, including, as necessary, the specific paragraphs, pages, slides, tables, etc.
