



ICAO

*International Civil Aviation Organization*

**The Fourth Meeting of System Wide Information Management Task Force (SWIM TF/4)**

Web-conference, 3 – 6 November 2020

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## MEETING BULLETIN

### 1. Schedule of the Meeting

1.1. The Meeting (web-conference) will open at **0900 hrs. ICT (UTC +7) on Tuesday, 03 November 2020.**

1.2. The discussion sessions (on the agenda items) are proposed from **0900 to 1200 hrs. ICT (UTC +7) on Wednesday to Friday, 04 to 06 November 2020**

1.3. The programme will be available on the Meeting webpage on the first day of the meeting.

### 2. Officers and Secretariat concerned with the Meeting

2.1. Secretary of the Meeting:

Mr. Luo Yi, Regional Officer CNS  
Tel: +66 (2) 537 8189 Ext. 155  
Fax: +66 (2) 537 8199  
E-mail: [yluo@icao.int](mailto:yluo@icao.int)

2.2. Additional secretarial and administrative support to the Meeting:

**Ms. Bhabhinan Sirapongkosit**  
ICAO Programme Assistant  
Tel: +66 (2) 537 8189 Ext. 49  
Fax: +66 (2) 537 8199  
E-mail: [bsirapongkosit@icao.int](mailto:bsirapongkosit@icao.int)

### 3. Registration of participants

**3.1** Registration for the SWIM TF/4 can be done online. The nominated participant(s) from State/Administration are requested to access <https://www.icao.int/APAC/Meetings/Pages/2020-SWIM-TF4.aspx> and register for the event by using guideline for online registration provided in the Attachment C to the letter. The last day of registration is **Tuesday, 20 October 2020**. Kindly note that only the registered participant (s) are entitled to join the meeting.

### 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](http://www.icao.int/apac) > Meetings > Meeting List – 2020 > SWIM TF/4

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](mailto:apac@icao.int), as early as possible and in any case **no later than 30 October 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., “**Australia – name**”, “**Bangladesh – name**”, **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 **Raise your hand** or 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 if supported by the application. **CAUTION:** When sending a private CHAT message, please exercise care and **avoid inadvertently sending a private CHAT message to “EVERYONE”**.

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

7.4 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 finish speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the web-conference, unless specifically arranged. 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.

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