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Civil Aviation
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 8/2.10 & T 8/2.11 – AP037/20 (CNS)

24 August 2020

Subject: Teleconference of the Fourth Meeting of System Wide Information Management Task Force (SWIM TF/4)
(*Teleconference, 3 - 6 November 2020*)

Actions Required: To register **before 20 October 2020** and submit papers before **16 October 2020**

Dear Sir/Madam,

I wish to invite your Administration to the Fourth Meeting of System Wide Information Management Task Force (SWIM TF/4) to be held via teleconference from 3rd to 6st November 2020.

The objectives of SWIM TF/4 are to progress tasks and action items since the Third Meeting of SWIM Task Force. The Provisional Agenda of the SWIM TF/4 is provided in **Attachment A**. Information related to the meeting participation, documentation and other arrangement is provided at **Attachment B**. Registration can be done online at <https://www.icao.int/APAC/Meetings/Pages/2020-SWIM-TF4.aspx> preferably **by 20 October 2020** for making necessary arrangement. Once the registration is accepted, registered participant will receive an invitation link and other relevant information one week prior to the meeting. The guidelines for online registration is provided in **Attachment C**. **Only the registered participants are entitled to join the meeting**. For further assistance regarding the meeting, please contact apac@icao.int with cc: yluo@icao.int; bsirapongkosit@icao.int

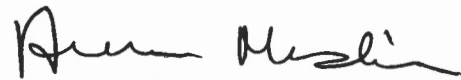
If the nominated participant(s) wish to make a presentation(s) and/or present paper(s) at the Meeting, these should be submitted in MS Word or Power Point format to the Secretariat as soon as possible, the cut-off for submission is **16 October 2020**. Papers received after **16 October 2020** will be considered as late Information Papers or Flimsies, which may not be read during the meeting.

2/...

Participants should obtain updated materials for the meeting from the ICAO Regional Office website at <https://www.icao.int/APAC/Meetings/Pages/2020-SWIM-TF4.aspx> prior to the commencement of the meeting.

I look forward to your participation at the meeting.

Yours sincerely,



Arun Mishra
Regional Director

Attachments:

- A – Provisional Agenda
- B – Meeting Bulletin
- C - Guidelines for online registration



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

Web-conference, 3 – 6 November 2020

PROVISIONAL AGENDA

- Agenda Item 1: Election of co-chair of the Task Force
- Agenda Item 2: Adoption of agenda
- Agenda Item 3: Review actions taken by APANPIRG/30 on SWIM related matters
- Agenda Item 4: Review SWIM Task Force Programme and outstanding action items
- Agenda Item 5: Updates on the assigned tasks by task leads/contributors including progress Report and issues

a) Implementation Planning

- Regional Implementation Philosophy & Roadmap
 - Task 1 (Contains previous Task 1-1, Task 1-2)

b) SWIM Infrastructure

- Regional SWIM Infrastructure
 - Task 2 (Contains previous Task 1-8)
- Security Services
 - Task 3 (New task)

c) Technical Architecture

- Development and Maintenance of Regional Information Exchange Models
 - Task 4 (Contains previous Task 1-6)

d) Governance

- Registry - implementation guidance for Interoperable Registry Model
 - Task 5 (Contains previous Task 1-4, Task 1-5, Task 2-1-2, Task 2-1-4)

e) Information Services

- Information Services
 - Task 6 (Contains part of previous Task 1-2)

f) Validation & Demonstration

- SWIM ASEAN Demonstration
 - Task 7 (Contains previous Task 2-1-1)
- SWIM Service and Application Validation
 - Task 8 (Contains previous Task 2-1-3)

g) Coordination and Promotion

- Monitoring of Panels' Work
 - Task 9 (Contains previous Task 1-7)
- Regional Coordination and SWIM Related Information
 - Task 10 (Contains previous Task 1-3)
- SWIM Implementation Education and Promotion
 - Task 11 (New Task)

Agenda Item 6: Development of APAC SWIM Implementation Materials

Agenda Item 7: State, Regional and Global SWIM Updates

Agenda Item 8: Next Meetings and Any Other Business



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International Civil Aviation Organization

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

Web-conference, 3 – 6 November 2020

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

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

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 > 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, 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”**.

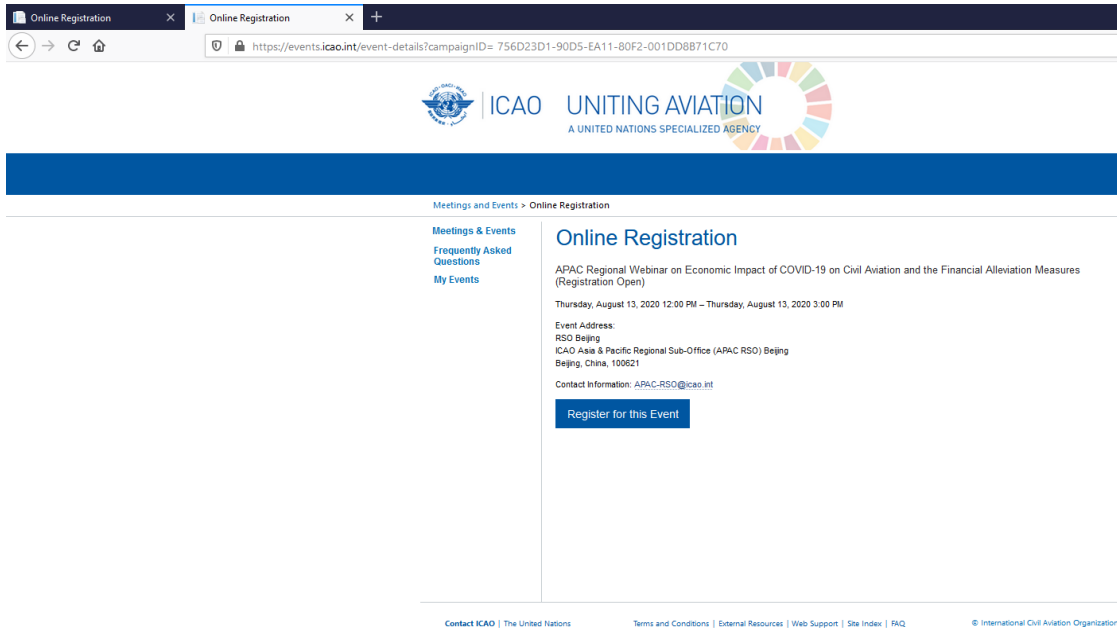
7.3 Additional information and instructions concerning the web-conferencing tools and applications, will be provided separately at the meeting website.

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.

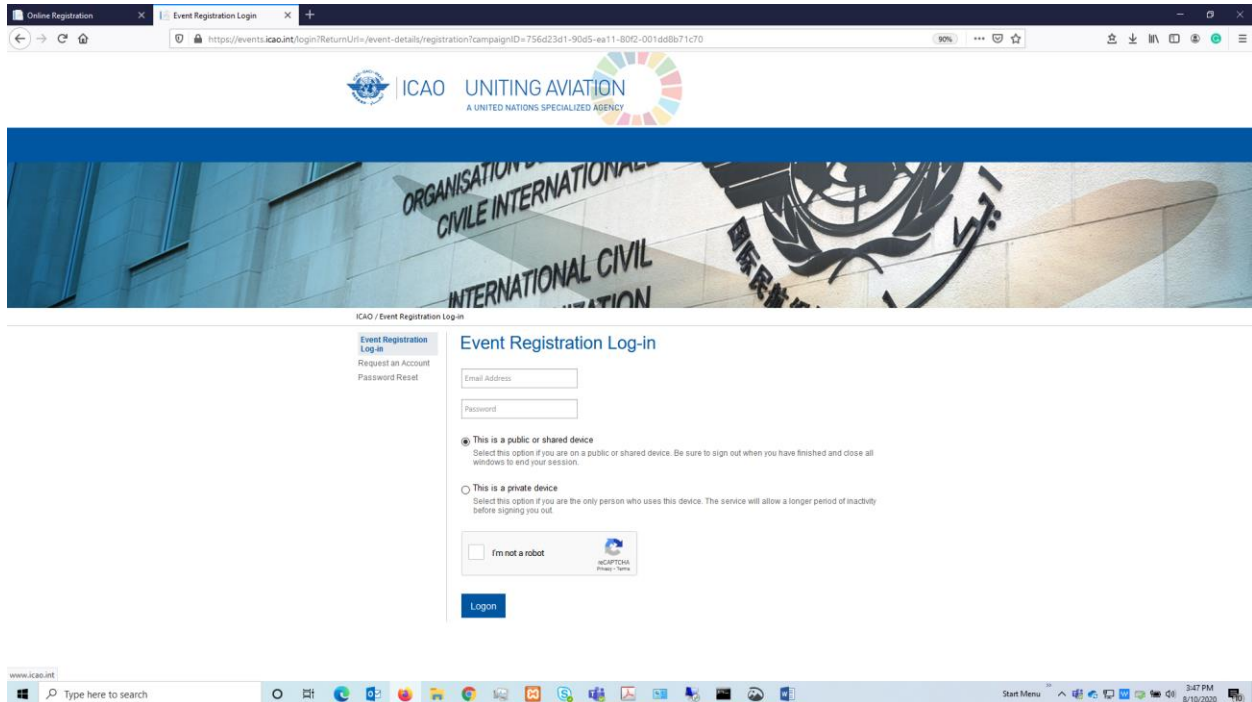
7.5 The Chair and/or Secretary will manage the presentation of meeting material during the web-conference, unless specifically arranged. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs,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

GUIDELINES FOR ONLINE REGISTRATION

Step 1: Open the link for the event you are registering for and select Register for this Event button



Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users



If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

Step 2a: Once you login, the system will open a registration page with pre-populated information.

Step 2b: Complete the remaining required fields and click "Register Now".

Step 2c: Please check your email account for the event confirmation email.

Step 2d: If you forgot your password for the Events Registration portal, please click on "Password Reset" to reset your password.

Step 3: For a new user, click on "Request an Account?" link found on the left menu as seen below. (First time to use this event registration page, Please select Request an Account)

ICAO / Event Registration Log-in

Event Registration Log-in


Request an Account
Password Reset

Email Address

Password

This is a public or shared device
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

This is a private device
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

I'm not a robot  reCAPTCHA
Privacy - Terms

Logon

Step 3a: Input your email address, to check if you details are in the system.

Meetings and Events > Online Registration > Online Registration

Online Registration

Existing user? Please login [here](#).

We would like to verify if your email address already exists in the system.

charles@caa.org

Verify email address

Step 3b: Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. On the left is a sidebar with navigation links: 'Meetings & Events', 'Frequently Asked Questions', and 'My Events'. Below these is a box for an event titled 'APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures', with dates 'Thursday, August 13, 2020 12:00 PM - Thursday, August 13, 2020 3:00 PM' and an address in Beijing, China. The main content area is titled 'Online Registration' and includes a login link for existing users. A note states 'Fields with an * are mandatory'. Under 'Personal Information', there are input fields for Salutation, Picture, First Name, Last Name, E-Mail (pre-filled with 'charles@caa.org'), Phone, Organization, Job Title, and Industry Type. A modal dialog box is open in the center, titled 'Information', with the message: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' The dialog has 'Cancel' and 'Proceed to a new registration' buttons.

Step 3c: Complete the remaining required fields click Next and "Register Now".

This screenshot shows the 'Online Registration' form with all required fields filled. The sidebar and event information are the same as in the previous screenshot. The 'Personal Information' section now has the following values: Salutation (dropdown), Picture (Browse... No file selected.), First Name, Last Name, E-Mail (charles@caa.org), Phone, Organization, Job Title, Industry Type (dropdown), and Area of activity (dropdown). A blue 'Next' button is visible at the bottom right of the form area.

Step 3d: Please check your email account for the event confirmation email.

Step 4: You can reset your password by clicking on "Password Reset"

If you forgot your password, then select the Password reset link found on the Left menu of this page, input your email address then click Reset and a link will be sent with a new password which you can use to login