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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

**Ref.:** T 8/2.10 – AP033/21 (CNS)

16 February 2021

**Subject:** Eighth Meeting of the Common aeRonautical Virtual  
Private Network Operations Group (CRV OG/8)  
(*Video Teleconference 17 – 19 May 2021*)

**Actions Required:** Reply at your earliest convenience,  
preferably, **before 7 May 2021**

Dear Sir/Madam,

I am pleased to invite your Administration to participate in the Eighth Meeting of the Common aeRonautical VPN Operations Group (CRV OG/8) to be held via *Video Teleconference from 17 to 19 May 2021*.

The objectives of the CRV OG/8 meeting are to review the CRV implementation plan and implementation progress of member States for bounding the overall transition time and to optimize the cost benefits of all stakeholders by the end of 2021. Reference should be made to the APANPIRG/31 Conclusion C31/12 - *Target Year of CRV Implementation in APAC Region*, to postpone the target year of regional implementation of CRV from 2020 to the end of 2021, which has been circulated through a *state letter T 8/2.10 – AP002/21(CNS)* dated 6 January 2021.

The provisional agenda of the CRV OG/8 meeting is provided in **Attachment A**, which includes CRV OG Operations Manual and its implementation, performance reporting, CRV solution for small Pacific Islands and small ANSPs, ICAO Managed Service Agreement (MSA), MPLS/IP based inter-regional connection, and cybersecurity related issues, etc.

The States/Administrations are expected to share their experiences under various agenda items. The Presentations, Working Papers, or Information Papers relevant to the proposed agenda for the Meeting may be submitted in Word/Power Point format to this Office by e-mail to [APAC@icao.int](mailto:APAC@icao.int) with cc: [YLuo@icao.int](mailto:YLuo@icao.int) and [SNibhani@icao.int](mailto:SNibhani@icao.int) at the earliest convenience, preferably **before 7 May 2021**. The meeting bulletin containing information on the procedures for participating in the teleconference, administrative arrangements, and some instructions/guidelines for using the Microsoft Teams is in **Attachment B**. All registered participants will receive an email directly from the Secretariat with an invitation link to join the meeting.

2/...

I shall be grateful if you would take advantage of the aforementioned video teleconference and nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2021-CRV-OG8.aspx> Alternatively, participant may complete the form provided at **Attachment C** to this letter and forward it to this Office by e-mail at [APAC@icao.int](mailto:APAC@icao.int) with cc: [BSirapongkosit@icao.int](mailto:BSirapongkosit@icao.int) at your earliest convenience, preferably before **7 May 2021**.

Yours sincerely,



Manjit Singh  
Acting Regional Director

**Attachments:**

- A – Provisional Agenda
- B – Meeting Bulletin
- C – Nomination Form



ICAO

*International Civil Aviation Organization*

**Eighth Meeting of the Common aeRonautical Virtual Private Network Operations Group (CRV OG/8)**

Video Teleconference, 17 – 19 May 2021

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**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Election of co-chair (Asia)
- Agenda Item 3: Review outcome of relevant meetings
- Agenda Item 4: CRV OG Operations Manual
- CRV OG Operations Manual briefing
  - CRV landing page
  - CRV connection with Service Providers
  - Creation of expert groups within CRV OG along the lines of Strategy, Design, Transition and Operations.
- Agenda Item 5: CRV operational performance report
- Agenda Item 6: Review and update the AMHS/ATN Implementation Status table and the APAC CRV Implementation Table
- Agenda Item 7: Revisit the CRV solution for small Pacific Islands and small ANSPs in APAC
- Agenda Item 8: Review the progress on the next step for using the rest of CRV Pioneer State Contribution to the ICAO Managed Service Agreement (MSA)
- Agenda Item 9: MPLS/IP based inter-regional connection
- Agenda Item 10: Share best practices on cybersecurity and develop agenda items for joint session of ACSICG/CRV/SWIMTF on cyber safety/security and resilience
- Agenda Item 11: Review TOR and update Subject/Task list of CRV OG
- Agenda Item 12: Next meetings and any other business

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Private Network Operations Group (CRV OG/8)**

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## MEETING BULLETIN

### 1. Schedule of the Meeting

1.1. The Meeting (Video Teleconference) will open at **0900 hrs. ICT (UTC +7)** on **Monday, 17 May 2021.**

1.2. The discussion sessions (on the agenda items) are scheduled from **0900 to 1200 hrs. ICT (UTC +7)** on **Monday to Wednesday, 17 to 19 May 2021.**

1.3. The program will be available on the Meeting webpage.

### 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. 158  
Fax: +66 (2) 537 8199  
E-mail: [yluo@icao.int](mailto:yluo@icao.int)

Ms. Soniya Nibhani, Regional Officer CNS  
Tel: +66 (2) 537 8189 Ext. 155  
Fax: +66 (2) 537 8199  
E-mail: [snibhani@icao.int](mailto:snibhani@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. 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 7 May 2021.**

3.2. To ensure each participant's registration, and subsequent invitation e-mail to join the Video Teleconference 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 (Video Teleconference) on the ICAO APAC Office website (at: [www.icao.int/apac](http://www.icao.int/apac) > Meetings > Meeting List – 2021 > CRV OG/8

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (Video Teleconference) 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 7 May 2021**.

#### **5. Joining the Meeting (Video Teleconference)**

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

5.2. Each participant should ensure that their Video Teleconference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – LUO Yi**”, “**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 (Video Teleconference) sessions.

5.4. Participants should join the Meeting (Video Teleconference) 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 Video Teleconference 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 Video Teleconference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the Video Teleconference 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 Video Teleconference**

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 Video Teleconference 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 Video Teleconference 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 Additional information and instructions concerning the Video Teleconferencing tools and applications, will be provided separately at the meeting website.

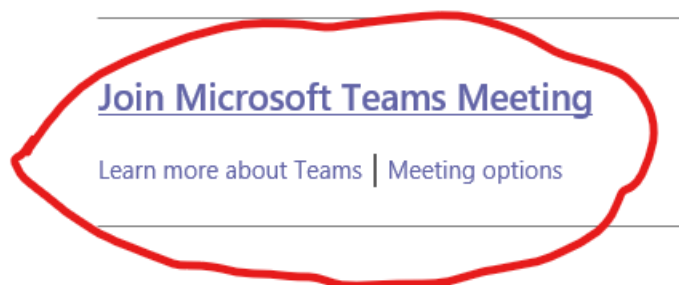
7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finished speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the Video Teleconference, 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. External User Access Guide for using Microsoft Teams

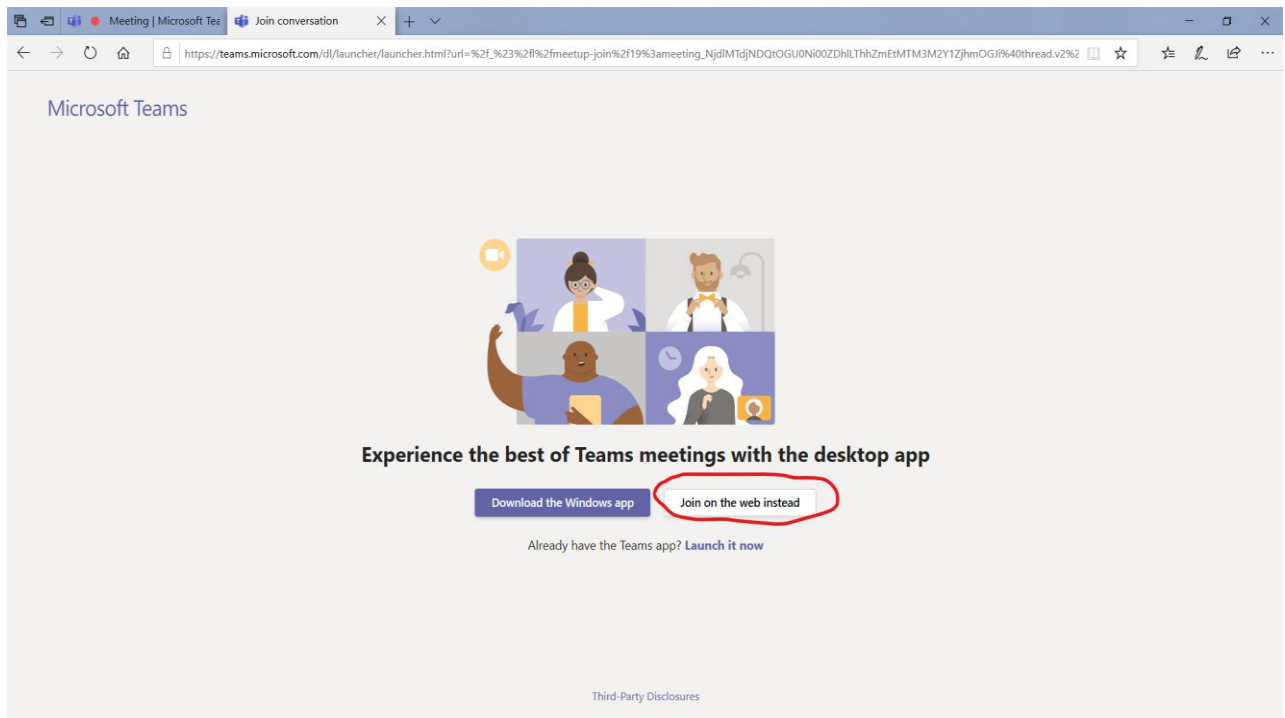
To access the meeting as an external user, follow the steps below.

8.1 Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.



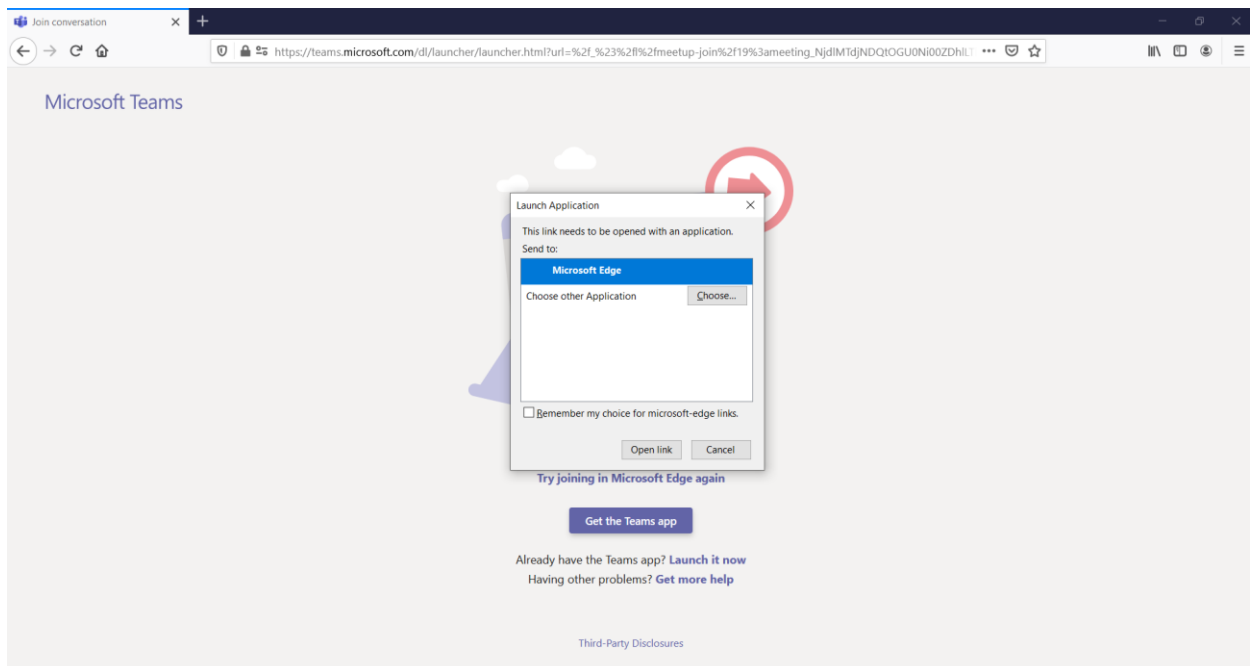
8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: ICAO Owora, Philip. Then, click join now.

## ATTM. B - 4

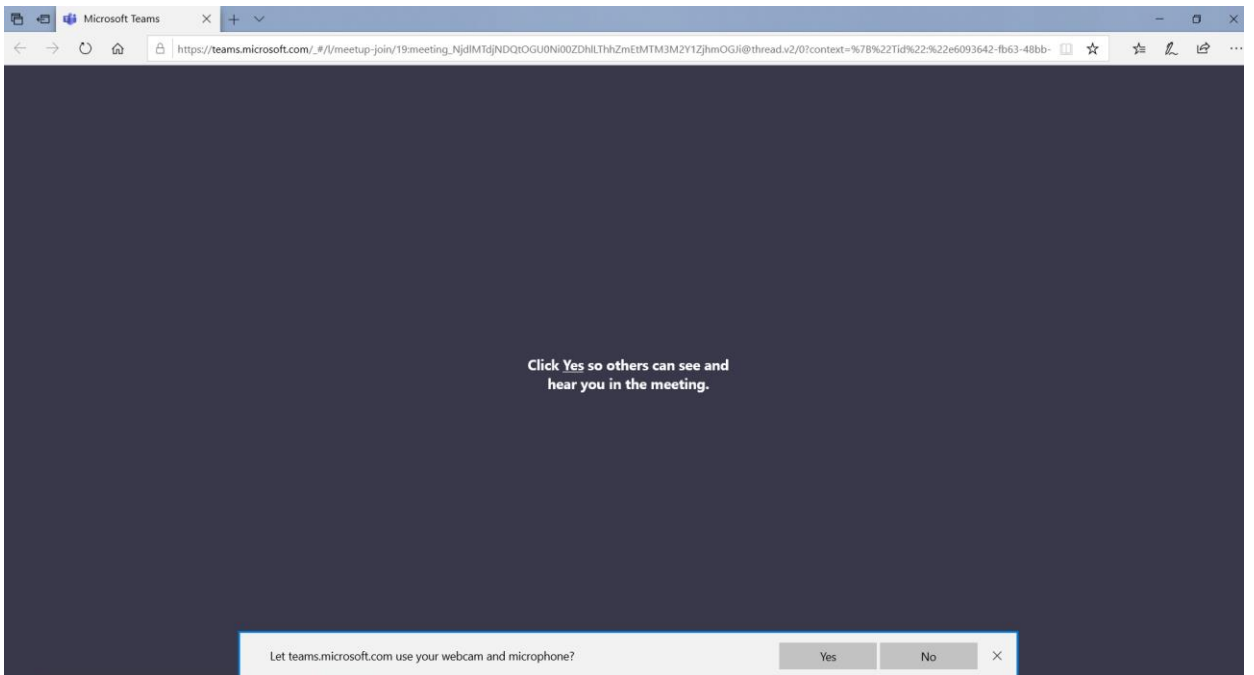
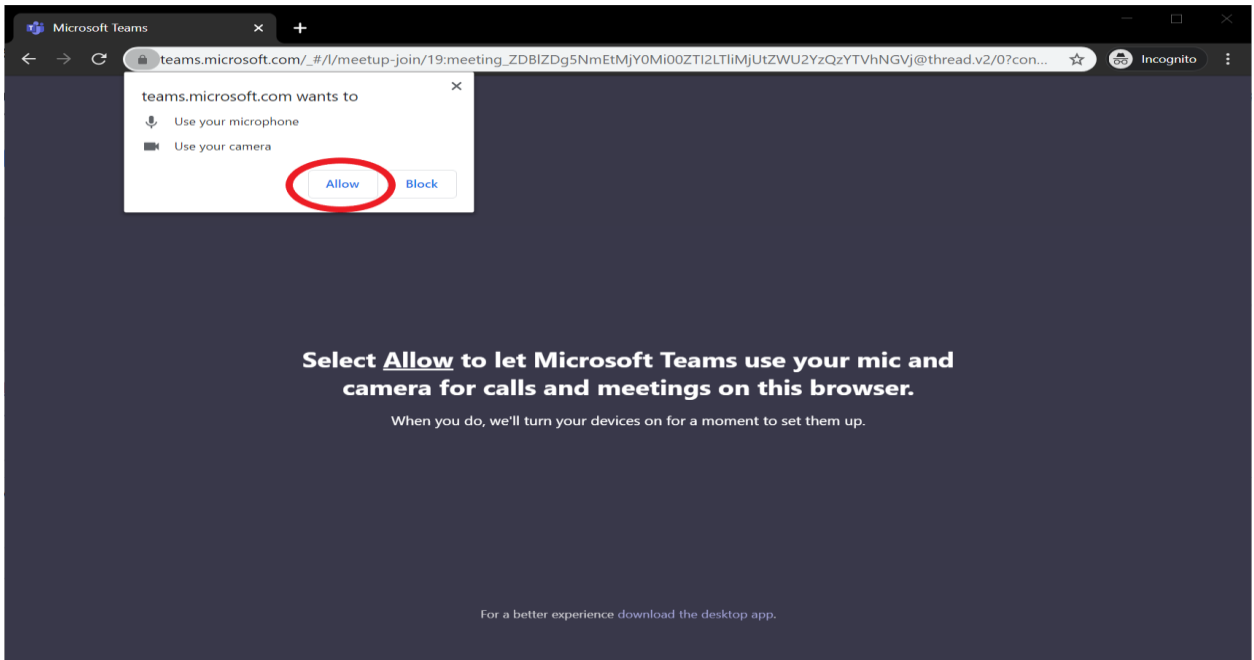


**NOTE:** Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

Select Open Link to open Microsoft Edge Browser



8.3. After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the "Allow" button to let Teams access your microphone and camera.

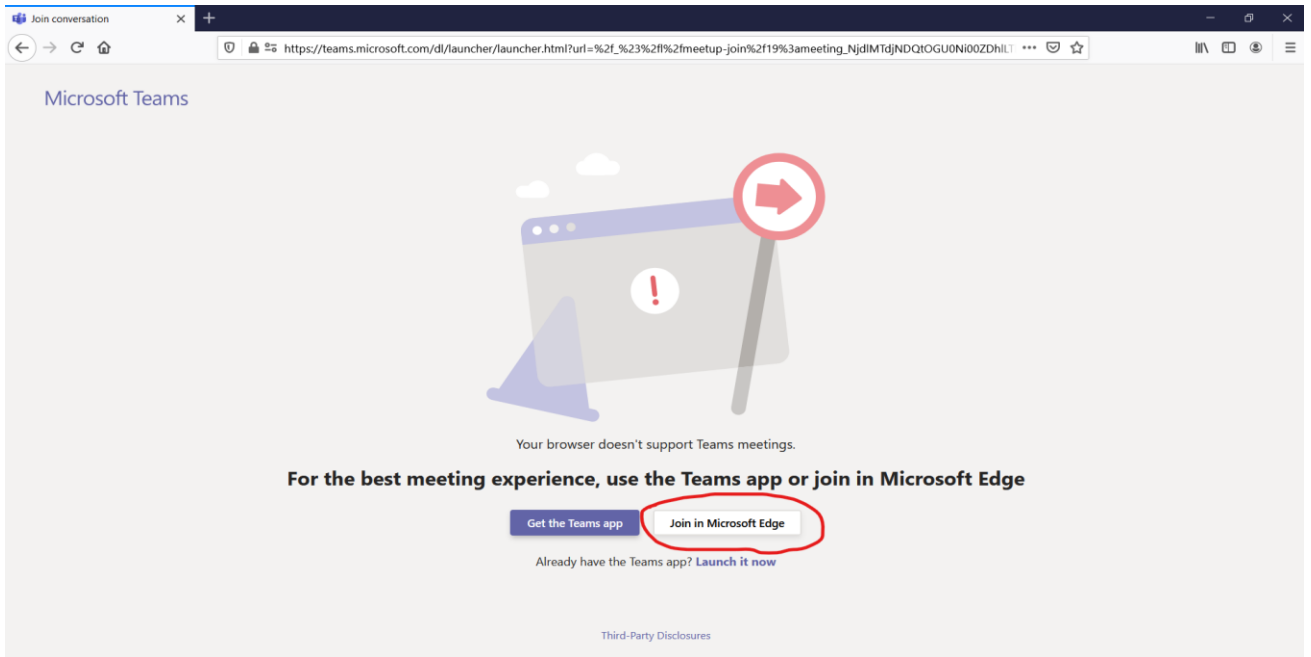


**NOTE:** *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

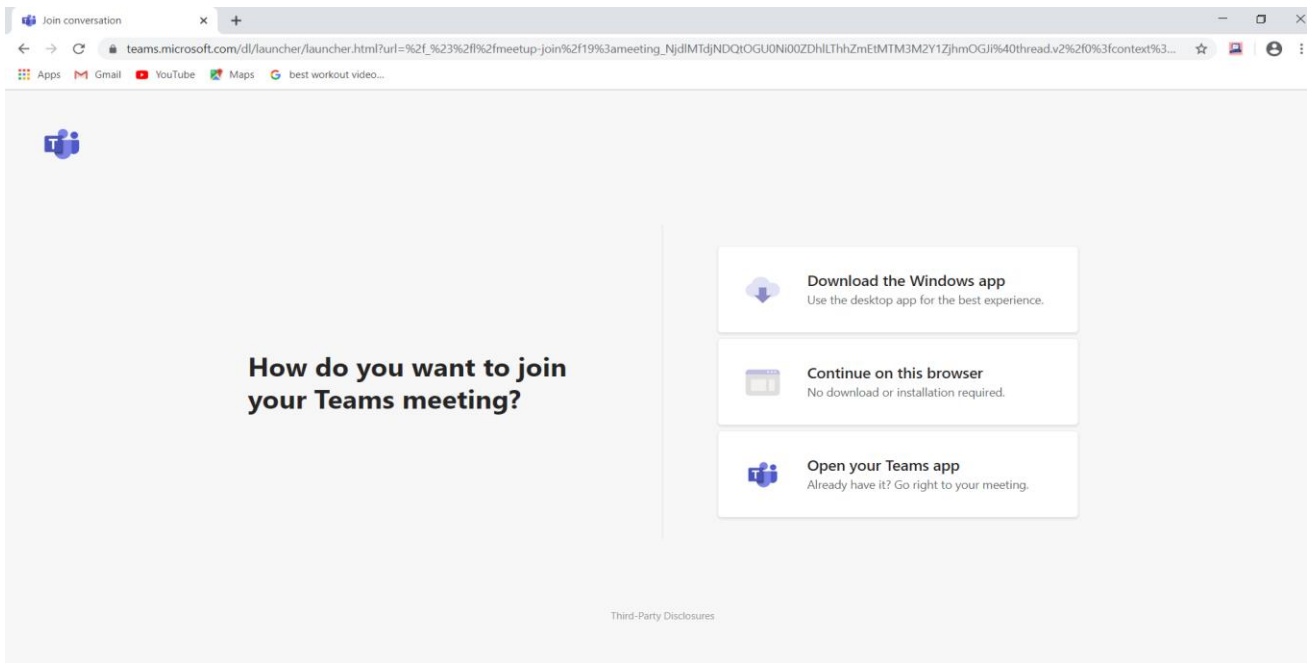
**“Please use either Microsoft Edge or Google Chrome for the full experience”.**

Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

See display below when using Firefox browser

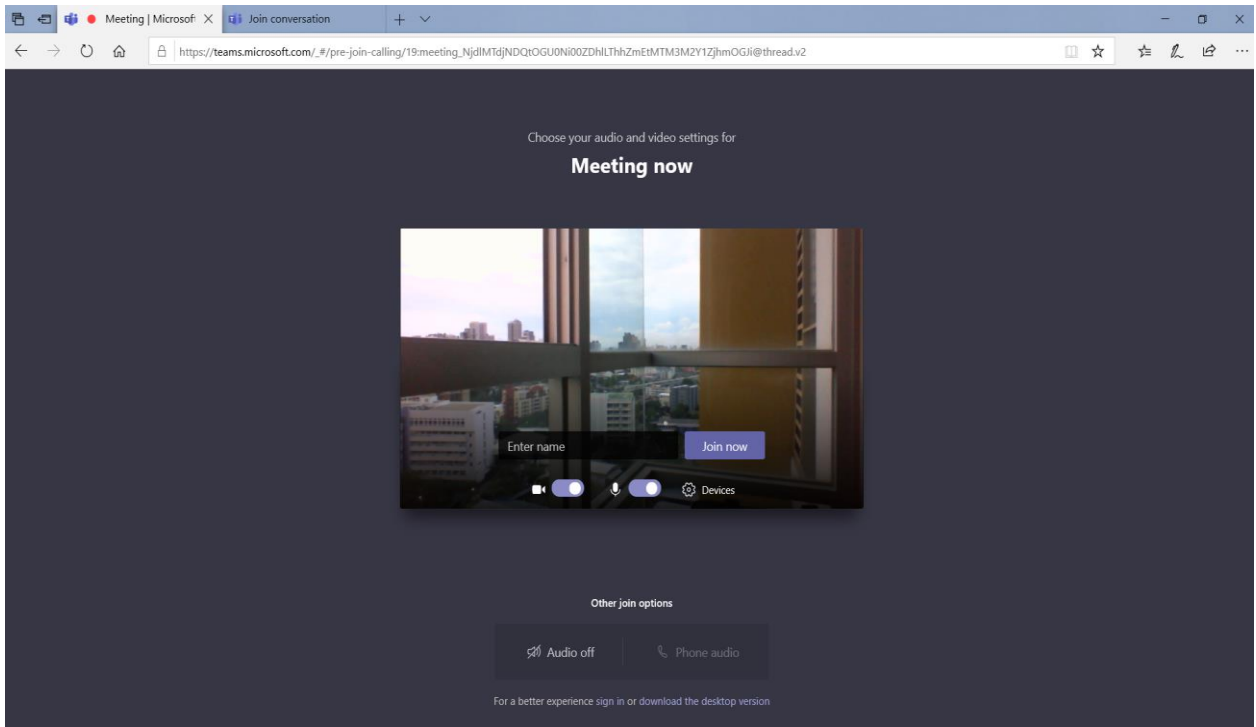


Below is displayed when using Chrome browser.

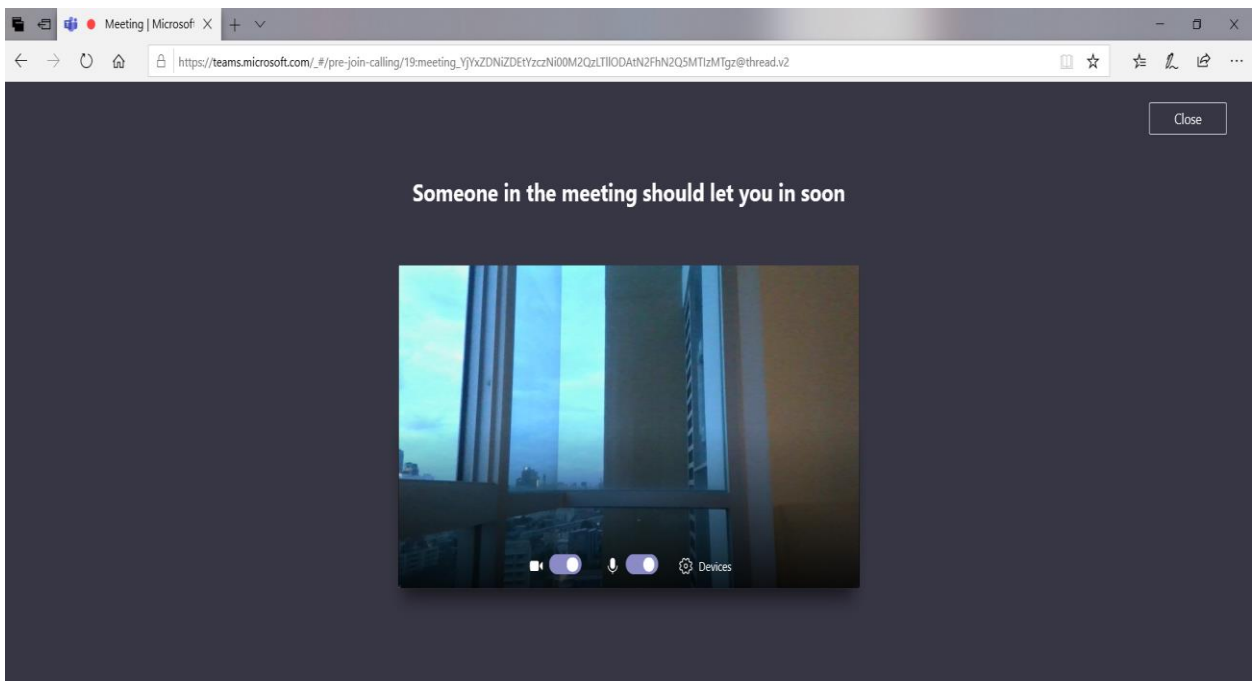


8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**". If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone or camera.

## ATTM. B - 7



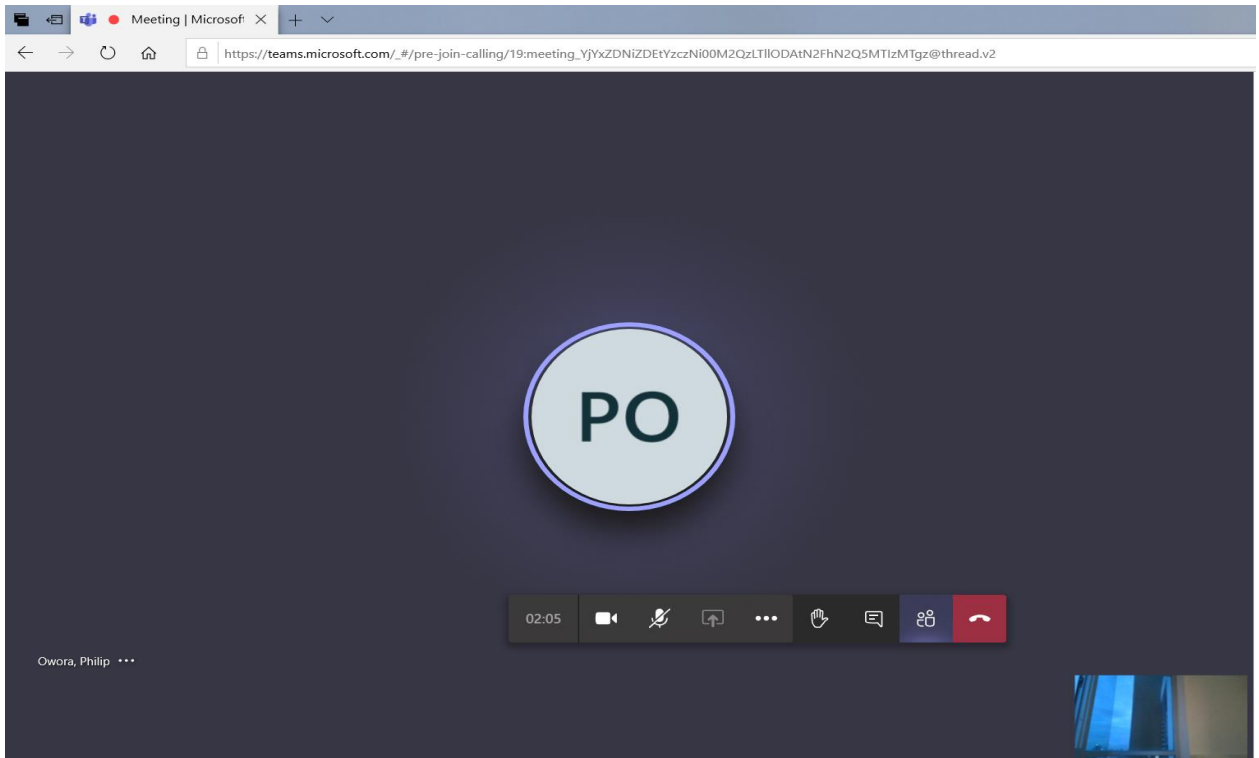
Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.



**Once Admitted You will be able to attend the meeting, chat and see other participants in the meeting.**

Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.

ATTM. B - 8



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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**EIGHTH MEETING OF THE COMMON AERONAUTICAL VIRTUAL  
PRIVATE NETWORK OPERATIONS GROUP (CRV OG/8)**

(Video Teleconference, 17 – 19 May 2021)

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**REGISTRATION FORM**

1. Name: \_\_\_\_\_  
(Mr./ Ms./ Mrs.) (as should appear in the official listing)
2. Title or Official Position: \_\_\_\_\_
3. State/Administrative  
Region/Organisation: \_\_\_\_\_
4. E-mail: \_\_\_\_\_

**Note 1:** Please download meeting materials from the ICAO APAC Office website ([www.icao.int/apac](http://www.icao.int/apac) > Meetings > Meeting List – 2021 > CRV OG/8) prior to the meeting.

**Note 2:** Please return the completed registration form to the ICAO APAC Office (e-mail: [apac@icao.int](mailto:apac@icao.int)) no later than Friday, 7 May 2021.

**Note 3:** Please print or type clearly. Web-conference joining instructions will only be delivered to the valid, officially nominated e-mail address/es at 4, above.

Date \_\_\_\_\_ Signature \_\_\_\_\_

After completing, please send to: ICAO APAC Office, P.O. Box 11, Samyaek Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 or e-mail: [APAC@icao.int](mailto:APAC@icao.int) with cc: [YLuo@icao.int](mailto:YLuo@icao.int); [BSirapongkosit@icao.int](mailto:BSirapongkosit@icao.int)