

International Civil Aviation Organization



ICAO

**ASIA AND PACIFIC METEOROLOGY/AIR
TRAFFIC MANAGEMENT WEBINAR AND TENTH
MEETING OF THE METEOROLOGICAL
REQUIREMENTS WORKING GROUP**

(APAC MET/ATM Webinar and MET/R WG/10)

Virtual meeting (online), 24 to 28 May 2021

MEETING/WEBINAR BULLETIN

1. Dates/times

1.1. The meeting/webinar will open on **Monday, 24 May 2021** at **10:00 ICT** (UTC+7). Discussion sessions are scheduled daily on **24 to 28 May 2021** from **10:00 to 14:00 ICT** (UTC+7) (including scheduled meeting breaks).

1.2. A special introductory session to enable participants to test their connection to and familiarize with the virtual meeting online platform is scheduled on **Monday, 17 May 2021** at **10:00 to 11:00 ICT** (UTC+7).

2. Instructions for participants

2.1. Participants should ensure their official registration (including their **name** and **e-mail address**) reaches the Secretariat **no later than 10 May 2021**.

2.2. Each registered participant will receive from the Secretariat the “Join meeting” links and appropriate instructions at their registered e-mail address approx. one-week before the meeting sessions. In this regard, it is essential that the participant’s e-mail address on the registration form is clearly printed or preferably typed.

2.3. Participants should join the online meeting sessions approx. 10- to 15-minutes prior to the start times indicated above.

2.4. When joining the online meeting sessions, participants should please ensure that their online participant name reflects exactly their registered State/Administration/Organization and participant name, e.g., “ICAO – Peter Dunda”, “AUS – Ashwin Naidu”, etc.

2.5. Additional information and instructions concerning web-conferencing is provided at the **Appendix** to this bulletin.

3. Officers and Secretariat concerned with the Meeting

3.1. Secretary:

Mr. Peter Dunda

ICAO Regional Officer Aeronautical Meteorology and Environment

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3.2. Additional secretarial/administrative support:

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4. Meeting materials

4.1. The meeting materials (i.e., documentation, papers, templates, instructions, etc.,) will be available on the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2021 > MET/R WG/10) at:

<https://www.icao.int/APAC/Meetings/Pages/2021-MET-ATM-Webinar-and-MET-R-WG-10.aspx>

4.2. Participants should review all meeting materials, including working papers and supporting information papers, prior to the commencement of the meeting.

4.3. Participants wishing to submit papers and/or presentations for consideration by the meeting/webinar 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 10 May 2021**. Material received by ICAO after this date may not be accepted by the meeting/webinar.
