



ICAO

International Civil Aviation Organization

**Nineteenth Meeting of the Meteorological Information
Exchange Working Group (MET/IE WG/19)**

Virtual meeting, 22 – 24 March 2021

MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The Meeting will open at **1000 hrs. ICT (UTC +7)** on **Monday, 22 March 2021**.
- 1.2. The discussion sessions (on the agenda items) are scheduled from **1000 to 1400 hrs. ICT (UTC +7)** on **Monday to Wednesday, 22 to 24 March 2021**.
- 1.3. The Secretariat will conduct a special introductory session, to familiarize participants with the virtual meeting modality, during the week prior to the discussion sessions.

2. Officers and Secretariat concerned with the Meeting

- 2.1. Secretary of the Meeting:

Mr. Peter Dunda

ICAO Regional Officer Aeronautical Meteorology and Environment

Tel: +66 (2) 537 8189 Ext. 153

Fax: +66 (2) 537 8199

E-mail: pdunda@icao.int

- 2.2. Additional secretarial and administrative support to the Meeting:

Ms. Bhabhinan Sirapongkosit

ICAO Programme Assistant

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3. Registration of participants

- 3.1. Participants should ensure their official registration (name and e-mail address) reaches the Secretariat **no later than 08 March 2021**.
- 3.2. To ensure participants receive the e-mail with the virtual meeting joining instructions, it is essential that each participant ensures their official registration clearly shows their nominated e-mail address in print and, preferably, typed.

4. Meeting materials

- 4.1. The Secretariat will publish the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) on the MET/IE WG/19 website at:
<https://www.icao.int/APAC/Meetings/Pages/2021-MET-IE-WG19.aspx>.

4.2. Each participant should review all working papers and supporting information papers prior to the Meeting.

4.3. All 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 22 February 2021**.

5. Joining the Meeting

5.1. All registered participants will receive an e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions approx. one-week before the Meeting. Note: participants will receive a separate e-mail for the special introductory session.

5.2. When joining the Meeting, please ensure that your **microphone is muted and video is turned off**.

5.3. To ensure all virtual meeting participants are easily identifiable, please ensure that your virtual meeting display name reflects your State/Special Administrative Region/Organization, first, followed by your participant name, e.g., “**ICAO – Peter Dunda**”.

5.4. Please join the virtual meeting approx. 10- to 15-minutes before to the scheduled start of each discussion session.

6. Participants’ working environment

6.1 All participants should ensure that they join the virtual meeting from a location with minimal or preferably no background noise.

6.2 To avoid disruptions to the virtual meeting due to audio-feedback, all participants should ensure that only one computer/device per room/office has its microphone and speaker activated at any one time.

7. During the Meeting

7.1 To address a question, answer or comment to the Meeting, please use the virtual meeting application to raise your hand or send a chat message, e.g. “*Thailand wishes to speak*”.

7.2 Participants may also address a question, answer or comment to the Meeting using the *Pigeonhole* application.

7.3 The Secretariat will provide participants with additional information and instructions concerning the virtual meeting and *Pigeonhole* applications at the start of the Meeting.

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

7.5 Unless specifically arranged otherwise, the Secretariat will manage the presentation of papers/presentations during the Meeting. Speakers should clearly identify to the meeting the relevant paper, presentation, paragraph, page, slides, etc., they are speaking to.

8. Virtual meeting survey questionnaire

8.1 The Secretariat will invite all participants to complete a virtual meeting survey questionnaire as soon as possible at the end of the Meeting.
