



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Reference : T 3/10.1.17 – AP136/21 (ATM)

03 August 2021

Subject : Twenty-Sixth Meeting of the Regional Airspace Safety Monitoring Advisory Group (RASMAG/26) (*Video Teleconference, 20 – 23 September 2021*)

Action required: 1) To submit paper(s) and presentation(s) by **03 September 2021**; and
2) To complete online registration by **10 September 2021**.

Sir/Madam,

I am pleased to invite your Administration to participate in the Twenty-Sixth Meeting of the Regional Airspace Safety Monitoring Advisory Group (RASMAG/26) which will be held by Video Teleconference, from 20 – 23 September 2021.

Enclosed herewith are the Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**) and Video Teleconference Instructions (**Attachment C**). I am requesting that you kindly complete online registration(s) of the delegate(s) from your Administration that will be attending the meetings by **Friday 10 September 2021** in which the link is provided at the meeting webpage.

In order to make the meeting more productive and effective, it is strongly urged that States/International Organizations submit papers to the meeting no later than two weeks prior to the meeting date, via email to the Regional Office. In the event that papers are received after **Friday 03 September 2021**, these may be treated as a flimsy. Participants should obtain meeting materials from the ICAO Regional Office website at <http://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the commencement of the meeting.

States and Administrations should come prepared to the meeting to provide a documented status report on the status of RASMAG-related ANS Deficiencies – each deficiency to have an update on the implementation of any corrective actions. Status updates will be requested when the meeting reaches the relevant agenda item; however, if the status report is available before the **Friday 03 September 2021** Working Paper cut-off date, then States and Administrations are encouraged to send this data to the meeting Secretariat so it can be included in the relevant ICAO Working Paper.

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Finally, the Regional Office would like to encourage States to consider commencing research for, and development of papers for the meeting, as soon as possible after receiving this invitation.

Participants should note the following VTC modalities:

- VTC link details will be sent to registered participants in the week before the meeting;
- only registered participants will be admitted to the meeting VTC;
- Information Papers (IPs) will only be read during the meeting if spare time becomes available;
- each day of the meeting is expected to be conducted in two sessions of about two hours each, with the possibility of a 'rest day' or a free afternoon to enable catchup;
- in the event of insufficient time being available for the usual review of the draft meeting report, it may be deferred to the week following the meeting, and conducted by email circulation of the draft report; and
- recording of the VTC may be conducted for Secretariat note taking/report drafting purposes, but not for public dissemination.

Yours sincerely,



Manjit Singh
Acting Regional Director

Enclosures:

- A — Provisional Order of Business
- B — Provisional Agenda
- C — Video Teleconference Instructions



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**Twenty-Sixth Meeting of the Regional Airspace Safety
Monitoring Advisory Group (RASMAG/26)**

Video Teleconference, 20 – 23 September 2021

PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

Monday 20 September 2021

0200-0240 UTC	Meeting Opening/Introductions
0240-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

Tuesday 21 September 2021

0200-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

Wednesday 22 September 2021

0200-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

Thursday 23 September 2021

0200-0700 UTC	Review of Draft Report
	Adoption of Report
	Closure of Meeting
	<i>Timing of break TBA.</i>

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Video Teleconference, 20 – 23 September 2021

PROVISIONAL AGENDA

(Presented by the Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: Reports from Asia/Pacific RMAs and EMAs
- Agenda Item 4: Airspace Safety Monitoring Documentation and Regional Guidance Material
- Agenda Item 5: Airspace Safety Monitoring Activities/Requirements in the Asia/Pacific Region
- Agenda Item 6: Air Navigation Services Deficiencies
- Agenda Item 7: Review and Update RASMAG Task List
- Agenda Item 8: Any Other Business
- Agenda Item 9: Date and Venue of the Next RASMAG Meeting

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Twenty-Sixth Meeting of the Regional Airspace Safety
Monitoring Advisory Group (RASMAG/26)

Video Teleconference, 20 – 23 September 2021

RASMAG/26 VIDEO TELECONFERENCE INSTRUCTIONS

WHEN SIGNING IN

1. Option 1 To join the meeting via the Microsoft Teams app:
 - a. Download the Microsoft Teams app; and then
 - b. Click **Join Microsoft Teams Meeting** in the meeting invitation email
2. Option 2 To join the meeting using web browser:
 - a. Click **Join Microsoft Teams Meeting** in the meeting invitation; then
 - b. Click **Join on the web instead**; and
 - c. Enter your STATE or IO name first, followed by your full name (as used on the RASMAG/26 online registration) in the Enter Name box. Example: *ICAO Prakayphet Chalayonnawin*; then
 - d. Click **Join now**.
3. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
4. **Ensure your microphone is muted and your video camera is turned off.**

YOUR WORKING ENVIRONMENT

1. Please ensure that you join the VTC from a room or office where background noise/conversation is minimized or, preferably, excluded.
2. If your State or organization has more than one participant, they should join the VTC from separate rooms/offices, except if all are sharing one computer and log-in.

DURING THE VTC

1. If you wish to speak, send a CHAT message using the interface in the VTC, e.g. *Thailand wishes to speak*, or *Thailand question*.
2. If you have a question but do not wish to speak, use the Pigeonhole application that will be available at all times during the VTC.
3. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
4. The Chair and/or Secretary will manage the screen and all presentations, unless specifically arranged otherwise. Speakers should identify the relevant paragraph number/s as they progress through their paper, or indicate *next slide* in a PowerPoint presentation.

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