



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

**THE COMBINED TENTH MEETING OF THE SOUTH
ASIA/INDIAN OCEAN ATM COORDINATION GROUP
(SAIOACG/10)
AND TWENTY—SEVENTH MEETING OF THE SOUTH-EAST
ASIA ATS COORDINATION GROUP
(SEACG/27)**

(Video Teleconference, 29 March – 02 April 2021)

MEETING BULLETIN

1. Schedule of the Meeting

1.1. The Combined Tenth Meeting of the South Asia/Indian Ocean ATM Coordination Group and Twenty—Seventh Meeting of the South-East Asia ATS Coordination Group (SAIOACG/10 and SEACG/27) will be held via video teleconference (Microsoft/MS Teams Video Conference), from 29 March to 02 April 2021.

1.2. The discussions on the agenda items are proposed from 0900 to 1400 hrs. ICT (UTC +7), daily. Each day of the meeting is expected to be conducted in two sessions of about two hours each, with one hour break in between sessions.

2. Officers and Secretariat Concerned with the Meeting

2.1. Secretaries of the Meeting:

**Mr. Mior Adli Bin Mior Sallehuddin, Regional Officer, ATM (AOM-ASM)
ICAO Asia and Pacific Regional Sub-Office**

Tel: +86 10 6455 7167

Fax: +86 10 6455 7164

Email: msallehuddin@icao.int

**Ms. Sunok LEE, Regional Officer, ATM
ICAO Asia and Pacific Regional Sub-Office**

Tel: +86 10 6455 7174

Fax: +86 10 6455 7164

Email: Slee@icao.int



3. Registration of Participants

3.1. Registration for the SAIOACG/10 and SEACG/27 can be done online. The nominated participant from States/Administrations and International Organizations are requested to access <https://www.icao.int/APAC/Meetings/Pages/2021-SAIOACG10-and-SEACG27.aspx> and register for the event. Online Registration Guidelines is provided in the **Attachment C** to the invitation letter. Kindly noted that the last day of registration is **Friday, 12 March 2021**, and only registered participants are entitled to receive the MS Teams invitation link to join the Meeting.

4. Meetings Documents, Papers for Distribution, etc.

4.1. In order to make the meeting more productive and effective, it is strongly urged that States/Administrations/International Organizations submit papers to the meeting no later than **Friday, 12 March 2021**, via email to the ICAO Asia and Pacific Regional Sub-Office (APAC-RSO@icao.int and msallehuddin@icao.int).

4.2. Meeting documents will be available on the ICAO Asia and Pacific Office website (<https://www.icao.int/APAC/Meetings/Pages/default.aspx>) prior to the meeting.

4.3. Each participant should review the papers prior to the commencement of the Meeting.

5. Joining the Meeting (MS Teams Video Conference)

5.1. The Meeting (MS Teams Video Conference) invitation link along with the instruction to join the meeting will be sent to registered participants' email addresses, latest by **25 March 2021**.

5.2. Participants should join the Meeting (MS Teams Video Conference) not less than 10 minutes prior to the scheduled start of each session.

5.3. When joining the Meeting (MS Teams Video Conference), please ensure:

- display name include the State/Administration/International Organization, and followed by participant's name. Example: "**Australia – name**", "**IATA – name**", etc.;
- and
- **microphone is muted and video is turned off.**

5.4. When joining the Meeting (MS Teams Video Conference), please ensure your **microphone is muted and video is turned off.**



6. Participants’ Working Environment

6.1. Please join the Meeting (MS Teams Video Conference) from a room or office where background noise/conversation is minimised or, preferably, excluded.

6.2. To minimise the potential of audio-feedback to hinder the discussions, each participant should join the Meeting (MS Teams Video Conference) using a separate computer/device, in a separate room/office. If sharing a single computer/device to join the Meeting (MS Teams Video Conference), 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 Meeting (MS Teams Video Conference)

7.1. Participants who wish to address a question, answer or comment to the Meeting should use the “Raise Hand” function or send a “CHAT” message using the interface in the MS Teams, e.g. “*Thailand wishes to speak*”, or “*Question from*”, etc.

7.2. Participants should only unmute their microphone and turn on their video when invited by the Chair or the Secretary to speak. Please always mute your microphone when finished speaking.

7.3. The Chair and/or Secretary will manage the screen and all presentations, unless specifically arranged otherwise. Speakers should clearly identify the relevant paragraph number(s) as they progress through the paper, or indicate *next slide* in a PowerPoint presentation.

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