



ICAO

International Civil Aviation Organization

Ninth Meeting of the South China Sea Traffic Flow Review Group (SCSTFRG/9)

Video Teleconference, 01 – 03 June 2021

SCSTFRG/9 MEETING BULLETIN

1. Schedule of the Meeting

1.1. The Ninth Meeting of the South China Sea Traffic Flow Review Group (SCSTFRG/9) will be held via Video Teleconference (VTC), from 01 to 03 June 2021.

1.2. The discussions on the agenda items are proposed from 0200 UTC to 0700 UTC, daily. Each day of the meeting is expected to be conducted in two sessions of about one and half 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)

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Ms. Sunok LEE, Regional Officer, ATM

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3. Registration of Participants

3.1. The nominated participants from States/Administrations/International Organisations are requested to access <https://www.icao.int/APAC/Meetings/Pages/2021-SCSTFRG9.aspx> and complete the online registration by **Monday 17 May 2021**.

3.2. Please note that only registered participants are entitled to receive the Microsoft Teams invitation link to join the VTC.

3.3. Online Registration Guidelines is provided in the **Attachment D** to the invitation letter.

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/Administration/International Organisations submit papers to the meeting no later than two weeks prior to the meeting date, 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 prior to the meeting. Each participant should review the papers prior to the commencement of the Meeting.

5. Joining the VTC

5.1. The link to join the VTC (Microsoft Teams) will be sent to registered participants' email addresses latest by **Friday 28 May 2021**.

5.2. Participants should sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.

5.3. When joining the VTC, please ensure:

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

5.4. Please ensure your **microphone is muted and video is turned off**.

5.5. Recording of the VTC will be conducted for the Secretariat, but not for public dissemination.

6. Participants' Working Environment

6.1. Please ensure that you join the VTC from a room or office where background noise/conversation is minimised or, preferably, excluded.

6.2. If your State or organisation has more than one participant, they should join the VTC from separate rooms/offices, except if all are sharing one computer and log-in.

7. During the VTC

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 Microsoft Teams, e.g. "*Thailand wishes to speak*", or "*Question from*", etc.

7.2. Unmute your microphone only when invited by the Chair to speak. 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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