



ICAO

International Civil Aviation Organization

**Sixth Meeting of the Surveillance Implementation
Coordination Group (SURICG/6)**

Video Teleconference, 24 – 27 August 2021

MEETING BULLETIN

1. Schedule of the Meeting

1.1. The meeting (video teleconference) will commence at **0900 hrs. ICT (UTC +7)** on **Tuesday, 24 August 2021.**

1.2. The discussion sessions (on the agenda items) are scheduled **0900 to 1300 hrs. ICT (UTC +7) on Tuesday to Friday, 24 – 27 August 2021.**

1.3 The program will be available on the Meeting webpage.

2. Officers and Secretariat concerned with the Meeting

2.1. Secretaries of the meeting:

Mr. Luo Yi, Regional Officer CNS

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Ms. Soniya Nibhani, Regional Officer CNS

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Mr. Sze Lung How, Associate Regional Officer CNS

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Mr. Wen Han Zhong, Associate Regional Officer CNS

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2.2. Additional secretarial and administrative support to the meeting:

Ms. Bhabhinan Sirapongkosit

ICAO Programme Assistant

Tel: +66 (2) 537 8189 Ext. 49

Fax: +66 (2) 537 8199
E-mail: bsirapongkosit@icao.int

3. Registration of participants

3.1. Each participant should ensure that their respective State/Organization has registered the name and e-mail address of the official, nominated delegate(s), with the Secretariat, **no later than 10 August 2020.**

3.2. To ensure each participant's registration, and subsequent invitation e-mail to join the web-conference sessions is correct, it is essential that each participant ensures their official registration form clearly shows their nominated e-mail address in print, or preferably typed.

4. Meeting materials

4.1. The Secretariat will make the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the Meeting (video teleconference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2021 > SURICG/6

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (video teleconference) discussion sessions.

4.3. 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 Tuesday, 10 August 2021.**

5. Joining the Meeting (video teleconference)

5.1. When joining the Meeting (video teleconference) sessions, please ensure your **microphone is muted** and **video is turned off.**

5.2. Each participant should ensure that their video teleconference display name reflects their respective State or Organization first, followed by their participant name, e.g., **“Australia – name”, “Bangladesh – name”** etc.

5.3. Each registered participant will receive by e-mail from the Secretariat with the *“Join meeting”* link and appropriate instructions about one week before the Meeting (video teleconference) sessions.

5.4. Participants should join the Meeting (video teleconference) sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

6 Participants' working environment

6.1. Each participant should ensure they join the meeting (video teleconference) from a location with minimal, or preferably no, background noise.

6.2. To minimize the potential for audio-feedback to hinder the discussions, each participant should join the meeting (video teleconference) using a separate computer/device in a separate room/office. If sharing a single computer/device to join the video teleconference with fellow

participant/s, 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 video teleconference

7.1 Participants who wish to address a question, answer or comment to the Meeting should please inform the Chair, Secretary or moderator of the discussion by using the video teleconference interface to **Raise your hand** or send a “CHAT” message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

7.2 Participants who wish to address a message only to a specific member of the Meeting, e.g., to the Chair or Secretary (or another participant), should use the video teleconference interface to send a private CHAT message if supported by the application. **CAUTION:** When sending a private CHAT message, please exercise care and **avoid inadvertently sending a private CHAT message to “EVERYONE”**.

7.3 Additional information and instructions concerning the video teleconference tools and applications, will be provided separately at the meeting website.

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

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the video teleconference, unless specifically arranged. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.
