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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 8/2.10 & T 8/2.11 AP077/21 (CNS)

5 May 2021

Subject: Video Teleconference of the Fifth Meeting of System Wide Information Management Task Force (SWIM TF/5)
(*Video Tele-Conference, 9 – 11 August 2021*)

Actions Required: To register and submit papers **before 26 July 2021**

Dear Sir/Madam,

I wish to invite your Administration to the Fifth Meeting of System Wide Information Management Task Force (SWIM TF/5) to be held via Video Tele-Conference from *9 to 11 August 2021*.

The objectives of SWIM TF/5 are to progress and review the tasks and action items since the Fourth Meeting of SWIM Task Force, including necessary revision of the Statement of Work (SOW) for each task.

The provisional agenda of the meeting is provided in **Attachment A**. The presentations, Working/Information Papers containing inputs relevant to the proposed agenda for the meeting may be submitted in Word/Power Point format at your earliest convenience, preferably before **26 July 2021**. The Video Tele-Conference bulletin is provided in **Attachment B** containing administrative arrangements and some instructions/guidelines for using the Microsoft Teams platform.

I shall be grateful if you take advantage of the aforementioned video teleconference and nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2021-SWIM-TF-5.aspx> Once the registration is accepted, registered participant will receive an invitation link and other relevant information one week prior to the meeting. The guidelines for online registration is provided in **Attachment C**. *Only the registered participants are entitled to join the meeting.*

2/...

Alternatively, the participant(s) may complete the form provided at **Attachment D** to this letter to register for this meeting and forward the form to this Office by e-mail at APAC@icao.int with copies to: YLuo@icao.int; SNibhani@icao.int; BSirapongkosit@icao.int at your earliest convenience, preferably, **before 26 July 2021**.

I look forward to your participation at the meeting.

Yours sincerely,



Manjit Singh
Acting Regional Director

Attachments:

- A - Provisional Agenda
- B - Video Tele-Conference bulletin
- C - Guidelines for online registration
- D - Registration Form



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The Fifth Meeting of System Wide Information Management Task Force (SWIM TF/5)

Video Tele-conference, 9 – 11 August 2021.

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of agenda
- Agenda Item 2: Outcomes of relevant meetings on SWIM related matters
- Agenda Item 3: Review the report of SURSG/1
- Agenda Item 4: Review the outcome of SWIM Workshop
- Agenda Item 5: Updates on the assigned tasks by task leads/contributors including progress report and issues
- a) **Implementation Planning**
 - Task 1: Regional Implementation Philosophy & Roadmap
 - b) **SWIM Infrastructure**
 - Task 2: Regional SWIM Infrastructure
 - Task 3: Security Services
 - c) **Technical Architecture**
 - Task 4: Development and Maintenance of Regional Information Exchange Models
 - d) **Governance**
 - Task 5: Registry and Other Related Governance Policies
 - e) **Information Services**
 - Task 6: Information Services
 - f) **Validation & Demonstration**
 - Task 7: SWIM in ASEAN Demonstration (closed)
 - Task 8: SWIM Services and Application Validation
 - g) **Coordination and Promotion**
 - Task 9: Monitoring of Panels' Work
 - Task 10: Regional Coordination and SWIM Related Information Sharing
 - Task 11: SWIM Implementation Education and Promotion
- Agenda Item 6: Development of APAC SWIM Implementation Materials

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Agenda Item 7: Review SWIM Task Force ToR, Programme, and Outstanding Action Items

Agenda Item 8: State, Regional and Global SWIM Updates

Agenda Item 9: Next Meetings and Any Other Business



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The Fifth Meeting of System Wide Information Management Task Force (SWIM TF/5)

Video Tele-conference, 9 – 11 August 2021.

VIDEO TELE-CONFERENCING BULLETIN

1. Schedule of the Meeting

1.1. The Meeting (Video Tele-Conference) will open at **0900 hrs. ICT (UTC +7)** on **Monday, 09 August 2021.**

1.2. The discussion sessions (on the agenda items) are proposed from **0900 to 1200 hrs. ICT (UTC +7)** on **Monday to Wednesday, 09 to 11 August 2021**

1.3. The programme will be available on the Meeting webpage on the first day of the meeting.

2. Officers and Secretariat concerned with the Meeting

2.1. Secretary of the Meeting:

Mr. Luo Yi, Regional Officer CNS
Tel: +66 (2) 537 8189 Ext. 155
Fax: +66 (2) 537 8199
E-mail: yluo@icao.int

Ms. Soniya Nibhani, Regional Officer ANS (CNS) Implementation
Tel: +66 (2) 537 8189 Ext. 155
Fax: +66 (2) 537 8199
E-mail: snibhani@icao.int

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 Registration for the SWIM TF/5 can be done online. The nominated participant(s) from State/Administration are requested to access <https://www.icao.int/APAC/Meetings/Pages/2021-SWIM-TF-5.aspx> and register for the event by using guideline for online registration provided in the **Attachment C** to the letter. The last day of registration is **Monday, 26 July 2021**. Kindly note that only the registered participant (s) are entitled to join the meeting.

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 Tele-Conference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2021 > SWIM TF/5

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (Video Tele-Conference) 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 Monday, 26 July 2021**

5. Joining the Meeting (Video Tele-Conference)

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

5.2. Each participant should ensure that their Video Tele-Conference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**Australia – name**”, “**Bangladesh – name**”, **China – 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 Tele-Conference) sessions.

5.4. Participants should join the Meeting (Video Tele-Conference) 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 Video Tele-Conference 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 Video Tele-Conference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the Video Tele-Conference 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 Tele-Conference

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 Tele-Conference 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 Tele-Conference 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 web-conferencing tools and applications, will be provided separately at the meeting website.

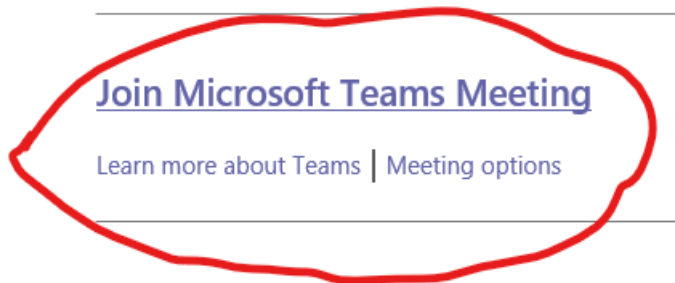
7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finish speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the Video Tele-Conference, 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.

8. External User Access Guide for using Microsoft Teams

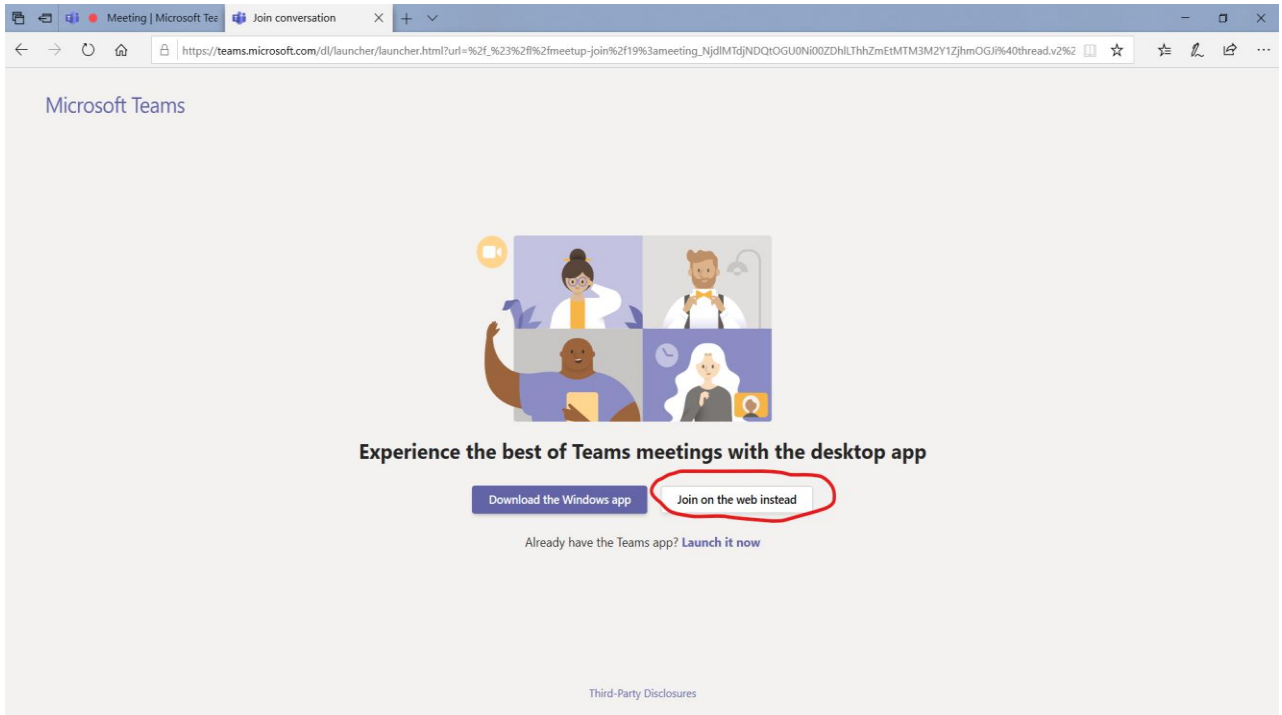
To access the meeting as an external user, follow the steps below.

8.1 Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.



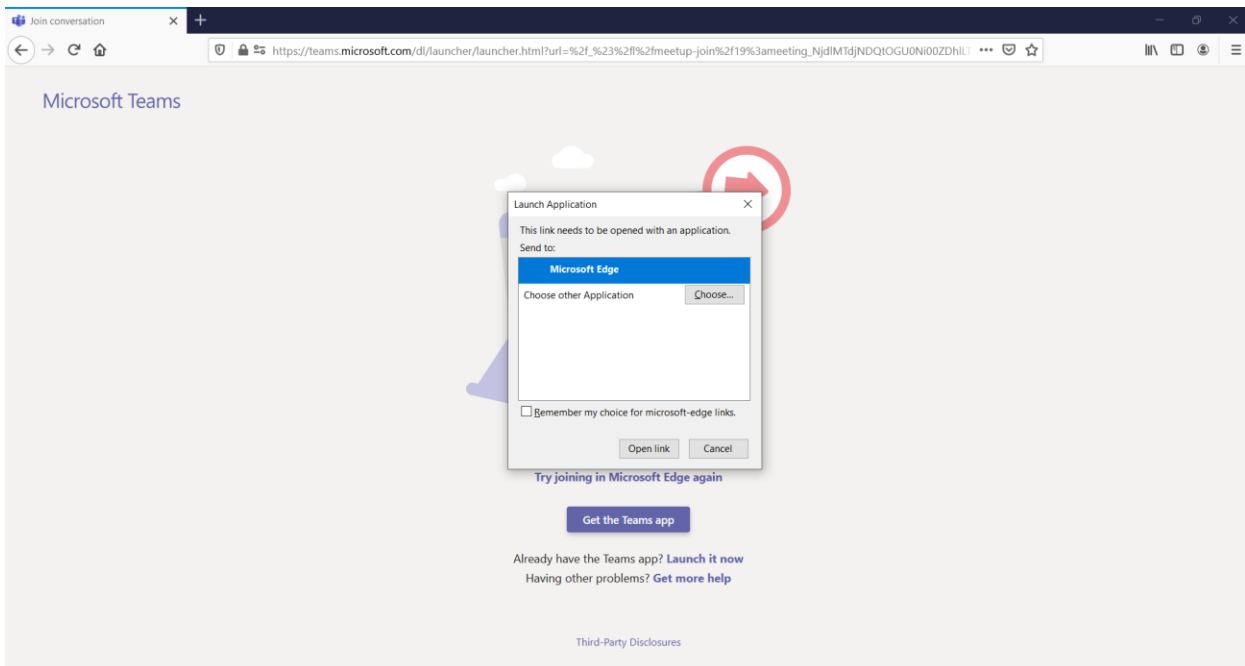
8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: ICAO Owora, Philip. Then, click join now.

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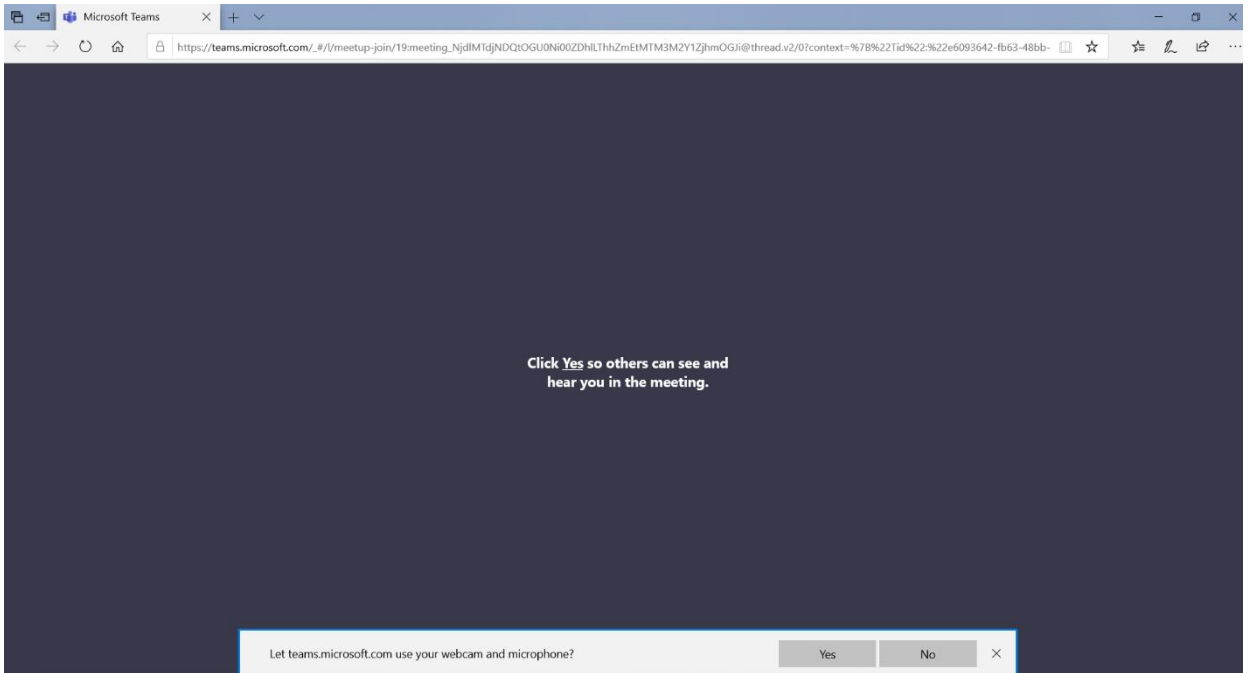
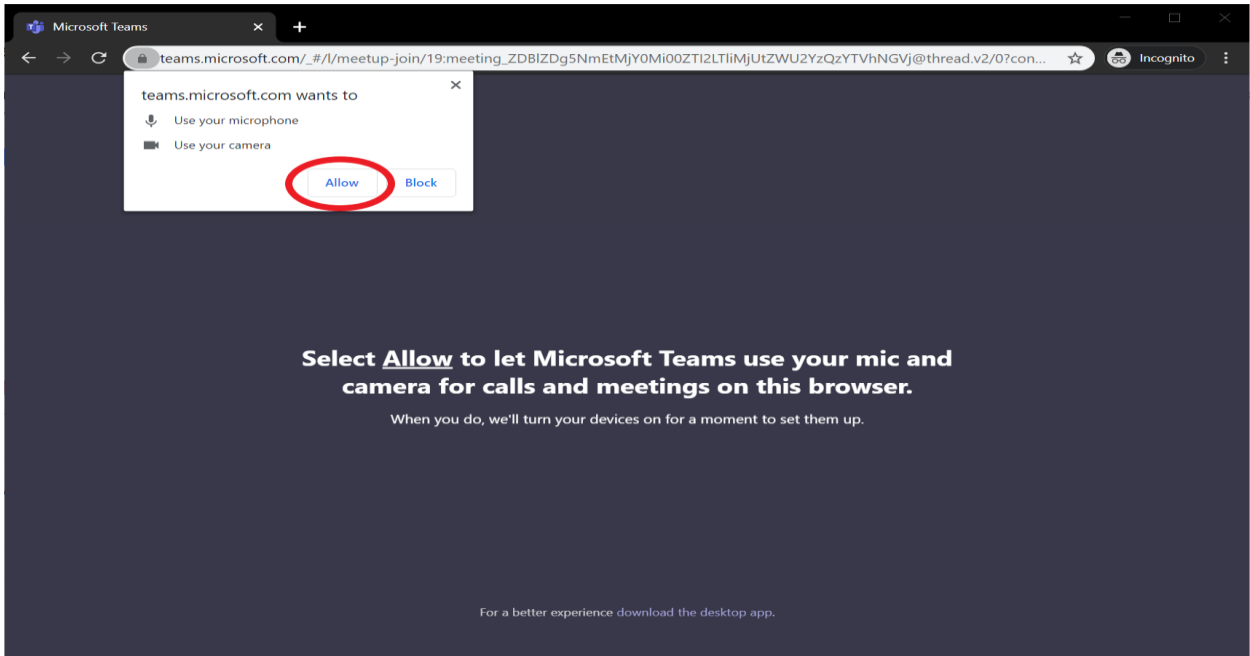


NOTE: *Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.*

Select Open Link to open Microsoft Edge Browser



8.3. After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the **"Allow"** button to let Teams access your microphone and camera.

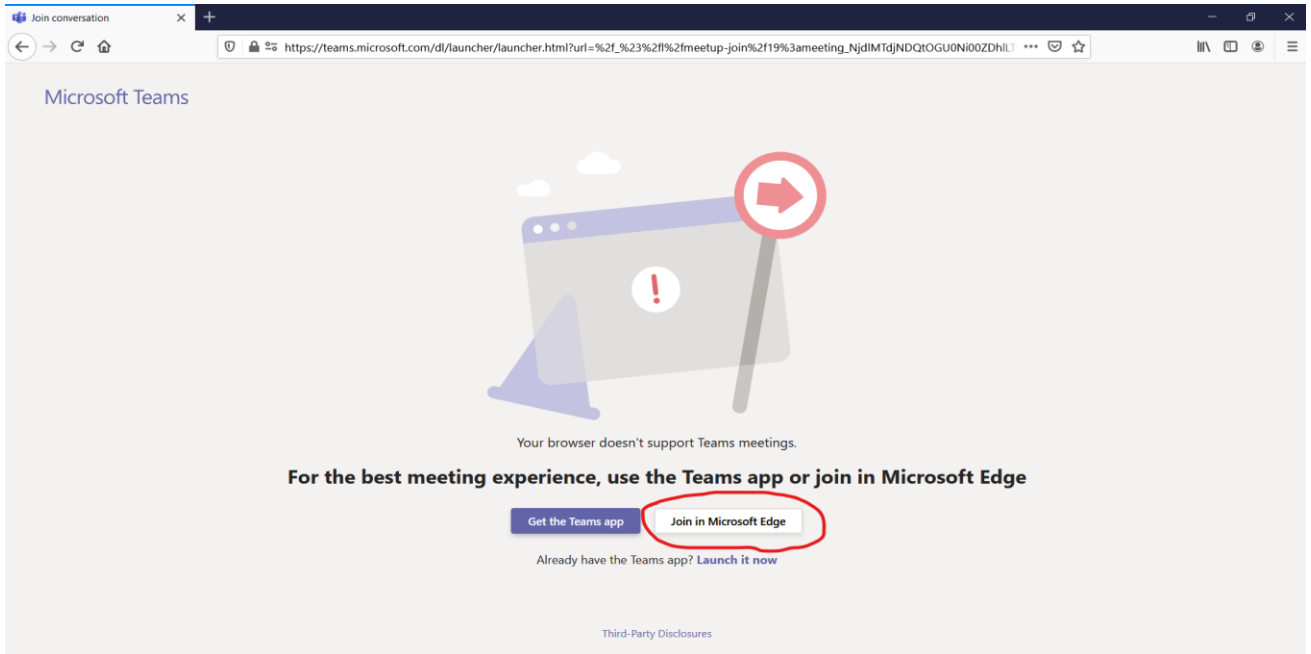


NOTE: *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

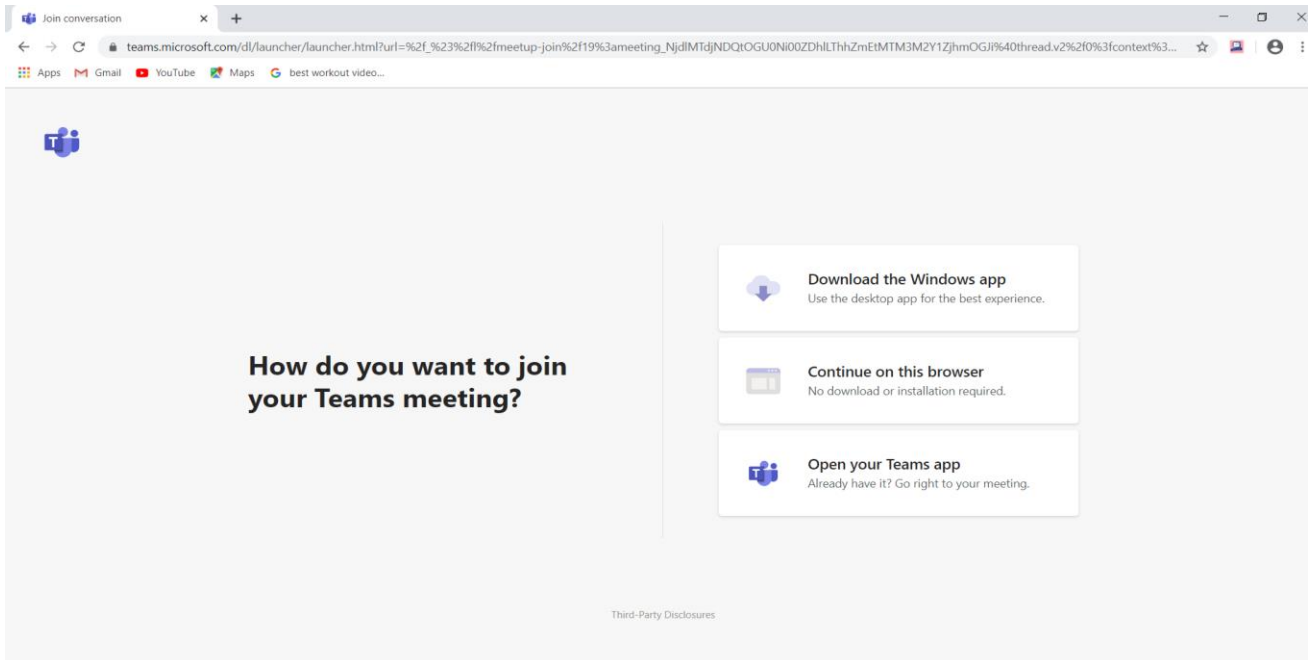
“Please use either Microsoft Edge or Google Chrome for the full experience”.

Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

See display below when using Firefox browser

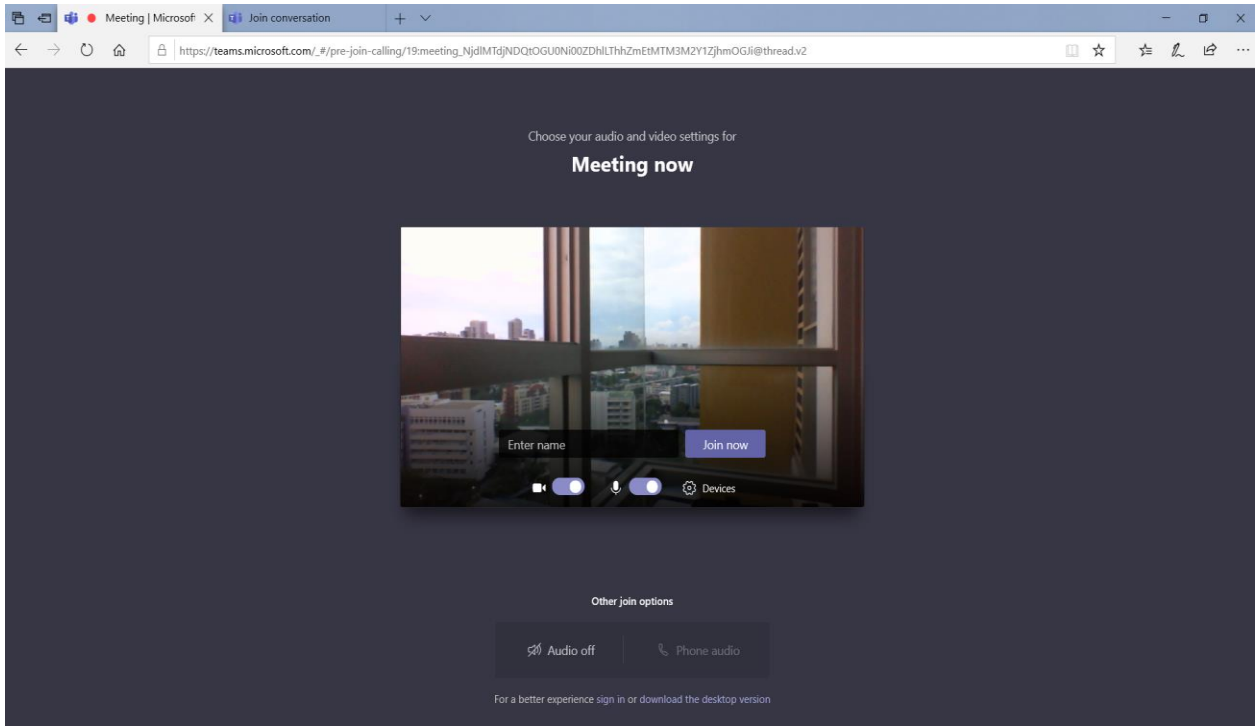


Below is displayed when using Chrome browser.

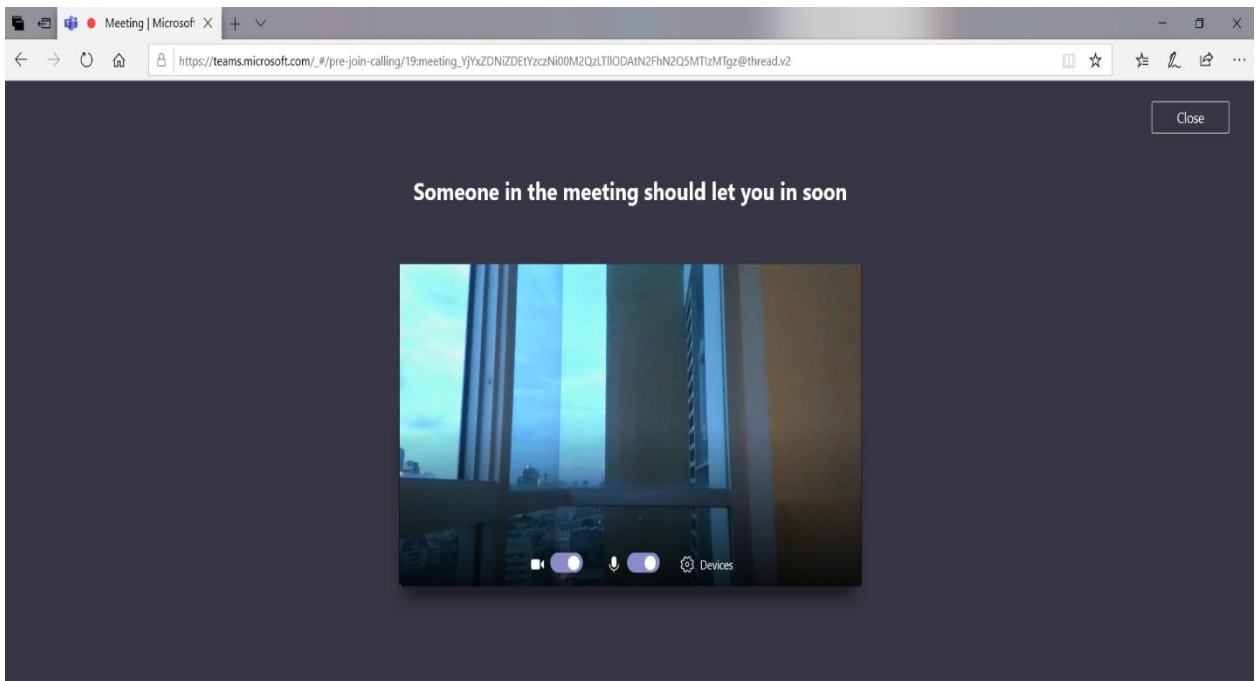


8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**" If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone or camera.

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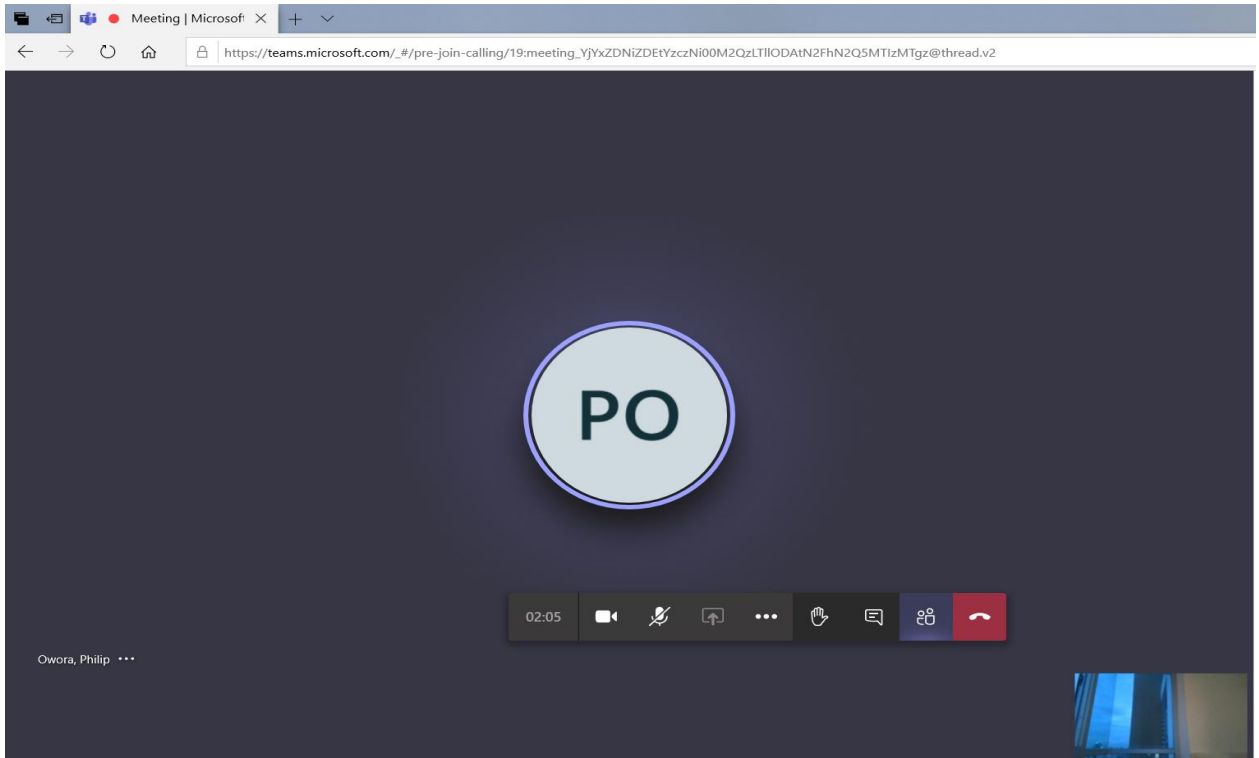
Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.



Once Admitted You will be able to attend the meeting, chat and see other participants in the meeting.

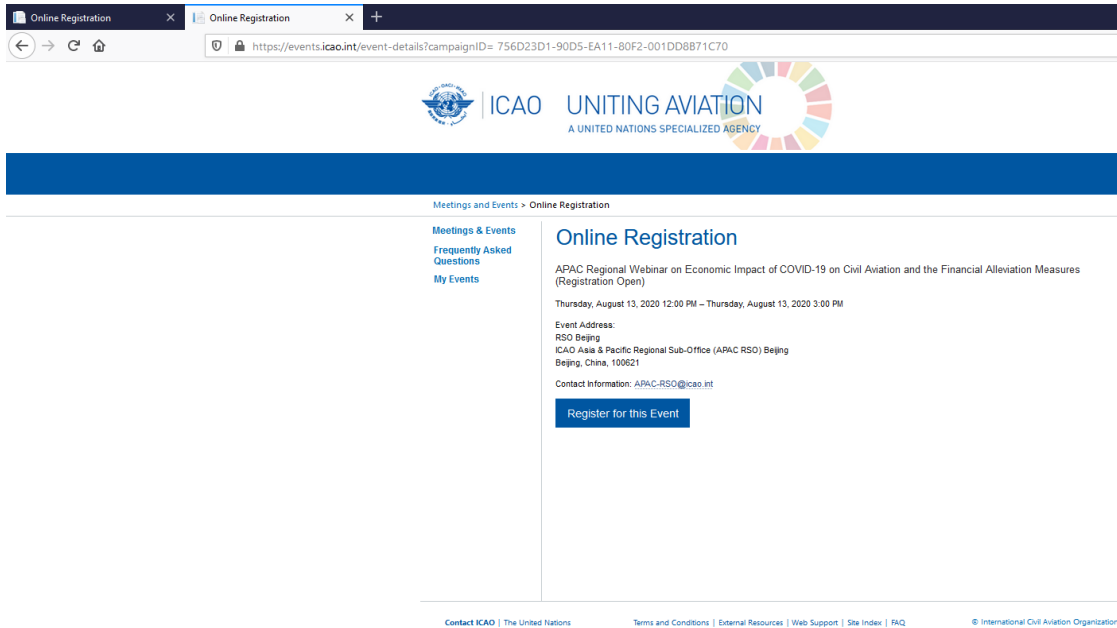
Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.

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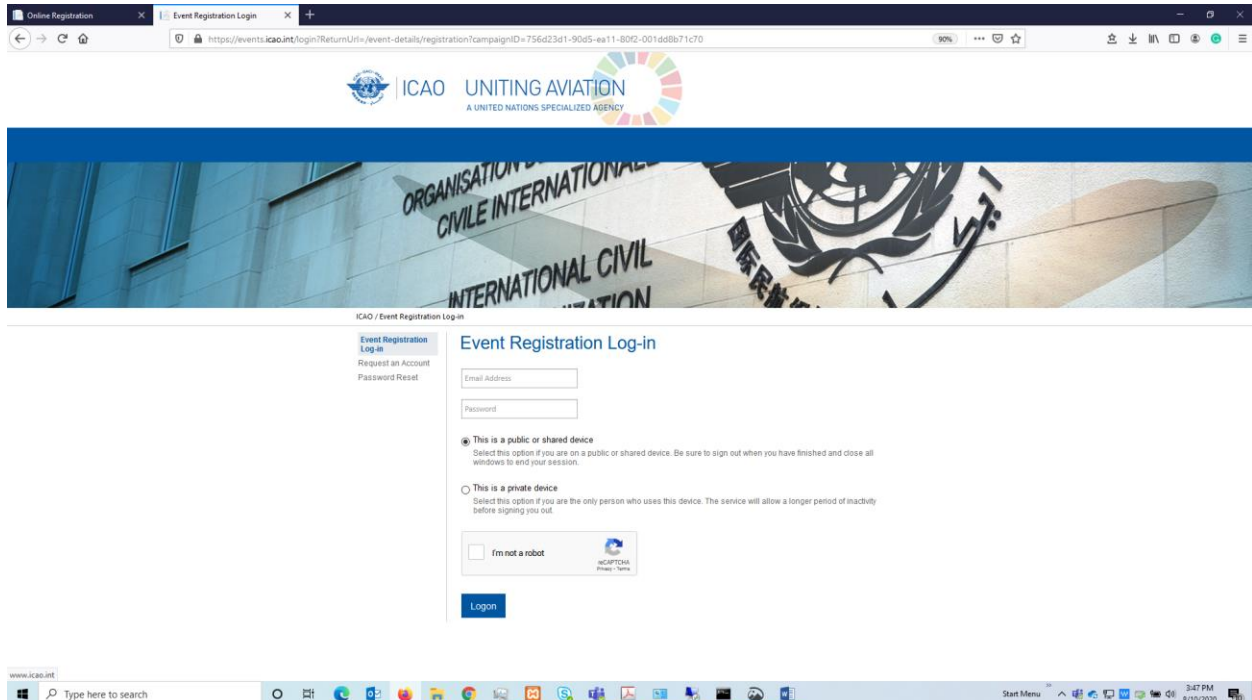


GUIDELINES FOR ONLINE REGISTRATION

Step 1: Open the link for the event you are registering for and select Register for this Event button



Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users



If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

Step 2a: Once you login, the system will open a registration page with pre-populated information.

Step 2b: Complete the remaining required fields and click "Register Now".

Step 2c: Please check your email account for the event confirmation email.

Step 2d: If you forgot your password for the Events Registration portal, please click on "Password Reset" to reset your password.

Step 3: For a new user, click on "Request an Account?" link found on the left menu as seen below. (First time to use this event registration page, Please select Request an Account)

ICAO / Event Registration Log-in

[Event Registration Log-in](#)

[Request an Account](#)

[Password Reset](#)


Event Registration Log-in

Email Address

Password

This is a public or shared device
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

This is a private device
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

I'm not a robot  [Privacy - Terms](#)

Step 3a: Input your email address, to check if you details are in the system.

Meetings and Events > Online Registration > Online Registration

[Meetings & Events](#)

[Frequently Asked Questions](#)

[My Events](#)

Online Registration

Existing user? Please login [here](#).

We would like to verify if your email address already exists in the system.

Step 3b: Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. On the left is a sidebar with navigation links: 'Meetings & Events', 'Frequently Asked Questions', and 'My Events'. Below these are details for an 'APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures' held on Thursday, August 13, 2020. The main content area is titled 'Online Registration' and includes a login link for existing users. A note states 'Fields with an * are mandatory'. Under the 'Personal Information' section, there are input fields for Salutation, Picture, First Name, Last Name, E-Mail (pre-filled with 'charles@caa.org'), Phone, Organization, Job Title, and Industry Type. A modal dialog box is overlaid on the form, titled 'Information', with the message: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' The dialog has 'Cancel' and 'Proceed to a new registration' buttons.

Step 3c: Complete the remaining required fields click Next and "Register Now".

This screenshot shows the 'Online Registration' form with all required fields completed. The 'Personal Information' section includes: Salutation (dropdown), Picture (Browse... button, 'No file selected.'), First Name, Last Name, E-Mail (charles@caa.org), Phone, Organization, Job Title, Industry Type (dropdown), and Area of activity (dropdown). A blue 'Next' button is located at the bottom right of the form area.

Step 3d: Please check your email account for the event confirmation email.

Step 4: You can reset your password by clicking on "Password Reset"

If you forgot your password, then select the Password reset link found on the Left menu of this page, input your email address then click Reset and a link will be sent with a new password which you can use to login

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

**VIDEO TELECONFERENCE OF THE FIFTH MEETING OF
SYSTEM WIDE INFORMATION MANAGEMENT TASK FORCE (SWIM TF/5)**

(Video Tele-Conference, 9 – 11 August 2021)

REGISTRATION FORM

1. Name: _____
(Mr./ Ms./ Mrs.) **(as should appear in the official listing)**
2. Title or Official Position: _____
3. State/Administrative
Region/Organisation: _____
4. E-mail: _____

Note 1: Please download meeting materials from the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2021 > SWIM TF/5) prior to the meeting.

Note 2: Please return the completed registration form to the ICAO APAC Office (e-mail: apac@icao.int) before Monday, 26 July 2021

Note 3: Please print or type clearly. Web-conference joining instructions will only be delivered to the valid, officially nominated e-mail address/es at 4, above.

Date _____ Signature _____

After completing, please send to: ICAO APAC Office, P.O. Box 11, Samyaek Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 or e-mail: APAC@icao.int with cc: YLuo@icao.int; BSirapongkosit@icao.int