



ICAO

International Civil Aviation Organization

Fourth Meeting of the Bay of Bengal Traffic Flow Review Group (BOBTFRG/4)

Video Teleconference, 6 – 8 December 2022

BOBTFRG/4 MEETING BULLETIN

1. Schedule of the Meeting

1.1. The Fourth Meeting of the Bay of Bengal Traffic Flow Review Group (BOBTFRG/4) will be held via Video Teleconference (VTC), from 6 to 8 December 2022.

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 two hours each, with one hour break in between sessions.

2. Officers and Secretariat Concerned with the Meeting

2.1. Secretaries of the Meeting:

Ms. Lia Sunok LEE, Regional Officer, ATM (AOM-ASM)

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Mr. Zhifeng Xu, Regional Officer, ATM (AOM-ASM)

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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/2022-BOBTFRG4.aspx> and complete the online registration by **Monday 21 November 2022**.

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 Slee@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, in the week before the meeting.

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. Recording of the VTC may be conducted for Secretariat note taking/report drafting purposes, 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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