International Civil Aviation Organization

Asia and Pacific (APAC)
Twenty-Sixth Meeting of the Meteorology Sub-Group
(MET SG/26)

Online, 1 – 5 August 2022

MEETING BULLETIN

1. Schedule of the Meeting

1.1.   The Meeting will commence at **09:00 hrs. ICT (UTC +7)** on **Monday, 1 August 2022**.

1.2.   The Meeting discussion sessions (including a short break) are scheduled from **09:00 to 12:30 hrs. ICT (UTC +7)** on **Monday to Friday, 1 to 5 August 2022**. Note: the Meeting is tentatively scheduled to close at or before 10:30 hrs. ICT on the last day.

1.3.   A tentative Meeting program will be published on the Meeting webpage (listed below).

2. Officers and Secretariat concerned with the Meeting

2.1.   Secretary of the Meeting:

Mr Peter Dunda
ICAO Regional Officer Aeronautical Meteorology and Environment
Tel: +66 (2) 537 8189 Ext. 153
Fax: +66 (2) 537 8199
Email: pdunda@icao.int

3. Registration of participants

3.1.   Registration of participants is online at the following ICAO APAC Office meeting website:

https://www.icao.int/APAC/Meetings/Pages/2022-MET-SG-26.aspx.

3.2.   Participants should complete the online registration **no later than 18 July 2022**. Participants who cannot use the online registration may instead complete the form attached (Attachment 3) and return it to the ICAO APAC Office by 18 July 2022. Note: it is essential that the registration form clearly shows the nominated participant's e-mail address in print, preferably typed.

4. Meeting materials

4.1.   The Secretariat will publish the Meeting materials, including Information and Working Papers and templates, on the meeting website (above). Therefore, participants should visit the meeting website regularly before the Meeting to review and download all the Information Papers, Working Papers and other relevant documentation.

4.2.		Delegations intending to prepare Information and Working Papers for consideration by the Meeting must ensure they submit these to the ICAO APAC Office by E-mail to: apac@icao.int as early as possible and **no later than 4 July 2022**.

## 5.	Joining the Meeting

5.1.		During the week before the Meeting, the registered participants will receive an e-mail from the Secretariat with the "*Join Meeting*" (web-conference) link. Participants will use this link to join the Meeting each day.

5.2.		When joining the Meeting, participants should enter their State/Special Administrative Region/Organisation name first, followed by their name (as provided in the official registration). Example: ICAO Peter Dunda.

5.3.		Participants should join each Meeting session at least 5-10 minutes before the scheduled start.

5.4.		Participants should ensure their **microphone** and **camera** are **turned off**.

## 6.	Participants' working environment

6.1		Participants should join the Meeting from a room or office where background noise and conversation are minimised or excluded.

6.2		Participants who share a room or office during the Meeting must ensure that, at any time, no more than one device used to join the Meeting has its microphone and speaker turned on.

## 7.	During the Meeting

7.1		Participants who wish to speak should send a "Chat" message (e.g., *Thailand wishes to speak* or *Thailand question*) or use the raise hand "Reaction". Note: when finished speaking, please remember to lower your hand.

7.2		Participants may also type their question, answer or comment using the "Pigeonhole" application. When using Pigeonhole, please identify the relevant meeting paper or discussion topic. Note: The Secretariat will publish details on the meeting website (above) on accessing the dedicated Pigeonhole session.

7.3		Participants should turn their microphone (and camera) on when invited by the Chair to speak. However, please remember to turn your microphone (and camera) off when finished speaking.

7.4		The Secretariat will manage the meeting screen sharing for papers and presentations unless specifically arranged otherwise. Note: please inform the Secretariat if you wish to share your screen.

7.5		Speakers should identify the relevant paper or presentation they are speaking to, including the specific paragraph, page or slide number.

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