

International Civil Aviation Organization



ICAO

**Asia and Pacific (APAC)
Webinar on Meteorology and Air Traffic Management
(MET/ATM Webinar) and
Eleventh Meeting of the Meteorological Requirements
Working Group (MET/R WG/11)**

Online, 30 May to 3 June 2022

WEBINAR AND MEETING BULLETIN

1. Schedule of the MET/ATM Webinar

1.1. The Webinar will commence at **10:00 hrs ICT (UTC +7)** and conclude at **14:00 hrs ICT (UTC +7)** on **Monday, 30 May 2022.**

2. Schedule of the MET/R WG/11 Meeting

2.1. The Meeting will open at **10:00 hrs ICT (UTC +7)** on **Tuesday, 31 May 2022.**

2.2. The discussion sessions (on the agenda items) are scheduled from **10:00 to 14:00 hrs ICT (UTC +7)** from **Tuesday, 31 May to Friday, 3 June 2022.**

3. Officers and Secretariat facilitating the Webinar and Meeting

3.1. Secretary of the Webinar and Meeting:

Mr Peter Dunda

ICAO Regional Officer, Aeronautical Meteorology and Environment

E-mail: pdunda@icao.int

Mr Hiroyuki Takata

ICAO Regional Officer, ATM

E-mail: htakata@icao.int

4. Webinar and Meeting website

4.1. All Webinar and Meeting documentation (including templates for the discussion papers) is available at the following MET/R WG/11 website:

<https://www.icao.int/APAC/Meetings/Pages/2022-MET-R-WG11.aspx>

5. Registration of participants

5.1. Participants of MET/R WG/11 should ensure their State/Special Administrative Region/Organization completes their official online registration at the above website **no later than 16 May 2022.**

5.2. The MET/ATM Webinar participants should complete their official online registration at the above website **no later than 25 May 2022**.

5.3. To ensure participants receive the e-mail with the online meeting joining instructions, they must confirm their official registration and their nominated e-mail address.

6. Meeting materials

6.1. The Secretariat will publish the Webinar and Meeting materials (i.e., documentation, papers, presentations, templates, instructions, etc.) on the above website.

6.2. Each participant should review all working papers and information papers before the Meeting.

6.3. All participants wishing to submit presentations for the Webinar and papers for consideration by the Meeting **must** e-mail them to the ICAO APAC Office at: apac@icao.int as early as possible and **no later than 16 May 2022**. The Webinar and Meeting may not consider presentations or papers submitted after the deadline.

7. Joining the Meeting

7.1. All registered participants will receive an e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions the week before the Webinar and Meeting.

7.2. Please ensure that you **mute** your **microphone** and **turn off** your **video** when joining the Webinar and Meeting.

7.3. Participants should ensure that their online meeting name indicates their State/Special Administrative Region/Organization, followed by the participant’s name, e.g., “**ICAO – Peter Dunda**”.

7.4. Please join the online meeting approximately ten minutes before the scheduled start of the discussion sessions.

8. Participants’ working environment

8.1. All participants should ensure that they join the online meeting from a location with minimal or no background noise.

8.2. Participants sharing a room or office with more than one computer or device connected to the online meeting can prevent disruptions due to audio feedback by ensuring that the microphone and speaker are activated on only one computer or device.

9. During the Webinar and Meeting

9.1. Participants wishing to make a verbal intervention should use the online-meeting raise-hand button or chat function, e.g. “*Thailand wishes to speak*”.

9.2. Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator. After addressing the online meeting, please remember to mute your microphone and turn off your video.

9.3. The Secretariat will provide additional information and instructions at the start of the Webinar and Meeting concerning using online-meeting applications.

10. Webinar and Meeting survey questionnaire

10.1. The Secretariat may invite participants to complete an online survey questionnaire as soon as possible at the end of the Webinar and Meeting.
