



ICAO

International Civil Aviation Organization

**ASIA AND PACIFIC
Twentieth Meeting of the Meteorological Information
Exchange Working Group (MET/IE WG/20)**

Online, 28 – 30 March 2022

MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The meeting will open at **10:00 hrs ICT (UTC +7) on Monday, 28 March 2022.**
- 1.2. The discussion sessions (on the agenda items) are scheduled from **10:00 to 14:00 hrs ICT (UTC +7) on Monday to Wednesday, 28 to 30 March 2022.**

2. Officers and Secretariat concerned with the meeting

- 2.1. Secretary of the Meeting:

Mr. Peter Dunda

ICAO Regional Officer Aeronautical Meteorology and Environment

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3. Registration of participants

- 3.1. Participants should ensure their official registration form (showing their name, e-mail address and accrediting State/Special Administrative Region/Organization) reaches the Secretariat **no later than 14 March 2021.**
- 3.2. To ensure participants receive the e-mail with the online meeting joining instructions, each participant must ensure their official registration clearly shows their nominated e-mail address in print and, preferably, typed.

4. Meeting materials

- 4.1. The Secretariat will publish the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) on the MET/IE WG/20 website at:

<https://www.icao.int/APAC/Meetings/Pages/2022-MET-IE-WG20.aspx>.

- 4.2. Each participant should review all working papers and supporting information papers before the meeting.

- 4.3. All 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. In any case, **working papers** should reach ICAO **no later than 28 February 2022** and **information papers** should reach ICAO **no later than 14 March 2022.** Working papers submitted after 28 February 2022 may be

accepted as information papers only. Any papers submitted after 14 March 2022 may not be considered by the meeting.

5. Joining the Meeting

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

5.2. Please ensure that your **microphone is muted** and **video is turned off** when joining the meeting.

5.3. Participants should ensure that their online meeting display name reflects their State/Special Administrative Region/Organization, first, followed by their participant name, e.g., “**ICAO – Peter Dunda**”.

5.4. Please join the online meeting approx. 10- to 15-minutes before the scheduled start of each discussion session.

6. Participants’ working environment

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

6.2 Participants sharing a room or office should ensure that only one computer or device has its microphone and speaker activated to avoid disruptions due to audio feedback.

7. During the Meeting

7.1 To make a verbal intervention, participants should use the online meeting **raise hand** button or **chat message**, e.g. “*Thailand wishes to speak*”.

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

7.3 The Secretariat will provide additional information and instructions concerning the use of the online meeting applications at the start of the meeting.

8. Meeting survey questionnaire

8.1 The Secretariat may invite participants to complete an online meeting survey questionnaire as soon as possible at the end of the meeting.
