



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

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de Aviación Civil  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Reference : T 3/10.1.17 – AP079/22 (ATM)

16 June 2022

Subject : **Twenty-Seventh Meeting of the Regional Airspace Safety Monitoring Advisory Group (RASMAG/27) (Video Teleconference, 22 – 25 August 2022)**

Action required: 1) To submit paper(s) and presentation(s) by **05 August 2022**; and  
2) To complete online registration by **12 August 2022**.

Sir/Madam,

I am pleased to invite your Administration to participate in the Twenty-Seventh Meeting of the Regional Airspace Safety Monitoring Advisory Group (RASMAG/27) which will be held by Video Teleconference, from 22 – 25 August 2022.

Enclosed herewith are the Provisional Order of Business (**Attachment A**), Provisional Agenda (**Attachment B**) and Video Teleconference Instructions (**Attachment C**). I request that you kindly complete online registration(s) of the delegate(s) from your Administration that will be attending the meetings by **Friday 12 August 2022**, using the link provided at the meeting webpage.

In order to make the meeting more productive and effective, it is strongly urged that participating Administrations and International Organizations submit papers to the meeting no later than two weeks prior to the meeting date, via email to the Regional Office. In the event that papers are received after **Friday 05 August 2022**, they may be treated as a flimsy. Participants should obtain meeting materials from the ICAO Regional Office website at <http://www.icao.int/APAC/Meetings/Pages/default.aspx> prior to the commencement of the meeting.

Administrations that have current RASMAG-related APANPIRG ATM and Airspace Safety Deficiencies recorded should be prepared to provide during the meeting a documented status report and update on the implementation of any corrective actions. Status updates will be requested when the meeting reaches the relevant agenda item; however, if the status report is available before the **Friday 05 August 2022** Working Paper cut-off date then the Administrations concerned are encouraged to send this data to the Secretariat so it can be included in the relevant ICAO Working Paper.

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Finally, the Regional Office would like to encourage participating Administrations and International Organizations to consider commencing research for, and development of, papers for the meeting as soon as possible after receiving this invitation.

Participants should note the following VTC modalities:

- VTC link details will be sent to registered participants in the week before the meeting;
- only registered participants will be admitted to the meeting VTC;
- Information Papers (IPs) will only be read during the meeting if spare time becomes available;
- each day of the meeting is expected to be conducted in two sessions of about two hours each, with the possibility of a 'rest day' or a free afternoon to enable catchup;
- in the event of insufficient time being available for the usual review of the draft meeting report, it may be deferred to the week following the meeting, and conducted by email circulation of the draft report; and
- recording of the VTC may be conducted for Secretariat note taking/report drafting purposes, but not for public dissemination.

Yours sincerely,



Tao Ma  
Regional Director

**Enclosures:**

- A — Provisional Order of Business
- B — Provisional Agenda
- C — Video Teleconference Instructions



ICAO

International Civil Aviation Organization

Twenty-Seventh Meeting of the Regional Airspace Safety  
Monitoring Advisory Group (RASMAG/27)

Video Teleconference, 22 – 25 August 2022

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## PROVISIONAL ORDER OF BUSINESS

(Presented by the Secretariat)

### **Monday 22 August 2022**

0200-0220 UTC	Meeting Opening/Introductions
0220-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

### **Tuesday 23 August 2022**

0200-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

### **Wednesday 24 August 2022**

0200-0400 UTC	Discussion on Agenda Items
0400-0500 UTC	Break
0500-0700 UTC	Discussion on Agenda Items.

### **Thursday 25 August 2022**

0200-0700 UTC	Review of Draft Report
	Adoption of Report
	Closure of Meeting
	<i>Timing of break TBA.</i>

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**PROVISIONAL AGENDA**

(Presented by the Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: Review Outcomes of Related Meetings
- Agenda Item 3: Reports from Asia/Pacific RMAs and EMAs
- Agenda Item 4: Airspace Safety Monitoring Documentation and Regional Guidance Material
- Agenda Item 5: Airspace Safety Monitoring Activities/Requirements in the Asia/Pacific Region
- Agenda Item 6: Air Navigation Services Deficiencies
- Agenda Item 7: Any Other Business
- Agenda Item 8: Review and Update RASMAG Task List
- Agenda Item 9: Date and Venue of the Next RASMAG Meeting

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**ICAO Twenty-Seventh Meeting of the Regional Airspace Safety  
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## RASMAG/27 VIDEO TELECONFERENCE INSTRUCTIONS

### WHEN SIGNING IN

1. Option 1 To join the meeting via the Microsoft Teams app:
  - a. Download the Microsoft Teams app; and then
  - b. Click **here to join the meeting** in the meeting invitation email and Click **Open Microsoft Teams**.
2. Option 2 To join the meeting using web browser:
  - a. Click **here to join the meeting** in the meeting invitation email; then
  - b. Click **continue on this browser**; and
  - c. Enter your STATE or IO name first, followed by your full name (as used on the RASMAG/27 online registration) in the Enter Name box. Example: *ICAO Prakayphet Chalayonnawin*; then
  - d. Click **Join now**.
3. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
4. **Ensure your microphone is muted and your video camera is turned off.**

### YOUR WORKING ENVIRONMENT

1. Please ensure that you join the VTC from a room or office where background noise/conversation is minimized or, preferably, excluded.
2. If your State or organization has more than one participant, they should join the VTC from separate rooms/offices, except if all are sharing one computer and log-in.

### DURING THE VTC

1. If you wish to speak, use the RAISE HAND function or send a CHAT message using the interface in the VTC, e.g. *Thailand wishes to speak*, or *Thailand question*.
2. If you have a question but do not wish to speak, use CHAT message function. However, participants are encouraged to engage in the meeting verbally.
3. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
4. The Chair and/or Secretary will manage the screen and all presentations, unless specifically arranged otherwise. Speakers should identify the relevant paragraph number/s as they progress through their paper, or indicate *next slide* in a PowerPoint presentation.

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