

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**THE FIRST MEETING OF THE SOUTH  
ASIA, INDIAN OCEAN AND SOUTHEAST ASIA ATM COORDINATION GROUP  
(SAIOSEACG/1)**

*(Video Teleconference, 28 March – 01 April 2022)*

**MEETING BULLETIN**

**1. Schedule of the Meeting**

1.1. The First Meeting of the South Asia, Indian Ocean and Southeast Asia ATM Coordination Group (SAIOSEACG/1) will be held via video teleconference (Microsoft/MS Teams Video Conference), from 28 March to 01 April 2022.

1.2. The discussions on the agenda items are proposed from 0900 to 1400 hrs. ICT (UTC +7), 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. Secretariat of the Meeting:

**Ms. Lia Sunok LEE, Regional Officer, ATM  
ICAO Asia and Pacific Regional Sub-Office**

Tel: +86 10 6455 7174

Fax: +86 10 6455 7164

Email: [Slee@icao.int](mailto:Slee@icao.int)

**3. Registration of Participants**

3.1. Registration for the SAIOSEACG/1 can be done online. The nominated participant from States/Administrations and International Organizations are requested to access <https://www.icao.int/APAC/Meetings/Pages/2022-SAIOSEACG-1.aspx> and register for the event. Online Registration Guidelines is provided in the **Attachment C** to the invitation letter. Kindly noted that the last day of registration is **Friday, 11 March 2022**, and only registered participants are entitled to receive the MS Teams invitation link to join the Meeting.

**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/Administrations/International Organizations submit papers to the meeting no later than **Friday, 11 March 2022**, via email to the ICAO Asia and Pacific Regional Sub-Office ([APAC-RSO@icao.int](mailto:APAC-RSO@icao.int) and [Slee@icao.int](mailto:Slee@icao.int)).

4.2. Meeting documents will be available on the ICAO Asia and Pacific Office website (<https://www.icao.int/APAC/Meetings/Pages/default.aspx>) prior to the meeting.

4.3. Each participant should review the papers prior to the commencement of the Meeting.

**5. Joining the Meeting (MS Teams Video Conference)**

5.1. The Meeting (MS Teams Video Conference) invitation link along with the instruction to join the meeting will be sent to registered participants' email addresses, latest by **24 March 2022**.

5.2. Participants should join the Meeting (MS Teams Video Conference) not less than 10 minutes prior to the scheduled start of each session.

5.3. When joining the Meeting (MS Teams Video Conference), please ensure:

- display name include the State/Administration/International Organization, and followed by participant's name. Example: "**Australia – name**", "**IATA – name**", etc.;
- and
- **microphone is muted and video is turned off.**

**6. Participants' Working Environment**

6.1. Please join the Meeting (MS Teams Video Conference) from a room or office where background noise/conversation is minimised or, preferably, excluded.

6.2. To minimise the potential of audio-feedback to hinder the discussions, each participant should join the Meeting (MS Teams Video Conference) using a separate computer/device, in a separate room/office. If sharing a single computer/device to join the Meeting (MS Teams Video Conference), please ensure that only one computer/device per room/office has its microphone unmuted and audio speaker on at any one time.

**7. During the Meeting (MS Teams Video Conference)**

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 MS Teams, e.g. "*Thailand wishes to speak*", or "*Question from .....*", etc.

7.2. Participants should only unmute their microphone and turn on their video when invited by the Chair or the Secretary to speak. Please 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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