



**PACIFIC
METEOROLOGICAL
COUNCIL**

**Agenda 2.1 Adoption of Agenda and
Logistics**

5 May 2021

2pm (Samoa Local Time)

Agenda and Documents

- Agenda of the Meeting was circulated
- All the papers and Agenda can be accessed through the Pacific Met Desk website - <https://www.pacificmet.net/pmc-52-2021>
- Secretariat will

PMC Meeting Etiquette

- Please follow naming convention provided in the Information Note.

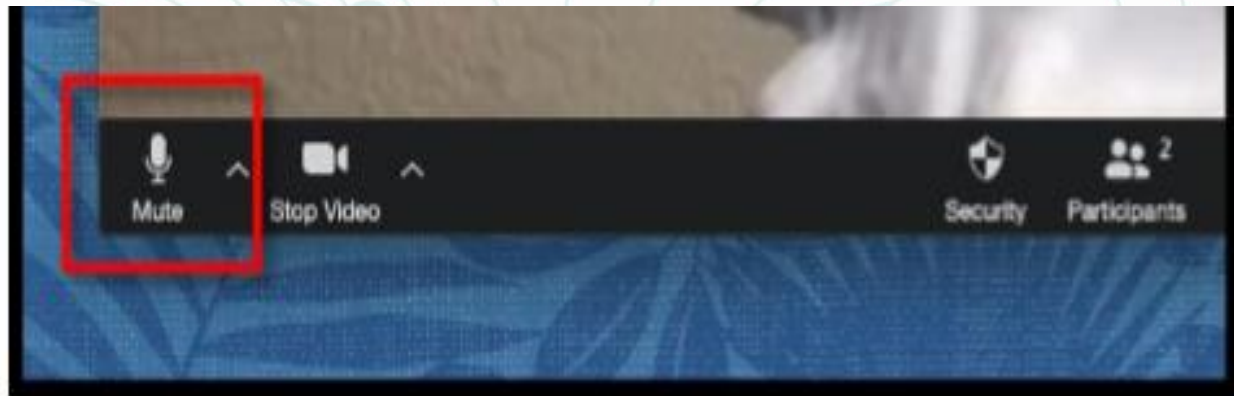
Name_Country

Name_CROP_Organisation

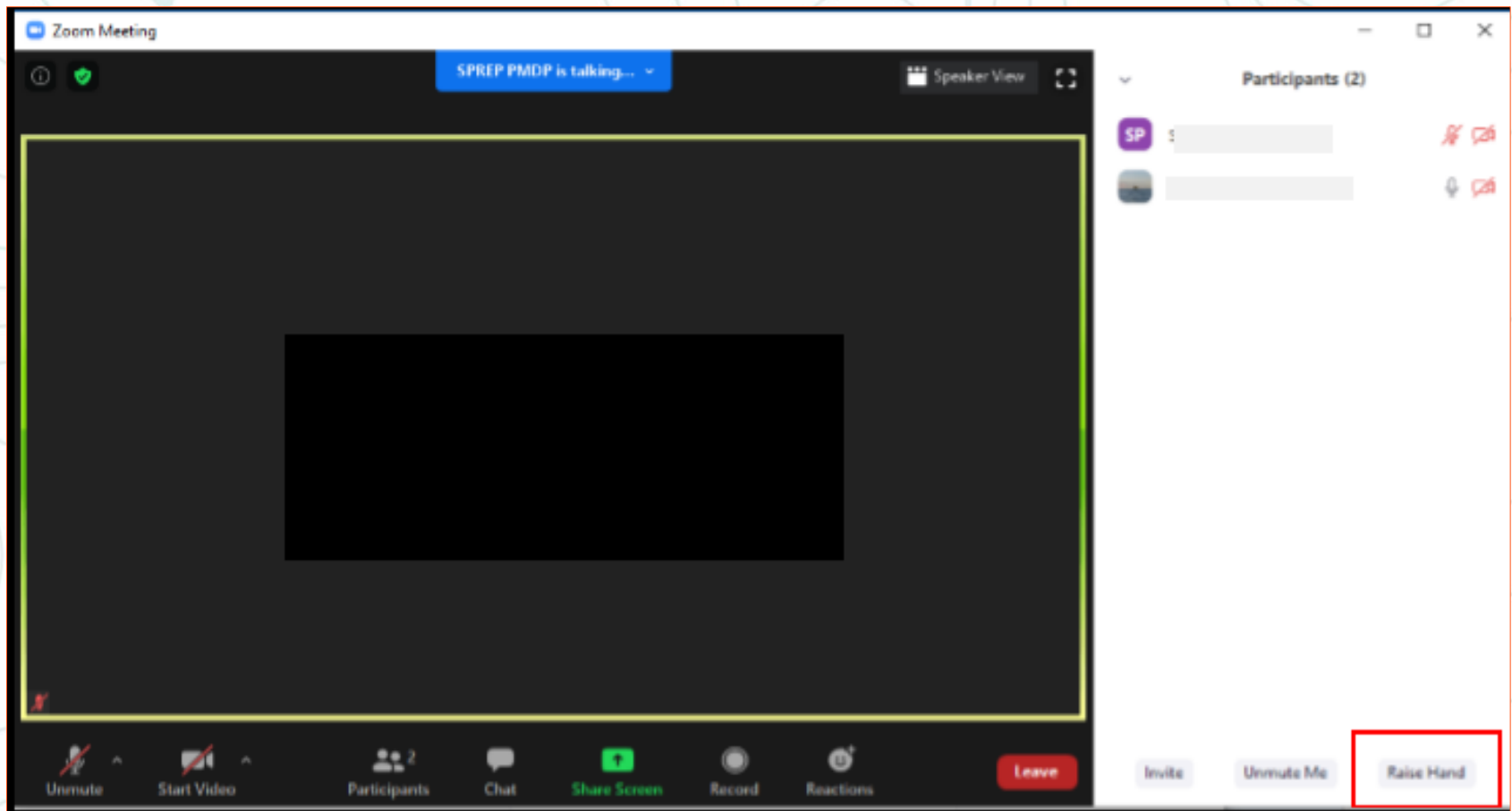
Name_Partner_Organisation

Name_Observer_Organisation

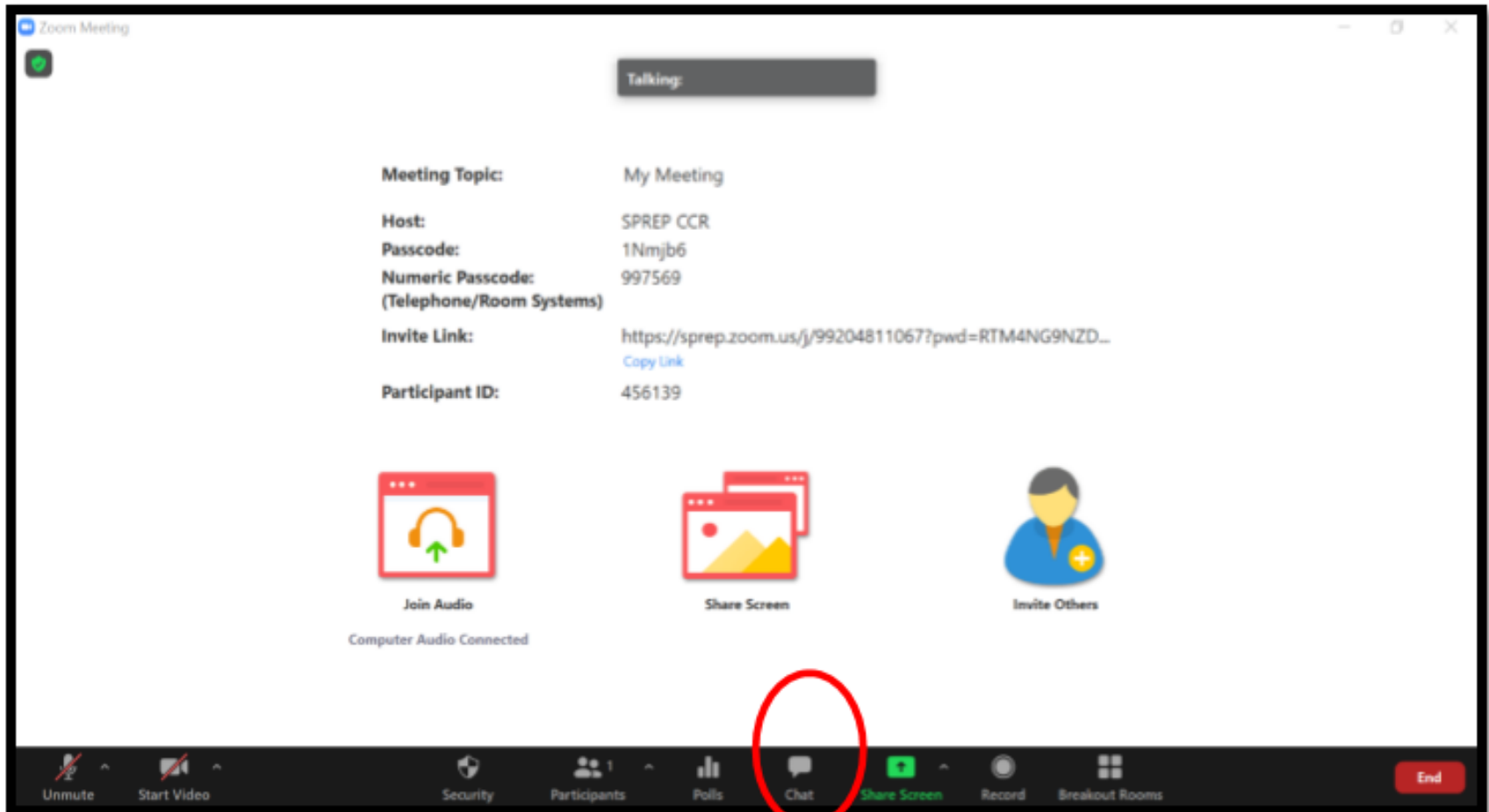
- Keep your microphone muted and your video off at all times when you are not speaking



To ask questions or comments please click the **Raise Hand icon** to do so, and the chair will be notified.



Use the **chat function** to make comments and to ask questions. (Remember that everyone will see what you type in the chat box unless you specify the individual participant that you wish each message to go to)



- If joining the workshop as a group avoid logging on to Zoom from multiple laptops in the same room to avoid delays/echoing when you speak.
- It is recommended to join from one central computer per room and to connect an external speaker (with a mic) or teleconference phone & or using a video conferencing facility.
- Use chat to introduce yourself or if group please list those in attendance.
- Documents for the meeting can be found here <https://www.pacificmet.net/pmc-52-2021>
- To contact the organizers please email PacMetDesk@sprep.org

The meeting is invited to

- **Note** the guidelines for the virtual meeting
- **consider** and **adopt** the Provisional Agenda;
- **appoint** the Secretariat to draft and prepare the meeting report;