CODEVMET-AFI Project Familiarization Workshop

Nairobi, *6 - 10 March 2023*

Organizational Structure of the State MET Service Providers – Required Documentation

Presented by the Secretariat

Content

- MET SARPs and related implementation Documents
- Organizational Structure
- Technical Staff
- Documentation

MET related SARPs and Implementation Docs

Standards and Rec. Practices

ICAO Annex 3 - Meteorological Service for International Air Navigation

- CHAPTER 1. Definitions
- CHAPTER 2. General provisions
- CHAPTER 3. Global systems, supporting centres and meteorological offices
- CHAPTER 4. Meteorological observations and reports
- CHAPTER 5. Aircraft observations and reports
- CHAPTER 6. Forecasts
- CHAPTER 7. SIGMET and AIRMET information, AD WRNS and WS WRNG and alerts
- CHAPTER 8. Aeronautical climatological information
- CHAPTER 9. Service for operators and flight crew members
- CHAPTER 10. Information for ATS, search and rescue services and AIS
- CHAPTER 11. Requirements for and use of communications
- Appendixes (10) - Attachments (5)

Implementation /Guidance documents

Doc 8896	Doc 9691
Doc 9377	Doc 9766
Doc 9817	Doc 10100
Doc 9837	WMO N°1100
Doc 10003	WMO-No. 49 Vol. I
Doc 9328	

Organizational Structure

The MSP should have:

- An **approved organizational structure** to adequately provide required meteorological services to airspace users.
- **Defined functions and responsibilities** for the provision of MET services
- **Defined and implemented minimum qualification and experience criteria** for aeronautical meteorological personnel, as well as the key management personnel
- **Completed job descriptions** for aeronautical meteorological personnel

MET Technical Staff

- **MET Operational Staff**: Aeronautical Meteorological Forecasters and Aeronautical meteorological who meet the **minimum qualifications and skills required by A3 to the ICAO convention** in satisfaction of the WMO requirements for qualifications, skills, education and training of meteorological personnel providing services for international air navigation.

- **Supporting Staff** : Maintenance Technicians, IT, Quality Manager, etc with minimum qualification requiered.

- **Number of MET staff**: depending on some factors to consider : assigned tasks, size of the MET Office, its activities, work time, training plan, …

- **Training needs** : Training policy, Training programme, and Training plan including a system to keep training records.

- …

Operational documentation

Documentation

- **Approved Manual** of Operations for Aeronautical Meteorological Services
- **Operating procedures**
- **MSP organizational chart** & **Functions and Responsibilities** of key personnel
- **Quality Assurance Manual**
- **Meteorological Contingency Plan**
- **ICAO and WMO required technical documents**
- …

Operational Procedures

WHAT?
- **What to be achieved with this procedure.**

WHO?
- **The persons who are to carry out the actions; and**

WHERE?
- **When, or in what circumstances, an operating procedure is to be activated**

HOW?
- **How an operating procedure is to be activated**

WHEN?
- **When, or in what circumstances, an operating procedure is to be activated**

HOW MUCH?
- **Resources necessary to run the procedure (the equipment necessary for carrying out the actions, and access to such equipment, etc.)**

WHY?
- **The final use of the result of the procedure; how the procedure will benefit to States /Stakeholders**

ICAO

THANK YOU