|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | METWSG-Memo/22 |
|  |  | 18/1/13 |

**MEMORANDUM**

|  |  |  |
| --- | --- | --- |
| Ref: | AN 10/22 |  |
|  |  |  |

|  |  |
| --- | --- |
| To: | Members, Meteorological Warnings Study Group (METWSG) |
| From: | METWSG Secretary |
| Subject: | **METWSG/5 Meeting and follow-up action from the METWSG/4 Meeting** |
| Action: | Members are invited to:   1. provide comments on the draft agenda by 1 February 2013; 2. provide guidance material as requested under Actions Agreed of the METWSG/4 Meeting by 15 February 2013; 3. confirm attendance and the names of any advisors by 15 March 2013; 4. submit study notes for the METWSG/5 Meeting relating to Actions Agreed from the METWSG/4 Meeting by 15 March 2013, and 5. submit any other study notes or information papers for the METWSG/5 Meeting by 17 May 2013. |

The group is invited to note that the follow-up table from the METWSG/4 Meeting has been updated. Members are reminded that actions are requested to be completed by 15 February 2013 for actions requiring guidance material (this has been put back from December 2012) and by 15 March 2013 for reports intended for the METWSG/5 Meeting.

I am pleased to confirm that the METWSG/5 Meeting will be held from 20 to 21 June 2013 at the ICAO Headquarters in Montréal, Canada. The provisional agenda for the meeting together with some explanatory notes can be found on the group’s website at URL [http://www.icao.int/safety/meteorology/METWSG](http://www.icao.int/safety/meteorology/METWSG/) and I invite any comments that you may have to reach me by 1 February 2013. Further information regarding the venue and tentative working arrangements are contained in METWSG-IP/1 which has also been placed on the group’s website.

I should be grateful if you would confirm attendance and provide the names of any advisors that you wish to bring to the meeting by 15 March 2013. A list of hotels which are located in the vicinity of the ICAO Headquarters can be found at URL <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>. Members/advisors should make their reservations directly with the hotel of their choice as soon as possible.

Study notes that are requested that are in response to Actions Agreed from the METWSG/4 Meeting and are specifically mentioned in METWSG-SN/1 are requested by 15 March 2013 (this applies to **Ashwin, Colin, Patrick** and **PW**). These study notes together with those from the Secretariat will be placed on the group’s website by 19 April 2013. Additional study notes and information papers should be submitted by 17 May 2013 in order to allow the other members of the group time to prepare for the meeting. Any papers received after this date will be treated as information papers only. Bearing in mind that this will be the final meeting of the group before the Meteorology Divisional Meeting in July 2014, members are asked not to introduce new topics unless they could be resolved quickly, either at the METWSG/5 Meeting or within a short period thereafter by correspondence.

The average maximum temperature in Montréal during June is 24° Celsius and the average minimum temperature is 13° Celsius, the average precipitation is 83 mm and the average sunshine is 8.2 hours per day.

If you have any questions or concerns please do not hesitate to contact me. I look forward to seeing you all in June.

|  |  |
| --- | --- |
|  | Neil Halsey |