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|  | IAVWOPSG-Memo/477/12/11 |

**MEMORANDUM**

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| Ref:  | AN 10/18.2 |

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| To: | Members, International Airways Volcano Watch Operations Group |
| From: | Secretary, IAVWOPSG  |
| Subject: | **VAAC Best Practices Seminar (Montréal, 13 to 14 February 2012), Provisional Agenda and Administrative Arrangements** |
| Action: | Members to:1. note the information, including the information at Attachments A and B; and,
2. submit presentations, if any, by 6 February 2012.
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 Further to IAVWOPSG Memo/46 which provided you with initial information regarding a volcanic ash advisory centre (VAAC) Best Practices Seminar, I am pleased to inform you that, at the Secretariat’s request, Australia and the World Meteorological Organization (WMO) have kindly developed a provisional agenda taking into consideration all aspects of VAAC operations*,* including, but not limited to, lead VAAC and coordination, eruption source parameters, satellite analysis, trajectory and dispersion modelling and output. The agenda also considers the topics included in the report on processes and methodologies employed by the VAACs, which are expected to be completed by the end of December 2011.

I am pleased to inform you that the provisional agenda and detailed administrative arrangements are included in Attachments A and B to this memorandum, respectively.

 As indicated in Attachment B, participants are invited to submit presentations, preferable by e-mail (rromero@icao.int with a copy to vloch@icao.int), based on the provisional agenda. Such presentations should reach me no later than 6 February 2012 to allow their early inclusion on the IAVWOPSG website.

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|   | Best regards,(signed by)R. Romero  |

**Enclosures:**

 A – Provisional agenda

 B – Arrangements for the meeting

**ATTACHMENT A**

**INTERNATIONAL AIRWAYS VOLCANO WATCH OPERATIONS GROUP (IAVWOPSG)**

**VAAC BEST PRACTICES SEMINAR**

**Montréal, 13-14 February 2012**

**PROPOSED AGENDA**

1. Opening and introductions
2. Adoption of agenda, agreement of seminar objectives and working arrangements
*(it is proposed that much of the work of the meeting will be done in small-group ‘break-out’ mode)*
3. Presentation of user requirements and expectations (IATA and ICAO)
4. WMO-IUGG Volcanic Ash Science Advisory Group Meeting (24 to 25 January 2012) outcomes including new developments in science and observations
5. IAVWOPSG Conclusion 6/9 – Report on processes and methodologies employed by each VAAC
6. VAAC harmonization and coordination discussions - break-out and plenary format
7. The next steps – agreement on concrete follow-up actions (to be reported against VAAC management reports at IAVWOPSG/7) and follow-up meeting
8. Report-back to invited IATA and ICAO representatives, followed by pre-IVATF/3 social event.

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**ATTACHMENT B**

ARRANGEMENTS FOR THE SEMINAR

1. VENUE of the SEMINAR
	1. The Seminar will be held in Conference Room 5 located on the third floor of the conference block of ICAO Headquarters.
2. Registration of participants
	1. Participants are requested to register at the security desk in the lobby of ICAO Headquarters between 0930 and 1000 hours on the opening day of the seminar, i.e. Monday 13 February 2012. They will be provided with a meeting badge which will give access to the building during the duration of the seminar. Participants are requested to wear the meeting badge at all times inside the ICAO premises.
3. DOCUMENTATION FOR THE SEMINAR
	1. Based on the provisional agenda, participants may submit presentations to assist the discussions during the seminar. Any presentations submitted should reach the Secretariat by no later than 6 February 2012 to allow the participants the opportunity to consider such material in advance of the seminar.
	2. All documentation will be posted on the IAVWOPSG website at [www.icao.int/anb/iavwopsg](http://www.icao.int/anb/iavwopsg) (click “Seminars/Workshops”). Participants are requested to download documentation since no printed copies will be available at the meeting site.
4. OPENING OF THE MEETING
	1. The opening of the seminar will take place at 1000 hours on Monday 13 February 2012 in Conference Room 5.
5. WORKING HOURS
	1. The following daily working hours are proposed:
* 0900 – 1230 hours with a 15-minute coffee break at 1045 hours;
* 1400 – 1730 hours with a 15-minute coffee break at 1515 hours.
1. LANGUAGES
	1. The seminar will be conducted in the English language.
2. Officers OF THE ICAO Secretariat
	1. Mr. Greg Brock, Chief, Meteorology (MET) Section, ICAO, and Mr. Raul Romero, Technical Officer, MET Section, and Secretary of the International Airways Volcano Watch Operations Group (IAVWOPSG), will be available to assist the participants of the seminar. They can be contacted by phone or e-mail as follows:

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| Tel.: +1 514 954-8219 ext. 8194 E-mail: gbrock@icao.int  | Tel.: +1 514 954-8219 ext. 7079 E-mail: rromero@icao.int  |

* 1. Daily meeting service and secretarial support will be provided by Ms. Vivian Loch, Secretary, MET Section (e-mail: vloch@icao.int). The MET Section is situated on the 6th floor, Room 6.20 of the main ICAO building, + 1 514 954-8219, ext. 6316.
1. icao documents
	1. ICAO publications, if required by the participants, may be purchased from the Internal Distribution Unit located on the ground floor.
2. SOME USEFUL travel information

Passport and visa requirements

* + 1. All foreign nationals entering Canada must possess valid passports. It is recommended that all participants check whether they also require a visa for entering Canada.
		2. Upon request, invitation letters may be sent by e-mail to meeting participants; they can be used to obtain a visa, as necessary.

Location of the ICAO Headquarters and recommended hotels

* + 1. The ICAO Headquarters is located at 999 University Street, Montréal, Canada, in the area known as the “Quartier International” where most of the recommended hotels are located. It is about 20 km away from the Pierre Elliot Trudeau Airport. The location of ICAO Headquarters and a list of recommended hotels can be found at the following link:



Montréal weather

* + 1. The mean daily maximum and minimum temperatures for the month of February are **minus** 4° C and **minus** 13° C, respectively. Participants can expect 4.4 hours of sunshine a day with an average monthly rainfall of 20 mm, and average monthly snowfall of 43 cm.

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