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Ref.: NT-NE57-3 — **E.OSG-NACC96883**

27 April 2023

To: States, Territories and International Organizations

Subject: **Summary of Discussions - First Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Meteorology (MET) Task Force (TF) (MET/TF/01)**
On-line, 16 March 2023

Action

Required: 1) continue nominating representatives for the MET/TF and its Rapporteur **by 5 May 2023**; and
2) designate aeronautical meteorology personnel of Meteorological Watch Offices (MWO) and/or Aviation Meteorological Offices (AMO) to participate in the Significant meteorological information (SIGMET) Improvement Workshop, Part 1 – Analysis and forecasting techniques **by 5 May 2023**

Dear Sir/Madam,

I wish to make reference to the First Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Meteorology (MET) Task Force (TF) (MET/TF/01), held on-line on 16 March 2023, for which the Summary of Discussions (SoD) is **attached**.

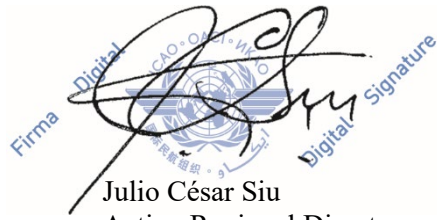
During the meeting, participants discussed the implementation needs and expectations of the Meteorological Authorities and the entities, to which the provision of the meteorological service for international air navigation has been delegated, developed the Terms of Reference (ToRs); and agreed on the MET/TF work programme.

As recommendations with action in the near future, States, Territories and International Organizations were invited to:

- continue nominating representatives for the MET/TF and its Rapporteur **by 5 May 2023**; and
- designate aeronautical meteorology personnel of Meteorological Watch Offices (MWO) and/or Aviation Meteorological Offices (AMO) to participate in the Significant meteorological information (SIGMET) Improvement Workshop, Part 1 – Analysis and forecasting techniques **by 5 May 2023** ([further information](#)).

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Accept, Sir/Madam, the assurances of my highest consideration.



Julio César Siu
Acting Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: *As indicated*

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ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

**First Meeting of the North American, Central American and Caribbean Working Group (NACC/WG)
Meteorology (MET) Task Force (TF)
(MET/TF/01)**

On-line, 16 March 2023

Summary of Discussions

Attendance The Meeting was attended by 20 delegates from 12 States/Territories and one International Organization from the NAM/CAR Regions. The list of participants is shown in the **Attachment**.

1. References

- 1.1 Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7), held at the ICAO NACC Regional Office, Ciudad de México, México, 29 August to 1 September 2022.
- 1.2 Invitation to the First Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Meteorology (MET) Task Force (TF) (MET/TF/01), Ref.: NACC96534, dated 9 March 2023.

2. Objectives

- 2.1 Discuss the implementation needs and expectations of the Meteorological Authorities and the entities to which the provision of the meteorological service for international air navigation has been delegated.
- 2.2 Develop the Terms of Reference (ToRs) of the MET/TF.
- 2.3 Agree on the MET/TF Programme.

3. Introduction

- 3.1 Following on the Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7) and Decision NACC/WG/07/13 through which the establishment of the MET Task Force (MET/TF) was approved, the ICAO NACC Regional Office convened the First Meeting (MET/TF/01), held on 16 March 2023.
- 3.2 States, Territories and the International Organization representatives of the NAM/CAR Regions, assisted by the Secretariat, discussed aspects related to the implementation of ICAO Standards and Recommended Practices (SARPs) for the provision of meteorological services for international air navigation.

4. Meeting Schedule and Activities

4.1 The MET/TF/01 was developed in two sessions, from 08:00 to 10:00 Mexico City Local Time and from 12:00 to 14:00 Mexico City Local Time, dedicated to Spanish-speaking and English-speaking representatives, respectively.

4.2 Documentation reviewed by the Meeting is available at the event website:

<https://www.icao.int/NACC/Pages/meetings-2023-mettf01.aspx>

5. Agenda

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Agenda Item 2: Review of the Aeronautical meteorology Task Force (MET/TF) Programme

Agenda Item 3: Implementation Needs and Expectations of the Meteorological Authorities and Delegated Entities

Agenda Item 4: Terms of Reference (ToRs)

Agenda Item 5: Other Business

6. Results

6.1 The Meeting was informed on the updates of the Global Air Navigation Plan (GANP), Seventh Edition, the electronic Air Navigation Plan (eANP) for the CAR/SAM Regions, and the implementation work being carried out by the NACC/WG and the CAR/SAM Regional Planning and Implementation Group (GREPECAS).

6.2 The work carried out by the ICAO Meteorology Panel and the proposed Amendment to Annex 3 currently in progress, which had recently been sent to the States for comments were addressed.

6.3 Reference was made to the restructuring of Annex 3 and the new Procedures for Air Navigations Services – Meteorology (PANS-MET).

6.4 The Meeting developed and agreed the Terms of Reference and the Work Programme of the MET/TF (**Appendices B and C** respectively).

7. Recommendations

7.1 States, Territories and International Organizations are invited to continue nominating MET/TF representatives for the MET/TF and its rapporteur **by 5 May 2023**.

7.2 MET/TF members are invited to review the [GANP Portal](#) and review the [GANP Portal Workshop](#).

7.3 MET/TF members are invited to continue to actively participate in the formulation and future updates of the MET/TF Work Programme, as well as in its execution.

7.4 States, Territories and International Organizations are invited to designate Aeronautical Meteorology personnel of Meteorological Watch Offices (MWO) and/or Aviation Meteorological Offices

(AMO) to participate in the Significant meteorological information (SIGMET) Improvement Workshop, Part 1 – Analysis and forecasting techniques, ICAO NACC Regional Office ([further information here](#)), **by 5 May 2023.**



North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

**First Meeting of the North American, Central American and Caribbean Working Group (NACC/WG)
Meteorology (MET) Task Force (TF) / Primera Reunión del Grupo de Tarea (TF) de Meteorología (MET) del
Grupo de Trabajo de Norteamérica, Centroamérica y Caribe (NACC/WG)
(MET/TF/01)**

On-line, 16 March 2023 / En línea, 16 de marzo de 2023

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NORTH AMERICA, CENTRAL AMERICA AND CARIBBEAN WORKING GROUP (NACC/WG)

AERONAUTICAL METEOROLOGY TASK FORCE (MET/TF)

Terms of Reference (ToR)

1 Responsibilities

1.1 The TF is responsible for:

- a) appointing the TF rapporteur from its members;
- b) managing the work programme and updates;
- c) facilitating and supporting the provision of the meteorological service for international air navigation by contracting States according to the different requirements and level of maturity;
- d) reviewing, identifying and addressing deficiencies in the implementation of the ICAO Standards and Recommended Practices (SARPs) for the provision of meteorological service for international air navigation in the NAM/CAR Regions.

1.2 The TF rapporteur is responsible for:

- a) leading the development and implementation of the TF work programme and activities;
- b) reporting compliance of the TF work programme and activities;
- c) maintaining proper coordination with the NACC/WG to optimize the work;
- d) in coordination with the Secretariat, convening the TF activities, teleconferences and meetings; and
- e) maintaining the TF documentation, work programme and membership in the NACC/WG website updated.

2 Working methods:

- a) design the Work Programme containing activities in terms of objectives, deliverables, timelines and activities;
- b) designate, as necessary, Ad hoc groups to work on specific tasks and activities; and
- c) coordinate tasks to maximize efficiency and reduce costs via electronic means including emails, telephone and teleconference calls, convene in-person meetings as necessary.

3 Membership

3.1 The MET/TF shall be comprised of representatives of all ICAO States and Territories to which the ICAO NACC Regional Office is accredited; International Organizations and other stakeholders in the NAM/CAR Regions are encouraged to actively participate.

NORTH AMERICA, CENTRAL AMERICA AND CARIBBEAN WORKING GROUP (NACC/WG)

AERONAUTICAL METEOROLOGY TASK FORCE (MET/TF)

Work Programme (WP)

1. Background

As part of the technical assistance activities performed by the ICAO NACC Regional Office under the Systemic Assistance Programme (SAP) and to assist States to improve the effective implementation of the Standards and Recommended Practices (SARPs) contained in Annex 3 to the Chicago Convention, the NACC/WG is executing the present MET Programme in cooperation with States.

2. Objectives

1. Promote the implementation of MET service for international air navigation as provided by Annex 3, included in the Electronic Regional Air Navigation Plans (eANPs) and under the Basic Building Blocks (BBBs) and Aviation System Block Upgrade (ASBU) frameworks.
2. Ensure the continuous and coherent development of the MET component of the NAM and CAR/SAM e-ANPs and their harmonized implementation within adjacent regions.
3. Develop effective methods to determine the implementation status of the ASBU Block-0 and Block-1 elements and BBBs, to monitor the performance of the MET services on a cyclical annual basis.
4. Enhance the States' capabilities concerning safety oversight of MET Service providers.
5. Identify and support the resolution of air navigation deficiencies in the aeronautical meteorological (MET) services.

3. Stakeholders

The MET Programme benefits from experts provided by States' Civil Aviation Authorities, meteorological authorities, services providers and bodies having experience in the provision of MET services for international air navigation.

4. Work methods

4.1 The MET TF will coordinate tasks to maximize efficiency and reduce costs via electronic means including emails, telephone and teleconference calls.

4.2 Subject Matter Experts (SMEs) will be convened for the development of short-term tasks based on the funding support to be required to the RLA/09/801 Project - Multi-Regional Civil Aviation Assistance Programme (MCAAP).

5. Work Plan

Reference	Description of the deliverable
Annex 3 Global Air Navigation Plan (GANP) e-ANP	Regional Workshop/Meeting on the foundational cores of Meteorological Service for International air navigation and its evolution.
Annex 3 ICAO Guidance Material	Regional Workshop/Meeting on provisions related to the implementation of Operational meteorological (OPMET) Data Exchange under ICAO Weather Information Exchange Model (IWXXM).
Annex 3 GANP e-ANP ICAO Guidance Material	Regional Workshop/Meeting on provisions related to meteorological authority, quality assurance, State safety oversight responsibilities and functions, and competency training and qualifications for aeronautical meteorological personnel.
Annex 3 e-ANP	Review of current CAR/SAM provisions on Significant meteorological information (SIGMET).
Annex 3 e-ANP ICAO Guidance Material	CAR Regional SIGMET test analysis and report.
Annex 3 ICAO Guidance Material	Dissemination and analysis of the MET- System wide information management (SWIM) Plan and the MET-SWIM Roadmap.
Annex 3 GANP e-ANP BBB/ASBU Frameworks	Workshop/Meeting for the review of the national and regional MET systems and essential services.
GANP e-ANP	Review of the e-ANP Vol I and Vol II MET Tables and draft the corresponding Proposals for Amendment.
GANP ASBU Framework	Development of e-ANP Vol III MET component.
Annex 3 Anne 19 Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA)	Technical assistance to enhance the State’s capability for the safety oversight of aeronautical meteorology.