



ICAO

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

WORKING PAPER

MET/TF/01 — WP/03

14/03/23

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

On-line, 16 March 2023 from 12:00 to 14:00 Mexico City Local Time (18:00 –UTC)

Agenda Item 4: Terms of Reference (ToRs)

Terms of Reference (ToRs) of the Aeronautical Meteorology Task Force (MET/TF)

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper proposes the Terms of Reference (ToRs) of the Aeronautical Meteorology Task Force (MET/TF) for consideration and discussion by the Meeting.	
Action:	As presented in numeral 3 of the working paper.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Strategic Objective 1 – Safety• Strategic Objective 2 – Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none">• North American, Central American And Caribbean Working Group (NACC/WG)

1. Introduction

1.1 The North American, Central American and Caribbean Working Group (NACC/WG) is the regional implementation mechanism for the North American (NAM) and Central American and Caribbean (CAR) Regions, which integrates all the Task Forces in the different air navigation areas and is the mechanism through which the region reports its implementation status to the CAR/South American (SAM) Planning and Implementation Regional Group (GREPECAS).

1.2 The Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7) included in its final report the Decision NACC/WG/07/13 through which the establishment of the MET Task Force (MET/TF) was approved.

1.3 Task Forces organize their activities within a framework of Terms of Reference (ToR), which describe the responsibilities, its working methods and the membership of the group; the TF presents an annual work programme reviewed regularly to address conclusions or decisions of the NACC/WG or other related entities.

2. MET/TF - ToRs

2.1 Responsibilities

2.1.1 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.

2.1.2 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.

2.2 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.

2.3 Membership

2.3.1 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.

2.3.2 ICAO States, Territories and International Organizations are invited to continue nominating representatives for the MET/TF and provide adequate support to enable decision-making on behalf of the State/Territory/International Organization and their active participation in the TF activities to meet the expected results.

3. Recommended actions

- a) The Meeting is invited to approve the Terms of Reference as presented in the working paper;
- b) States, Territories and International Organizations are invited to continue nominating representatives for the MET/TF **by 31 March 2023**;
- c) MET/TF members are invited to continue participating in the formulation and future updates of the MET/TF Work Programme, as well as in its execution.

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