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航空组织

When replying please quote:

Ref.: NT-NE57-3 — **E.OSG-NACC96534**

9 March 2023

To: States and Territories

Subject: **Invitation – 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 from 12:00 to 14:00 Mexico City Local Time (18:00 –UTC)

Action

- Required:
- 1) **Confirm your participation by 14 March 2023;**
 - 2) **Nominate a representative for the MET/TF by 16 March 2023**

Dear Sir/Madam,

Further to the Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7) and its final report published on 30 January 2023 ([Final Report](#)), I refer to Decision NACC/WG/07/13 through which the establishment of the MET Task Force (MET/TF) was approved, and following the prior invitation extended by Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology and Environment, I take this opportunity to convene its First Virtual Meeting that will take place on 16 March 2023 from 12:00 to 14:00 Mexico City Local Time (18:00 –UTC).

The virtual meeting will review of the MET/TF Programme, in accordance with Appendix G of the aforementioned final report. It will 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, and will develop the Terms of Reference (ToRs) of the aforementioned TF. Please find **enclosed** the draft agenda.

In this sense, I would greatly appreciate the participation of the delegated personnel to ensure the appropriate representation of your State and their involvement from the very beginning of the MET/TF activities.

The meeting will be held via the Teams teleconference platform. Please confirm your participation to this meeting by sending the following information to nacc-met@icao.int by **14 March 2023**:

- Full name
- Job Title
- Organization
- State representing
- Business phone
- Email address

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I also want to inform you that the Task Groups of the NACC Regional Office are led by a rapporteur nominated by the States and chosen by mutual agreement among the representatives of the TF; therefore, I invite your State to express its interest in supporting this activity and nominate a representative to participate in the selection process **by 16 March 2023**.

If you require any further information regarding the event, please contact Mr. Sánchez or his Assistant Mrs. Carla Cortés at the following e-mail: nacc-met@icao.int.

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 from 12:00 to 14:00 Mexico City Local Time (18:00 –UTC)

**APPENDIX A
PROVISIONAL 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**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting shall review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

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

Under this agenda item, the Meeting will review the MET/TF work programme, in accordance with Appendix G of the Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7) final report.

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

Under this agenda item, the Meeting will 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.

Agenda Item 4: Terms of Reference (ToRs)

Under this agenda item, the Meeting will develop the Terms of Reference (ToRs) of the MET/TF.

Agenda Item 5: Other business

Under this agenda item, the Meeting will discuss other business as relevant/pertinent.