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Ref.: SP 73/1 – IND/15/7

6 March 2015

Subject: Invitation to the First Meeting of the Meteorology Panel (METP/1), to be held from 20 to 24 April 2015

Action Required: Confirm acceptance of invitation by 20 March 2015

Sir/Madam,

I have the honour to inform you that the Air Navigation Commission has agreed to convene the first meeting of the Meteorology Panel (METP/1) in Montréal from 20 to 24 April 2015.

The terms of reference of the METP as approved by the Commission, are presented in Attachment A. The agenda approved by the Commission for the meeting is reproduced in Attachment B. Information related to participation, documentation and other arrangements is presented in Attachment C.

On behalf of the Air Navigation Commission, I extend to you an invitation for the panel member who was nominated by your Government/Organization, and any advisers assigned to assist the member, to attend this meeting. Please recall that participation is in accordance with the *Directives for Panels of the Air Navigation Commission* (Doc 7985). Relevant information from the Directives is provided in Attachment C.

It would be appreciated if your confirmation of acceptance of this invitation, together with the names of those attending, could be received by 20 March 2015.

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

Raymond Benjamin
Secretary General

Enclosures:

- A — Terms of reference
- B — Agenda for METP/1
- C — Participation, documentation and other arrangements

ATTACHMENT A to State letter SP 73/1-IND/15/7

TERMS OF REFERENCE

METEOROLOGY PANEL

Background	The Meteorology Panel (METP) was established (ANC 197-5) to define and elaborate concepts and to develop ICAO provisions for aeronautical meteorological (MET) services consistent with operational improvements envisioned by the Global Air Navigation Plan (GANP) (Doc 9750) and in keeping with the <i>Working Arrangements between the International Civil Aviation Organization and the World Meteorological Organization</i> .
Scope	The METP shall collaboratively determine operational requirements for aeronautical MET service provision as an enabling function for a future globally interoperable air traffic management system and identify solutions, in coordination with WMO, to effectively and efficiently fulfil the requirements through sound scientific and/or technological capabilities.
Required Expertise	<p>The panel shall preferably be composed of experts involved in aeronautical MET and relevant atmospheric and geophysical sciences.</p> <p>In addition, members should be familiar with the relationship between aeronautical MET and ideally have expertise in one or more of the following disciplines:</p> <ul style="list-style-type: none">- air traffic management;- aeronautical information management;- communications and navigation;- flight operations; aerodrome design and operation;- education, training and personnel competency;- quality management;- safety management; and /or- regulatory oversight.

<p>Objective(s)</p>	<p>The METP shall conduct its work in keeping with the following objectives:</p> <ul style="list-style-type: none"> a) to define and elaborate concepts for aeronautical MET service provision consistent with the identified operational requirements, including the functions and processes necessary to provide quality-assured, cost-effective aeronautical MET services and information supporting the future globally interoperable air traffic management system through system-wide information management (SWIM); b) to identify the scientific and/or technological capabilities necessary to fulfil the identified operational requirements; c) to develop and/or maintain ICAO Provisions necessary for meteorological service for international air navigation; d) to develop and/or maintain aeronautical MET integration roadmaps (or similar) that provide transition strategies for aeronautical MET services and information consistent with the GANP; and e) to develop proposals fostering interoperability through appropriate collaborative arrangements for global, multi-regional, regional, sub-regional and national/local MET systems and services.
<p>Specific Working Arrangements</p>	<p>In view of the working arrangements between ICAO and WMO, a nominee from WMO should be a Member of the METP, securing close cooperation in all aeronautical MET service provision activities.</p> <p>As defined in Doc 7984, <i>Directives for Panels of the Air Navigation Commission</i>, Chapter 3.4.5.2, the panel chairperson may establish working groups as necessary.</p> <p>The METP should coordinate its work with the various groups of experts responsible for other Annexes and disciplines as appropriate, including, but not limited to the Aerodrome Design and Operations Panel (ADOP), Airworthiness Panel (AIRP), Air Traffic Management Operations Panel (ATMOPSP), Flight Operations Panel (FLTOPSP), Information Management Panel (IMP), Navigation Systems Panel (NSP) and Remotely Piloted Aircraft Systems Panel (RPASP).</p>
<p>Date of Approval by ANC</p>	<p>30 September 2014 (ANC 197-5)</p>

ATTACHMENT B to State letter SP 73/1-IND/15/7

METEOROLOGY PANEL (METP)

First Meeting

Montréal, 20 to 24 April 2015

AGENDA

Item 1: Opening of the meeting

- 1a) Explanation of panel functions

Item 2: Election of Chair and Vice-Chair

Item 3: Work programme of the METP

- 3a) Tasks stemming from the Meteorology Divisional Meeting (2014)
- 3b) Proposal of job cards

Item 4: Structure of the METP

- 4a) Working groups of the MET Panel
- 4b) Selection of rapporteurs of working groups
- 4c) Membership of working groups
- 4d) Work programme of working groups
- 4e) Working methods and meeting schedule of panel and its working groups

Item 5: Coordination with other panels

Item 6: Any other business

METEOROLOGY PANEL (METP)

First Meeting

Montréal, 20 to 24 April 2015

PARTICIPATION, DOCUMENTATION AND OTHER ARRANGEMENTS

The meeting will be conducted in English. The Panel will conduct its work through meetings of the full Panel and of its working groups and subgroups.

Participation

In accordance with the *Directives for Panels of the Air Navigation Commission* (Doc 7984), fifth edition, approved by the Council in March 2014:

- a) If a State or an international organization wishes to designate an individual as an observer to a panel, it will inform the Air Navigation Commission in advance, including an indication of the qualifications of such an individual (paragraph 3.2.2 refers);
- b) the Air Navigation Commission shall not accept nomination for alternates to members. If it is necessary to replace a member temporarily, the Commission may authorize such a temporary replacement, at the request of the respective member or nominator. Alternatives to observers shall not be accepted (paragraph 3.2.5 refers); and
- c) if a panel member fails to contribute to the work of the panel or fails to attend two consecutive meetings, ICAO may ask the State or international organization concerned whether it wishes to maintain its nominee on the panel. If no reply is received within three months, it will be assumed that the State or organization wishes to withdraw its nominee (paragraph 7.1 refers).

Documentation

Documentation for the meeting should be submitted by electronic format to the Secretary of the METP at aoi@icao.int. Documents, including information papers, should be submitted **no later than 27 March 2015**.

A template for the working and information papers will be placed on the website for use when preparing the documentation. All documents will be published on the METP website at the ICAO website (<http://www.icao.int/>). Printed copies of documentation, including working papers, will not normally be made available.

Meeting participants are encouraged to take advantage of the IEEE 802.11b/g/n wireless local area network (WLAN) facility available in ICAO. A portable computer, or other device, equipped with WiFi compliant networking capability is required. When connected to the public network, the meeting participants will have free access to the Internet. This is an open network that does not require a password.

Other arrangements

In compliance with Annex 9 — *Facilitation*, paragraph 3.19, Canada has already dispensed with the requirement for entry visas for temporary visitors from many States. However, some nationals continue to require visas for entry into Canada. Any participant requiring a visa should take steps to obtain it in good time from the nearest Canadian authorities. Furthermore, in order to facilitate entry formalities upon arrival in Canada, it is suggested that participants carry with them a copy of the document notifying them that they have been designated by their State/Organization to attend the ICAO panel meeting in the capacity of expert, and that they so identify themselves to the Canadian immigration authorities.

Participants are responsible for making their hotel reservations directly and a listing of some hotels available in the Montréal area can be found at <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>.

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