



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 4/3.2.5 & T 4/7.5 – AP128/20

16 June 2020

Subject: **RESCHEDULED – Eighteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/18) and Tenth Meeting of the Meteorological Services Working Group (MET/S WG/10)**
(Web-Conference, 27 to 31 July 2020)

Action: Please reply by 13 July 2020

Dear Sir/Madam,

I refer to my previous letters, Ref: AP014/20, AP015/20 and AP047/20 (MET), inviting your State/Organization to attend the Eighteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/18) and the Tenth Meeting of the Meteorological Services Working Group (MET/S WG/10).

Due to the ongoing COVID-19 global pandemic, ICAO, in conjunction with the Working Groups' Chairs, decided to reschedule the previously announced conjoint meeting of MET/IE WG/18 and MET/S WG/10 and conduct it as a web-conference. I am pleased to inform you that the aforementioned web-conference is now scheduled to go ahead on 27 to 31 July 2020. A special introductory session (to familiarize participants with the meeting modality) will be conducted approx. one-week prior to the web-conference. The revised provisional agenda (**Attachment 1**), meeting bulletin (**Attachment 2**) and registration form (**Attachment 3**) are attached for your information and to facilitate your arrangements.

Please also note that we have decided to reschedule the previously announced ICAO APAC 2020 *Seminar on the Implementation of the ICAO Meteorological Information Exchange Model (IWXXM)*, which was to be a preliminary event to the above meeting, as a *Webinar* on dates (yet to be confirmed) after the MET/IE WG/18 and MET/S WG/10. Please refer to a separate invitation letter for the *IWXXM Webinar*, to be issued in due course.

To assist with the Meeting preparations, if not already done so, please provide the name(s) and e-mail address(es) of the delegate(s) from your State/Organization who will participate in the web-conference of MET/IE WG/18 and MET/S WG/10 by returning the completed, revised registration form **no later than 13 July 2020**. I also urge your State/Organization to submit any papers for consideration by the Meeting as early as possible (via e-mail to the ICAO APAC Office at: apac@icao.int) and in any case **no later than 13 July 2020**.

Asia and Pacific Office
252/1 Vibhavadi Rangsit Road
Chatuchak
Bangkok 10900
Thailand

Postal Address:
P.O. Box 11
Samyaek Ladprao
Bangkok 10901
Thailand

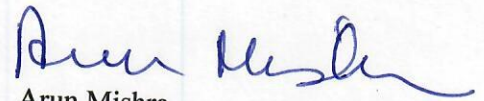
Tel.: +66 (2) 537-8189
Fax: +66 (2) 537-8199

www.icao.int/apac
E-mail: apac@icao.int

Please note that all Meeting documentation (including templates for papers) will be available at the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2020 > MET/IE WG/18 and MET/S WG/10). Meeting participants will need to review all working papers and supporting information papers prior to the commencement of the web-conference.

In addition, please note that each registered Meeting participant will receive an invitation e-mail directly from the Secretariat, with the “*Join meeting*” link and appropriate instructions, about one week before the web-conference sessions.

Yours sincerely,



Arun Mishra
Regional Director

Enclosures:

- Attachment 1 – Provisional Agenda (Revised)
- Attachment 2 – Meeting Bulletin (Revised)
- Attachment 3 – Registration Form (Revised)

International Civil Aviation Organization



ICAO

Eighteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/18) and Tenth Meeting of the Meteorological Services Working Group (MET/S WG/10)

Web-Conference, 27 to 31 July 2020

REVISED PROVISIONAL AGENDA

- Agenda Item 1: Opening of the meeting and organizational matters
- Agenda Item 2: Outcomes from MET/IE WG related meetings
- Agenda Item 3: Monitoring of meteorological information exchange
- Agenda Item 4: Guidance material related to meteorological information exchange
- Agenda Item 5: Future work programme and terms of reference of MET/IE WG
- Agenda Item 6: Regional tests of Advisory and SIGMET services
- Agenda Item 7: Outcomes from MET/S WG related meetings
- Agenda Item 8: Monitoring of meteorological services
- Agenda Item 9: Deficiencies in the provision of meteorological services
- Agenda Item 10: Guidance and education related to the provision of meteorological services
- Agenda Item 11: Future work programme and terms of reference of MET/S WG

EXPLANATORY NOTES ON THE REVISED PROVISIONAL AGENDA

- Agenda Item 1: Opening of the meeting and organizational matters
Self-explanatory (e.g., adoption of the agenda, order of business, etc.)
- Agenda Item 2: Outcomes from MET/IE WG related meetings
Review outcomes, including progress on action agreed, from previous, related meetings and propose further actions, as necessary.
- Agenda Item 3: Monitoring of meteorological information exchange
Review meteorological information exchange for international air navigation in the Region, including ICAO meteorological information exchange model (IWXXM), and propose further actions, as necessary, to optimize Regional planning and implementation activities.
- Agenda Item 4: Guidance material related to meteorological information exchange
Review Regional guidance materials on the implementation of meteorological information exchange for international air navigation (e.g., ROBEX Handbook) and propose further actions, as necessary, to optimize the guidance available for States.
- Agenda Item 5: Future work programme and terms of reference of MET/IE WG
Review the terms of reference and future work plan and propose updates and/or revisions, as necessary, to maintain alignment with the overall objectives and work plan of the Meteorology Sub-group and APANPIRG.
- Agenda Item 6: Regional tests of Advisory and SIGMET services
Review Regional tests of Advisory and SIGMET services and propose further actions, as necessary, to optimize Regional planning and implementation activities.
- Agenda Item 7: Outcomes from MET/S WG related meetings
Review outcomes, including progress on action agreed, from previous, related meetings and propose further actions, as necessary.
- Agenda Item 8: Monitoring of meteorological services
Review meteorological service for international air navigation in the Region and propose further actions, as necessary, to optimize Regional planning and implementation activities.
- Agenda Item 9: Deficiencies in the provision of meteorological services
Review air navigation deficiencies related to meteorological service and propose further actions, as necessary, to facilitate the identification and resolution of the deficiencies.

Agenda Item 10: Guidance and education related to the provision of meteorological services
Review Regional guidance materials on the implementation of meteorological service for international air navigation (e.g., Regional SIGMET Guide) and propose further actions, as necessary, to optimize the guidance available for States.

Agenda Item 11: Future work programme and terms of reference of MET/S WG
Review the terms of reference and future work plan and propose updates and/or revisions, as necessary, to maintain alignment with the overall objectives and work plan of the Meteorology Sub-group and APANPIRG.



ICAO

International Civil Aviation Organization

Eighteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/18) and Tenth Meeting of the Meteorological Services Working Group (MET/S WG/10)

Web-conference, 27 to 31 July 2020

REVISED MEETING BULLETIN

1. Schedule of the Meeting

1.1. The Meeting (web-conference) will open at **1000 hrs. ICT (UTC +7)** on **Monday, 27 July 2020.**

1.2. The discussion sessions (on the agenda items) are scheduled from **1000 to 1400 hrs. ICT (UTC +7)** on **Monday to Friday, 27 to 31 July 2020.**

1.3. A special introductory session, to familiarize participants with the Meeting (web-conference) modality, will be conducted approx. one-week prior to the discussion sessions.

1.4. The program will be available on the Meeting webpage.

2. Officers and Secretariat concerned with the Meeting

2.1. Secretary of the Meeting:

Mr. Peter Dunda

ICAO Regional Officer Aeronautical Meteorology and Environment

Tel: +66 (2) 537 8189 Ext. 153

Fax: +66 (2) 537 8199

E-mail: pdunda@icao.int

2.2. Additional secretarial and administrative support to the Meeting:

Ms. Bhabhinan Sirapongkosit

ICAO Programme Assistant

Tel: +66 (2) 537 8189 Ext. 49

Fax: +66 (2) 537 8199

E-mail: bsirapongkosit@icao.int

3. Registration of participants

3.1. Each participant should ensure that their respective State/Organization has registered the name and e-mail address of the official, nominated delegate(s), with the Secretariat, **no later than 13 July 2020.**

3.2. To ensure each participant's registration, and subsequent invitation e-mail to join the web-conference sessions is correct, it is essential that each participant ensures their official registration form clearly shows their nominated e-mail address in print, or preferably typed.

4. Meeting materials

4.1. The Secretariat will make the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the Meeting (web-conference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2020 > MET/IE WG/18 and MET/S WG/10).

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (web-conference) discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: apac@icao.int, as early as possible and in any case **no later than 13 July 2020**.

5. Joining the Meeting (web-conference)

5.1. When joining the Meeting (web-conference) sessions, please ensure your **microphone is muted** and **video is turned off**.

5.2. Each participant should ensure that their web-conference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – Peter Dunda**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

5.3. Each registered participant will receive by e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions about one week before the Meeting (web-conference) sessions.

5.4. Participants should join the Meeting (web-conference) sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

6. Participants' working environment

6.1 Each participant should ensure they join the web-conference from a location with minimal, or preferably no, background noise.

6.2 To minimize the potential for audio-feedback to hinder the discussions, each participant should join the web-conference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the web-conference with fellow participant/s, please ensure that only one computer/device per room/office has its microphone unmuted and audio speaker on at any one time.

7. During the web-conference

7.1 Participants who wish to address a question, answer or comment to the Meeting should please inform the Chair, Secretary or moderator of the discussion by using the web-conference interface to send a “CHAT” message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

7.2 Participants who wish to address a message only to a specific member of the Meeting, e.g., to the Chair or Secretary (or another participant), should use the web-conference interface to send a private CHAT message. **CAUTION:** When sending a private CHAT message, please exercise care and **avoid inadvertently sending a private CHAT message to “EVERYONE”**.

7.3 Participants may also address a question, answer or comment to the Meeting using the “Pigeonhole” application. Note: Pigeonhole will be accessible via the web-conference interface or by using a separate web browser or mobile device.

7.4 Additional information and instructions concerning the web-conferencing tools and applications, including Pigeonhole, will be provided separately at the meeting website.

7.5 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finished speaking.

7.6 The Chair and/or Secretary will manage the presentation of meeting material during the web-conference, unless specifically arranged otherwise. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.

8. Web-conference survey questionnaire

8.1 All participants are kindly requested to complete the web-conference survey questionnaire as soon as possible following the completion of the Meeting. The survey should provide feedback to help the Secretariat improve future web-conference meetings. The questionnaire should take on average about 10- to 15-minutes to complete. Each registered participant will receive by e-mail from the Secretariat a link to the survey questionnaire.

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

**EIGHTEENTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL INFORMATION
EXCHANGE WORKING GROUP (MET/IE WG/18)**

AND

**TENTH MEETING OF THE METEOROLOGICAL SERVICES
WORKING GROUP (MET/S WG/10)**

(Web-conference 27 to 31 July 2020)

REVISED REGISTRATION FORM

1. Name: _____
(Mr./ Ms./ Mrs.) **(as should appear in the official listing)**
2. Title or Official Position: _____
3. State/Administration/
Organization: _____
4. E-mail: _____

Note 1: Please download meeting materials from the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2020 > MET/IE WG/18 & MET/S WG/10) prior to the meeting.

Note 2: Please return the completed registration form by e-mail (to the ICAO APAC Office at: apac@icao.int) **no later than 13 July 2020**

Note 3: Please print or type clearly. Web-conference joining instructions will only be delivered to the valid, official nominated e-mail address/es at 4, above.

Date _____ Signature _____

After completing, please send to: ICAO APAC Office, P.O. Box 11, Somyaek Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 **or e-mail:** apac@icao.int.