

*International Civil Aviation Organization*

**WORKING PAPER**



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

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**Agenda Item 11: Future work programme and terms of reference of MET/S WG**

**REVIEW MET/S WG TERMS OF REFERENCE AND WORK PROGRAM**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the terms of reference and work program of the Meteorological Services Working Group (MET/S WG) and invites the meeting to review and propose updates as necessary to the terms of reference and work programme of the MET/S WG for possible approval by the Meteorology Subgroup (MET SG).

**1. INTRODUCTION**

1.1 The MET/S WG supports the MET SG (and APANPIRG) to improve the quality of meteorological services in the Asia/Pacific Region.

1.2 This paper invites the meeting to review the terms of reference and work program and of the group and to propose updates as necessary to ensure the MET/S WG continues to meet its objectives and support increased safety, efficiency and capacity of the global air traffic system.

**2. DISCUSSION**

2.1 The terms of reference and work program of the MET/S WG were last updated based on proposals by the previous meeting of the group; MET/S WG/9, 13 – 15 March 2019.

2.2 The Twenty-Third Meeting of the Meteorology Sub-Group (MET SG/23), 17 – 20 June 2019, reviewed the work plan of all the ICAO APAC working groups under the MET SG and agreed to the following action:

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*Table 1: Extract from the Task List from MET SG/23*

Action No.	Detailed description of actions	Responsibility	Target date
...			
23/02	Update the work plan of MET/S WG to coordinate with MET/R WG on the next steps to promote integration and expansion of SIGMET coordination activities among States/Administrations (Ref: Conclusion MET/SG/22/03) [Report, para. 2.9]	Chairs MET/S WG and MET/R WG, in conjunction with Chair MET SG and Secretariat	Before APANPIRG/30
23/03	Conduct a coordinated review and update of the terms of reference and work plans to realign the working groups with the work plan of the MET SG [Report, para. 2.10]	Chairs MET/IE WG, MET/S WG, MET/R WG and MET SG, in conjunction with Secretariat	Before APANPIRG/30
...			

2.3 As follow-up action to the MET SG/23 action no. 23/2 and 23/3, above, the respective Chairs of the working groups initiated in an informal web-meeting on 26 September 2019. The Chairs proposed, inter-alia, that the MET/S WG work program should be updated to include a new deliverable (no. 7) on SIGMET coordination activities in APAC Region.

2.4 The Chairs also proposed updates to the MET/S WG terms of reference to specifically include references to ASBUs and SWIM in relation to implementation of meteorological services and the inclusion of references to the Volcanic Ash Exercises Steering Group (VOLCEX/SG).

2.5 A copy of the MET/S WG terms of reference and work program, including the proposed updates discussed above, is provided at the **Appendix A** to this paper.

**3. ACTION BY THE MEETING**

3.1 This paper invites the meeting to review and revise as necessary the terms of reference and work program of the MET/S WG at the **Appendix A** to this paper, in accordance with the advice from the MET SG and the agreements reached in this meeting and forward the revised MET/S WG terms of reference and work program to the MET SG for further review and approval.

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## TERMS OF REFERENCE AND PLAN OF WORK – MET/S WG

<b>1. MEMBERS OF MET/S WG</b>		
<b>Members</b>	<b>Position, organization, address</b>	<b>Contact</b>
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<b>1. MEMBERS OF MET/S WG</b>		
<b>Members</b>	<b>Position, organization, address</b>	<b>Contact</b>
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<b>2. DESCRIPTION OF MET/S WG</b>	
Objective	Improve the quality of meteorological services, in particular, observations, forecasts, advisories and warnings – including facilitating implementation of the International Airways Volcano Watch (IAVW) and International Tropical Cyclone Watch (ITCW) – in support of the global air navigation plan framework and the aviation system block upgrade (ASBUs) methodology.
Benefits	Improve the safety and efficiency of flight and ground operations.
Terms of Reference	Under guidance from ICAO APAC MET Secretariat: <del>Identify and evaluate current and future requirements with respect to meteorological services, in particular, observations, forecasts, advisories and warnings, in support of the aviation system block upgrades (ASBUs);</del> a) Promote the implementation of meteorological services, in particular, observations, forecasts, advisories and warnings, in support of the aviation system block upgrades (ASBUs), System Wide Information Management (SWIM), MET support to Air Traffic Management, etc.; b) Promote the requirement for, and benefits of, QMS for MET services and competency of aeronautical meteorological personnel; c) Maintain awareness of, and identify new, meteorological deficiencies and formulate strategies to resolve these deficiencies; d) Continually seek ways to improve the quality, compliance against SARPs and operational effectiveness of the meteorological services; Monitor the implementation and use of

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<b>2. DESCRIPTION OF MET/S WG</b>	
	<p>products and services under the framework of the World Area Forecast System (WAFS), the International Airway Volcano Watch (IAVW) and the International Tropical Cyclone Watch (ITCW);</p> <p>e) Monitor the relevant activities of the MET Panel and appropriate bodies;</p> <p>f) Monitor the relevant activities of VOLCEX/SG; and</p> <p>g) Provide advice and report to the MET Sub-group on the above issues for further co-ordination through the ICAO Secretariat with other appropriate bodies.</p>
Work Program	<p>The work to be addressed by the ASIA/PAC MET/S WG includes:</p> <ul style="list-style-type: none"> <li>• Review procedures for the issuance of meteorological observations, forecasts, advisories and warnings in the region and propose actions for their improvement to related performance objectives;</li> <li>• In conjunction with MET/IE WG, investigate the deficiencies in the format and dissemination of meteorological observations, forecasts, advisories and warnings and propose remediation plans;</li> <li>• Respond to the needs of the guidance and/or training related to the implementation of meteorological observations, forecasts, advisories and warnings and inform MET/IE WG of changes required to the SIGMET guide;</li> <li>• In conjunction with MET/R WG and in support of the ASBUs, provide meteorological input for operational planning for specific phenomenon including volcanic ash, radioactive cloud, tropical cyclone, tsunami and space weather;</li> <li>• Follow the developments in the States related to the improvement of meteorological observations, forecasts, advisories and warnings and provide regional input on these matters to relevant ICAO and WMO groups and to gather user requirements from ANSPs, IATA, IFATCA and IFALPA;</li> <li>• Investigate options for rectification of air navigation deficiencies in the field of meteorological services in APAC States;</li> <li>• Provide support for the ICAO APAC volcanic ash exercises;</li> <li>• Report on its work to the MET Sub-group of APANPIRG; and</li> <li>• Maintain a link to the Regional ATM Contingency Plan through the ATM SG.</li> </ul>

<b>3. COMMUNICATION STRATEGIES OF MET/S WG</b>				
Description	Target Audience	Delivery Method	Frequency/ Date	Responsibility
Work Plan	Working Group Members	Document via email and posted on ICAO Bangkok website; Webex	As required but reviewed at least quarterly	Chair
General correspondence	Working Group Members	Email	As required	Working Group Members
Working Group Meeting	Working Group Members	Meeting in conjunction with MET/IE WG	Yearly in March	Chair
Status & Milestone Reports	ICAO Secretariat and Working Group Members	Report via email	Quarterly	Chair
Working Group Report	MET/S WG and MET/IE WG	Working Paper	Yearly	Chair
Working Group Report	MET SG	Working Paper	Yearly	Secretariat

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<b>4. TASKS OF MET/S WG</b>				
<b>Tasks</b>	<b>Time Frame</b>	<b>Responsibility</b>	<b>Status</b>	<b>Milestone</b>
Task 1: Monitor and provide assistance to the regional implementation of meteorological observations, forecasts, warnings and advisories	2019-2020	MET/S WG	In progress	1
Task 2: Track and investigate deficiencies in the format and dissemination of meteorological observations, forecasts, warnings and advisories and propose corrective action and provide information to ICAO and WMO groups for possible assistance	2019-2020	MET/S WG and MET/IE WG	In progress	1,2
Task 3: Review WC, WV & WS SIGMET test results and implement improvements.	2019-2020	MET/S WG	In progress	1
Task 4: Provide guidance and/or training related to the implementation of meteorological observations, forecasts, warnings and advisories, including input to the Regional SIGMET Guide as they relate to the Annex 3 amendment cycle and SIGMET tests.	2019-2020	R/O, MET/S WG and MET/IE WG	In progress	1,3
Task 5: Provide input into regional operational plans as required for specific phenomenon, including VA, radioactive cloud, TC, Tsunami and Space Weather, with consideration to global ICAO groups and WMO developments.	2019-2020	MET/S WG and MET/R WG	In progress	3
Task 6: Investigate, and implement as appropriate, options to assist States in resolving air navigation deficiencies in the field of meteorological service.	2019-2020	MET/S WG	In progress	4
Task 7: Initiate amendment proposal for ANP concerning regional requirements for 30-hour TAF based on information provided by IATA.	2018	Secretariat, IATA	ON HOLD	5
Task 9: Cost recovery – assist the PMC with development of an effective cost recovery strategy for the Pacific SIDS.	2019-2020	MET/S WG	To commence	

<b>5. MILESTONES OF MET/S WG</b>			
<b>Milestone</b>	<b>Accountability</b>	<b>Dates</b>	<b>Status</b>
<i>Milestone 1: Report on SIGMET test results and regional performance to MET SG</i>	<i>Chair</i>	<i>Annually</i>	<i>On track</i>
<i>Milestone 2: Guidance and educational material available</i>	<i>Chair</i>	<i>TBD</i>	
<i>Milestone 3: MET input provided for ASIA/PAC Regional ATM Contingency Plans</i>	<i>ad-hoc group</i>	<i>Next meeting</i>	<i>Recommend that this be closed</i>
<i>Milestone 4: Reduction in air navigation deficiencies in the field</i>	<i>States</i>	<i>TBD</i>	

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5. MILESTONES OF MET/S WG			
Milestone	Accountability	Dates	Status
<i>of meteorological service.</i>			
<i>(Old) Milestone 5: Conduct survey on the implementation and utilization of WAFS and training needs within the ASIA/PAC Region and report to MET SG</i>	<i>Chair</i>	<i>Every 2 years</i>	<i>Recommend that this be suspended</i>
<i>Milestone 5: Amendment to APAC ANP Vol II (Table MET II-2) to reflect current requirements for provision of 30-hour validity TAF.</i>	<i>States</i>	<i>2017</i>	<i>On hold</i>

6. WORK PLAN OF MET/S WG				
Task / Milestone	Accountability	Predecessors	Date	Status
<b>Activity 1: SIGMET TESTS</b>				
Task 1.1: Review SIGMET tests (conjoint session with MET/IE WG)	Working Group	-	Annually	
Task 1.2: Develop action plan to fix identified deficiencies	Chair in conjunction with the Working Group	conjoint session with MET/IE WG	During meeting	
Task 1.3 Report back to MET SG on regional performance and action plan	Chair		Annually	
<i>Milestone 1: Report on SIGMET test results and regional performance to MET SG</i>	Chair	-	<i>Annually</i>	
<b>Activity 2: GUIDANCE AND EDUCATIONAL MATERIAL</b>				
Task 2.1: c) Review SIGMET pamphlets with regard to Annex 3 Amendment 77	Australia, Hong Kong, China, Japan and New Zealand (Rapporteur) in conjunction with ICAO HQ and WMO	-	August 2016	Done
Task 2.2: Monitor international development of radioactive cloud SIGMET	China (Rapporteur), Hong Kong, China, Japan	-	TBD	Done
Task 2.3: Review the draft guidance of tsunami warning in line with Amendment 77 to Annex 3 and present the guidance to MET SG for endorsement	Japan (rapporteur), Australia, Indonesia		June 2016	Done
Task 2.4: Review the regional SIGMET Guide to be in line with Amendment 77 to Annex 3 New (specific task): Prepare proposal to include guidance on developing and using objective criteria supporting thunderstorm SIGMET issuance in the SIGMET Guide	Australia (rapporteur), Japan, Hong Kong, China and New Zealand in conjunction with Secretariat		2018	Done
Task 2.4: Review the regional SIGMET Guide to be in line with Amendment 78	Australia (rapporteur), Japan,		2019-2020	

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<b>6. WORK PLAN OF MET/S WG</b>				
<b>Task / Milestone</b>	<b>Accountability</b>	<b>Predecessors</b>	<b>Date</b>	<b>Status</b>
to Annex 3	Hong Kong, China in conjunction with Secretariat (New Zealand) TBC			
2.5 Develop and implement a plan to educate MET service providers and aviation users on the new ICAO SWX provisions.	Secretary		2019	
<i>Milestone 2: Guidance and educational material available</i>	Chair		<i>TBD</i>	
<b>Activity 3: REGIONAL CONTINGENCY PLANS</b>				
<b>Activity 4 – SIGMET Deficiencies</b>				
Task 4.1: Review options to eliminate SIGMET deficiencies	ad hoc group #1: New Zealand (rapporteur), Australia, China, Japan, Indonesia, and Hong Kong, China		Sep 2016	Done
Task 4.2: Monitor the provision of SIGMET services from States with SIGMET deficiencies	ad hoc group #2: Australia, Japan (rapporteur), Singapore and Thailand, in conjunction with MET/S WG chair and Secretariat	4.1	May 2016 and 2017	Done (July 2016) 2017 (to be coordinated with RODBs)
Task 4.3: Assist the ICAO Secretariat in the facilitation of discussion of viable options with relevant States.	ad hoc group #1	4.1	Ongoing	
Task 4.4: Monitor the implementation of the solution/s to remove deficiencies.	ad hoc group #1	4.2	Ongoing	
Task 4.5: Monitor global development on the establishment of a regional advisory system for hazardous weather.	ad hoc group #1		Ongoing	
Task 4.6: Report progress to MET SG	Rapporteur of ad hoc group #1	4.3	Ongoing	
New task: Investigate options and provide examples for monitoring SIGMET implementation utilizing SIGMET coordination platforms	ad hoc group #1 Singapore		Ongoing	
Investigate metrics for monitoring SIGMET implementation, in				

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<b>6. WORK PLAN OF MET/S WG</b>				
<b>Task / Milestone</b>	<b>Accountability</b>	<b>Predecessors</b>	<b>Date</b>	<b>Status</b>
coordination with RODBs, referring to practices in SIGMET coordination activities				
<i>Milestone 4: Reduction in SIGMET deficiencies.</i>	<i>States</i>		<i>2019</i>	
<b>Activity 5 – Proposal to amend APAC ANP Volume II, Table MET II-2</b>				
Task 5.1: Provide a list of regional requirements for 30-hour TAF	IATA	MET/S WG/7	Apr 2017	Done
Task 5.2: Draft a proposal to amend the ANP concerning regional requirements for 30-hour TAF based on information provided by IATA	Secretariat, IATA	5.1	Apr 2017	Done
Task 5.3: Ascertain whether the proposal has adequate support from the State/s affected	Secretariat	5.2	Apr 2017	Done
Task 5.4: Present outcomes of 5.1 to 5.3 for review by MET SG/21	Secretariat, IATA	5.3	May 2017	Done
Task 5.5: If supported, circulate the proposal to amend the ANP concerning regional requirements for 30-hour TAF	Secretariat	5.4	After May 2017	Done
New task: Develop proposal to amend the ROBEX Handbook to facilitate the exchange of routine TAF for locations where States issue routine TAF every three hours instead of the recommended practice of every six hours [Report of MET/S WG/8, paragraph 3.5 refers].	Chair, Secretariat and State/s concerned		As advised by State/s concerned	
New task: Develop proposal to amend ANP Volume III to clarify MET-related implementation planning guidance.	Chair, Secretariat		2019	
New task: Cost recovery – assist the PMC with development of an effective cost recovery strategy for the Pacific SIDS.	Tonga, Secretariat		2019-2020	
<b>Deliverable 7: SIGMET coordination activities in APAC Region</b> Coordinate on the next steps to promote integration and expansion of SIGMET coordination activities among States/Administrations.				
7.1 Consolidated progress report on SIGMET coordination activities in the APAC Region and recommendations based on lessons learnt: - new and existing SIGMET coordination activities - WP (MET/R WG) and SP (MET/ATM Seminar) - key lessons learnt/recommendations for regional guidance on SIGMET coordination	Ad-hoc group (Japan and Singapore, Hong Kong, China, Malaysia, India, Viet Nam, Thailand, Fiji, IFALPA...) coordinated by the Chairperson and Secretary	Next meeting of MET/R WG and MET/ATM Seminar	To begin	

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<b>6. WORK PLAN OF MET/S WG</b>				
<b>Task / Milestone</b>	<b>Accountability</b>	<b>Predecessors</b>	<b>Date</b>	<b>Status</b>
- identify opportunities for integration and expansion of SIGMET coordination activities				

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