

*International Civil Aviation Organization*

ICAO

**NINTH MEETING OF THE ASIA AND PACIFIC  
METEOROLOGICAL REQUIREMENTS WORKING  
GROUP (MET/R WG/9)**

Web-conference, 07 May 2020 and 11 – 14 May 2020

**Agenda Item 1: Opening of the meeting and organizational matters****REVIEW THE TERMS OF REFERENCE**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the terms of reference (ToR) of the Meteorological Requirements Working Group (MET/R WG) and invites the meeting to review the ToR and propose updates, as necessary, to ensure the MET/R WG remains aligned with the broader objectives of the Meteorology Sub-Group (MET SG) and the Asia/Pacific (APAC) Air Navigation Planning and Implementation Regional Group (APANPIRG).

**1. INTRODUCTION**

1.1 The terms of reference (ToR) of the Meteorological Requirements Working Group (MET/R WG) provides a description of the working group and how it contributes to the broader objectives of the Meteorology Sub-Group (MET SG) and the Asia/Pacific (APAC) Air Navigation Planning and Implementation Regional Group (APANPIRG).

1.2 This paper invites the meeting to review the ToR and propose updates, as necessary, to ensure the MET/R WG remains aligned with the MET SG and APANPIRG. For ease of reference, a copy of the MET/R WG ToR is provided at the **Appendix A** to this paper.

**2. DISCUSSION**

2.1 The Twenty-Third Meeting of the Meteorology Sub-Group (MET SG/23), Bangkok, Thailand, 17 – 20 June 2019, considered that the ToR and plan of work of [all] the [ICAO APAC MET] groups needed to be realigned and, therefore, tasked the Chairs, in conjunction with the Secretariat, to conduct a coordinated review and update of the ToR and plans of work as soon as practicable after the MET SG/23 meeting, and before the [next] APANPIRG meeting (MET SG/23: task 23/03, refers).

2.2 The respective Chairs of the ICAO APAC MET groups conducted an informal web-meeting on 26 September 2019 to follow-up on the MET SG/23 task: 23/03. A copy of the summary of discussion from the above meeting is provided in the Appendix E to MET/R WG/9: WP/03.

**Agenda Item 1**

11-14/05/20

2.3 The Chairs' considered that the MET/R WG ToR should ensure the group remains focused on determining the requirements [of users] for meteorological services. The Chairs also suggested implementing a harmonized format and structure for the ToR of all the ICAO APAC MET groups.

2.4 Additional proposals related specifically to updates of the MET R/WG plan of work are addressed to the meeting separately in **MET/R WG/09: WP/03** – *Review Outcomes from MET/R WG/8 and MET SG/23*, and **MET/R WG/09: WP/09** – *Review and update of the plan of work*.

**3. ACTION BY THE MEETING**

3.1 The meeting may propose updates to the MET/R WG ToR, as necessary, for further review and possible endorsement by MET SG/24, to help ensure the group remains aligned with the MET SG and APANPIRG.

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**APPENDIX A**

Reproduced from the Report of the Eighth Meeting of the Asia/Pacific Meteorological Requirements Working Group (MET/R WG/8), Singapore, 30 – 31 May 2019.

MET/R WG/8 updated the following MET/R WG terms of reference:

| DESCRIPTION                       |  |
|-----------------------------------|--|
| Name and establishment of group   | The Meteorological Requirements Working Group (MET/R WG) was established by the Meteorology Sub-group (MET SG) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) [MET SG/19, Decision 19/2 refers].   |
| Administrative arrangements       | The membership and appointment of members, chairing, frequency of meetings and quorum, and recording of meetings shall be determined and conducted in accordance with the working arrangements and instructions provided in the APANPIRG Procedural Handbook.  |
| Reporting mechanism               | The MET/R WG shall report its work progress and co-ordination requirements to the MET SG, normally in the form of a report to the MET SG meeting presented by the chairperson of the MET/R WG. The MET/R WG may also provide reports to other relevant bodies as necessary (e.g., contributory bodies of APANPIRG) with assistance from the ICAO Secretariat.  |
| Objective                         | Improve safety, efficiency and sustainability of air traffic management (ATM <sup>1</sup> ) operations by providing meteorological (MET) information needed to meet current and future requirements of the ATM system.   |
| Benefits                          | Increase safety – optimize safety risk management<br>Increase efficiency – save time and fuel<br>Increase sustainability – reduce carbon emissions   |
| Functions and delegated authority | Under guidance from the ICAO Secretariat, support the MET SG to assist APANPIRG in its planning and implementation work by carrying out designated tasks on specifically defined problems including: <ol style="list-style-type: none"> <li>a) Coordinate with other relevant contributory bodies of APANPIRG such as ATM/SG and ATFM/SG;</li> <li>b) Recommend updates to the Asia/Pacific Regional Air Navigation Plan and other regional guidance material as necessary, based on analysis and evaluation of the current and future requirements for MET information in support of ATM, as well as ATM information required to support the provision of MET services;</li> <li>c) Facilitate the exchange of expertise in the Asia/Pacific Region on the integration of MET information into ATM systems to support collaborative decision making (CDM) and the migration of MET information into the SWIM environment;</li> <li>d) Facilitate the monitoring and implementation of sub-regional exchange of MET information (including in digital format) and associated inter-agency agreements that support the integration of MET information in ATM operations in line with the priorities defined in the ASIA/PAC Seamless ATM Plan;</li> <li>e) Promote coordination between the MET and ATM communities in the Asia/Pacific Region to enhance the level of understanding of MET requirements and capabilities in support of ATM; and</li> </ol> |

<sup>1</sup> ATM: the dynamic, integrated management of air traffic and airspace including air traffic services, airspace management and air traffic flow management — safely, economically and efficiently — through the provision of facilities and seamless services in collaboration with all parties and involving airborne and ground-based functions [ICAO Doc 4444, PANS ATM]

**Agenda Item 1**

11-14/05/20

| DESCRIPTION |   |
|-------------|---|
|             | f) Report to the MET SG for further co-ordination through the ICAO Secretariat with APANPIRG and other relevant bodies. |

| MEMBERSHIP   |   |  |
|--|---|--|
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| MEMBERSHIP   |   |   |
|--|---|---|
| State/Organization/<br>Name                        | Position/organization/(field of expertise)  | Contact   |
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| <b>UNITED STATES</b><br>TBC                        | TBC   | TBC   |
| <b>VIET NAM</b><br>Ms. Lan Oanh<br>Nguyen (Lana)   | Deputy Director, Air Navigation Department<br>Civil Aviation Authority of Vietnam   | Tel: +84 (24) 3872 3600<br>E-mail: lanoanh@caa.gov.vn   |
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| COMMUNICATION STRATEGIES        |  |   |   |                          |
|---------------------------------|--|---|---|--------------------------|
| Description                     | Target Audience  | Delivery Method   | Frequency / Date  | Responsibility           |
| Work Plan                       | MET/R WG, MET<br>SG  | Document via<br>email and<br>MET/R WG<br>meeting          | As required, but<br>reviewed at MET/R WG<br>and MET SG meetings   | Chair and<br>Secretariat |
| General<br>correspondence       | MET/R WG<br>Members  | Email   | As required   | MET/R WG<br>Members      |
| MET/R WG<br>Meeting             | MET/R WG<br>Members  | Meeting   | As required; may be<br>supplemented by tele- /<br>web- conference | Chair and<br>Secretariat |
| Status and<br>Milestone Reports | MET/R WG<br>Members  | Email and<br>working paper at<br>MET/R WG<br>meeting      | At least annually   | Chair and<br>Secretariat |
| MET/R WG<br>Report              | MET SG (and<br>ATM/SG, through<br>MET SG) and all<br>APAC States | ICAO website<br>and<br>working paper at<br>MET SG meeting | Following each MET/R<br>WG meeting                                | Chair and<br>Secretariat |