



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 – AP195/20 (MET)**

8 October 2020

Subject: **Twenty-Fourth Meeting of the Meteorology Sub-Group
(MET SG/24), Web-conference, 16 – 20 November 2020**

Action: **Please submit registration forms and meeting papers by 02 November 2020**

Dear Sir/Madam,

I am pleased to invite your State/Administrative Region/Organisation to participate in the Twenty-Fourth Meeting of the Meteorology Sub-Group (MET SG/24) of the ICAO Asia and Pacific (APAC) Air Navigation Planning and Implementation Regional Group (APANPIRG), via web-conference, from 16 to 20 November 2020.

The purpose of the Meeting is to review progress on the work plan of the MET SG. The Meeting will also consider further actions to support improved safety, capacity and efficiency of international air navigation through the implementation of meteorological service by States in the APAC Region.

In view of the importance of the Meeting, we are extending the invitation to all ICAO Member States and International Organizations concerned with the supply and use of aeronautical meteorological information in support of international aviation operations in the APAC Region.

In particular, we urge each State concerned to ensure representation at the Meeting by the meteorological authority (designated by the State to provide or arrange for the provision of meteorological service for international air navigation).

To assist with your preparations, please find attached copies of the draft Meeting agenda (at **Attachment 1**), Meeting bulletin (at **Attachment 2**) and Meeting registration form (at **Attachment 3**).

Please confirm the participation of your State/Administrative Region/Organisation's nominated expert/s by returning the completed Meeting registration form to the ICAO APAC Office (email: apac@icao.int, fax: +66-2-537-8199) by **02 November 2020**.

Please note that all documentation for the Meeting, including Meeting information/working papers and templates, will be available at the following ICAO APAC Office website:

<https://www.icao.int/APAC/Meetings/Pages/2020-MET-SG24.aspx>.

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

We recommend that participants download a copy of all papers and relevant documentation at the above website prior to the Meeting.

In order for us to ensure the availability to participants of the Meeting papers 14-days prior to the Meeting, we request that you submit all papers intended for consideration by the Meeting to the ICAO APAC Office (email: apac@icao.int) as soon as possible and at the very latest by **02 November 2020**. *Note: According to the updated terms of reference, MET SG contributors should submit papers at least 28-days before the Meeting. However, due to the short notice provided by this invitation, the Secretary and Chair have made an exception to enable participants to submit papers up until 14-days before the Meeting.*

Please note that the Report and documentation from the previous Meeting, MET SG/23, held in Bangkok, Thailand, from 17 to 20 June 2019, are also accessible at the following ICAO APAC website:

<https://www.icao.int/APAC/Meetings/Pages/2019-METS-WG23.aspx>.

Yours sincerely,



Arun Mishra
Regional Director

Attachments:

- Attachment 1 – Meeting agenda (draft)
- Attachment 2 – Meeting bulletin
- Attachment 3 – Meeting registration form



ICAO

International Civil Aviation Organization

Twenty-Fourth Meeting of the Meteorology Sub-Group (MET SG/24) of the ICAO Asia and Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG)

Web-conference, 16 – 20 November 2020

DRAFT AGENDA

- Agenda Item 1: Organizational matters
- Agenda Item 2: Review outcomes from previous meetings
- Agenda Item 3: Planning and monitoring
- Agenda Item 4: Air navigation deficiencies
- Agenda Item 5: Research, development and other initiatives
- Agenda Item 6: Regional guidance material
- Agenda Item 7: Future work programme of the Meteorology Sub-Group
- Agenda Item 8: Any other business

EXPLANATORY NOTES ON THE DRAFT AGENDA

Agenda Item 1: Organizational matters

The meeting will adopt the working arrangements (e.g. Secretary, Chair/s, hours of business, etc.), review and adopt the agenda and review the terms of reference of the Meteorology Sub-group (MET SG).

Agenda Item 2: Review outcomes from previous meetings

The meeting will review outcomes from previous meetings of the APANPIRG and MET SG, including progress reports by the expert working groups of the MET SG, and outcomes from other ICAO groups/forums relevant to the work programme of the MET SG.

Agenda Item 3: Planning and monitoring

The meeting will discuss developments affecting planning and monitoring related to implementation of meteorological service, including amendments to the ICAO Standards and Recommended Practices (SARPs) and updates to relevant ICAO global and regional plans and policies.

Agenda Item 4: Air navigation deficiencies

The meeting will review the status of the list of APANPIRG air navigation deficiencies related to meteorological service, including identification of new deficiencies and progress towards resolution of deficiencies and their removal from the APANPIRG list.

Agenda Item 5: Research, development and other initiatives

The meeting will discuss research and development, trials, demonstrations and other initiatives related to the implementation of meteorological service in order to facilitate the transfer of information and expertise between States to improve the implementation of meteorological service, including:

- Provision of meteorological observations, reports, forecasts, advisories, warnings and climatological information;*
- Exchange of meteorological information;*
- Coordination between meteorological service, air traffic management service and users; and*
- Governance of meteorological service (i.e., quality management of meteorological information, cost recovery for meteorological service and qualification and competency of aeronautical meteorological personnel).*

Agenda Item 6: Regional guidance material

The meeting will review regional guidance materials and make recommendations for the further development of guidance materials to support the regional implementation of meteorological services.

Agenda Item 7: Future work programme of the Meteorology Sub-group

The meeting will review and update the work plan of the MET SG as necessary to ensure alignment with the overall goals and objectives of APANPIRG.

Agenda Item 8: Any other business

Self-explanatory; including discussion on the date, venue and agenda for the next meeting.



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International Civil Aviation Organization

Twenty-Fourth Meeting of the Meteorology Sub-Group (MET SG/24) of the ICAO Asia and Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG)

Web-conference, 16 – 20 November 2020

MEETING BULLETIN

1. Schedule of the Meeting

1.1. The Meeting will commence at **0900 hrs. ICT (UTC +7)** on **Monday, 16 November 2020**.

1.2. The Meeting discussion sessions are scheduled from **0900 to 1400 hrs. ICT (UTC +7)** on **Monday to Friday, 16 to 20 November 2020**.

1.3. A more detailed Meeting program will be published on the Meeting webpage (listed below) on the first day of the Meeting.

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

Email: pdunda@icao.int

2.2. Assistant Secretary of the Meeting:

Ms. Bhabhinan Sirapongkosit

ICAO Programme Assistant

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

Fax: +66 (2) 537 8199

Email: bsirapongkosit@icao.int

3. Registration of participants

3.1. Each officially nominated participant should ensure the respective State/Administrative Region/Organisation registers the participant's name and email address with the Secretariat **no later than 02 November 2020**.

3.2. To help ensure each registered participant receives the invitation email from the Secretariat to join the Meeting (web-conference), it is essential that the participant's official registration form clearly shows their nominated email address in print; and preferably typed.

4. Meeting materials

4.1. The Secretariat will publish the Meeting materials (e.g., Meeting papers, including templates, etc.), prior to the Meeting, at the following ICAO APAC Office Meeting website:

<https://www.icao.int/APAC/Meetings/Pages/2020-MET-SG24.aspx>

4.2. Participants should review all working papers and information papers at the above Meeting website prior to the commencement of the Meeting. The Secretariat also recommends that participants download a copy of all papers and relevant documentation at the above website prior to the Meeting.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so via the ICAO APAC Office (email: apac@icao.int) as soon as possible and at the very latest by **02 November 2020**.

5. Joining the Meeting

5.1. Approx. one-week before the Meeting, each registered participant will receive an email from the Secretariat with the “*Join (web-conference) Meeting*” link. Please use this link to join the Meeting on each day.

5.2. To ensure you do not miss any of the discussion, and to enable you to test your audio device settings, please join the Meeting sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

5.3. When joining the Meeting sessions, please ensure that your **microphone** and **camera** are **turned off**.

5.4. Please also ensure that your web-conference participant-name clearly indicates your State/Administrative Region/Organisation first, followed by your name, e.g., “**ICAO – Peter Dunda**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

6. Participants’ working environment

6.1 To minimize external disturbances, each participant should ensure they join the Meeting from a location with minimal, and preferably no, background noise.

6.2 To minimize disturbances due to audio-feedback, each participant should join the Meeting using a separate computer/device in a separate room/office.

6.3 If you need to share a room/office with your fellow participant/s, please ensure that no more than one computer/device, which is joined to the Meeting, has its microphone and speaker turned on at any one time.

7. During the Meeting

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 that they wish to do so 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 participant of the Meeting, e.g., only 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 to participants via the web-conference interface and/or via a separate web browser or mobile device. The Secretariat will publish additional information and instructions concerning the web-conferencing tools and applications, including “Pigeonhole”, at the aforementioned Meeting website.

7.4 Participants should only turn their microphone and camera **on when invited to speak** by the Chair, Secretary or moderator of the discussion. Please always remember to turn your microphone and camera **off when finished speaking**.

7.5 If not specifically arranged otherwise, the Secretariat will normally be responsible for sharing, with the Meeting participants via the web-conference interface, the material (e.g., papers or presentations) subject to the Meeting discussions.

7.6 To assist the participants in following the Meeting discussions, presenters should clearly identify to the Meeting the relevant paper, presentation or other material they are speaking to, including, as necessary, the specific paragraphs, pages, slides, tables, etc.

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

**TWENTY-FOURTH MEETING OF THE METEOROLOGY SUB-GROUP
(MET SG/24) OF THE ICAO ASIA AND PACIFIC AIR NAVIGATION
PLANNING AND IMPLEMENTATION REGIONAL GROUP (APANPIRG)**

Web-conference, 16 – 20 November 2020

REGISTRATION FORM

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

Note 1: Please download meeting materials from the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2020 > MET SG/24) prior to the meeting.

Note 2: Please return the completed registration form to the ICAO APAC Office (e-mail: apac@icao.int) **no later than 02 November 2020**

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

Date _____ Signature _____

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