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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: **T 4/3.2.7: AP055/21 (MET)**

02 April 2021

Subject: Asia and Pacific Meteorology/Air Traffic Management Webinar and Tenth Meeting of the Meteorological Requirements Working Group (APAC MET/ATM Webinar and MET/R WG/10), Virtual meeting (online), from 24 to 28 May 2021

Action Required: **Please respond by 10 May 2021**

Dear Sir/Madam,

I wish to invite your Administration/Organization to attend the Asia and Pacific Meteorology/Air Traffic Management Webinar and Tenth Meeting of the Meteorological Requirements Working Group (APAC MET/ATM Webinar and MET/R WG/10), virtual meeting (online), from 24 to 28 May 2021.

The purpose of the APAC MET/ATM webinar and MET/R WG/10 meeting will be to review the status of APAC Regional planning and implementation of MET service to support ATM operations and to determine further actions, as necessary, aimed at facilitating improved safety, efficiency and sustainability of air traffic operations through the integration of MET information into ATM systems.

The meeting will review and propose updates and revisions to the MET/R WG work program and terms of reference, as necessary, to ensure continued alignment with the broader objectives of the MET Sub-Group, ATM Sub-Group and APANPIRG.

In view of the importance of the meeting/webinar to improved MET/ATM coordination, we are extending the invitation to all designated members of the MET/R WG and to other relevant experts in the MET and ATM fields in APAC States/Special Administrative Regions and International Organizations. In particular, to facilitate the coordination of MET/R WG activities with other relevant contributory bodies of APANPIRG, the invitation is extended especially to members of the ICAO APAC ATM Sub-Group and ATFM Steering-Group.

Please find enclosed the provisional agenda (**Attachment A**), registration form (**Attachment B**) and meeting bulletin (**Attachment C**). Please also note that all meeting materials (i.e., documentation, papers, templates, instructions, etc.) are available on the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2021 > MET/R WG/10):

<https://www.icao.int/APAC/Meetings/Pages/2021-MET-ATM-Webinar-and-MET-R-WG-10.aspx>

2/...

To facilitate the meeting preparations, please confirm attendance by experts from your State/Special Administrative Region/Organization by returning the completed registration form (**Attachment B**) to the ICAO APAC Office (apac@icao.int) **no later than 10 May 2021**. Please also submit any papers and/or presentations for consideration by the meeting/webinar to the ICAO APAC Office (apac@icao.int) as early as possible and in any case **no later than 10 May 2021**. Material received by ICAO after this date may not be accepted by the meeting/webinar.

Yours sincerely,



Manjit Singh
Acting Regional Director

Enclosures

- A – Provisional agenda
- B – Registration Form
- C – Meeting Bulletin

International Civil Aviation Organization



ICAO

**ASIA AND PACIFIC METEOROLOGY/AIR
TRAFFIC MANAGEMENT WEBINAR AND TENTH
MEETING OF THE METEOROLOGICAL
REQUIREMENTS WORKING GROUP**

(APAC MET/ATM Webinar and MET/R WG/10)

Virtual meeting (online), 24 to 28 May 2021

PROVISIONAL AGENDA

- Agenda Item 1: Opening of the meeting and organizational matters
- Agenda Item 2: MET/ATM Webinar
- Agenda Item 3: Review of MET/ATM Webinar
- Agenda Item 4: Review of outcomes from related meetings
- Agenda Item 5: Coordination between MET and ATM services
- Agenda Item 6: Review of MET/R WG work program and terms of reference
- Agenda Item 7: Any other business
- Agenda Item 8: Next meeting

EXPLANATORY NOTES ON THE PROVISIONAL AGENDA ITEMS**Agenda Item 1: Opening of the meeting and organizational matters**

The meeting will adopt the working arrangements (e.g., Secretary, Chairperson, agenda, order of business, etc.).

Agenda Item 2: MET/ATM Webinar

The webinar will share information, through dedicated presentations and discussion, on the status of APAC States' and Regional planning and implementation of MET service to support ATM operations. The webinar will review the status of MET/ATM collaboration on both the national and international level and support MET/R WG/10 to determine further actions, as necessary, aimed at facilitating improved safety, efficiency and sustainability of air traffic operations through the integration of MET information into ATM systems.

Agenda Item 3: Review of MET/ATM Webinar

The meeting will identify outcomes from the webinar presentations/discussions requiring further deliberation by the MET/R WG.

Agenda Item 4: Review of outcomes from related meetings

The meeting will review the status of relevant outcomes from, and follow-up actions to, the previous meeting of the MET/R WG and other related meetings.

Agenda Item 5: Coordination between MET and ATM services

The meeting will discuss and promote innovative coordination between MET and ATM services. Furthermore, the meeting will review issues concerning the coordination between MET and ATM services, such as the requirements for and status of APAC States' and Regional planning and implementation of MET information to support end-user ATM systems. The meeting will determine further actions, as necessary, aimed at promoting the integration of MET information into ATM systems, including proposing updates to the Regional Air Navigation Plan and/or other Regional plans and guidance to reflect the APAC Regional requirements for MET information to support ATM.

Agenda Item 6: Review of MET/R WG work program and terms of reference

The meeting will review and propose updates and revisions to the MET/R WG work program and terms of reference, as necessary, to ensure continued alignment with the broader objectives of the MET Sub-Group, ATM Sub-Group and APANPIRG.

Agenda Item 7: Any other business

Self-explanatory.

Agenda Item 8: Next meeting

The meeting will propose the date/agenda/location for the next meeting of the MET/R WG.

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

**METEOROLOGY/AIR TRAFFIC MANAGEMENT WEBINAR AND TENTH MEETING OF
THE METEOROLOGICAL REQUIREMENTS WORKING GROUP
(MET/ATM Webinar and MET/R WG/10)**

Virtual meeting (online), 24 to 28 May 2021

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 – 2021 > MET/R WG/10) prior to the meeting at:

<https://www.icao.int/APAC/Meetings/Pages/2021-MET-ATM-Webinar-and-MET-R-WG-10.aspx>

Note 2: Please return the completed registration form to the ICAO APAC Office by e-mail: apac@icao.int, **no later than 10 May 2021.**

Note 3: Please print or type clearly. The virtual meeting joining instructions will only be delivered to the valid, legible, officially registered e-mail address entered at 4, above.

Date _____ Signature _____

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

International Civil Aviation Organization



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**ASIA AND PACIFIC METEOROLOGY/AIR
TRAFFIC MANAGEMENT WEBINAR AND TENTH
MEETING OF THE METEOROLOGICAL
REQUIREMENTS WORKING GROUP**

(APAC MET/ATM Webinar and MET/R WG/10)

Virtual meeting (online), 24 to 28 May 2021

MEETING/WEBINAR BULLETIN

1. Dates/times

1.1. The meeting/webinar will open on **Monday, 24 May 2021** at **10:00 ICT** (UTC+7). Discussion sessions are scheduled daily on **24 to 28 May 2021** from **10:00 to 14:00 ICT** (UTC+7) (including scheduled meeting breaks).

1.2. A special introductory session to enable participants to test their connection to and familiarize with the virtual meeting online platform is scheduled on **Monday, 17 May 2021** at **10:00 to 11:00 ICT** (UTC+7).

2. Instructions for participants

2.1. Participants should ensure their official registration (including their **name** and **e-mail address**) reaches the Secretariat **no later than 10 May 2021**.

2.2. Each registered participant will receive from the Secretariat the “Join meeting” links and appropriate instructions at their registered e-mail address approx. one-week before the meeting sessions. In this regard, it is essential that the participant’s e-mail address on the registration form is clearly printed or preferably typed.

2.3. Participants should join the online meeting sessions approx. 10- to 15-minutes prior to the start times indicated above.

2.4. When joining the online meeting sessions, participants should please ensure that their online participant name reflects exactly their registered State/Administration/Organization and participant name, e.g., “ICAO – Peter Dunda”, “AUS – Ashwin Naidu”, etc.

2.5. Additional information and instructions concerning web-conferencing is provided at the **Appendix** to this bulletin.

3. Officers and Secretariat concerned with the Meeting

3.1. Secretary:

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

3.2. Additional secretarial/administrative support:

Ms. Bhabhinan Sirapongkosit

ICAO Programme Assistant

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

Fax: +66 (2) 537 8199

E-mail: bsirapongkosit@icao.int

4. Meeting materials

4.1. The meeting materials (i.e., documentation, papers, templates, instructions, etc.,) will be available on the ICAO APAC Office website (www.icao.int/apac > Meetings > Meeting List – 2021 > MET/R WG/10) at:

<https://www.icao.int/APAC/Meetings/Pages/2021-MET-ATM-Webinar-and-MET-R-WG-10.aspx>

4.2. Participants should review all meeting materials, including working papers and supporting information papers, prior to the commencement of the meeting.

4.3. Participants wishing to submit papers and/or presentations for consideration by the meeting/webinar 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 10 May 2021**. Material received by ICAO after this date may not be accepted by the meeting/webinar.
