



International
Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 4/3.2.5 – AP263/20 (MET)

28 December 2020

Subject: **Nineteenth Meeting of the Meteorological
Information Exchange Working Group (MET/IE
WG/19), virtual meeting, 22 – 24 March 2021**

Action: **Please submit papers no later than 22 February 2021 and registration forms no later than 08 March 2021**

Dear Sir/Madam,

I wish to invite your State/Special Administrative Region/Organization to attend the Nineteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/19), virtual meeting, from 22 to 24 March 2021.

Please note that the above meeting will include a conjoint session with the Eleventh Meeting of the Meteorological Services Working Group (MET/S WG/11)¹ on 24 March 2021.

The MET/IE WG supports the APAC Air Navigation Planning and Implementation Regional Group (APANPIRG) by facilitating improvements in the availability and reliability of meteorological information provided by States to international air navigation, which is needed for flight planning (efficiency) and in-flight re-planning (safety).

The purpose of the above meeting is to review progress of the MET/IE WG since its last meeting (MET/IE WG/18, virtual meeting, 27 to 31 July 2020) and to consider further actions aimed at optimizing the meteorological information exchange schemes in the APAC Region.

In particular, MET/IE WG/19 will review the status of planning and implementation by States of the ICAO (Annex 3, Amendment 78) Standards for the dissemination of meteorological information in ICAO Meteorological Information Exchange Model (IWXXM) GML form, which became applicable as of 5 November 2020.

Please note that all documentation from the meetings of the MET/IE WG are available at the ICAO APAC Office website (www.icao.int/apac > Meetings).

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¹ Please refer to the separate invitation letter for MET/S WG/11

In view of the importance of the above meeting, we are extending this invitation to all designated members of the MET/IE WG and to all APAC Member States, Special Administrative Regions and relevant International Organizations.

Please find enclosed the Provisional Agenda (**Attachment 1**), Meeting Bulletin (**Attachment 2**) and Registration Form (**Attachment 3**). Please also note that all meeting documentation (including templates for submission of meeting papers) is available at the MET/IE WG/19 website: <https://www.icao.int/APAC/Meetings/Pages/2021-MET-IE-WG19.aspx>

To assist ICAO with preparations for the meeting, please confirm attendance by expert/s from your State/Special Administrative Region/Organization by returning the completed Registration Form to apac@icao.int **no later than 08 March 2021**. Please also submit any papers for consideration by the meeting to apac@icao.int as early as possible and in any case **no later than 22 February 2021**.

Yours sincerely,



Arun Mishra
Regional Director

Enclosures:

Attachment 1 – Provisional Agenda
Attachment 2 – Meeting Bulletin
Attachment 3 – Registration Form



ICAO

International Civil Aviation Organization

**Nineteenth Meeting of the Meteorological Information
Exchange Working Group (MET/IE WG/19)**

Virtual meeting, 22 – 24 March 2021

PROVISIONAL AGENDA

MET/IE WG/19 (22 – 24 March 2021)

- Agenda Item 1: Organizational matters
- Agenda Item 2: Review of follow-up from previous meetings
- Agenda Item 3: Meteorological information exchange schemes
- Agenda Item 4: Meteorological information exchange in digital form
- Agenda Item 5: Quality control, monitoring and management of meteorological information exchange
- Agenda Item 6: Guidance material related to meteorological information exchange
- Agenda Item 7: Future work programme and terms of reference
- Agenda Item 8: Any other business
- Agenda Item 9: Next meeting

MET/IE WG/19 and MET/S WG/11 (Conjoint session – 24 March 2021)

- Agenda Item 1: Volcanic ash advisory centre (VAAC) backup tests
- Agenda Item 2: SIGMET tests

EXPLANATORY NOTES ON THE PROVISIONAL AGENDA ITEMS

MET/IE WG/19 (22 – 24 March 2021)

Agenda Item 1: Organizational matters

Self-explanatory (e.g., opening of the meeting, adoption of the agenda, order of business, etc.)

Agenda Item 2: Review of follow-up from previous meetings

The meeting will review progress on action agreed at previous meetings.

Agenda Item 3: Meteorological information exchange schemes

The meeting will review the structure of Regional OPMET exchange schemes and develop proposals, as necessary, for their optimization.

Agenda Item 4: Meteorological information exchange in digital form

The meeting will review the status of, and actions supporting, States' planning and implementation of the exchange of meteorological information in digital form, i.e., formatted in accordance with the ICAO meteorological information exchange model (IWXXM).

Agenda Item 5: Quality control, monitoring and management of meteorological information exchange

The meeting will review the status of Regional quality control, monitoring and management of meteorological information exchange. The meeting will review results of Regional tests, monitoring and demonstration activities to help identify and address deficiencies in States' implementation of meteorological information exchange.

Agenda Item 6: Guidance material related to meteorological information exchange

The meeting will review and propose improvements to, or development of, Regional guidance materials supporting States in the implementation of meteorological information exchange.

Agenda Item 7: Future work programme and terms of reference

The meeting will review, update and revise the future work programme and terms of reference as necessary to ensure alignment with the MET SG and APANPIRG objectives related to meteorological information exchange.

Agenda Item 8: Any other business

Self-explanatory

Agenda Item 9: Next meeting

The meeting will make recommendations for the date/location/agenda of the next meeting.

MET/IE WG/19 and MET/S WG/11 (Conjoint session – 24 March 2021)

Agenda Item 1: Volcanic ash advisory centre (VAAC) backup tests

The conjoint meeting session will review progress reports on the Regional VAAC backup tests and formulate recommendations for procedures and schedules of future tests.

Agenda Item 2: SIGMET tests

The conjoint meeting session will review progress reports on the Regional SIGMET tests and formulate recommendations for procedures and schedules of future tests.



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**Nineteenth Meeting of the Meteorological Information
Exchange Working Group (MET/IE WG/19)**

Virtual meeting, 22 – 24 March 2021

MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The Meeting will open at **1000 hrs. ICT (UTC +7)** on **Monday, 22 March 2021.**
- 1.2. The discussion sessions (on the agenda items) are scheduled from **1000 to 1400 hrs. ICT (UTC +7)** on **Monday to Wednesday, 22 to 24 March 2021.**
- 1.3. The Secretariat will conduct a special introductory session, to familiarize participants with the virtual meeting modality, during the week prior to the discussion sessions.

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. Participants should ensure their official registration (name and e-mail address) reaches the Secretariat **no later than 08 March 2021.**
- 3.2. To ensure participants receive the e-mail with the virtual meeting joining instructions, it is essential that each participant ensures their official registration clearly shows their nominated e-mail address in print and, preferably, typed.

4. Meeting materials

- 4.1. The Secretariat will publish the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) on the MET/IE WG/19 website at:
<https://www.icao.int/APAC/Meetings/Pages/2021-MET-IE-WG19.aspx>.

4.2. Each participant should review all working papers and supporting information papers prior to the Meeting.

4.3. All 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 22 February 2021**.

5. Joining the Meeting

5.1. All registered participants will receive an e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions approx. one-week before the Meeting. Note: participants will receive a separate e-mail for the special introductory session.

5.2. When joining the Meeting, please ensure that your **microphone is muted and video is turned off**.

5.3. To ensure all virtual meeting participants are easily identifiable, please ensure that your virtual meeting display name reflects your State/Special Administrative Region/Organization, first, followed by your participant name, e.g., “**ICAO – Peter Dunda**”.

5.4. Please join the virtual meeting approx. 10- to 15-minutes before to the scheduled start of each discussion session.

6. Participants’ working environment

6.1 All participants should ensure that they join the virtual meeting from a location with minimal or preferably no background noise.

6.2 To avoid disruptions to the virtual meeting due to audio-feedback, all participants should ensure that only one computer/device per room/office has its microphone and speaker activated at any one time.

7. During the Meeting

7.1 To address a question, answer or comment to the Meeting, please use the virtual meeting application to raise your hand or send a chat message, e.g. “*Thailand wishes to speak*”.

7.2 Participants may also address a question, answer or comment to the Meeting using the *Pigeonhole* application.

7.3 The Secretariat will provide participants with additional information and instructions concerning the virtual meeting and *Pigeonhole* applications at the start of the Meeting.

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

7.5 Unless specifically arranged otherwise, the Secretariat will manage the presentation of papers/presentations during the Meeting. Speakers should clearly identify to the meeting the relevant paper, presentation, paragraph, page, slides, etc., they are speaking to.

8. Virtual meeting survey questionnaire

8.1 The Secretariat will invite all participants to complete a virtual meeting survey questionnaire as soon as possible at the end of the Meeting.

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

**NINETEENTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL INFORMATION
EXCHANGE WORKING GROUP (MET/IE WG/19)**

(Virtual meeting, 22 – 24 March 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/IE WG/19) 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 08 March 2021

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, Samyae Ladprao, Bangkok 10901, Thailand, or Fax: +66 (2) 537 8199 **or e-mail:** apac@icao.int.