



ICAO

*International Civil Aviation Organization***WORKING PAPER****Nineteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/19)**

Virtual meeting, 22 to 24 March 2021

Agenda Item 2: Review of follow-up from previous meetings**FOLLOW-UP ACTION FROM MET/IE WG/18**

(Presented by the Secretariat)

SUMMARY

This paper presents a summary of follow-up action from the Eighteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/18) for the meeting to review and propose updates, as necessary.

1. INTRODUCTION

1.1 The ICAO APAC Office, Bangkok, Thailand, hosted the Eighteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/18) in conjunction with the Tenth Meeting of the Meteorological Services Working Group (MET/S WG/10) as a virtual meeting from 27 to 31 July 2020.

1.2 The meeting agreed to thirty-three (33) new action items, in the Task List, requiring follow-up action by members of the WGs and/or the Secretariat. In addition, the meeting noted follow-up action on twenty (20) action items from previous meetings of the MET/IE WG was yet to be completed.

1.3 The meeting will review the status of follow-up action from previous meetings of the MET/IE WG and agree to updates to the MET/IE WG Task List.

2. DISCUSSION

2.1 A copy of the Task List generated by MET/IE WG/18 and MET/S WG/10 is provided at the **Appendix A** to this paper and indicates the status of follow-up action as either “completed” or “in progress”.

2.2 A copy of the Task List of action items from previous meetings (MET/IE WG/17, MET/IE WG/16 and ROBEX WG/13), which have not yet been agreed by MET/IE WG as completed, is provided at the **Appendix B** to this paper and indicates the status of follow-up action as either “to commence” or “in progress”.

Agenda Item 2

22-24/03/21

3. ACTION BY THE MEETING

3.1 The paper invites the meeting to review the status of follow-up action as presented in the Task Lists at the **Appendix A** and **Appendix B** to this paper, provide additional updates on the status of follow-up on the action items, as necessary, and agree to the updates to the MET/IE WG Task List.

APPENDIX A

TASK LIST – MET/IE WG/18 and MET/S WG/10

Reproduced from Appendix A to the Report of MET/IE WG/18 and MET/S WG/10

(Note: Proposed updates to the Task List are indicated with ~~struckthrough~~ and highlighted text)

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
Terms of Reference and Work Program				
01	Terms of Reference and Work Program – online coordination: Make use of regular online coordination meetings to facilitate progress on follow-up on the action items in the Task List/s [ref: para. 2.3. and 7.3.]	As necessary	Secretariat and WG Chairs and members	IN PROGRESS 13 August 2020, 10 December 2020 Work in progress
02	Terms of Reference and Work Program – meeting documentation deadlines: Propose updates to the terms of reference documents to reflect the desirable deadlines, as adopted by the MET SG, for submission and publication of meeting papers and reports (i.e., submit papers >=28-days before the meeting, publish papers >=14-days before the meeting and publish reports <=21-days after the meeting) [ref: para. 2.4. and 11.5.]	At MET SG/24	Secretariat and WG Chairs	COMPLETED Ref: MET/IE WG and MET/S WG, 3. Communication Strategies
03	Terms of Reference updates – MET/IE WG: Include the proposed updates (at para. 5.1-5.4 of the report) in the terms of reference document for inclusion in the meeting report for further review and approval by MET SG/24 [ref: para. 5.5.]	Before MET SG/24	Secretariat	COMPLETED Ref: MET/IE WG, 1. Membership and 2. Description
04	Terms of Reference updates – MET/S WG: Include the proposed updates (at para. 11.1-11.3 of the report) in the terms of reference document for inclusion in the meeting report for further review and approval by MET SG/24 [ref: para. 11.4.]	Before MET SG/24	Secretariat	COMPLETED Ref: MET/S WG, 1. Membership and 2. Description
05	Work Program – MET/IE WG: Update the work program document to reflect the outcomes of the meeting discussions and for inclusion in the meeting report for further review and approval by MET SG/24 [ref: para. 5.6.]	Before MET SG/24	Secretariat and MET/IE WG	COMPLETED Work in progress
06	Work Program – MET/S WG: Update the work program document to reflect the outcomes of the meeting discussions and for inclusion in the meeting report for further review and approval by MET SG/24 [ref: para. 11.6.]	Before MET SG/24	Secretariat and MET/S WG	COMPLETED Work in progress
OPMET Monitoring				
07	OPMET performance indices – States' follow-up: Inform States concerned of the locations with low performance indices and advise the States to take appropriate corrective actions; address the above communication also the Regional OPMET Centres (ROCs) responsible for the collection of OPMET messages from the originating stations [ref: para. 3.4. and 3.5.]	Sep 2020	Secretariat	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 1 and Activity 2
08	OPMET performance indices – RODBs' review: Review and propose update/s to the MET/IE WG work program as necessary to ensure the APAC RODBs review the results of the OPMET monitoring activities prior to submission of the results to the MET/IE WG meetings [ref: para. 3.6.]	Before MET SG/24	MET/IE WG	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 1 (1.4) and Activity 2 (2.3)
IWXXM implementation				
09	IWXXM implementation – registering testing activities: Proposal on how best to support APAC States with coordinating and sharing information on their IWXXM exchange testing activities [ref: para. 3.12.]	At IWXXM Webinar	MET/IE WG	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 7 IWXXM Webinar Presentation #17

Agenda Item 2

22-24/03/21

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
10	IWXXM implementation – survey: Respond to the online survey questionnaire at the link provided in WP/07 (and in State Letter Ref: T 4/3.2.5- AP155/20 (MET)) [ref: para. 3.26.]	7 Aug 2020	Meeting participants' States	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 7 IWXXM Webinar Presentation #01
11	IWXXM implementation – FAQs: Prepare and publish an “FAQ”-type resource taking into consideration the IWXXM-related matters discussed in the meeting and the considerable information collated from previous IWXXM workshops and related activities [ref: para. 3.28.]	Before and (update) after IWXXM Webinar	Secretariat and MET/IE WG	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 7
Regional Guidance Materials				
12	ROBEX Handbook updates – Focal Points: Prepare the proposal to update the ROBEX Handbook based on the proposed updates to the Focal Point information (Appendix I), as presented in WP/08 and proposed by Australia, China and New Zealand [ref: para. 4.2.]	Before MET SG/24	Secretariat	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 6
13	ROBEX Handbook updates – Update process: Propose options for a more streamlined process for updating the ROBEX Handbook data, such as through the development of a more dynamic, online repository for ROBEX data [ref: para. 4.4.]	Before MET SG/24	MET/IE WG	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 6
14	ROBEX Handbook updates – IWXXM-related data: Investigate the development of an online repository for ROBEX data in which States would share and maintain up to date information on the IWXXM-capabilities of the ROBEX scheme and the AMHS addresses to support the required dissemination of IWXXM messages [ref: para. 4.6.]	Before MET SG/24	MET/IE WG	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 6
15	ROBEX Handbook updates – IWXXM-related flexibility: Propose updates, as necessary, to reflect APAC States' requirement for flexibility of the ROBEX scheme structure during the transition to Region-wide implementation of IWXXM exchange [ref: para. 4.7.]	Before MET SG/24	MET/IE WG	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 6
16	ROBEX Handbook updates – METAR and TAF bulletins: Prepare the updates to the Appendices A and B, concerning Thailand and Australia, as presented in WP/09 and WP/15 [ref: para. 4.8.]	Before MET SG/24	Secretariat	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 6
17	ROBEX Handbook updates – METNO procedures: Coordinate further development of the METNO procedures (wording and mechanisms) as proposed in WP/10, including the scheduled time for implementing OPMET Bulletin changes in the APAC Region, and develop the associated proposal to update the ROBEX Handbook [ref: para. 4.12.]	Before MET SG/24	Chair MET/IE WG and Secretariat	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 6
18	ROBEX Handbook and SIGMET Guide updates – Legacy FASID information: Prepare the consequential updates of the required information from the legacy FASID Tables relating to meteorology, apart from Table MET 1A, Table MET 1B and Table MET 3C, and the existing ICAO APAC regional guidance documentation, according to the proposal in WP/11 and the Draft Decision [ref: para. 4.16.]	Before MET SG/24	Secretariat and States	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 6
19	ANP and ROBEX Handbook updates – Vietnam NOC: Coordinate on the implementation of the Vietnam NOC, including development of proposed updates to the APAC ANP and ROBEX Handbook [ref: para. 3.7.]	As necessary	Vietnam and Thailand	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 6
20	ANP and ROBEX Handbook updates – Indonesia new aerodromes: Determine any requirement (based on IP/09) to update the ICAO APAC ANP and/or ROBEX Handbook [ref: para. 8.27.]	Before MET SG/24	Secretariat and Indonesia	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 6

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
21	ANP updates – State Volcano Observatories: Designate an ad-hoc group consisting of the Secretariat and members from the VAACs and RODBs to identify the APAC States with active or potential active volcanoes, which do not have a designated State volcano observatory listed in the APAC ANP, Vol I, Table MET I-1; conduct the necessary coordination to facilitate the States concerned with the designation of a State volcano observatory and listing it in the APAC ANP; coordinate the action above with the development of a comprehensive proposal for amendment of the ANP to reflect APAC States' current requirements for State volcano observatories [ref: para. 4.17., 8.3. and 8.4.]	Before MET SG/24	MET/S WG and Secretariat	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 6
22	SIGMET Guide updates – MWOs in Australia: Incorporate the required changes related to MWOs in Australia in the APAC Regional SIGMET Guide, Appendices C, D and E, and in the legacy FASID Table MET 3A and 3B information, as proposed in WP/12 [ref: para. 4.22.]	Before MET SG/24	Secretariat	COMPLETED Ref: MET/S WG, 5. Work Plan, Activity 4
23	SIGMET pamphlets – requirements for updates: Consider the States' requirements for, and the viability of producing further updated versions of the SIGMET pamphlets; remove the outdated SIGMET pamphlets from the ICAO APAC Office website [ref: para. 7.5. and 7.6.]	Before MET SG/24	MET/S WG and Secretariat	COMPLETED Ref: MET/S WG, 5. Work Plan, Activity 4
SIGMET test				
24	SIGMET test – notification to States: Disseminate the invitation letter to States two-months in advance of the annual SIGMET test and a follow-up reminder email message approx. two-weeks prior to the first day of the test; request Sri Lanka to provide ICAO with the appropriate contact details to ensure the SIGMET test invitation is received by the participating MWO [ref: para. 6.2. and 6.13.]	Prior to SIGMET test	Secretariat	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 3 Invitation letter [Ref.: T 4/7.5-AP218/20(MET), 04 Nov 2020] Reminder Email [02 Dec 2020]
25	SIGMET test results – corrective action plan: Develop an action plan to assist States concerned with rectification of the (WP/14 and WP/27) identified SIGMET-related errors and deficiencies; the action plan referred should utilize the (Annex 3) SIGMET “TEST” provision to conduct state-specific SIGMET test to assess whether the corrective actions have been successful [ref: para. 6.3., 6.6. and 6.11.]	Before MET SG/24	MET/IE WG in conjunction with MET/S WG	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 3 AND Ref: MET/S WG, 5. Work Plan, Activity 3 [Ref.: T 4/7.5 - AP226/20 and AP227/20 (MET), 10 Nov 2020]
26	SIGMET test results – follow-up with States: Inform, by ICAO State letter, the States concerned of the SIGMET-related errors and deficiencies identified by the annual SIGMET test as presented in WP/14 and WP/27 and urge the States concerned to take the proposed corrective actions; inform Fiji, by ICAO State letter, of the incomplete data provided by RODB Nadi to the SIGMET test focal point in Singapore and lack of participation in the OPMET monitoring activities [ref: para. 6.4., 6.9. and 6.14.]	Before MET SG/24	Secretariat	COMPLETED Ref: MET/IE WG, 5. Work Plan, Activity 3 AND Ref: MET/S WG, 5. Work Plan, Activity 3 [Ref.: T 4/7.5 - AP226/20 and AP227/20 (MET), 10 Nov 2020]
27	SIGMET test results – corrective action plan: Support Mongolia with conducting a follow-up SIGMET test to facilitate rectification of the SIGMET-related dissemination deficiency as identified in the SIGMET test results in WP/27 and share with the MET/IE WG and MET/S WG the results of Mongolia's follow-up SIGMET test [ref: para. 6.10.]	Before MET SG/24	Singapore	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 3 AND Ref: MET/S WG, 5. Work Plan, Activity 3

Agenda Item 2

22-24/03/21

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
28	SIGMET test results – corrective action plan: Investigate the reason for the reduced reception of SIGMET test messages at Regional OPMET Centre (ROC) London compared to APAC RODB's and share the results with MET/S for potential corrective action [ref: para. 6.12.]	Before MET SG/24	MET/IE WG	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 3 AND Ref: MET/S WG, 5. Work Plan, Activity 3
SIGMET Coordination activities				
29	SIGMET Coordination activities – integration and expansion: Consider the proposals presented in WP/19 and the results of the SIGMET coordination project presented in WP/20 when developing the work program on coordinating the next steps to promote integration and expansion of SIGMET coordination activities in the APAC Region [ref: para. 8.8. and 8.11.]	Before MET SG/24	MET/S WG	COMPLETED Ref: MET/S WG, 5. Work Plan, Activity 8
Other				
30	VAAC back-up test procedures – review and update: Refer to the pertinent information from IP/08 and determine appropriate action for the next review and update of the VAAC back-up test procedures [ref: para. 8.25.]	Before MET SG/24	MET/IE WG and MET/S WG	IN PROGRESS Ref: MET/IE WG, 5. Work Plan, Activity 4
31	Special air-reports – promoting issuance of: Continue to coordinate the required follow-up action (outstanding action item no. 8) concerning promoting the issuance of special air-reports; publicise by way of State letter (and/or other channels) the importance of exchanging special air-reports between airlines, ATS units and MWOs (and aerodrome meteorological offices) [ref: para. 7.2. and 8.21.]	Before MET SG/24	Secretariat	IN PROGRESS Not in MET/IE WG or MET/S WG Work Program [Action Item MET/R WG 9/1]
32	Air navigation deficiencies – resolution of: Continue to support States, as necessary, such as Nepal, with developing and implementing their corrective action plans for the resolution of air navigation deficiencies [ref: para. 9.4.]	Before MET SG/24	Secretariat	IN PROGRESS Ref: MET/S WG, 5. Work Plan, Activity 6
33	WAFS and SADIS – preparation for proposed changes: Develop appropriate actions in the work program to facilitate States' awareness of and planning for the proposed (WP/25) WAFS and SADIS changes in November 2023 [ref: para. 10.5.]	Before MET SG/24	MET/S WG	IN PROGRESS Not in MET/IE WG or MET/S WG Work Program

APPENDIX B

OUTSTANDING TASK LIST – MET/IE WG/17

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
17/1	Coordinate all necessary notifications concerning the planned handover of the provision of SIGMET service valid for Phnom Penh FIR from MWO Chengdu to MWO Phnom Penh, including the following: <ul style="list-style-type: none"> (a) changes to the routing of the SIGMET and advisory information at the responsible VAAC, TCAC and the RODBs; and (b) updates to the ANP, including the legacy FASID tables, and the Regional SIGMET Guide. <i>[Report of MET/IE WG/17, para. 3.1 – 3.4, refers]</i>	TBA	Cambodia and Secretariat	TO COMMENCE Action should be completed before handover of SIGMET service
17/2	Update the ICAO APAC Office website to clearly indicate to users which of the legacy FASID documents are replaced by the tables in the ANP. <i>[Report of MET/IE WG/17, para. 3.5, refers]</i>		Secretariat	IN PROGRESS
17/3	Coordinate all necessary notifications concerning the planned provision by China of OPMET information for the new Beijing Daxing International Airport, from 15 August 2019, including the following: <ul style="list-style-type: none"> (a) updates to the ROBEX Handbook and notification to States via “METNO”; and (b) updates to the ICAO Doc. 7910 and APAC ANP, including AOP and MET tables. <i>[Report of MET/IE WG/17, para. 3.6 – 3.8, refers]</i>	17 Jun 2019	China and Secretariat	TO COMMENCE Action should be completed before commencement of new OPMET service
17/4	Coordinate a proposal to update the ROBEX Handbook to enable the regular exchange of several international OPMET bulletins to the ROBEX Centre Beijing and present it for further review and possible endorsement by MET/SG/23. <i>[Report of MET/IE WG/17, para. 3.9 – 3.12, refers]</i>	17 Jun 2019	China	TO COMMENCE
17/5	Submit a paper to MET/SG/23 providing guidance on the applicability of each IWXXM version to support States’ implementation of the Annex 3 IWXXM provisions. <i>[Report of MET/IE WG/17, para. 4.9 – 4.11, refers]</i>	17 Jun 2019	Hong Kong, China	TO COMMENCE
17/10	Liaise with the SADIS Provider concerning obtaining OPMET availability statistics on SADIS for future meetings of the MET/IE WG. <i>[Report of MET/IE WG/17, para. 4.21, refers]</i>	Next meeting MET/IE WG	Secretariat	IN PROGRESS
17/11	Present a consolidated proposal for updates to the ROBEX Handbook, to reflect the establishment of an NOC (within the ROBEX scheme) in Vietnam, for further review and possible endorsement by MET/SG/23. <i>[Report of MET/IE WG/17, para. 5.9 – 5.10, refers]</i>	17 Jun 2019	Vietnam, Thailand and Secretariat	IN PROGRESS
17/12	Propose any necessary updates to the ROBEX Handbook to reflect the actual requirements for OPMET information. <i>[Report of MET/IE WG/17, para. 5.11 – 5.13, refers]</i>	17 Jun 2019	States with low PIs for OPMET	IN PROGRESS
17/13	In conjunction with the outstanding action item 16/5: <ul style="list-style-type: none"> (a) Prepare a checklist to assist States in systematically addressing the OPMET issues at locations with low PIs in the monitoring data; and (b) Provide the checklist as guidance to the States concerned. <i>[Report of MET/IE WG/17, para. 5.11 – 5.14, refers]</i>	Next meeting MET/IE WG	Secretariat and Thailand	IN PROGRESS
17/14	In order to ensure availability of OPMET bulletins at all RODBs: <ul style="list-style-type: none"> (a) Propose appropriate updates to the ROBEX scheme and ROBEX Handbook to include the requirement for ROBEX centres to send OPMET bulletins to all RODBs; and (b) Requested all ROBEX centres to send their associated OPMET bulletins to all RODBs. <i>[Report of MET/IE WG/17, para. 5.11 – 5.17, refers]</i>	17 Jun 2019	MET/IE WG	IN PROGRESS
17/16	Coordinate the requirements for all additional, new updates to the ROBEX Handbook and consolidate these into an update proposal for further review and possible adoption by MET/SG/23. <i>[Report of MET/IE WG/17, para. 6.5, refers]</i>	17 Jun 2019	Secretariat	IN PROGRESS Related to action items: 17/3, 17/4, 17/11, 17/12 and 17/14

Agenda Item 2

22-24/03/21

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
17/17	Upload the <i>Guidelines for the Implementation of OPMET Data Exchange using IWXXM</i> (Second Edition – 2018) on the ICAO APAC Office website and publicize the document with relevant National units. [Report of MET/IE WG/17, para. 6.6 – 6.7, refers]	17 Jun 2019	Secretariat and MET/IE WG	IN PROGRESS
17/19	Review the reminder email in the VAAC back-up procedures and revise the contents, as necessary, to ensure the recipients are able to clearly and easily identify and understand the required actions. [Report of conjoint session of MET/IE WG/17 and MET/S WG/9, para. 1.3 – 1.4, refers]	Next VAA C back-up test	VAAC back-up test organizer/s	IN PROGRESS
17/20	Propose updates to all required APAC documentation regarding the originating address of Australian WV SIGMETs (i.e., YMMC, rather than AMMC). [Report of conjoint session of MET/IE WG/17 and MET/S WG/9, para. 2.24, refers]	17 Jun 2019	Secretariat and Australia	IN PROGRESS

OUTSTANDING TASK LIST – MET/IE WG/16

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
16/4	Review the usage of the request-reply service provided and, where appropriate, arrange for the routine provision of OPMET bulletins as an alternative to the usage of the request-reply service for routine access to the stored OPMET data [Report of MET/IE WG/16, para. 5.8, refers].	Mar 2019	APAC RODBs	IN PROGRESS
16/5	Notify States concerned (as indicated in MET/IE WG/16, WP/06) of the requirement for appropriate corrective action to ensure the ongoing availability and compliance of the required OPMET data. Include reference to the corresponding ROBEX Centre contacts to assist States with identifying any distribution errors [Report of MET/IE WG/16, para. 5.10, refers].	Jun 2018	Secretariat	IN PROGRESS
16/7	Coordinate with IATA the ongoing provision of OPMET monitoring information to assist the work programme and future meetings of the MET/IE WG [Report of MET/IE WG/16, para. 5.13, refers].	Jun 2018	Secretariat	IN PROGRESS
16/10	Notify States/Organizations of the availability of the current version of the ROBEX Handbook at the ICAO APAC Office website [Report of MET/IE WG/16, para. 6.6, refers].	Jun 2018	Secretariat	IN PROGRESS
16/14	Promote, within the appropriate forum/s of the Pacific Meteorological Council (PMC), the need for MWOs in the Pacific Island States to participate in the Regional SIGMET tests [Report of MET/IE WG/16 and MET/S WG/8 conjoint session, paragraph 2.11 refers].	Aug 2018	Secretariat and Chair PIAWS Panel	IN PROGRESS

OUTSTANDING TASK LIST – ROBEX WG/13

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
13/7	Investigate feasibility of including provisions in the regional guidance material related to the issuance of routine TAF at intervals of three (3) hours; present draft material to MET SG/21 [Ref: ROBEX WG/13 Decision 13/7].	June 2017	Secretariat and ROBEX WG	IN PROGRESS Coordinate necessary follow-up through the ICAO ANP working group [Ref: MET/IE WG/16 Report para. 2.9].
