



International
Civil Aviation
Organization

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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 4/7.5 – AP264/20 (MET)

28 December 2020

Subject: **Eleventh Meeting of the Meteorological Services Working Group (MET/S WG/11), virtual meeting, 24 – 26 March 2021**

Action: **Please submit meeting 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 Eleventh Meeting of the Meteorological Services Working Group (MET/S WG/11), virtual meeting, from 24 to 26 March 2021.

Please note that the above meeting will include a conjoint session with the Nineteenth Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/19)¹ on 24 March 2021.

The MET/S WG supports the APAC Air Navigation Planning and Implementation Regional Group (APANPIRG) by facilitating improvements in the quality and level of implementation of the required meteorological services provided by States to international air navigation, which is needed to support safety, capacity and efficiency of flight and ground operations.

The purpose of the above meeting is to review progress of the MET/S WG since its last meeting (MET/S WG/10, virtual meeting, 27 to 31 July 2020) and to consider further actions aimed at improving meteorological services in the APAC Region.

In particular, MET/S WG/11 will review the status of planning and implementation by States of the ICAO (Annex 3) provisions for SIGMET information, including activities supporting improved harmonization (by States) of SIGMET information.

Please note that all documentation from the meetings of the MET/S 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/IE WG/19

In view of the importance of the above meeting, we are extending this invitation to all designated members of the MET/S 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/S WG/11 website:

<https://www.icao.int/APAC/Meetings/Pages/2021-MET-S-WG11.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,

A handwritten signature in blue ink that reads "Arun Mishra". The signature is fluid and cursive, with the first name "Arun" and the last name "Mishra" clearly distinguishable.

Arun Mishra
Regional Director

Enclosures:

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



ICAO

International Civil Aviation Organization

**Eleventh Meeting of the Meteorological Services
Working Group (MET/S WG/11)**

Virtual meeting, 24 – 26 March 2021

PROVISIONAL AGENDA

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

MET/S WG/11 (24 – 26 March 2021)

Agenda Item 1: Organizational matters

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

Agenda Item 3: Planning and implementation of meteorological services

Agenda Item 4: Quality management of meteorological services

Agenda Item 5: Deficiencies in the provision of meteorological services

Agenda Item 6: Guidance and education related to the provision of meteorological services

Agenda Item 7: Future work programme and terms of reference

Agenda Item 8: Any other business

Agenda Item 9: Next meeting

EXPLANATORY NOTES ON THE PROVISIONAL AGENDA ITEMS

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.

MET/S WG/11 (24 – 26 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 follow-up to action agreed at previous meetings.

Agenda Item 3: Planning and implementation of meteorological services

The meeting will review the status of Regional planning and implementation of meteorological service for international air navigation. The meeting may review the results of Regional tests, monitoring and demonstration exercises to identify and address deficiencies in the implementation of the meteorological services concerned.

Agenda Item 4: Quality management of meteorological services

The meeting will review the status of and promote the establishment and implementation of quality management of meteorological services in the Region.

Agenda Item 5: Deficiencies in the provision of meteorological services

The meeting will review and promote progress on the resolution of deficiencies in meteorological services as listed in the APANPIRG list of air navigation deficiencies.

Agenda Item 6: Guidance and education related to the provision of meteorological services

The meeting will review and propose improvements to, or development of Regional guidance materials supporting implementation of meteorological services. The meeting will also address specific Regional requirements for education activities to support implementation of meteorological services.

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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 provision of meteorological services.

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.



ICAO

International Civil Aviation Organization

Eleventh Meeting of the Meteorological Services Working Group (MET/S WG/11)

Virtual meeting, 24 – 26 March 2021

MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The Meeting will open at **1000 hrs. ICT (UTC +7)** on **Wednesday, 24 March 2021**.
- 1.2. The discussion sessions (on the agenda items) are scheduled from **1000 to 1400 hrs. ICT (UTC +7)** on **Wednesday to Friday, 24 to 26 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/S WG/11 website at:

<https://www.icao.int/APAC/Meetings/Pages/2021-MET-S-WG11.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**

**ELEVENTH MEETING OF THE METEOROLOGICAL SERVICES WORKING GROUP
(MET/S WG/11)**

(Virtual meeting, 24 – 26 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/ S WG/11) 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.