



International
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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 – AP084/22 (MET)

08 June 2022

Subject: ICAO Asia and Pacific (APAC) Twenty-Sixth Meeting of the Meteorology Sub-Group (MET SG/26); online, 1 – 5 August 2022

Action Required: Please register online by 18 July 2022 and submit Meeting Papers to the Secretariat by 4 July 2022

Dear Sir/Madam,

I am pleased to invite your State/Special Administrative Region/Organisation to participate in the Twenty-Sixth Meeting of the Meteorology Sub-Group (MET SG/26) of the ICAO Asia and Pacific (APAC) Air Navigation Planning and Implementation Regional Group (APANPIRG), online, from 1 to 5 August 2022.

The purpose of MET SG/26 is to review the progress of the MET SG's work plan and consider further actions to facilitate the States' planning and implementation of the ICAO provisions related to meteorological service, including the following:

- Provision of meteorological observations, reports, forecasts, advisories, warnings and climatological information;
- Dissemination and exchange of meteorological information;
- Coordination between meteorological service, air traffic management service and users; and
- Governance of meteorological service (including quality management and cost recovery, and the qualifications, competencies, education, and training of meteorological personnel).

Given the vital role of the MET SG in supporting improved aviation safety, capacity and efficiency, we are extending the invitation to all Member States, and International Organizations concerned with the supply and use of meteorological services for international air navigation in the APAC Region.

In particular, we request all States concerned to ensure their delegation includes, as a minimum, representatives from the designated Meteorological Authority and Meteorological Service Provider.

2/...

To assist with preparations for the Meeting, please ensure that all Information and Working Papers prepared by your State/Special Administrative Region/Organisation and intended for consideration by MET SG/26 reach this Office by E-mail to: apac@icao.int as early as possible and **no later than 4 July 2022**.

I am attaching copies of the Provisional Meeting Agenda (**Attachment 1**) and Meeting Bulletin (**Attachment 2**). In addition, all Meeting documentation, including templates for Information and Working Papers, will be made available at the following ICAO APAC Office meeting website:

<https://www.icao.int/APAC/Meetings/Pages/2022-MET-SG-26.aspx>.

Registration for MET SG/26 is online at the meeting website (above). Please ensure your delegation completes the online registration **no later than 18 July 2022**. Participants who cannot use the online registration may instead complete the form attached (**Attachment 3**) and return it to this Office by 18 July 2022.

We recommend that participants download a copy of all Information and Working Papers from the meeting website (above) before the Meeting.

Finally, please note that documentation from the previous Meeting, MET SG/25 (online, 18 to 22 October 2021), is available at the following ICAO APAC Office meeting website:

<https://www.icao.int/APAC/Meetings/Pages/2021-MET-SG-25.aspx>.

Yours sincerely,



Tao Ma
Regional Director

Attachments:

- Attachment 1 – Provisional agenda
- Attachment 2 – Meeting Bulletin
- Attachment 3 – Registration form



ICAO

International Civil Aviation Organization

**Asia and Pacific (APAC) Twenty-Sixth Meeting of the
Meteorology Sub-Group (MET SG/26)**

Online, 1 – 5 August 2022

PROVISIONAL AGENDA

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

EXPLANATORY NOTES ON THE PROVISIONAL AGENDA

Agenda Item 1: Organizational matters

The meeting will adopt the working arrangements (e.g. Secretary, Chair/s, hours of business, etc.) and 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 APANPIRG and MET SG meetings, including the MET SG's contributory bodies and other relevant ICAO groups.

Agenda Item 3: Air navigation deficiencies

The meeting will review the status of the APANPIRG list of air navigation deficiencies related to meteorological service. The States concerned will report on the progress towards resolution and removal of deficiencies from the list. The meeting will also consider proposals to identify deficiencies related to meteorological services to be added to the APANPIRG list of air navigation deficiencies.

Agenda Item 4: Regional guidance material

The meeting will review and endorse proposed updates to regional guidance materials supporting the States' implementation of meteorological services for international air navigation. The meeting will also consider and recommend further development of guidance materials to support the regional implementation of meteorological services.

Agenda Item 5: Planning and monitoring

The meeting will review planning and monitoring activities supporting the States' implementation of the ICAO provisions for meteorological service for international air navigation, including amendments to the relevant ICAO Standards and Recommended Practices (SARPs) and ICAO global and regional plans and policies.

Agenda Item 6: Research, development and other initiatives

The meeting will review research, development and other initiatives (such as trials and demonstrations) supporting the States' implementation of the ICAO provisions for meteorological service for international air navigation.

Agenda Item 7: Future work program

The meeting will review and update the work plan of the MET SG based on the outcomes of discussions, ensuring continued alignment with the overall goals and objectives of the APANPIRG.

Agenda Item 8: Any other business

The meeting will consider other matters as notified, including the date, venue and agenda for the next meeting.



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**Asia and Pacific (APAC)
Twenty-Sixth Meeting of the Meteorology Sub-Group
(MET SG/26)**

Online, 1 – 5 August 2022

MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The Meeting will commence at **09:00 hrs. ICT (UTC +7) on Monday, 1 August 2022.**
- 1.2. The Meeting discussion sessions (including a short break) are scheduled from **09:00 to 12:30 hrs. ICT (UTC +7) on Monday to Friday, 1 to 5 August 2022.** Note: the Meeting is tentatively scheduled to close at or before 10:30 hrs. ICT on the last day.
- 1.3. A tentative Meeting program will be published on the Meeting webpage (listed below).

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

3. Registration of participants

- 3.1. Registration of participants is online at the following ICAO APAC Office meeting website:

<https://www.icao.int/APAC/Meetings/Pages/2022-MET-SG-26.aspx>.

- 3.2. Participants should complete the online registration **no later than 18 July 2022.** Participants who cannot use the online registration may instead complete the form attached (Attachment 3) and return it to the ICAO APAC Office by 18 July 2022. Note: it is essential that the registration form clearly shows the nominated participant's e-mail address in print, preferably typed.

4. Meeting materials

- 4.1. The Secretariat will publish the Meeting materials, including Information and Working Papers and templates, on the meeting website (above). Therefore, participants should visit the meeting website regularly before the Meeting to review and download all the Information Papers, Working Papers and other relevant documentation.

4.2. Delegations intending to prepare Information and Working Papers for consideration by the Meeting must ensure they submit these to the ICAO APAC Office by E-mail to: apac@icao.int as early as possible and **no later than 4 July 2022**.

5. Joining the Meeting

5.1. During the week before the Meeting, the registered participants will receive an e-mail from the Secretariat with the “*Join Meeting*” (web-conference) link. Participants will use this link to join the Meeting each day.

5.2. When joining the Meeting, participants should enter their State/Special Administrative Region/Organisation name first, followed by their name (as provided in the official registration). Example: ICAO Peter Dunda.

5.3. Participants should join each Meeting session at least 5-10 minutes before the scheduled start.

5.4. Participants should ensure their **microphone** and **camera** are **turned off**.

6. Participants’ working environment

6.1 Participants should join the Meeting from a room or office where background noise and conversation are minimised or excluded.

6.2 Participants who share a room or office during the Meeting must ensure that, at any time, no more than one device used to join the Meeting has its microphone and speaker turned on.

7. During the Meeting

7.1 Participants who wish to speak should send a “Chat” message (e.g., *Thailand wishes to speak* or *Thailand question*) or use the raise hand “Reaction”. Note: when finished speaking, please remember to lower your hand.

7.2 Participants may also type their question, answer or comment using the “Pigeonhole” application. When using Pigeonhole, please identify the relevant meeting paper or discussion topic. Note: The Secretariat will publish details on the meeting website (above) on accessing the dedicated Pigeonhole session.

7.3 Participants should turn their microphone (and camera) on when invited by the Chair to speak. However, please remember to turn your microphone (and camera) off when finished speaking.

7.4 The Secretariat will manage the meeting screen sharing for papers and presentations unless specifically arranged otherwise. Note: please inform the Secretariat if you wish to share your screen.

7.5 Speakers should identify the relevant paper or presentation they are speaking to, including the specific paragraph, page or slide number.

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

TWENTY-SIXTH MEETING OF THE METEOROLOGY SUB-GROUP (MET SG/26)

(Video Tele-Conference, 1 - 5 August 2022)

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 – 2022 > APAC MET WG/26 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 18 July 2022

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 with cc: pdunda@icao.int