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*International Civil Aviation Organization***WORKING PAPER****ICAO Asia and Pacific (APAC)**Twenty-Sixth Meeting of the Meteorology Sub-Group  
(MET SG/26)

Online, 1 to 5 August 2022

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**Agenda Item 1: Organizational matters****REVIEW THE TERMS OF REFERENCE**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the terms of reference of the Meteorology Sub Group (MET SG) for the Meeting to review and propose updates as necessary to ensure a continued focus on the Asia/Pacific (APAC) Region's requirements for support related to meteorological services for international air navigation.

**1. INTRODUCTION**

1.1 The MET SG supports the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) in its work plan facilitating the planning and implementation by the APAC States of meteorological services for international air navigation.

1.2 This paper invites the Meeting to review the current terms of reference of the MET SG and propose updates as necessary for further review and possible adoption by APANPIRG.

**2. DISCUSSION**

2.1 The terms of reference of the MET SG describe the objectives, functions, establishment, membership, Chairing and Secretary, meetings, reporting, delegated authority and the plan of work of the MET SG.

2.2 To optimize the support provided by MET SG to APANPIRG and ensure the deliverables of MET SG remain focused on the current and future needs of the APAC Region, MET SG keeps the terms of reference under regular review.

2.3 The MET SG terms of reference, last updated by APANPIRG/31 in December 2020, are published in the APANPIRG Procedural Handbook – Attachment B. In addition, a copy of the MET SG terms of reference is provided in **Appendix A** to this paper.

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**3. ACTION BY THE MEETING**

3.1 The Meeting is invited to review the terms of reference of the MET SG and propose updates as necessary to ensure a continued focus on the APAC Region's requirements for support related to meteorological services for international air navigation.

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**APPENDIX A**

[Extracted from the *APANPIRG Procedural Handbook*, Sixth Edition — 1 June 2020, A/L No 01]

**Terms of Reference for APANPIRG Meteorology Sub-Group (MET SG)**

(Updated 16 December 2020, Decision APANPIRG/31/16 refers)

**1. Objectives of the MET SG**

- a) Ensure the continuous and coherent development of the MET parts of the Asia/Pacific Regional Air Navigation Plan (APAC ANP) and other relevant regional documentation in a manner that is harmonized with adjacent regions, consistent with ICAO standards and recommended practices (SARPs), the Global Air Navigation Plan and the Global Aviation Safety Plan and reflects global requirements;
- b) Facilitate the implementation of aeronautical meteorological systems and services, as identified in the APAC ANP, Aviation System Block Upgrade (ASBU) priority modules and Asia/Pacific Seamless ANS Plan elements, with due observance to the primacy of air safety, regularity and efficiency; and
- c) Identify and address specific air navigation deficiencies in the field of aeronautical meteorological (MET) services.

**2. Functions of the MET SG:**

- a) Review MET parts of the APAC ANP, prepare amendment proposals as necessary to reflect updates and changes in the operational and global requirements;
- b) Monitor the level of and, as necessary, facilitate the implementation of aeronautical meteorological services to support the effective implementation of ASBU priority modules and the Asia/Pacific Seamless ANS Plan elements;
- c) Identify air navigation deficiencies in the field of aeronautical meteorology, e.g., through systems performance monitoring) and, where necessary, propose appropriate corrective action and facilitate the development and implementation of action plans by States to resolve identified deficiencies;
- d) Review and update the APANPIRG list of air navigation deficiencies in the field of aeronautical meteorology, as necessary, to reflect the current situation;
- e) Monitor research and development and trials and demonstrations in the field of aeronautical meteorology and other relevant areas and facilitate the transfer of this information and expertise, as necessary, between States;
- f) Make specific recommendations and develop guidance materials aimed at improving aeronautical meteorological services through the use of existing and/or new procedures, facilities and technologies;
- g) Review and identify inter-regional and intra-regional coordination issues in the field of aeronautical meteorology and, as necessary, recommend actions to address those issues; and

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h) Identify and progress environmental initiatives related to aeronautical meteorology.

**3. Establishment of the MET SG**

3.1. The Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) established the MET SG to assist in its planning and implementation work, charging MET SG with preparatory work on specifically defined problems in the field of aeronautical meteorology requiring expert advice for their resolution. APANPIRG also appointed MET SG as the ‘parent’ group for other contributory bodies working in the field of aeronautical meteorology for APANPIRG.

**4. Membership of the MET SG**

4.1. Membership of the MET SG comprises experts provided by States, whether Members or not of the APANPIRG, International Organizations and bodies having experience in the provision of aeronautical meteorological information and services.

**5. Chairing and Secretary of the MET SG**

5.1. The MET SG shall elect a Chairperson, and Vice-Chairperson if needed, from the experts provided by States. The maximum term of the Chairperson and Vice Chairperson is four years. The Secretary of APANPIRG will appoint the Secretary of the MET SG.

**6. Meetings of the MET SG**

6.1. The Chairperson of the MET SG, in consultation with Members and the Secretary, shall decide the date and duration of Meetings. As a rule, the MET SG should agree, at each Meeting, on the date and duration of the next Meeting and on a tentative schedule of future Meetings.

**7. Documentation and Record of Meetings of the MET SG**

7.1. The MET SG shall record the proceedings of its Meetings in the form of a Report or a Summary and submit the Report or Summary for review and consideration by APANPIRG. A Meeting Report should cover completed action on any part of the MET SG work plan and outline the needs of MET SG for further directives or guidance from the APANPIRG to proceed in its work. Reports on Meetings shall be of a simple layout and as concise as practicable and should normally cover:

- a) Short introduction;
- b) Summary of findings (presented in the order of discussion of the agenda items, including any proposals for action); and
- c) Work plan and schedule for future Meetings.

7.2. The Secretary should publish the Report as early as practicable (21-days) after the Meeting.

7.3. The Secretary should disseminate the meeting invitation as early as practicable, i.e., not less than 3-months before the Meeting, and reminders for submission of papers approx. 6-weeks and 1-week before the due date for submission of papers.

7.4. Contributors should submit papers to the ICAO Secretariat as early as practicable, i.e., 28-days before the Meeting at which they are intended to be considered. The Secretary should publish papers, and send a notification of their availability, as early as practicable, i.e., 14-days before the Meeting at which they are intended to be considered.

7.5. The Secretary, in consultation with the Chairperson, may decide to accept papers submitted less than 28-days before the Meeting at which they are intended to be considered when there is a clear benefit to the Meeting in doing so.

**8. Delegated authority of the MET SG**

8.1. The MET SG may propose actions for further consideration by APANPIRG and record these in the MET SG Report as either draft Conclusions or draft Decisions of APANPIRG.

8.2. Additionally, APANPIRG has empowered MET SG to adopt proposals for action on technical matters (especially those concerning guidance to States in the implementation of ICAO SARPs and global and regional plans) that do not have additional economic, environmental, inter-regional or political effects, which should be considered by APANPIRG. The MET SG shall record these in its Meeting Report as Conclusions or Decisions of MET SG.

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