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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 4/3.2.5 – AP155/22 (MET)

19 December 2022

Subject: **ICAO Asia and Pacific (APAC), Twenty-first Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/21)**, Bangkok, Thailand, 27 to 29 March 2023
<https://www.icao.int/APAC/Meetings/Pages/2023-MET-IE-WG21.aspx>

Action Required: 1) Submit information and working papers no later than **27 February 2023**; and
2) Register participants online ([here](#)) no later than **13 March 2023**

Dear Sir/Madam,

I am pleased to invite your State/Special Administrative Region/Organization to participate in the Twenty-first Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/21), at the ICAO APAC Office in Bangkok, Thailand, from 27 to 29 March 2023.

For your information, I am attaching the Provisional Agenda (**Attachment A**). Please note that the Meeting documentation, including templates for information and working papers, is available on the MET/IE WG/21 web page: <https://www.icao.int/APAC/Meetings/Pages/2023-MET-IE-WG21.aspx>.

Further information, including the Meeting Bulletin and Health and Safety Information, and Meeting papers will become available on the Meeting website in due course. Participants should obtain all Meeting materials from the MET/IE WG/21 web page before the Meeting.

Given the importance of the Meeting, we are extending this invitation to the designated members of the MET/IE WG and all other relevant stakeholder experts nominated by your Administration.

To facilitate the Meeting preparations, please ensure that information and working papers intended for consideration by the Meeting are emailed to the ICAO APAC Office (apac@icao.int) as early as possible and no later than **27 February 2023**. Please also ensure all participants are registered online ([here](#)) no later than **13 March 2023**.

Please note that documentation from the previous meetings of the MET/IE WG is also available at the ICAO APAC Office website (www.icao.int/apac > follow the link to Meetings).

I wish to remind you that the MET/IE WG is a specialized contributory body of the ICAO APAC Air Navigation Planning and Implementation Regional Group's (APANPIRG's) Meteorology Sub-Group (MET SG). The principal function of the MET/IE WG is to facilitate improvements to the availability and reliability of the meteorological information provided by States to support the safety, capacity, efficiency and sustainability of international air navigation.

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The purpose of the Meeting is to review the progress of the MET/IE WG since it last convened (i.e., MET/IE WG/20, 28 to 30 March 2022). In addition, MET/IE WG/21 will also provide an opportunity for all stakeholders to share information on the status of and consider proposals for action to facilitate and optimize the planning and implementation of meteorological information exchange for international air navigation in the APAC Region.

Finally, please note that following established practice, the Meeting will conclude with a conjoint session between the Thirteenth Meeting of the Meteorological Services Working Group (MET/S WG/13) and MET/IE WG/21 on 29 March 2023. The conjoint session will consider matters of common interest to both groups (please refer to the separate invitation letter for MET/S WG/13).

Yours sincerely,

A handwritten signature in black ink, consisting of two characters: '高' (Gao) and '博' (Bo), which together read 'Ma Tao'.

Tao Ma
Regional Director

Enclosures:

Attachment A – Provisional Agenda



ICAO

International Civil Aviation Organization

**ASIA AND PACIFIC (APAC)
Twenty-first Meeting of the Meteorological Information
Exchange Working Group (MET/IE WG/21)**

Bangkok, Thailand, 27 to 29 March 2023

PROVISIONAL AGENDA

MET/IE WG/21 (27 – 29 March 2023)

- 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 program and terms of reference
- Agenda Item 8: Any other business
- Agenda Item 9: Next meeting

MET/IE WG/21 and MET/S WG/13 (Conjoint session – 29 March 2023)

- 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/21 (27 – 29 March 2023)

- Agenda Item 1: Organizational matters
- Self-explanatory (e.g., opening the meeting, adopting the agenda, order of business, etc.)*
- Agenda Item 2: Review of follow-up from previous meetings
- The meeting will review the progress on action agreed upon at previous meetings*
- Agenda Item 3: Meteorological information exchange schemes
- The meeting will review the structure of and develop proposals to facilitate and optimize the planning and implementation of meteorological information exchange schemes in the APAC Region*
- Agenda Item 4: Meteorological information exchange in IWXXM form
- The meeting will review the status of and develop proposals to facilitate and optimize the States' planning and implementation of the exchange of meteorological information in the ICAO meteorological information exchange model (IWXXM) form*
- Agenda Item 5: Quality control, monitoring and management of meteorological information exchange
- The meeting will review the status of and develop proposals to facilitate and optimize the States' planning and implementation of quality control, monitoring and management of meteorological information exchange, including the identification and rectification of deficiencies*
- Agenda Item 6: Guidance material related to meteorological information exchange
- The meeting will review the status of and develop proposals to improve the guidance materials available to support States in implementing meteorological information exchange in the APAC Region*
- Agenda Item 7: Future work program and terms of reference
- The meeting will review the status of and develop proposals to update and revise the future work program and terms of reference of the MET/IE WG to ensure continued alignment with the MET SG and APANPIRG objectives*
- Agenda Item 8: Any other business
- Self-explanatory*
- Agenda Item 9: Next meeting
- The meeting will make recommendations for the next meeting's date, location and agenda*

MET/IE WG/21 and MET/S WG/13 (Conjoint session – 29 March 2023)

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

The conjoint meeting session will review the status and outcomes of and develop proposals to facilitate and optimize the VAAC backup tests in the APAC Region

Agenda Item 2: SIGMET tests

The conjoint meeting session will review the status and outcomes of and develop proposals to facilitate and optimize the SIGMET tests in the APAC Region
