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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: T 4/7.5 – AP156/22 (MET)

19 December 2022

Subject: **ICAO Asia and Pacific (APAC), Thirteenth Meeting of the Meteorological Services Working Group (MET/S WG/13)**, Bangkok, Thailand, 29 to 31 March 2023  
(<https://www.icao.int/APAC/Meetings/Pages/2023-MET-S-WG-13.aspx>)

Action Required: 1) Submit information and working papers no later than **1 March 2023**; and  
2) Register participants online ([here](#)) no later than **15 March 2023**

Dear Sir/Madam,

I am pleased to invite your State/Special Administrative Region/Organization to participate in the Thirteenth Meeting of the Meteorological Services Working Group (MET/S WG/13), at the ICAO APAC Office in Bangkok, Thailand, from 29 to 31 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/S WG/13 web page: <https://www.icao.int/APAC/Meetings/Pages/2023-MET-S-WG-13.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/S WG/13 web page before the Meeting.

Given the importance of the Meeting, we are extending this invitation to the designated members of the MET/S 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](mailto:apac@icao.int)) as early as possible and no later than **1 March 2023**. Please also ensure all participants are registered online ([here](#)) no later than **15 March 2023**.

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

I wish to remind you that the MET/S 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/S WG is to facilitate improvements to the quality and implementation of the meteorological services provided by the 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/S WG since it last convened (i.e., MET/S WG/12, 30 March to 1 April 2022). In addition, MET/S WG/13 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 services for international air navigation in the APAC Region.

Finally, please note that following established practice, the Meeting will commence with a conjoint session between the Twenty-first Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/21) and MET/S WG/13 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/IE WG/21).

Yours sincerely,

A handwritten signature in black ink, consisting of two characters: '馬' (Ma) and '濤' (Tao).

Tao Ma  
Regional Director

**Enclosures:**

Attachment A – Provisional Agenda



ICAO

*International Civil Aviation Organization*

**ASIA AND PACIFIC (APAC)  
Thirteenth Meeting of the Meteorological Services  
Working Group (MET/S WG/13)**

Bangkok, Thailand, 29 to 31 March 2023

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**PROVISIONAL AGENDA**

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

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

Agenda Item 2: SIGMET tests

MET/S WG/13 (29 – 31 March 2023)

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 program and terms of reference

Agenda Item 8: Any other business

Agenda Item 9: Next meeting

**EXPLANATORY NOTES ON THE PROVISIONAL AGENDA ITEMS**

MET/S WG/13 and MET/IE WG/21 (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*

MET/S WG/13 (29 – 31 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: Planning and implementation of meteorological services

*The meeting will review the status of and develop proposals to facilitate and optimize the States' planning and implementation of meteorological service for international air navigation, including the identification and rectification of deficiencies*

Agenda Item 4: Quality management of meteorological services

*The meeting will review the status of and develop proposals to facilitate and optimize the States' establishment and implementation of the quality management of meteorological services*

Agenda Item 5: Deficiencies in the provision of meteorological services

*The meeting will review the status of the APANPIRG list of air navigation deficiencies and develop proposals to facilitate and optimize the States' establishment and implementation of corrective action plans to rectify deficiencies in meteorological services*

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

*The meeting will review the status of and develop proposals to improve the guidance materials and education activities available to support States in implementing meteorological services 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/S 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*

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