



International
Civil Aviation
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 4/3.2.7 - AP026/25 (MET)

17 February 2025

Subject: ICAO Asia and Pacific (APAC), Seminar on Meteorology and Air Traffic Management (MET/ATM Seminar) and Fourteenth Meeting of the Meteorological Requirements Working Group (MET/R WG/14), Bangkok, Thailand, 28 April – 2 May 2025

Action Required:

- a) Submit information and working papers no later than **29 March 2025**; and
- b) Register participants online no later than **4 April 2025**

Dear Sir/Madam,

I am pleased to invite your State/Special Administrative Region/Organization to participate in the ICAO Asia and Pacific (APAC) Seminar on Meteorology and Air Traffic Management (MET/ATM Seminar) and Fourteenth Meeting of the Meteorological Requirements Working Group (MET/R WG/14), in Bangkok, Thailand from 28 April to 2 May 2025.

The MET/ATM Seminar and MET/R WG/14 will be held in conjunction with the Fifteenth Meeting of the Air Traffic Flow Management Steering Group (ATFM/SG/15). A letter of invitation to the ATFM/SG/15 meeting has been issued separately. The MET/ATM Seminar and a joint plenary session of ATFM/SG/15 and MET/R WG/14 will be held on Monday, 28 April 2025. A Seminar programme will be provided in due course.

The objectives of the MET/ATM Seminar and MET/R WG/14 are to share information on recent developments in MET service to support ATM operations, review the progress of the MET/R WG and consider proposals for action to facilitate further integration of MET information into ATM systems in the APAC Region.

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Attachment A provides the provisional agenda for MET/R WG/14. **Attachment B** provides the Meeting bulletin, which contains information about the venue, hotels, administrative arrangements, and other useful information.

All Meeting documentation, including the information and working paper templates, is available on the Meeting website: <https://www.icao.int/APAC/Meetings/Pages/2025-MET-R-WG-14.aspx>.

Participants should obtain all Meeting materials, including information and working papers, which will be published on the above website before the Meeting.

Given the importance of the Meeting, we are extending this invitation to the nominated MET/R WG members and other relevant experts as nominated by your State/Special Administrative Region/Organization.

To facilitate the Meeting preparations, I request that you please submit any information and working papers from your State/Special Administrative Region/Organization by email to the ICAO APAC Office (apac@icao.int, with copies sent to pdunda@icao.int and vmeeфуengsart@icao.int) as early as possible and no later than **29 March 2025**. Furthermore, please ensure all your nominated participants complete the online registration via the above website no later than **4 April 2025**.

For further information, please email the ICAO APAC Office using the addresses above.

I look forward to your participation at the Meeting.

Yours sincerely,



Tao Ma
Regional Director

Enclosures:

Attachment A – Provisional Agenda
Attachment B – Meeting Bulletin