



ICAO

International Civil Aviation Organization

WORKING PAPER (WP/02)

ICAO Asia and Pacific (APAC)

**Fourteenth Meeting of the Meteorological Requirements
Working Group (MET/R WG/14)**

Bangkok, Thailand, 28 April to 2 May 2025

Agenda Item 2: Review outcomes of related meetings

FOLLOW-UP ACTION FROM MET/R WG/13

(Presented by the Secretariat)

SUMMARY

This paper presents the status of follow-up action on outcomes from the previous meeting of the Meteorological Requirements Working Group (MET/R WG/13) and invites the meeting to propose and endorse updates, as necessary, to the status of follow-up action recorded in the MET/R WG List of Actions.

1. INTRODUCTION

1.1 Outcomes from the Thirteenth Meeting of the Meteorological Requirements Working Group (MET/R WG/13) in Bangkok, Thailand, from 22 to 26 April 2024, including the ICAO APAC Seminar on Meteorology and Air Traffic Management (MET/ATM Seminar) on 22 April 2024 and joint plenary session with the Fourteenth Meeting of the APAC Air Traffic Flow Management Steering Group (ATFM/SG/14) on 24 April 2024, included seven (7) Decisions of the MET/R WG and eighteen (18) new action items for the MET/R WG List of Actions.

1.2 The meeting will review the status of follow-up action on the outcomes from MET/R WG/13, formulate additional follow-up actions as necessary, and propose and endorse updates to the MET/R WG List of Actions.

2. DISCUSSION

MET/R WG/13 – Decisions

2.1 The MET/R WG adopts proposals for action that relate solely to matters dealing with its internal working arrangements and records these as Decisions of the MET/R WG.

2.2 MET/R WG/13 adopted seven (7) Decisions. The status of follow-up action on the MET/R WG/13 Decisions is indicated in **Appendix A**.

MET/R WG/13 – Action Items

2.3 The action items recorded in the MET/R WG/13 Report, along with unresolved action items from previous MET/R WG meetings, are detailed in the MET/R WG List of Actions in **Appendix B**.

2.4 The List of Actions indicates the status of follow-up on the action items (in the last column). Updates to the status of follow-up on the action items since the last meeting are indicated by highlighted and strike-through text. *Note: action items that the MET/R WG previously agreed are completed, superseded (by other activities), closed or redundant are removed from the list.*

3. ACTION BY THE MEETING

3.1 This paper invites the meeting to:

- a) Review the status of follow-up on the MET/R WG/13 Decisions and MET/R WG List of Actions, as indicated in **Appendix A** and **Appendix B**; and
- b) Propose further updates, as necessary, and approve the proposed updates to the status of follow-up on the MET/R WG/13 Decisions and MET/R WG List of Actions.

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Appendix A

APPENDIX A

MET/R WG/13 – Decisions

(Note: Proposed updates are indicated with ~~striketrough~~ and **highlighted** text)

Decision No	Title of Decision	Text of Decision (What:)	Responsibility (Who:)	Target Date (When:)	Status/ Remarks
(1)	(2)	(3)	(4)	(5)	(6)
13-01	Guidance on the criteria for issuance of SIGMET for thunderstorms	The ad hoc group on the SIGMET Guide is requested to enhance the guidance in the APAC Regional SIGMET Guide concerning coordinating SIGMET for thunderstorms.	Ad hoc group on the SIGMET Guide		COMPLETED [Ref: APAC Regional SIGMET Guide, Eleventh Edition, July 2025, App. K, 16.3-16.4 (https://www.icao.int/APAC/Pages/eDocs.aspx)]
13-02	Updating the Regional Guidance for Tailored MET to support ATM Operations	The ad hoc group on the Regional Guidance for Tailored MET to support ATM Operations is requested to include China's example in Appendix 1 of the updated guidance.	Ad hoc group on the Regional Guidance for Tailored MET to support ATM Operations		COMPLETED [Ref: APAC Regional Guidance for Tailored MET Information and Services to support ATM Operations, Appendix 1 (https://www.icao.int/APAC/Documents/edocs/2024-07_APPENDIX-1(CHN).pdf)]
13-03	Publishing the Survey of State MET Information Supporting ATM	The secretariat is requested to publish the Survey of State MET Information Supporting ATM report on the ICAO APAC website.	Secretariat		
13-04	Follow-up Survey of State MET Information Supporting ATM	The ad hoc group on the Survey of State MET Information Supporting ATM is requested to propose the appropriate time and content of a future follow-up survey.	Ad hoc group on the Survey of State MET Information Supporting ATM		
13-05	Publishing the APAC Use Cases and User Requirements for SWIM-based MET Information Services Supporting ATFM	The ad hoc group on APAC Use Cases and User Requirements for SWIM-based MET Information Services Supporting ATFM is requested to propose procedures for publishing and updating the document on the ICAO website.	The ad hoc group on APAC Use Cases and User Requirements for SWIM-based MET Information Services Supporting ATFM		COMPLETED [Ref: MET SG/28-WP/15; Decision MET SG/28-08; Action item MET SG/28-17; APAC Use Cases and User Requirements for SWIM-based MET Information Services Supporting ATFM, First Edition, July 2024 (https://www.icao.int/APAC/Pages/eDocs.aspx)]
13-06	Mapping of APAC Seamless ANS Plan to ASBU AMET elements	The secretariat is requested to publish the document mapping APAC Seamless ANS Plan Priority 1 Elements to the GANP's ASBU AMET elements as a companion (appendix) to the Seamless ANS Plan.	Secretariat		

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Appendix A

Decision No	Title of Decision	Text of Decision (What:)	Responsibility (Who:)	Target Date (When:)	Status/Remarks
(1)	(2)	(3)	(4)	(5)	(6)
13-07	Updates to the mapping of APAC Seamless ANS Plan to ASBU AMET elements	The ad hoc group on MET Information needed to support the Elements of the APAC Seamless ANS Plan is requested to propose future updates to the document mapping APAC Seamless ANS Plan Priority 1 Elements to the GANP's ASBU AMET elements and include the mapping of APAC Seamless ANS Plan Priority 2 Elements.	Ad hoc group on MET Information needed to support the Elements of the APAC Seamless ANS Plan		

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Appendix B

APPENDIX B

MET/R WG – List of Actions

(Note: Proposed updates are indicated with ~~strikethrough~~ and highlighted text)

New action items recorded by MET/R WG/13

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/ REMARKS
MET/R WG/13 01	Update the agenda for the next meeting to include a specific item on SIGMET coordination. [Ref: MET/R WG/13 Report, 1.2.]	MET/R WG/14	Chair and Secretariat	COMPLETED [Ref: T 4/3.2.7 - AP026/25 (MET), Att. A; MET/R WG/14- WP/01] To begin
MET/R WG/13 02	Incorporate the unresolved Action Item MET/R WG/09-01 into the MET/R WG work plan deliverables and include an appropriate presentation in the next MET/ATM seminar on special air reports. [Ref: MET/R WG/13 Report, 2.4.]	MET/R WG/14	Chair and Secretariat	COMPLETED [Ref: MET/R WG/14-WP/05; MET/ATM Seminar presentation] To begin
MET/R WG/13 03	Publish the Regional SIGMET Guide updated guidance on SIGMET for volcanic ash crossing FIR boundaries and VAAC backup procedures. [Ref: MET/R WG/13 Report, 2.9.]	ASAP	Secretariat	COMPLETED [Ref: APAC Regional SIGMET Guide, Eleventh Edition, July 2025, App. K, 16.3-16.4 (https://www.icao.int/APAC/Pages/eDocs.aspx)] To begin
MET/R WG/13 04	Remove the outdated SIGMET leaflets (WC/WS/WV) containing CCx usage instructions from the ICAO website. [Ref: MET/R WG/13 Report, 3.2.]	ASAP	Secretariat	COMPLETED To begin
MET/R WG/13 05	Consider improvements to the SIGMET Guide on using the WMO header when correcting a SIGMET. [Ref: MET/R WG/13 Report, 3.3.]	MET/R WG/14	Ad hoc group on the SIGMET Guide	COMPLETED [Ref: APAC Regional SIGMET Guide, Eleventh Edition, July 2025, para. 3.5.1.4 (https://www.icao.int/APAC/Pages/eDocs.aspx)] To begin
MET/R WG/13 06	Invite States concerned to provide details of their relevant practices on WC SIGMET handover procedure to assist the ad hoc group in collating information to support States on coordinating SIGMET information for tropical cyclones. [Ref: MET/R WG/13 Report, 3.5.]	ASAP	Secretariat	To begin
MET/R WG/13 07	Consider including the information in Appendix B and C of WP/09 concerning the criteria for issuance of WS SIGMET in a future update to the SIGMET Guide to enhance the information concerning coordinating SIGMET for thunderstorms. [Ref: MET/R WG/13 Report, 3.6.]	MET/R WG/14	Ad hoc group on the SIGMET Guide	COMPLETED [Ref: APAC Regional SIGMET Guide, Eleventh Edition, July 2025, App. K, 16.3-16.4 (https://www.icao.int/APAC/Pages/eDocs.aspx)] To begin
MET/R WG/13 08	Consider the suitability of the text used (such as the words 'shall' and 'should') in the procedures used to coordinate SIGMET in WP/8, Appendix A, for possible inclusion in the	MET/R WG/14	Ad hoc group on SIGMET	To begin

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Appendix B

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/ REMARKS
	regional guidance and to coordinate with the ad hoc group on the SIGMET Guide. [Ref: MET/R WG/13 Report, 3.9.]		coordination	
MET/R WG/13 09	Update the latest developments of the Oceanic SIGMET Coordination group in the Online repository for APAC SIGMET Coordination activities. [Ref: MET/R WG/13 Report, 3.10.]	ASAP	Ad hoc group on SIGMET coordination	To begin
MET/R WG/13 10	Consider Indonesia's criteria for assigning MWO responsibility for SIGMET when volcanic ash impacts adjacent FIRs for possible inclusion in the regional guidance material. [Ref: MET/R WG/13 Report, 3.13.]	MET/R WG/14	Ad hoc group on SIGMET coordination in cooperation with the ad hoc group on the Regional SIGMET Guide	To begin
MET/R WG/13 11	Consider the information provided by China in IP/02 as an example for inclusion in Appendix 1 of the Regional Guidance for Tailored MET to support ATM Operations and seek approval from the MET SG to update the guidance. [Ref: MET/R WG/13 Report, 3.17.]	MET SG/28	Ad hoc group on the Regional Guidance for Tailored MET to support ATM Operations	COMPLETED [Ref: APAC Regional Guidance for Tailored MET Information and Services to support ATM Operations, Appendix 1 (https://www.icao.int/APAC/Documents/edocs/2024-07_APPENDIX-1(CHN).pdf)] To begin
MET/R WG/13 12	Finalize the editorial and formatting improvements to the Survey of MET information supporting ATM report in WP/05 and make it available to States and stakeholders on the ICAO APAC website. [Ref: MET/R WG/13 Report, 3.27.]	ASAP	Secretariat	To begin
MET/R WG/13 13	Develop a proposal on the appropriate timing and content for conducting a future follow-up Survey of MET information supporting ATM. [Ref: MET/R WG/13 Report, 3.28.]	MET/R WG/14	Ad hoc group on the Survey of MET information supporting ATM	To begin
MET/R WG/13 14	Present a paper to the upcoming MET/SG and ATM/SG meetings with proposals to publish the draft reference document (<i>APAC Use Cases and User Requirements for SWIM-based MET Information Services Supporting ATFM</i>) on the ICAO website and include a procedure for updating the document with new cases and making it a living document. [Ref: MET/R WG/13 Report, 3.32.]	MET SG/28 and ATM/SG/12	Ad hoc group on APAC Use Cases and User Requirements for SWIM-based MET Information Services Supporting ATFM	COMPLETED [Ref: MET SG/28-WP/15; Decision MET SG/28-08; Action item MET SG/28-17; APAC Use Cases and User Requirements for SWIM-based MET Information Services Supporting ATFM, First Edition, July 2024 (https://www.icao.int/APAC/Pages/eDocs.aspx)] To begin
MET/R WG/13 15	Publish the document in WP/06, Appendix B, which maps APAC Seamless ANS Plan Priority 1 Elements to the GANP's ASBU AMET elements, accordingly as a companion (appendix) to the Seamless ANS Plan. [Ref: MET/R WG/13 Report, 3.41.]	ASAP	Secretariat	To begin
MET/R WG/13	Update the MET/R WG work plan to reflect that the ad hoc group on MET information	ASAP	Secretariat	To begin

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Appendix B

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/ REMARKS
16	needed to support the elements of the APAC Seamless ANS Plan would continue to review and propose future updates to the mapping document based on future updates of the Seamless ANS Plan and to map the APAC Seamless ANS Plan Priority 2 and 3 Elements to the GANP's ASBU AMET elements. [Ref: MET/R WG/13 Report, 3.42.]			
MET/R WG/13 17	Review the terminology used to describe the MET service users to ensure the MET/R WG terms of reference sufficiently address the need to support all MET service users, including those stipulated in ICAO Annex 3, para. 2.1.2), which might not be identified in the definition of ATM (i.e., air traffic services, airspace management and air traffic flow management). [Ref: MET/R WG/13 Report, 4.2.]	ASAP	Chair and Secretariat	To begin
MET/R WG/13 18	Continue to facilitate and encourage participation in the MET/R WG by representatives from IATA and IFALPA. [Ref: MET/R WG/13 Report, 5.1.]	ASAP	Chair and Secretariat	To begin

Unresolved action items recorded by MET/R WG/11

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/ REMARKS
MET/R WG/11 01	Propose further updates to the (MET/R WG work plan) Deliverable No. 2 and Deliverable No. 5 timeframe, responsibility, and requirements details. [Ref: MET/R WG/11 Report, 5.2.] - Deliverable 2: <i>Draft regional guidance material on MET information needed to support the elements of the APAC Seamless ANS Plan</i> - Deliverable 5: <i>A coordinated review of the APAC ANP Volume III, including proposals for improvements to the ANRF and other parts of Volume III, to clarify the MET-related implementation planning guidance</i>	MET/R WG/12	Chair and Secretariat	In progress
