

International Civil Aviation Organization

ICAO

WORKING PAPER (WP/15)

ICAO Asia and Pacific (APAC)
Twenty-Ninth Meeting of the Meteorology Sub-Group
(MET SG/29)

Bangkok, Thailand, 18 - 22 August 2025

Agenda Item 4: Regional guidance material**UPDATING MET-RELATED REGIONAL GUIDANCE DOCUMENTS**

(Presented by New Zealand)

SUMMARY

This paper presents a draft summary of steps States should take when seeking to update MET-related guidance documents. The action for the meeting is in paragraph 3.1.

1. INTRODUCTION

1.1 To facilitate progress on updates to the ROBEX Handbook, SIGMET Guide, ANP and other relevant documentation, the 23rd Meeting of the Meteorological Information Exchange Working Group (MET/IE WG/23) agreed the following action:

Action 23-01 Updating MET-related regional guidance documents

Document a process to clarify how States should initiate required changes to all the relevant (MET-related) regional guidance documents.

2. DISCUSSION

2.1 A “one-pager” summary of how States may request to update MET-related guidance documents is provided in Appendix A to this paper, called the *Quick Reference Guide to Updating APAC MET Documents*. It covers information on how to update the following documents:

- APAC Air Navigation Plan (available under [APAC eDocuments](#) or at [APAC ANP](#))
- ROBEX Handbook (available under MET at [APAC eDocuments](#))
- Asia/Pacific Regional SIGMET Guide (available under MET at [APAC eDocuments](#))

2.2 Updates to these documents are usually required when there are changes to the facilities and services provided by a State. An example would be the introduction or removal of an aerodrome from Table AOP I-1 of the APAC Air Navigation Plan, resulting in a change to the corresponding entry for Table MET II-2. Another example would be a change to the WMO abbreviated headers used by a meteorological watch office for issuing its SIGMETs.

2.3 The intent of the *Quick Reference Guide to Updating APAC MET Documents* is intended to support States in taking the actions required to update the guidance material, to ensure that required changes are carried out as quickly as possible. It is intended to be short and only provide an overview of each document and how it may be updated.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information contained in this paper;
- b) provide any further edits to the material in Appendix A; and
- c) once edits finalised, approve the publication of the *Quick Reference Guide to Updating APAC MET Documents* on the APAC eDocuments website.

APPENDIX A – Quick Reference Guide to Updating APAC MET Documents

Quick Reference Guide to Updating APAC MET Documents

There are three main documents that provide information on the availability and details of the meteorological services provided in the Asia and Pacific region. The following sections give an overview of these documents and how they may be updated.

APAC Air Navigation Plan (available [here](#))

The APAC Air Navigation Plan (ANP) is provided in three separate volumes.

Volume I provides information on elements of the ANP that are considered stable, with any amendments requiring the approval of the ICAO Council. Elements of Volume I include (non-exhaustive) designated operational aerodrome information, Flight Information Region information, and information on the designated volcanic ash and tropical cyclone advisory centres, and State volcano observatories (SVO).

Volume II of the ANP contains more dynamic plan material and may be amended following consultation with States and organisations represented in the APAC region. Elements of Volume II include (non-exhaustive) meteorological watch office and SIGMET provision information, and aerodrome meteorological offices and services provided.

Volume III of the ANP contains dynamic/flexible plan elements providing implementation planning guidance for air navigation systems and their modernization.

For a State to initiate an amendment to details provided in Volume I or II of the APAC ANP, there are ‘proposal for amendment’ (PfA) templates provided on the APAC ANP [site](#). These should be filled out and submitted to ICAO for processing by the official ICAO State Point of Contact (usually the civil aviation authority).

It is important to ensure that when changes to MET or aerodrome tables are made, that the related tables are also reviewed to ensure consistency.

ROBEX Handbook (available under MET at [APAC eDocuments](#))

The Regional Operational Meteorological (OPMET) Bulletin Exchange (ROBEX) Handbook contains information on the exchange of MET information within the APAC region and also inter-regionally around the globe. Appendices A and B to the ROBEX Handbook contain information on METAR and TAF bulletins that are exchanged by States. These Appendices generally relate to the information provided in the ANP.

Changes to the contents of these bulletins should be carried out in accordance with section 13 of the Handbook, *Changes to OPMET Bulletin Procedures*. Corresponding changes to the Handbook itself shall formally be requested to either ICAO APAC MET Information Exchange working group or MET Sub-group meetings, via working paper, or may be requested directly to the ICAO Secretariat.

Asia/Pacific Regional SIGMET Guide (available under MET at [APAC eDocuments](#))

The Asia/Pacific Regional SIGMET Guide, Appendices D and E contain a list of WMO Headings for SIGMET and TCA bulletins, respectively. Amendments to these appendices generally are requested to a MET Sub-group meeting, via working paper, or may be requested directly to the Rapporteur of the APAC Regional SIGMET Guide ad hoc group or the ICAO Secretariat.