

International Civil Aviation Organization



ICAO

WORKING PAPER (WP/06)

ICAO Asia and Pacific (APAC)

**Twenty-third Meeting of the Meteorological Information
Exchange Working Group (MET/IE WG/23)**

Bangkok, Thailand, 25 to 28 March 2025

Agenda Item 7: Future work program and terms of reference

REVIEW MET/IE WG WORK PROGRAM AND TERMS OF REFERENCE

(Presented by the Secretariat)

SUMMARY

This paper presents the terms of reference and work program of the Meteorological Information Exchange Working Group (MET/IE WG) and invites the meeting to review and propose updates as necessary for possible approval by the Meteorology Subgroup (MET SG).

1. INTRODUCTION

1.1 The MET/IE WG supports the MET SG (and APANPIRG) to improve the availability, reliability and compliance of OPMET in the Asia/Pacific Region.

1.2 This paper invites the meeting to review the terms of reference and work program of the group and to propose updates as necessary to ensure the MET/IE WG continues to meet its objectives to support increased safety, efficiency and capacity of the global air traffic system.

2. DISCUSSION

2.1 A copy of the MET/IE WG terms of reference and work plan document, last reviewed by the Twenty-eighth Meeting of the Meteorology Sub-Group (MET SG/28), is provided at the **Appendix A** to this paper.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) review the terms of reference and work program of the MET/IE WG in **Appendix A** to this paper and propose further updates, as necessary, for review and possible approval by MET SG.

APPENDIX A

ICAO ASIA AND PACIFIC METEOROLOGICAL INFORMATION EXCHANGE WORKING GROUP (MET/IE WG)

TERMS OF REFERENCE AND WORK PLAN

TERMS OF REFERENCE

The MET/IE WG is made up of experts from the following bodies:

- APAC Regional OPMET Data Banks (RODBs): Brisbane, Nadi, Tokyo, Singapore and Bangkok;
- APAC Regional OPMET Centres (ROCs);
- World Area Forecast Centres (WAFCs), London and Washington;
- Secure Aviation Data Information Service (SADIS) and WAFS Internet File System (WIFS) Provider States, United Kingdom and United States;
- APAC Volcanic Ash Advisory Centres (VAACs): Darwin, Tokyo and Wellington;
- Designated focal points for SIGMET tests and regional OPMET bulletin exchange (ROBEX);
- Pacific Islands Aviation Weather Services (PIAWS) Panel; and
- International Air Transport Association (IATA).

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2. DESCRIPTION	
Objective	Increase availability and timeliness of Meteorological Information needed for flight planning (efficiency) and in-flight re-planning (safety) in support of the Global Air Navigation Plan (GANP) framework and the Aviation System Block Upgrade (ASBUs) methodology.
Benefits	Increase in safety and efficiency (time and fuel savings).
Functions of the group	Under guidance from the ICAO APAC Secretariat: <ul style="list-style-type: none"> a) Review the OPMET exchange schemes in the APAC and other regions and develop proposals for their optimization, taking into account the requirements by the aviation users and global OPMET exchange; b) Review and update of the procedures for inter-regional OPMET exchange and ensure the availability of the required APAC OPMET data for SADIS and WIFS; c) Monitoring the format and dissemination of OPMET messages; d) Monitor and participate in inter- and intra-regional trials of aeronautical meteorological information exchange in support of the implementation of IWXXM and SWIM; e) Conduct trials and develop standardized quality control, monitoring and management procedures related to exchange of IWXXM and TAC OPMET information; f) Participate in the implementation and promote awareness of the transition to digital exchange of OPMET (IWXXM) and System Wide Information Management (SWIM); g) Conduct regular regional IROG back-up and SIGMET tests; h) Provide support for the APAC MET Exercises; i) Review and update the regional guidance material related to OPMET exchange, including relevant material on IWXXM, AMHS and SWIM; j) Liaise and consult with other appropriate bodies within ICAO and WMO dealing with communication and/or management aspects of the OPMET exchange; k) Coordinate and seek support from other enabling ICAO groups (e.g. SWIM TF, ACSICG, CRV OG, etc.) to support MET information exchange initiatives; and l) Provide advice and report to the MET Sub-group on the above issues for further co-ordination through the ICAO Secretariat with other appropriate bodies.

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3. Communication Strategies				
Description	Target Audience	Delivery Method	Frequency / Date	Responsibility
Annual working group meeting	All APAC States	In person	Annual / March	Chair(s) and Secretariat
Interim Work Program Progress Report	MET/IE WG Members	Web-conference E-mail	Quarterly/as determined by Chair	Chair(s) and Secretariat
MET Chairs Coordination Meeting	Chairs of MET SG and its contributory working groups	Web-conference E-mail	Quarterly/as determined by MET SG Chairs	Chair(s) and Secretariat
General correspondence	MET/IE WG Members	E-mail	As required	MET/IE WG Members
New, specific proposal for action (WP)	MET/IE WG Meeting	Working Paper (MET/IE WG meeting)	Annually/submitted 28-days or more before the meeting (published 14-days or more before the meeting)	MET/IE WG Members or States
New, specific information (IP)	MET/IE WG Meeting	Information Paper (MET/IE WG meeting)	Annually/submitted 28-days or more before the meeting (published 14-days or more before the meeting)	MET/IE WG Members or States
Working Group Meeting Report	MET/IE WG Members and all APAC States	MET/IE WG Meeting Report	Annually/published 21-days or less after the meeting	Chair(s) and Secretariat
Working Group Progress Report	MET SG Meeting	Working Paper (MET SG meeting)	Annually/submitted 28-days or more before the meeting (published 14-days or more before the meeting)	Chair(s) and Secretariat

4. WORK PROGRAM			
Activity	Time Frame	Responsibility	Status
Activity 1: Availability and Timeliness of OPMET exchange	Ongoing	MET/IE WG	
Activity 2: SIGMET and Advisory Tests	Ongoing	MET/IE WG	
Activity 3: IROG Backup Tests	Ongoing		
Activity 4: Regional guidance material related to data exchange	Ongoing	MET/IE WG	
Activity 5: MET information exchange scheme	Ongoing 2021-2026	MET/IE WG	
Activity 6: MET information in SWIM	Ongoing 2021-2026		

5. WORK PLAN			
Activity / Milestone	Accountability	Date	Status
Activity 1: Availability and Timeliness of OPMET exchange			
Activity 1.1: Monitor and collate OPMET data.	RODBs and IATA	Annually Nov	
Activity 1.2: Score RODB OPMET reception (availability and timeliness) against 95% thresholds.	RODB Bangkok	Annually Jan	
Activity 1.3: Analyse data and share results with RODBs	RODB Bangkok	Annually Jan	
Activity 1.4: Prepare paper report results to MET/IE WG meeting	RODB Bangkok	Annually Feb	
Activity 1.5: Report summary of OPMET availability and timeliness results to MET SG	Chair	Annually before MET SG	
Activity 1.6: Inform States of non-compliance and corrective actions.	Secretariat	Annually Jun	
Activity 1.7: Provide support for States to support corrective actions if requested.	RODBs	As required	
Milestone 1: OPMET availability and timeliness are reported.	MET/IE WG	Annually Jun	
Activity 2: SIGMET and Advisory Tests			
Activity 2.1: Review SIGMET Test procedures	MET/IE WG	Annually Aug	
Activity 2.2: State Letter regarding SIGMET Tests	Secretariat	Annually Sep	

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5. WORK PLAN			
<i>Activity / Milestone</i>	<i>Accountability</i>	<i>Date</i>	<i>Status</i>
Activity 2.3: Email States regarding SIGMET Tests	Secretariat	Annually	Last Wed in Oct
Activity 2.4: Conduct and collate data for TC SIGMET Tests	RODBs	Annually	2 nd Wed in Nov
Activity 2.5: Conduct and collate data for VA SIGMET Tests	RODBs	Annually	3 rd Wed in Nov
Activity 2.6: Conduct and collate data for other SIGMET Tests	RODBs	Annually	4 th Wed in Nov
Activity 2.7: Analyse test data	RODB Singapore and Tokyo	Annually Jan	
Activity 2.8: Report to MET/IE WG	RODB Singapore and Tokyo	Annually Mar	
Activity 2.9: Report on SIGMET Test Results to MET SG (via annual MET/IE WG report).	Chair	Annually May	
Activity 2.10: Advise States of SIGMET corrective actions	Secretariat	Annually Jun	
Milestone 2: Improved issuance and compliance of SIGMETs	MET/IE WG	Annually MET SG	
Activity 3: IROG Back-up Tests			
Activity 3.1: Updated IROG Back-up Procedures in ROBEX Handbook to include IWXXM.	Secretariat	Annually May	
Activity 3.2: Identify list of MET Bulletins to monitor.	IROG Bangkok and Singapore	Annually Jan/Feb	
Activity 3.3: Conduct IROG Back-up Test of Bangkok and analyse results	IROG Bangkok and Singapore	Annually Sept/Oct	
Activity 3.4: Conduct IROG Back-up Test of Singapore and analyse results	IROG Bangkok and Singapore	Annually Jan/Feb	
Activity 3.5: Report to MET/IE WG	IROG Bangkok and Singapore	Annually Mar	
Milestone 3: IROG Back-up Tests conducted, analysed and report complete.	IROG Bangkok and Singapore	Annually Mar	
Activity 4: Regional guidance material related to data exchange			
Activity 4.1: Propose updates to the ROBEX Handbook	MET/IE WG and Secretariat	As required	
Activity 4.2: Draft updates to the ROBEX Handbook	Secretariat	Annually One month before the MET/IE WG and MET SG	
Activity 4.3: Publish updates to the ROBEX Handbook	Secretariat	Annually Two weeks after the MET/IE WG and MET SG	
Milestone 4: ROBEX Handbook remains relevant	Secretariat	Twice Annually	
Activity 5: MET Information Exchange Scheme			
Activity 5.1: Review ROBEX Scheme diagram.	All RODBs, Secretariat	May Annually	
Activity 5.2: Review the structure of the ROBEX exchange in light of the introduction of SWIM.	WG	Annually Feb	
Activity 5.3: Maintain IWXXM online register	Australia, Hong Kong, China and Secretariat	Monthly	
Milestone 5 8: Improved efficiency and effectiveness of ROBEX Scheme	MET/IE WG		
Activity 6: MET information in SWIM			
Activity 6.1: Develop guidance to support States' implementation of MET information services	WG	As required	
Milestone 6: MET-SWIM services implemented in APAC	MET/IE WG	2024-2027	