



ICAO

*International Civil Aviation Organization***WORKING PAPER (WP/02)****ASIA AND PACIFIC (APAC) FIFTEENTH MEETING
OF THE METEOROLOGICAL REQUIREMENTS
WORKING GROUP (MET/R WG/15)**

Bangkok, Thailand, 7 to 10 April 2026

Agenda Item 2: Review outcomes of related meetings**FOLLOW-UP ACTION FROM MET/R WG/14**

(Presented by the Secretariat)

SUMMARY

This paper reviews the outcomes of MET/R WG/14, including one Draft Conclusion, seven Decisions, and two action items. Its purpose is to update the group on follow-up progress and ensure alignment with MET SG and APANPIRG procedures. The paper clarifies which items require further action, which have been reclassified, and which are completed or superseded. The meeting is invited to examine the updated status of Decisions and action items in Appendices A and B, propose any additional updates as needed, and approve the revised follow-up actions to maintain accurate and effective work planning.

1. INTRODUCTION

1.1 The Fourteenth Meeting of the Meteorological Requirements Working Group (MET/R WG/14), held in Bangkok, Thailand, from 28 April to 2 May 2025—together with the ICAO APAC MET/ATM Seminar on 28 April and the joint plenary session with ATFM/SG/15 on 30 April—resulted in one Draft Conclusion, seven Decisions, and two action items (ref: [Report of MET/R WG/14](#))¹.

1.2 This meeting will review the status of follow-up on those outcomes and identify any additional actions needed. It will also consider updates to the MET/R WG List of Actions for endorsement.

2. DISCUSSIONMET/R WG/14 – Draft Conclusion

2.1 MET/R WG/14 formulated one Draft Conclusion for consideration by the Meteorology Sub-Group (MET SG), which—under its terms of reference—addresses technical and regionally applicable matters requiring State action or ICAO follow-up in accordance with APANPIRG procedures.

¹ <https://www.icao.int/APAC/meetingdocs?fid=548>

2.2 Draft Conclusion MET/R WG/14-01, proposing the inclusion of a mapping of MET information required to support APAC Seamless ANS Plan (ASAP) elements as an Appendix, was presented to MET SG/29 (Bangkok, 18–22 August 2025). Further details on the MET SG/29 review are provided in WP/03.

MET/R WG/14 – Decisions

2.3 MET/R WG/14 adopted seven Decisions relating to internal working arrangements. Following the MET SG/29 review, six of these Decisions (14-03, 14-04, 14-05, 14-06, 14-07, 14-08) were reclassified as action items.

2.4 The follow-up status of the remaining Decision, as well as unresolved Decisions from previous meetings, is shown in the MET/R WG List of Draft Conclusions, Draft Decisions, and Decisions in **Appendix A**.

2.5 Appendix A indicates the status of follow-up in the final column. Updates since the previous meeting are shown using highlighted and strike-through text. Items previously agreed as completed, superseded, closed, or redundant have been removed.

MET/R WG/14 – Action Items

2.6 The follow-up status of the two action items from MET/R WG/14, together with outstanding items from earlier meetings and the reclassified Decisions noted above, is presented in the MET/R WG List of Actions in **Appendix B**.

2.7 Appendix B indicates the follow-up status in the final column. Updates since the previous meeting are shown using highlighted and strike-through text. Items agreed as completed, superseded, closed, or redundant have been removed.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) Review the status of follow-up on the MET/R WG/14 Decisions and the MET/R WG List of Actions, as presented in Appendices A and B; and
- b) Propose and approve any necessary updates to ensure the Lists reflect current progress and required follow-up.

— END OF SECTION —

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APPENDIX A: MET/R WG LIST OF DRAFT CONCLUSIONS, DRAFT DECISIONS, AND DECISIONS

MET/R WG/14 – Draft Conclusion (DC) and Decisions (D)

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

No	Title of Decision	Text of Decision (What:)	Responsibility (Who:)	Target Date (When:)	Status/Remarks
(1)	(2)	(3)	(4)	(5)	(6)
DC 14-01	To include mapping of MET information needed to support APAC Seamless ANS Plan (ASAP) elements as an Appendix	Publish the mapping document (MET/R WG/14, WP/06, Appendix B) as an appendix to the APAC Seamless ANS Plan (ASAP)	Secretariat	MET SG/29	COMPLETED (Ref: Decision MET SG/29/04 – MET information elements of the APAC Seamless ANS Plan (ASAP), Report of MET SG/29, paragraph 2.24.)
D 14-02	Deliverable 2 of MET/R WG workplan as completed	Consider Deliverable 2 (Draft regional guidance material on MET information needed to support the elements of the APAC Seamless ATM Plan) of the MET/R WG workplan as completed and closed. The ad-hoc group will be dissolved thereafter	MET/R WG	MET/R WG/14	COMPLETED (Ref: Report of MET SG/29, paragraph 2.24. and 2.31.)
D 14-03	Finalisation, Communication, and Future Planning for the Regional Survey on MET Services Supporting ATM	(1) finalise and publish the refined 2021 survey report on MET services supporting ATM on the ICAO APAC eDocuments website; (2) develop a draft framework and concept note for a future regional survey for review at MET/R WG/15 and ATFM-SG/16; and (3) support the ATFM-SG in preparing a summary of the 2021 survey outcomes for presentation to ATM SG/13.	MET/R WG ad hoc group	(1) MET-SG/29; (2) MET/R-WG/15 and ATFM-SG/16; (3) ATM-SG/13	CLOSED Reclassified as MET/R WG/14 action item 03 (Ref: Report of MET SG/29, paragraph 2.32.)
D 14-04	Updating the Regional Guidance for Tailored Meteorological Information and Services to Support ATM Operations (MET-ATM Guidance)	Adopt the updated implementation example from the Republic of Korea (MET/R WG/14, WP/07, Appendix A) and request that the MET/R WG ad hoc group consolidate it in an update to the MET-ATM Guidance, Appendix 1, and obtain approval for publication from the MET-SG	MET/R WG ad hoc group	MET-SG/29	CLOSED Reclassified as MET/R WG/14 action item 04 (Ref: Report of MET SG/29, paragraph 2.32.)
D 14-05	Enhancing the APAC Use Cases and User Requirements for SWIM-based Meteorological Information Services Supporting ATFM with an additional use case	Adopt the use case of MET information services for ATFM in SWIM demonstration from MET/R WG/14, WP/10, for inclusion in future updates of the APAC Use Cases and User Requirements for SWIM-based Meteorological Information Services Supporting ATFM, and request the ad hoc group to consolidate the adopted changes and submit the proposed updates to	MET/R WG ad hoc group	MET-SG/29	CLOSED Reclassified as MET/R WG/14 action item 05 (Ref: Report of MET SG/29, paragraph 2.32.)

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No	Title of Decision	Text of Decision (What:)	Responsibility (Who:)	Target Date (When:)	Status/Remarks
(1)	(2)	(3)	(4)	(5)	(6)
		MET-SG for approval and publication on the ICAO APAC eDocument website.			
D 14-06	Updating the APAC Use Cases and User Requirements for SWIM-based Meteorological Information Services Supporting ATFM	Adopt the editorial improvements proposed by the ad hoc group (WP/12, Attachment A) for inclusion in future updates of the APAC Use Cases and User Requirements for SWIM-based Meteorological Information Services Supporting ATFM and request the ad hoc group to consolidate the adopted changes and seek endorsement from MET-SG.	MET/R WG ad hoc group	MET-SG/29	CLOSED Reclassified as MET/R WG/14 action item 06 (Ref: Report of MET SG/29, paragraph 2.32.)
D 14-07	Consolidate user feedback on WC SIGMET issuance procedures for inclusion in APAC Regional SIGMET Guide	Collect and analyse user feedback on the differences in the WC SIGMET issuance practices across the Asia Pacific Region, and consider proposing regional guidelines for acceptable and harmonised TC SIGMET issuance procedures.	Ad hoc group on SIGMET coordination	MET/R-WG/15	CLOSED Reclassified as MET/R WG/14 action item 07 (Ref: Report of MET SG/29, paragraph 2.32.)
D 14-08	Collecting States' practices and user requirements on the WS SIGMET validity duration	Collect and analyse the States' practices of the minimum duration of the validity period of WS SIGMET for TS and consider further work to ensure that stakeholder requirements are adequately captured.	Ad hoc group on SIGMET coordination;	MET/R-WG/15	CLOSED Reclassified as MET/R WG/14 action item 08 (Ref: Report of MET SG/29, paragraph 2.32.)

MET/R WG/13 – Decisions

(Note: Proposed updates are indicated with ~~strikethrough~~ 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)
13-03	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	MET SG/29	COMPLETED [Ref: https://www.icao.int/sites/default/files/APAC/Documents/edocs/MET/FINAL-DRAFT-REPORT-2021-ICAO-APAC-ATM-ATFM-MET-SURVEY.pdf] IN PROGRESS [Ref: Decision MET/R WG/14-03]
13-04	Follow-up Survey of State MET	The ad hoc group on the Survey of State MET	Ad hoc group on the Survey	MET SG/29	SUPERSEDED

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Decision No	Title of Decision	Text of Decision (What:)	Responsibility (Who:)	Target Date (When:)	Status/Remarks
(1)	(2)	(3)	(4)	(5)	(6)
	Information Supporting ATM	Information Supporting ATM is requested to propose the appropriate time and content of a future follow-up survey.	of State MET Information Supporting ATM		[Ref: MET/R WG/15, WP/10] IN PROGRESS [Ref: Decision MET/R WG/14-03]
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	MET SG/29	SUPERSEDED [Ref: MET SG/29, Decision MET SG/29/04] IN PROGRESS [Ref: Draft Conclusion MET/R WG/14-01]

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APPENDIX B: MET/R WG LIST OF ACTIONS

MET/R WG/14 – List of Actions

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

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/REMARKS
MET/R WG/14 01	Assist the Solomon Islands in preparing the appropriate report detailing the rectification of the deficiency (Index No. AP-MET-20). [Ref: MET/R WG/14 Report, para. 3.45]	MET SG/29	Secretariat, in coordination with the ad hoc group on air navigation deficiencies	COMPLETED (Ref: Report of MET SG/29, paragraphs 3.21. to 3.25.) TO BEGIN
MET/R WG/14 02	Arrange for the presentation of an update on the MET Panel’s HWIS developments. [Ref: MET/R WG/14 Report, para. 4.10]	MET SG/29 or MET/R WG/15	Secretariat and Chair	TO BEGIN
MET/R WG/14 03	(1) finalise and publish the refined 2021 survey report on MET services supporting ATM on the ICAO APAC eDocuments website; (2) develop a draft framework and concept note for a future regional survey for review at MET/R WG/15 and ATFM SG/16; and (3) support the ATFM SG in preparing a summary of the 2021 survey outcomes for presentation to ATM SG/13.	(1) MET SG/29, (2) MET/R WG/15 and ATFM SG/16, (3) ATM SG/13	MET/R WG ad hoc group	TO BEGIN Reclassified from Decision MET/R WG/14-03 (Ref: Report of MET SG/29, paragraph 2.32.) (1) COMPLETED [Ref: https://www.icao.int/sites/default/files/APAC/Documents/edocs/MET/FINAL-DRAFT-REPORT-2021-ICAO-APAC-ATM-ATFM-MET-SURVEY.pdf] (2) SUPERSEDED [Ref: MET/R WG/15, WP/10] (3) COMPLETED [Ref: ATM/SG/13, IP/11]
MET/R WG/14 04	Adopt the updated implementation example from the Republic of Korea (MET/R WG/14, WP/07, Appendix A) and request that the MET/R WG ad-hoc group consolidate it in an update to the MET-ATM Guidance, Appendix 1, and obtain approval for publication from the MET SG	MET SG/29	MET/R WG ad hoc group	TO BEGIN Reclassified from Decision MET/R WG/14-04 (Ref: Report of MET SG/29, paragraph 2.32.) COMPLETED [Ref: MET SG/29 WP/11 and Decision MET SG/29/10, and https://www.icao.int/sites/default/files/APAC/Documents/edocs/MET/2025-08_APPENDIX-1-KOR.pdf]
MET/R WG/14 05	Adopt the use case of MET information services for ATFM in SWIM demonstration from MET/R WG/14, WP/10, for inclusion in future updates of the APAC Use Cases and User Requirements for SWIM-based Meteorological Information Services Supporting ATFM, and request the ad hoc group to consolidate the adopted changes and submit the proposed updates to MET SG for approval and publication on the ICAO APAC eDocument website.	MET SG/29	MET/R WG ad hoc group	TO BEGIN Reclassified from Decision MET/R WG/14-05 (Ref: Report of MET SG/29, paragraph 2.32.) COMPLETED [Ref: MET SG/29 WP/14 and Decision MET SG/29/12]
MET/R WG/14 06	Adopt the editorial improvements proposed by the ad hoc group (WP/12, Attachment A) for inclusion in future updates of the APAC Use Cases and User Requirements for SWIM-based Meteorological Information Services Supporting ATFM and request the ad hoc group to consolidate the adopted	MET SG/29	MET/R WG ad hoc group	TO BEGIN Reclassified from Decision MET/R WG/14-06 (Ref: Report of MET SG/29, paragraph 2.32.) (Ref: Report of MET SG/29, paragraph 2.32.)

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ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/ REMARKS
	changes and seek endorsement from MET SG.			COMPLETED [Ref: MET SG/29 WP/14 and Decision MET SG/29/12]
MET/R WG/14 07	Collect and analyse user feedback on the differences in the WC SIGMET issuance practices across the Asia Pacific Region, and consider proposing regional guidelines for acceptable and harmonised TC SIGMET issuance procedures.	MET/R WG/15	Ad-hoc group on SIGMET coordination	TO BEGIN Reclassified from Decision MET/R WG/14-07 (Ref: Report of MET SG/29, paragraph 2.32.)
MET/R WG/14 08	Collect and analyse the States' practices of the minimum duration of the validity period of WS SIGMET for TS and consider further work to ensure that stakeholder requirements are adequately captured.	MET/R WG/15	Ad-hoc group on SIGMET coordination.	TO BEGIN Reclassified from Decision MET/R WG/14-08 (Ref: Report of MET SG/29, paragraph 2.32.)

MET/R WG/13 – List of Actions (previously unresolved action items)

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

ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/ REMARKS
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 and ad hoc group on SIGMET coordination	IN PROGRESS Ref: MET SG/28 WP/12, MET/R WG/14 WP/08, Decision MET/R WG/14-07
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 regional guidance and to coordinate with the ad hoc group on the SIGMET Guide. [Ref: MET/R WG/13 Report, 3.9.]	MET/R WG/14	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 SG/29	Ad hoc group on SIGMET coordination in cooperation with the ad hoc group on the Regional SIGMET Guide	COMPLETED [Ref: MET SG/29 WP/13] IN PROGRESS
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.	ASAP	Chair and Secretariat	IN PROGRESS

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ACTION ITEM	DESCRIPTION	BY DATE	RESPONSIBILITY	STATUS/ REMARKS
	[Ref: MET/R WG/13 Report, 5.1.]			

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