

International Civil Aviation Organization

ICAO

WORKING PAPER (WP/06)**ASIA AND PACIFIC (APAC) TWENTY-FOURTH
MEETING OF THE METEOROLOGICAL
INFORMATION EXCHANGE WORKING
GROUP (MET/IE WG/24)**

Nadi, Fiji, 21 to 24 April 2026

Agenda Item 7: Future Work Program and Terms of Reference**REVIEW MET/IE WG TERMS OF REFERENCE AND WORK PLAN**

(Presented by the Secretariat)

SUMMARY

This paper invites the meeting to review the terms of reference and work plan of the Meteorological Information Exchange Working Group (MET/IE WG). The purpose is to ensure that the working group remains relevant, effective, and aligned with regional and global requirements for meteorological information exchange. The review considers the current scope, objectives, membership, and planned activities of the group, as last updated by MET SG/29. The meeting is asked to agree on any necessary updates for submission to the Meteorology Sub-Group for possible approval.

1. INTRODUCTION

1.1 The Meteorological Information Exchange Working Group (MET/IE WG) operates under the Meteorology Sub-Group (MET SG) of the APAC Air Navigation Planning and Implementation Regional Group (APANPIRG). The working group supports States in improving the quality, availability, and timeliness of meteorological information required for flight planning and in-flight re-planning. This work supports the services defined in ICAO Annex 3 and contributes to the safety, operational efficiency, and environmental sustainability of air traffic operations in the APAC region.

1.2 This meeting is invited to review the MET/IE WG's terms of reference and work plan and to consider whether any updates are needed to ensure that the working group continues to meet its objectives effectively and remains aligned with regional priorities and global developments in meteorological information exchange.

2. DISCUSSION

2.1 The MET/IE WG's terms of reference and work plan define the scope and organization of the working group. They describe its purpose, reporting arrangements, objectives, functions, delegated authority, membership, communication mechanisms, and planned deliverables and milestones.

2.2 The terms of reference and work plan were last reviewed by the Twenty-ninth Meeting of the Meteorology Sub-Group (MET SG/29). At that meeting, updates were approved to the working group's membership, along with revisions to its description and work plan.

2.3 Periodic review of these documents is necessary to confirm the continued relevance of the MET/IE WG under MET SG and APANPIRG. Such reviews also help ensure that the group's activities remain focused on improving meteorological information exchange in support of aviation safety, operational efficiency, and environmental sustainability.

2.4 The current version of the MET/IE WG's terms of reference and work plan, as reviewed and updated by MET SG/29, is provided in **Appendix A** for the meeting's consideration.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) review the MET/IE WG's terms of reference and work plan contained in Appendix A;
and
- b) agree on any necessary updates and propose them for further consideration and possible approval by the Meteorology Sub-Group.

MET/IE WG/24
Appendix A to WP/06

APPENDIX A: MET/IE WG TERMS OF REFERENCE AND WORK PLAN (adapted from APPENDIX B to WP/04 from MET SG/29)

TERMS OF REFERENCE

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

- APAC Regional OPMET Data Banks (RODBs): Brisbane, Nadi, Tokyo, Singapore and Bangkok;
- APAC Regional OPMET Centres (ROCs);
- Secure Aviation Data Information Service (SADIS) and WAFS Internet File System (WIFS) Provider States, United Kingdom and United States;
- Designated focal points for SIGMET tests and regional OPMET bulletin exchange (ROBEX);
- User representatives, such as the International Air Transport Association (IATA).

1. MEMBERSHIP		
State or Org./Name	Title/Organization	Contact information
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MET/IE WG/24
Appendix A to WP/06

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2. DESCRIPTION	
Objective	Increase quality, availability and timeliness of Meteorological Information needed for flight planning (efficiency) and in-flight re-planning (safety) in support of the services defined in ICAO Annex 3.
Benefits	Increase in safety and efficiency (time and fuel savings), supporting environmental sustainability.
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) Monitor the quality, availability and timeliness of OPMET; d) Monitor and participate in inter- and intra-regional trials of aeronautical meteorological information exchange in support of the implementation of System Wide Information Management (SWIM); e) Develop standardized quality control, monitoring and management procedures related to exchange of OPMET; f) Promote awareness of the transition to IWXXM and 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.

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	MET/IE WG Meeting	Information Paper	Annually/submitted 28-days or	MET/IE WG

MET/IE WG/24
Appendix A to WP/06

3. Communication Strategies				
Description	Target Audience	Delivery Method	Frequency / Date	Responsibility
information (IP)		(MET/IE WG meeting)	more before the meeting (published 14-days or more before the meeting)	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: Quality, 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	MET/IE WG	
Activity 6: MET information in SWIM	Ongoing		

5. WORK PLAN			
Activity / Milestone	Accountability	Date	Status
Activity 1: Quality, Availability and Timeliness of OPMET exchange			
Activity 1.1: Monitor and collate OPMET data.	RODBs and IATA	Annually Nov	
Activity 1.2: Assess RODB OPMET reception.	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 quality, availability and timeliness results to MET SG (via annual MET/IE WG report)	Chair	Annually before MET SG	
Activity 1.6: Provide support for States to support corrective actions if requested.	RODBs	As required	
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	
Activity 2.3: Email participating MWOs, RODBs, VAACs, TCACs 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 3: IROG Back-up Tests			
Activity 3.1: Updat IROG Back-up Procedures in ROBEX Handbook, including support for IWXXM.	Secretariat	As required	

MET/IE WG/24
Appendix A to WP/06

5. WORK PLAN			
Activity / Milestone	Accountability	Date	Status
Activity 3.2: Identify list of OPMET to monitor.	IROG Bangkok and Singapore	Annually Jul/Aug	
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 Sep/Oct	
Activity 3.5: Report to MET/IE WG	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: Share draft updates to the ROBEX Handbook	Secretariat	Annually, at least 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	
Activity 5: MET Information Exchange Scheme			
Activity 5.1: Review ROBEX Scheme diagram.	All RODBs, Secretariat	Annually May	
Activity 5.2: Maintain IWXXM online register	Australia, Hong Kong China and Secretariat	As required	
Activity 6: MET information in SWIM			
Activity 6.1: Provide education and develop guidance to support States' implementation of MET information services	MET/IE WG	As required	
