

APPENDIX B
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN WORKING GROUP (NACC/WG)
AERONAUTICAL METEOROLOGY TASK FORCE (MET/TF)

TERMS OF REFERENCE (ToRs)

1 Responsibilities

1.1 The TF is responsible for:

- a) appointing the TF rapporteur from its members;
- b) managing the work programme and updates;
- c) facilitating and supporting the provision of the meteorological service for international air navigation by contracting States according to the different requirements and level of maturity;
- d) reviewing, identifying and addressing deficiencies in the implementation of the ICAO Standards and Recommended Practices (SARPs) for the provision of meteorological service for international air navigation in the NAM/CAR Regions;
- e) identifying and prioritizing training requirements aligned with present operational needs and the NAM and the CAR/SAM Regional Air Navigation Plans; and
- f) identifying project initiatives under the Project RLA/09/801 – Multi-Regional Civil Aviation Assistance Programme (MCCAP) framework.

1.2 The TF rapporteur is responsible for:

- a) leading the development and implementation of the TF work programme and activities;
- b) reporting compliance of the TF work programme and activities;
- c) maintaining proper coordination with the NACC/WG to optimize the work;
- d) in coordination with the Secretariat, convening the TF activities, teleconferences and meetings; and
- e) maintaining the TF documentation, work programme and membership in the NACC/WG website updated.

2 Working methods:

- a) design the Work Programme containing activities in terms of objectives, deliverables, timelines and activities;
- b) designate, as necessary, Ad hoc groups to work on specific tasks and activities; and
- c) coordinate tasks to maximize efficiency and reduce costs via electronic means including emails, telephone and teleconference calls, convene in-person meetings as necessary.

3 Membership

3.1 The MET/TF shall be comprised of representatives of all ICAO States and Territories to which the ICAO NACC Regional Office is accredited; International Organizations and other stakeholders in the NAM/CAR Regions (Caribbean Meteorological Organization (CMO), COCESNA, IATA and the Regional Association IV - World Meteorological Organization - North America, Central America, and the Caribbean) are encouraged to actively participate.

Work Programme (WP)

1. Background

As part of the technical assistance activities performed by the ICAO NACC Regional Office under the Strategic Assistance Programme (SAP) and to assist States to improve the effective implementation of the Standards and Recommended Practices (SARPs) contained in Annex 3 to the Chicago Convention, the NACC/WG is executing the present MET Programme in cooperation with States.

2. Objectives

1. Promote the implementation of MET service for international air navigation as provided by Annex 3, included in the Electronic Regional Air Navigation Plans (eANPs) and under the Basic Building Blocks (BBBs) and Aviation System Block Upgrade (ASBU) frameworks.
2. Ensure the continuous and coherent development of the MET component of the NAM and CAR/SAM e-ANPs and their harmonized implementation within adjacent regions.
3. Develop effective methods to determine the implementation status of the ASBU Block-0 and Block-1 elements and BBBs, to monitor the performance of the MET services on a cyclical annual basis.
4. Enhance the States' capabilities concerning safety oversight of MET Service providers.
5. Identify and support the resolution of air navigation deficiencies in the aeronautical meteorological (MET) services.

3. Stakeholders

The MET Programme benefits from experts provided by States' Civil Aviation Authorities, meteorological authorities, services providers and bodies having experience in the provision of MET services for international air navigation.

4. Work methods

- 4.1 The MET TF will coordinate tasks to maximize efficiency and reduce costs via electronic means including emails, telephone and teleconference calls.

4.2 Subject Matter Experts (SMEs) will be convened for the development of short-term tasks based on the funding support to be required to the RLA/09/801 Project - Multi-Regional Civil Aviation Assistance Programme (MCAAP).