



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

*When replying please quote:*

Ref.: NT-NE57-3— **E.OSG-NACC115457**

23 September 2025

To: States, Territories and International Organizations

Subject: **Invitation – Third Meeting of the North American, Central American and Caribbean Working Group Implementation of Aeronautical Meteorology (MET) Task Force (NACC/WG/MET/TF/3)**  
Mexico City, Mexico, 9 to 12 December 2025.

Action

Required: 1) Transmittal of additional items to the Provisional Agenda by **10 October 2025**;  
2) Submission of documentation by **20 November 2025**  
3) Register participation by **15 November 2025**

Dear Sir/Madam,

Further to the Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Meteorology (MET) Task Force (TF) (MET/TF/2), held in México City on 27 February to 1 March 2024, and as a result of the Tenth North American, Central American and Caribbean Working Group Meeting (NACC/WG/10) held in Tulum, Mexico, from 8 to 12 September 2025, I wish to invite your Administration/Organization to participate in the Third Meeting of the North American, Central American and Caribbean Working Group Aeronautical Meteorology (MET) Task Force (TF) (NACC/WG MET/TF/3) to be convened in México City, México at the ICAO NACC Regional Office, from 9 to 12 December 2025.

In accordance with the MET/TF Terms of Reference (ToRs) and agreed working mechanisms, it is expected to have the participation of representatives of the meteorological authorities in charge of meteorological services for international air navigation and of the inspectors of the civil aviation authorities that supervise said service, from the States and Territories of the ICAO NAM/CAR Regions, representatives of international organizations are also invited to actively participate. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

... / 2

The MET/TF meeting will:

- Analyze the implementation of the new PANS-MET, evaluating its contributions on meteorological service provision and operational safety oversight processes, in accordance with ICAO frameworks.
- Analyze the impact of meteorological phenomena on civil aviation and potential adaptation measures for climate change.
- Analyze States' capabilities for operational safety oversight and define mechanisms to address deficiencies.
- Review and update the MET/TF work program and its Terms of Reference.

The Provisional Agenda of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **15 November 2025**

We would appreciate confirmation of your participation by **15 November 2025** by registering here: <https://forms.office.com/r/CkndxNm5xZ>

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “Visiting Our Office?” Section of the ICAO NACC Regional Office website ([http://www.icao.int/NACC/Pages/visitors\\_info.aspx](http://www.icao.int/NACC/Pages/visitors_info.aspx)). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation will be placed in the Meetings Section of the following web page: [NACC - Meetings](#) as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Documentation/Presentations that your Administration/Organization may wish to submit/present at the meeting/event should be forwarded to this office by e-mail as soon as practicable in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Working Papers must be submitted in both languages, English and Spanish. Information Papers will be published only in the language(s) presented. The deadline to receive documentation is on **20 November 2025**.

If you require any further information regarding the event, please contact Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology and Environment or his Assistant Mr. Gerardo Kharriman, to the following e-mail: [nacc-met@icao.int](mailto:nacc-met@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.



Christopher Barks  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*A – Provisional Agenda; B – Working Paper template;  
C – Information Paper template; D – Appendix template*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/NE - External Relations/NE 57-3 - NACC WG TF Meetings/METTF/2503-METTF03/Correspondence/NACC115457MET-States-Invitation-METTF3.docx> / GKE



**ICAO**

International Civil Aviation Organization  
North American, Central American and Caribbean Office

---

**Third Meeting of the North American, Central American and Caribbean Working Group (NACC/WG)  
Implementation of Aeronautical Meteorology (MET) Task Force  
(MET/TF/3)**

Mexico City, Mexico, 9 to 12 December 2025.

---

**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Follow-up on the current conclusions and decisions of NACC/WG/10 meeting and its Task Forces**
- Agenda Item 3: Impact of meteorological phenomena on aviation**
- Agenda Item 4: Requirements for current and future meteorological services**
- Agenda Item 5: State safety oversight system and Quality Management Systems**
- Agenda Item 6: Update of the MET/TF work program and its Terms of Reference (ToR)**
- Agenda Item 7: Other Business**
-

**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

Under this item, the meeting will review and adopt the provisional agenda and schedule. The overall objectives and expectations of the meeting will be presented.

**Agenda Item 2: Follow-up on the current conclusions and decisions of the NACC/WG/10 meeting and its Task Groups**

Under this item, the meeting will follow up on the valid conclusions and decisions of NACC/WG/10 and its Task Groups, with an emphasis on their impact on the MET/TF work program.

**Agenda Item 3: Impact of meteorological phenomena on aviation**

Under this agenda item, the meeting will discuss the impact of meteorological phenomena on international civil aviation. They will analyze adaptation measures related to the influence of climate change on the frequency and severity of meteorological phenomena in the NAM/CAR regions.

**Agenda Item 4: Requirements for current and future meteorological services**

Under this agenda item, the meeting will review and harmonize essential concepts for meteorological services for international air navigation, as stipulated in Annex 3 and the Procedures for Air Navigation Services - Meteorology (ICAO Document 10157). This also includes what is in the electronic Air Navigation Plans (e-ANPs) and aligns with the Basic Building Block (BBB) Frameworks and Aviation System Block Upgrades (ASBU).

**Agenda Item 5: State safety oversight system and Quality Management Systems**

Under this agenda item, the meeting will analyze the capabilities of States for the safety oversight of meteorological service providers and will determine the mechanisms to identify and support the resolution of air navigation deficiencies and safety issues associated with aeronautical meteorological services.

**Agenda Item 6: Update of the MET/TF work program and its Terms of Reference (ToR)**

Under this agenda item, the meeting will review and update the MET/TF work program and its Terms of Reference (ToR) and adjust the work program.

**Agenda Item 7: Other business**

Under this agenda item, any other additional matters that could not be addressed in the preceding items will be discussed.