



ICAO

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

WORKING PAPER

MET/TF/3— WP/03

08/12/25

**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.

Agenda Item 7: Update of the MET/TF work programme and its Terms of Reference (ToRs)

UPDATE OF THE AERONAUTICAL METEOROLOGY TASK FORCE (MET/TF) ToRs AND WORK PROGRAMME

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper presents the Work Programme of the Aeronautical Meteorology Task Force (MET/TF) for updating and consideration by the Meeting.	
Action:	Suggested actions are presented in Section 3.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency
<i>References:</i>	Summary of Discussions of the First Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Meteorology (MET) Task Force (TF) (MET/TF/01) (On-line, 16 March 2023)

1. Introduction

1.1 The NACC/WG Task Forces submit an annual work programme that is regularly reviewed to address conclusions or decisions of the NACC/WG itself or other related bodies.

1.2 The work programme contains activities in terms of objectives, deliverables, timelines and activities.

2. Discussion

2.1 The MET/TF/1 meeting in 2023 adopted the ToRs and work programme included in the **Appendix**.

2.2 The MET/TF Rapporteur presented the Implementation Status of the MET/TF Work Programme during the Third Meeting of Rapporteurs of the North America, Central America and Caribbean Working Group (NACC/WG/RAP/03) in March 2025, which was consolidated in the working paper available at the link: [NACCWG10-WP09.pdf](#)

3. Suggested actions

3.1 The Meeting is invited to:

- a) work on updating and approving the Terms of Reference (ToR) and formulating the Work Programme for 2026, based on their current versions presented in the Appendix and the ICAO NACC Regional Office's 2026 events calendar, available at the link: [NACC - Meetings](#)

APPENDIX
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.

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 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 Systemic 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).

5. Work Plan

Reference	Description of the deliverable
Annex 3 Global Air Navigation Plan (GANP) e-ANP	Regional Workshop/Meeting on the foundational cores of Meteorological Service for International air navigation and its evolution.
Annex 3 ICAO Guidance Material	Regional Workshop/Meeting on provisions related to the implementation of Operational meteorological (OPMET) Data Exchange under ICAO Weather Information Exchange Model (IWXXM).
Annex 3 GANP e-ANP ICAO Guidance Material	Regional Workshop/Meeting on provisions related to meteorological authority, quality assurance, State safety oversight responsibilities and functions, and competency training and qualifications for aeronautical meteorological personnel.
Annex 3 e-ANP	Review of current CAR/SAM provisions on Significant meteorological information (SIGMET).
Annex 3 e-ANP ICAO Guidance Material	CAR Regional SIGMET test analysis and report.
Annex 3 ICAO Guidance Material	Dissemination and analysis of the MET- System wide information management (SWIM) Plan and the MET-SWIM Roadmap.
Annex 3 GANP e-ANP BBB/ASBU Frameworks	Workshop/Meeting for the review of the national and regional MET systems and essential services.
GANP e-ANP	Review of the e-ANP Vol I and Vol II MET Tables and draft the corresponding Proposals for Amendment.
GANP ASBU Framework	Development of e-ANP Vol III MET component.
Annex 3 Anne 19 Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP CMA)	Technical assistance to enhance the State's capability for the safety oversight of aeronautical meteorology.