



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- NT-NE57-3 NT-NS2-35 — **E.OSG-NACC119739**

8 May 2026

To: States, Territories and International Organizations

Subject: **Invitation – Fourth Meeting of the North American, Central American and Caribbean Working Group Implementation of Aeronautical Meteorology (MET) Task Force (NACC/WG/MET/TF/4)**
Mexico City, Mexico, 28 to 31 July 2026

Action

Required: 1) Transmittal of additional items to the Draft Agenda by **12 June 2026**;
2) submission of documentation by **17 July 2026**;
3) register participation by **10 July 2026**.

Dear Sir/Madam,

Further to the Third Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Meteorology (MET) Task Force (TF) (MET/TF/3), held in México City from 9 to 12 December 2025, 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 Fourth Meeting of the North American, Central American and Caribbean Working Group Aeronautical Meteorology (MET) Task Force (TF) (NACC/WG MET/TF/4) to be held in México City, México at the ICAO NACC Regional Office, from 28 to 31 July 2026.

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.

The Fourth MET/TF Meeting will aim to:

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- facilitate the exchange of experiences, technical advances, challenges, and lessons learned through an initial day of technical presentations focused on priority topics derived from the Work Plan of the MET/TF approved during the MET/TF/3, such as the ICAO Weather Information Exchange Model (IWXXM) and Operational Meteorological (OPMET), World Area Forecast System (WAFS)/WAFS Internet File Service (WIFS), ABO, Volcano Observatory Notices for Aviation (VONA), quality management systems, and resilience to severe weather events;
- analyse the impact of severe and extreme weather events on international civil aviation, including aspects related to climate variability and change, and examine possible mitigation and adaptation measures, in line with the Multi-Hazard Early Warning Systems (MHEWS) approach;
- evaluate States' capabilities for safety oversight and quality management in the provision of aeronautical meteorological services and identify mechanisms to support the resolution of identified deficiencies, in accordance with ICAO and the World Meteorological Organization (WMO) frameworks; and
- review and update the MET/TF Work Programme and its ToRs, adjusting deliverables, timelines and responsibilities, and confirming future actions and mechanisms for monitoring and reporting to the NACC/WG.

The Draft Agenda of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **12 June 2026**.

We would appreciate confirmation of your participation by **10 July 2026** by registering here: <https://forms.cloud.microsoft/r/uXFQ4f7KnN>.

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). 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: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event. Documentation that your Administration may wish to submit/present at the meeting 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 **17 July 2026**.

Furthermore, I am pleased to inform that each **Project FRL0901 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) Member State**, that is up-to date with its Project contributions, may apply for an event subsidy within the annual offer for the current year. The event subsidy includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to Mexico City, Mexico, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. In case your administration wants to apply to this event subsidy, your Project Focal Point must send a letter by 60 days before the meeting at nacc-tc@icao.int indicating that your administration requires the event subsidy for this event and include the following documentation with your letter:

- Full name of traveller, position, full address, phone number and e-mail address (official and alternate)
- Scanned copy of the following documentation:
 - a. Current/valid passport
 - b. Health Statement for Subject Matter Experts (SMEs) Form
 - c. Vendor form duly filled and signed (**Appendix E**)
 - d. Bank Statement only showing account information, without financial data

If you require any further information regarding the event, please contact Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology and Environment or his Assistant Mrs. Yolanda Terrazas, to the following e-mail 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 – Draft Agenda; B – Working Paper template; C – Information Paper template; D – Appendix template; E – Vendor Form*

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Files/NE - External Relations/NE 57-3 - NACC WG TF Meetings/METTF/2607-METTF04/Correspondence/NACC9738MET-States-METTF4invite.docx> / YTR



ICAO

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

**Fourth Meeting of the North American, Central American and Caribbean Working Group
Implementation of Aeronautical Meteorology (MET) Task Force
(NACC/WG/MT/TF/4)**

Mexico City, Mexico, 28 to 31 July 2026

**APPENDIX A
DRAFT AGENDA**

- | | |
|-----------------------|--|
| Agenda Item 1: | Adoption of the Agenda, Schedule and Working Method |
| Agenda Item 2: | Technical Presentations Day Related to the MET/TF Work Programme |
| Agenda Item 3: | Follow-up on Valid Conclusions and Decisions from NACC/WG and MET/TF previous meetings. |
| Agenda Item 4: | Impact of Meteorological Phenomena on Aviation |
| Agenda Item 5: | Data Formats and Interoperability Standards for Meteorological Information Exchange |
| Agenda Item 6: | Requirements for Current and Future Meteorological Services |
| Agenda Item 7: | State Safety Oversight Systems and Quality Management Systems |
| Agenda Item 8: | Update of the MET/TF Work Programme and Terms of Reference |
| Agenda Item 9: | Other Business |

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**DRAFT AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Agenda, Schedule and Working Method

Under this agenda item, the Meeting shall review the agenda and schedule and adopt them. The objectives and overall expectations of the meeting, working arrangements, and organizational matters, highlighting that the first day of the meeting will be dedicated to technical presentations aligned with the MET/TF Work Programme will be presented.

Agenda Item 2: Technical Presentations Day Related to the MET/TF Work Programme

This agenda item, which will occupy the entire first day of the meeting, will be dedicated to technical and operational presentations on priority topics for the work of the MET/TF, derived from the Work Programme approved at the MET/TF/3. The presentations will allow the sharing of progress, operational experience, challenges, and lessons learned in areas such as the ICAO Weather Information Exchange Model (IWXXM) and Operational Meteorological (OPMET), World Area Forecast System (WAFS)/WAFS Internet File Service (WIFS), Aircraft Based Observations (ABO), Volcano Observatory Notices for Aviation (VONA), Quality Management Systems (QMS), State safety oversight, resilience to severe meteorological phenomena, and other relevant topics supporting the Task Force's technical discussions and decision making.

Agenda Item 3: Follow-up on Valid Conclusions and Decisions from NACC/WG and MET/TF previous meetings.

Under this item, the Task Force will review the status of implementation of MET-related conclusions and decisions arising from the NACC/WG and those of the MET/TF/3, with particular emphasis on those requiring actions by States, Ad hoc Groups, or the Secretariat. Progress achieved, constraints identified, and any necessary adjustments will be considered to ensure effective implementation of the agreed mandates

Agenda Item 4: Impact of Meteorological Phenomena on Aviation

Under this agenda item the impact of severe and extreme meteorological phenomena on international civil aviation, including aspects related to climate variability and change will be analysed. Discussions will focus on mitigation and adaptation measures, as well as on the application of the Multi Hazard Early Warning Systems (MHEWS) approach and its linkage with regional contingency planning.

Agenda Item 5: Data Formats and Interoperability Standards for Meteorological Information Exchange

Under this agenda item progress achieved will be addressed and remaining challenges associated with the transition to digital exchange of meteorological information. Topics will include interoperability testing over Aeronautical Message Handling System (AMHS), the use of contingency mechanisms such as the ICAO Data Interchange Service (EDIS) and the Meteorological notification (METNO) procedure implementation, development of IWXXM routing tables, and support solutions for States that are not yet able to generate IWXXM natively.

Agenda Item 6: Requirements for Current and Future Meteorological Services

Under this agenda item the Task Force will examine requirements arising from ICAO Annex 3 and Procedures for Air Navigation Services — Aeronautical Meteorology (PANS-MET), as well as their operational implications. Topics will include volcanic ash monitoring, issuance and dissemination of Volcano Observatory Notices for Aviation (VONA), quantitative products and other emerging services, in addition to the status and promotion of Aircraft Based Observations (ABO) programmes.

Agenda Item 7: State Safety Oversight Systems and Quality Management Systems Other Business

Under this agenda item States' capabilities for the oversight of the provision of aeronautical meteorological services will be analysed, using an integrated approach combining operational safety and quality management. Discussions will address surveillance and audit frameworks, inspector competencies, and the sharing of best practices, in line with ICAO and World Meteorological Organization (WMO) requirements.

Agenda Item 8: Update of the MET/TF Work Programme and Terms of Reference

Under this agenda item, the Meeting will review the progress of the MET/TF 2026 Work Programme, assess deliverables, timelines, and responsibilities, and agree on any necessary adjustments. It will also confirm the mandate and composition of the Ad hoc Groups, as well as the next steps and mechanisms for monitoring and reporting to the NACC/WG.

Agenda Item 9: Other Business

Under this agenda item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items, as well as the determination of the date, modality, and organizational aspects of future MET/TF meetings and additional activities.



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WORKING PAPER

NACC/WG/MET/TF/4 — WP/**
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**Fourth Meeting of the North American, Central American and Caribbean Working Group
Implementation of Aeronautical Meteorology (MET) Task Force
(NACC/WG/MT/TF/4)
Mexico City, Mexico, 28 to 31 July 2026**

Agenda Item *:

TITLE OF WORKING PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the working paper.	
Action:	Insert action required.
<i>Strategic Objectives:</i>	• Every Flight is Safe and Secure • Aviation is Environmentally Sustainable • Aviation Delivers Seamless, Accessible, and Reliable Mobility for All • No Country Left Behind • The International Civil Aviation Convention and Other Treaties, Laws and Regulations Address All Challenges • The Economic Development of Air Transport Assures the Delivery of Economic Prosperity and Societal Well-Being for All
<i>References:</i>	• ***

1. Introduction

1.1 Ff

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or

— END —



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North American, Central American and Caribbean Office
INFORMATION PAPER

NACC/WG/MET/TF/4 — IP/**
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**Fourth Meeting of the North American, Central American and Caribbean Working Group
Implementation of Aeronautical Meteorology (MET) Task Force
(NACC/WG/MT/TF/4)
Mexico City, Mexico, 28 to 31 July 2026**

Agenda Item *:

TITLE OF INFORMATION PAPER

(Presented by ***)

EXECUTIVE SUMMARY	
Insert brief summary of the information paper.	
<i>Strategic Objectives:</i>	• Every Flight is Safe and Secure • Aviation is Environmentally Sustainable • Aviation Delivers Seamless, Accessible, and Reliable Mobility for All • No Country Left Behind • The International Civil Aviation Convention and Other Treaties, Laws and Regulations Address All Challenges • The Economic Development of Air Transport Assures the Delivery of Economic Prosperity and Societal Well-Being for All
<i>References:</i>	• ***

1. Introduction

1.1 Ff

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or

— END —

APPENDIX *
TITLE

or

— END —



SUPPLIER PROFILE

SECTION 1 Profile

Supplier name:

(For company, insert registered company name; for individual, please put the last name, and the first name as shown in National ID/Passport)
Alternate name (If the name is required in another language, i.e. Cyrillic,):

Business Relationship:

- ☒ Spend Authorized (Default)
☐ Prospective Bidder (by exception only)

Tax Organization Type: (Please tick one of the below):

- | | |
|--|--|
| ☐ Company/Cooperation | ☐ UN System |
| ☒ Individual | ☐ IGO/IFI/Multilateral/Bilateral organization |
| ☐ Government Entity | ☐ UNIV/Intl Research Institution |
| ☐ NGO/CSO | ☐ Others: |

Supplier type: (Please tick one of the below):

- | | |
|--|---|
| ☐ Supplier | ☒ Individual (please also select Person type below) |
| ☐ Travel Agency | ☐ Programme Partner |

Person type: (Please tick one of the below):

- | | |
|--|---|
| ☐ Staff UN Index ---- | ☐ Personal Service Agreement |
| ☐ UNV | ☐ Fellows |
| ☐ Intern | ☐ Meeting Participants |
| ☒ For others, please specify | |

Country of Origin (Nationality): National ID:

Tax Country: Tax Registration Number

SECTION 2 CONTACT INFORMATION

Contact 1: User Account

Last Name First Name Middle Name
E-mail Address:
Phone:(Please include the Country Code) Mobile:

Contact 2: Admin Account

Last Name First Name Middle Name
E-mail Address:
Phone:(Please include the Country Code) Mobile:

SECTION 3 ADDRESS

Country		Phone	
Address		Fax	
		Email	
		Address Purpose (Please tick the relevant box only)	
City		Ordering	☒
State		Remit To	☒
Postal Code		RFQ or Bidding	☒
Province			



SUPPLIER PROFILE

SECTION 4 BUSINESS CLASSIFICATION

☐ Disabled owner	☐ Small Business
☐ ISO Certifications (please provide a copy of the certificate)	☐ Other Certifications Please (please provide a copy)
☐ Minority-owned	☐ Women-owned entity (51% or more)
☐ Women-owned entity (51% or more)	☐ – self Proclaimed /Not extremely certified –
☐ extremely certified (please provide a copy of the certificate)	☒ None of the above

SECTION 5

BENEFICIARY BANK ACCOUNT DETAILS

Bank Account 1

Bank Country:

Bank Name:

Branch Name:

Swift Code/ Routing number:

Currency:

Account Name: (name as it appears on bank account):

Account Number:

IBAN:

Account Type:

Bank Code:

Branch Code:

Transit Code (5 digits) Canadian Banks:

BSB code (6 digits) Australia Banks:

Bank Information for Intermediary/Correspondent Bank (if applicable)

Name of Bank:

Address of Bank:

Branch number:

IBAN:

Intermediary Bank Account No:

SWIFT Code:

FEDWIRE NO. (US BANKS ONLY)

Bank Account 2

Bank Name:

Branch:

Swift Code:

Currency:

Account Name: (name as it appears on bank account):

Account Number:

IBAN:

Account Type:

Transit Code (5 digits) Canadian Banks:

BSB code (6 digits) Australia Banks:

Bank Information for Intermediary/Correspondent Bank (if applicable)

Name of Bank:

Address of Bank:

Branch number:

Bank code:

IBAN Intermediary Bank:

Intermediary Bank Account No:

SWIFT Code:

FEDWIRE NO. (US BANKS ONLY)

SECTION 6

PRODUCTS AND SERVICES

(Please tick the relevant box ONLY)

☐	Raw Materials, Chemicals, Paper, Fuel
☐	Industrial Equipment & Tools
☐	Components & Supplies
☐	Construction, Transportation & Facility Equipment & Supplies
☐	Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals
☐	Food, Cleaning & Service Industry Equipment & Supplies
☐	Business, Communication & Technology Equipment & Supplies
☐	Défense, Security & Safety Equipment & Supplies
☐	Personal, Domestic & Consumer Equipment & Supplies
☒	Services



SUPPLIER PROFILE

SECTION 7

QUESTIONNAIRE

1. Please provide copies of one/ both of the below Mandatory Supporting Documents

☐

a. Business Registration Certificate

☒

b. Official document confirming tax registration status and number

2. An electronic funds transfer (EFT) is the default and standard payment method.

Any other payment method(s) in absence of EFT will need to be supported with justification.

The Proof of Banking (POB) should clearly identify the bank name, bank account name (should be same as supplier name), account number, and other bank credentials such as SWIFT, routing number, and IBAN, where applicable.

Any of the following documents can be accepted:

a) Void cheque

b) Bank reference

c) Screenshot with online banking details without transactions or bank balance

d) Copy of the bank card with the account number

e) Copy of bank statements without details.

☒

a. Electronic fund transfer - please ensure the Bank Accounts section of the supplier profile is completed and **provide Proof of Banking**

☐

b. Check payment - **please provide justification** in the comment box as we encourage all suppliers to be paid electronically

Comments

I, _____, in my capacity as _____, hereby authorise the agency to direct payments for goods and services to the above account. Signature: _____