



ICAO

Africa-Indian Ocean Aviation System Planning and Implementation Group (AASPG)

Calibration and Control of Surface-based MET Sensors and Barometers Sub-Group (METCAL)

Summary of Discussions

Launch Meeting of AASPG IIM Sub-Group METCAL Projects

AFI-SPECTRA | AFI-SURVDATA | AFI-NAVMOD

12 May 2026 (11:03–12:00 UTC, virtual (Teams))

Opening

The meeting was officially opened by The Regional Officer, ICAO WACAF Office, who welcomed all participants and recalled the importance of the project aimed at strengthening the calibration, control, and maintenance of surface-based meteorological sensors and barometers within the AFI region.

The objectives of the kick-off meeting were presented, focusing on project organization, team coordination, and the roadmap for implementation.

1 Meeting agenda

The following agenda items will be discussed:

1. Update on the restructured IIM MET Projects
2. Update on the selection of the Project Experts
3. IIM AFI-METCAL Project Team Members
4. Election of the Project Team Coordinator (PTC)
5. IIM Project Document(s)
6. Way forward.

The agenda was agreed by consensus.

2 Agenda

2.1 Update on the Restructured IIM MET Projects

The meeting was informed about the restructuring of the IIM MET Projects to improve efficiency, coordination, and implementation of meteorological activities across the AFI region.

Participants were briefed on:

- the new organizational framework;
- project integration strategies;
- expected outcomes and priorities.

2.2 Update on the selection of the Project Experts

The selection criteria for experts were established in accordance with the attachments to State Letter T 17/6-11(C) 0002 dated 19 January 2026:

- **Mandatory Eligibility Criteria:** To be considered eligible, nominees shall meet the following mandatory requirements:
 - Hold at least a first-level university degree in Meteorology or Communications, Navigation and Surveillance (CNS), as applicable to the relevant project area; and
 - Have a minimum of seven (7) years of professional experience in the field of aviation meteorology or the relevant technical domain within the aviation industry.

2.3. IIM AFI-METCAL Project Team Members

The members of the IIM AFI-METCAL Project Team were introduced.

The meeting highlighted the importance of collaboration and clear assignment of responsibilities among team members to ensure effective project execution.

2.4. Election of the Project Team Coordinator (PTC)

The meeting proceeded with the election of the Project Team Coordinator (PTC).

Following discussions and voting by the members present:

M. MADJIDINGAM Ngarenon (ASECNA) was elected as the Project Team Coordinator (PTC). The Project Team agreed by consensus to appoint him as Project Team Coordinator.

2.5. IIM Project Document(s)

The draft project documents were presented to the participants, including:

- Terms of Reference (ToR);
- work plan;
- implementation schedule;
- expected deliverables.

Members were invited to review the documents and provide comments and recommendations within the agreed timeframe.

2.6. Way Forward

- The PTC(s) and team familiarize themselves with the AASPG Procedures Manual, focusing on the IIM Sub-Group ToR, project working methods, and reporting requirements;
- The PTC(s) convene a kick-off meeting to discuss, plan, and assign project tasks;
- The PTC(s) hold regular progress meetings and report implementation status to the Secretariat using the report template provide in their Shared Folder.
- The PTC(s) report project activities in line with the AASPG Procedures Manual and the approved 2026 IIM work programme;

- The PTC(s) maintain close coordination with the Secretariat for guidance and support;
- PTCs to create a WhatsApp Group for the coordination purpose.

Closing

Ms. Mazhetese Chinga from the ICAO regional office in Dakar, acknowledged that the meeting had successfully achieved its objectives, notably the formal launch of the projects and the appointment of PTCs. Experts were encouraged to demonstrate commitment and proactive engagement.

The Secretariat confirmed that meeting materials, updated team lists and contacts would be circulated. The meeting was then formally closed.
