



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

Meeting of AASPG IIM Sub-Group METCAL Projects

AFI-METCAL

09 June 2026 (10:06–10:55 UTC, virtual (Teams))

Opening

The meeting was officially opened by M. MADJIDINGAM NGARENON the PTC of AFI-METCAL, 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 this first meeting were to adopt a roadmap for implementation, agree on a working method and allocate tasks among the project experts.

1 Meeting agenda

The following agenda items will be discussed:

1. Presentation of the Project document (The Secretariat)
2. Project implementation methodology (The Secretariat)
3. Project deliverables and timelines (The Secretariat)
4. Work method and Tasks assignment (PTCs)

The agenda was agreed by consensus.

2 Agenda

2.1 Presentation of the Project document

Since the ICAO Secretariat was unavailable to present this item.

2.2 Project implementation methodology

Since the ICAO Secretariat was unavailable to present this item.

2.3 Project deliverables and timelines

Since the ICAO Secretariat was unavailable to present this item.

2.4. Work method and Tasks assignment

A roadmap for the implementation of the project, comprising six (6) project phases and setting out the division of tasks among the various project experts, was proposed.

Following discussions among all participants, the meeting adopted the roadmap with the following division of tasks:

N°	Experts	TASKS (Main Responsibilities)
1	PTC	Overall coordination, project monitoring, reporting, liaison with AASPG IIM Sub-group
2	TASSEMBEDO Nicolas	Technical framework ¹ for MET sensor calibration
3	MASEGO Baitsemang	Identification and Development of SOPs and quality procedures
4	HIE GOUALABI Nadège	Technical integration, automatic systems and traceability
5	Gboka Alexandre Kouassi	Integration of calibration activities into MET QMS
6	AHOUANGAN AHOUANSON Eulalie Afiavi	Identification of training needs and Development of training materials and guides
7	Vincent Kimutai	Technical directory, archiving and monitoring tools

To ensure the project is implemented effectively, the participants agreed on the following arrangements:

- Holding monthly coordination meetings to monitor activities;
- Sharing working documents within a dedicated collaborative space;
- The use of standardized templates for the preparation of reports and deliverables;
- The establishment of a monitoring dashboard to track the project's progress, deadlines and assigned tasks.

Regarding items 1, 2, and 3 on the agenda, Mr. ILBOUDO Goama of the ICAO noted that the roadmap developed by the team was fully aligned with the project's objectives. He also pointed out that the elements outlined in items 1, 2, and 3 were already incorporated into the roadmap, making a detailed presentation of them at the meeting unnecessary.

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- ¹ Develop and adopt a regional policy and technical guide for calibration and traceability.
 - Designate national focal points for calibration and control.
 - Identify and calibration reference centers.
 - Establish a monitoring and reporting system for compliance.



Closing

The meeting had achieved its objectives, including the adoption of a roadmap and the allocation of tasks among the project experts. The experts were encouraged to demonstrate their commitment and to get actively involved. The meeting was then formally closed by M. MADJIDINGAM NGARENON.
