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国际民用
航空组织

Ref.: LT 2/8.22.3 – SA538

Lima, 23 September 2015

To: Mr. Philippe Guivarch, Regional Director of Civil Aviation, West Indies and French Guiana
Ms. Chaitrani Heeralall, Director General, Civil Aviation Authority (ag), Guyana
Mr. Andojo Rusland, Minister of Transport, Communication and Tourism, Suriname

Subject: **Invitation to the Meeting on GREPECAS MET Programme Projects for the SAM Region**
(Lima, Peru, from 23 to 27 November 2015)

Action

Required: **Please reply by 12 October 2015 regarding your participation, comments to the Agenda and presentation of working papers and informative papers**

Dear Sir/Madam:

I have the honour to inform you that the Meeting on GREPECAS MET Programme Projects for the SAM Region will be held at ICAO SAM Regional Office in Lima, Peru, from 23 to 27 November 2015.

The main objective of this meeting is to assess and follow up the activities developed under GREPECAS MET Programme Projects and align them with ASBU. In addition, the possibility of including a new project within the framework of improvement of Aeronautical Meteorology (MET) in support of Air Traffic Management (ATM) is expected to be discussed.

Kindly take note that this Meeting is addressed to professionals in the MET area, who are involved in the implementation of GREPECAS MET Programme projects, which are enclosed to this letter (**Attachment A**).

In this regard, enclosed please find the Draft Agenda and the corresponding Explanatory Notes (**Attachment B**). The Meeting will be conducted in English and Spanish with simultaneous interpretation.

I would be grateful to receive your comments on this regard as well as whether you wish to submit any Working and/or Information Paper(s) for the meeting. If this is the case, I would ask you to send your documentation to this Office by **12 October 2015** in order to allow its timely translation. If the documentation is presented in both languages, the deadline is **9 November 2015**. Working Papers may not be accepted after 9 November 2015. All information papers will be presented in their original language only, unless translated versions are provided by the originators of such papers.

Furthermore, I would very much appreciate your informing as soon as possible or in any case not later than **12 October 2015**, the participation of your Administration at the meeting, by returning the attached *Registration Form*.

The general information and other documentation of the meeting will be published in the ICAO SAM Office website <http://www.icao.int/SAM>, option *Meetings*, as soon as available. No documentation is foreseen for distribution during the event, therefore, it is recommended that participants bring a laptop, or print the related documentation.

Should you require additional information on this event, please do not hesitate to contact Mr. Jorge Armoa, Aeronautical Information Management and Aeronautical Meteorology Regional Officer (jarmoa@icao.int) of the ICAO South American Office in Lima.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enc.

As indicated

cc: Mr. Claude Miquel, Deputy Director of Civil Aviation, West Indies and French Guiana
Mr. Olivier Jouans, Regional Director of ATM services, West Indies and French Guiana
Mr. Garvin Cummings, Chief Hydrometeorological Officer (ag)
Mr. Philippe Livenais, Chef du Service Meteorologique de Guyane
Mrs. Thelma Douglas Pinas, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname
Mr. Faizel Baarn, acting Head of Civil Aviation Department, Suriname
Mr. Brian De Souza, acting Director, CASAS, Suriname
Sukarni Sallons-Mitro MSc, Acting Director, Meteorological Service Suriname

ATTACHMENT A

PROJECT FOR THE IMPLEMENTATION OF THE INTERNATIONAL AIRWAYS VOLCANO WATCH (IAVW)

SAM Region	PROJECT DESCRIPTION (DP)	DP N° H2	
Programme	Title of the project	Start	End
Aeronautical meteorology (Programme coordinator: Jorge Armoa)	Implementation of the international airways volcano watch (IAVW) <i>Project coordinator: Jorge Oscar Leguizamón (Argentina):</i> <i>Experts contributing to the project: Olver Boolsen (Argentina) Walter Ríos (Bolivia) Lourdes Martínez (Peru)</i>	December 2011	December 2017
Objective	Ensure that States in the implement the IAVW and the standards and recommended practices of Annex 3 and Part VI – MET of the CAR/SAM ANP, Basic and FASID, concerning the issuance and distribution of the reports of en-route weather phenomena likely to affect the safety of aircraft operations, and the evolution of such phenomena in time and space (SIGMET WS, WV, WC, and WR).		
Scope	The project will comprise all meteorological watch offices (MWO) of the SAM Region listed in Table MET 1B of the CAR/SAM FASID, in coordination with the ACCs/FICs/NOFs, and Volcanic Ash Advisory Centres (VAAC) Buenos Aires and Wellington (New Zealand). Procedures for the issuance of reports and coordination among the affected areas should be defined, as well as transfer of responsibilities between one MWO and others. Procedures will be defined for the transfer of responsibilities and assistance among the CMRE and the MWOs.		
Metrics	Testing of volcanic ash SIGMETs shall result in continuous improvements once project deliverables are available to the States.		
Strategy	All tasks will be carried out by experts nominated by SAM States participating in the project, led by the Project Coordinator and under the supervision of the MET Programme Coordinator through the “GoToMeeting” tool. Upon completion of the tasks, the results will be sent to the MET Programme Coordinator as a final document for submission to, and if necessary approval by, the GREPECAS CRPP through the GREPECAS fast-track procedure. For the purpose of collaborative decision-making, meetings will be held with the areas involved.		
Goals	a) 100% of acceptance of SIGMET tests, regarding transmission and reception of SIGMET WV; and b) No aircraft encounters with volcanic ash clouds in the SAM Region in 2012 and 2013.		
Rationale	The severity, persistence, and increased frequency of volcanic events with ash dispersion in the SAM Region and their repercussions on the provision of air navigation services call for tools to allow the personnel involved in the different air navigation areas to receive, properly use, and disseminate quality information related to such events. Likewise, based on Japan’s experience, contingency plans are needed not only for this type of events but also for radioactive clouds when more than one FIR in the Region is involved.		
Related projects	<ul style="list-style-type: none"> ➤ Optimisation of the en-route airspace structure ➤ Implementation of the new flight plan format (FPL) ➤ Implementation of ATFM 		

Project Deliverables	Relationship with the performance-based regional plan (PFF)	Responsible Party	Status of Implementation ¹	Date of Delivery	Comments
SIGMET guide revised and updated and aligned to the template provided by HQ.	PFF SAM MET 03	MET programme coordinator and project director		December 2016	The guide will include MWO responsibility handover procedures. The guide is in continuous revision
Regional contingency plan for volcanic activity events	PFF SAM MET 03	MET programme coordinator and project director		November 2012	Prior to its approval by GREPECAS, the ATM, MET, and AIM personnel of the Region shall approve the plan, for which a meeting will be held. This task has been passed to the ATM responsibility
Regional contingency plan for accidental release of radioactive material.	PFF SAM MET 03	MET programme coordinator and project director		November 2013	Prior to its approval by GREPECAS, the ATM, MET, and AIM personnel of the Region shall approve the plan, for which a meeting will be held. This task has been passed to the ATM responsibility
Protocol for the volcanic ash SIGMET exercise	PFF SAM MET 03	MET programme coordinator and project director		December 2012	The protocol for the volcanic ash SIGMET exercise reviewed and updated. On 1 and 2 December 2012 the test was carried out
Results of the exercise	PFF SAM MET 03	MET programme coordinator and project director		December 2012	Based on the results, values may be assigned to the quality of SIGMETs and their exchange as compared with previous exercises.

Project Deliverables	Relationship with the performance-based regional plan (PFF)	Responsible Party	Status of Implementation ¹	Date of Delivery	Comments
Protocol for the volcanic ash SIGMET exercise	PFF SAM MET 03	MET programme coordinator and project director		December 2015 December 2016 December 2017	The protocol for the volcanic ash SIGMET exercise reviewed and updated. The exercises should be carried out each year to keep personnel in continuous training. On 7 and 8 December 2012 the test was carried out
Results of the exercise	PFF SAM MET 03	MET programme coordinator and project director		December 2015 December 2016 December 2017	Based on the results, values may be assigned to the quality of SIGMETs and their exchange as compared with previous exercises.
Resources needed	Funds to conduct the meetings and to translate the regional volcanic ash contingency plan and the regional contingency plan in case of accidental release of radioactive material. Likewise, participants must be given facilities to participate in GoTo Meetings.				

¹

Grey Task not started yet

Green Activity being implemented as scheduled

Yellow Activity started with some delay, but will be implemented on time

Red Activity not implemented on time; mitigation measures are required

PROJECT FOR THE IMPLEMENTATION OF THE MET INFORMATION QUALITY MANAGEMENT SYSTEM (QMS/MET)

SAM Region	PROJECT DESCRIPTION (DP)	DP N° H3	
Programme	Title of the Project	Start	End
Aeronautical Meteorology (Programme coordinator: Jorge Armoa)	Implementation of the QMS/MET <i>Project coordinator:</i> Ricardo Reyes (Peru) <i>Experts contributing to the project:</i> <i>Olver Boolsen (Argentina)</i> <i>Fernando de Abreu Pinto (Brazil)</i> <i>Xenia Guardia (Panama)</i> <i>Roberto Salinas (Paraguay)</i> <i>Lourdes Martínez (Peru)</i>	December 2011	November 2017
Objective	Assist States in the implementation of the QMS/MET and certification where applicable. Update and improve the QMS/MET guide to assist States in the production of MET documentation under ISO 9001: 2015, the implementation of Annex 3 and Part VI – MET of the CAR/SAM ANP, and the conduction of audit trials.		
Scope	Establishment and application of a duly organised MET service quality system at each MET unit of all SAM aerodromes listed in CAR/SAM ANP, and compliance with the standards and recommended practices of Annex 3 and the CAR/SAM ANP, Vol. I, Basic, and Vol. II, FASID, Part VI – MET.		
Metrics	Number of AOP aerodromes certified under ISO 9000: 2015, and list of aerodromes and their status of implementation of QMS/MET in each of their units.		
Strategy	All tasks will be carried out by experts nominated by SAM States participating in the project, led by the Project Coordinator and under the supervision of the MET Programme Coordinator through the “GoToMeeting” tool. Upon completion of the tasks, the results will be sent to the MET Programme Coordinator as a final document for submission to, and if necessary approval by, the GREPECAS CRPP through the GREPECAS fast-track procedure. For the purpose of collaborative decision-making, meetings will be held with the areas involved.		
Goals	a) 100% of SAM States have established QMS/MET system in accordance with standard ISO 9001:2008 on 31 October 2012; b) 70% of SAM States apply QMS/MET system in accordance with standard ISO 9001:2008 on 31 December 2015; c) 70% of SAM States have QMS/MET system certified by an organization in accordance with standard ISO 9001:2015 on 31 June 2017; and d) 100% of SAM States have QMS/MET system certified by an organization in accordance with standard ISO 9001:2015 on 31 October 2017.		

Rationale	More accurate and timely meteorological information will optimise flight path planning and prediction, thus improving ATM safety and efficiency; improved aerodrome reports and forecasts will optimise the use of available aerodrome capacity; and meteorological information will minimise the environmental impact of air traffic. Performance management will be an important part of meteorological information quality assurance.
Related projects	<ul style="list-style-type: none"> ➤ Automation ➤ Improved ATM situational awareness

Project Deliverables	Relationship with the regional performance-based plan (PFF)	Responsible Party	Status of Implementation	Date of Delivery	Comments
Revised and updated QMS/MET guide.	PFF SAM MET 02, 03, and 04	MET programme coordinator and project director		December 2016	The practical guide will facilitate the drafting of ISO 9000: 2015 documentation by MET service provider States.
Development of a State survey on MET personnel	PFF SAM MET 02, 03, and 04	MET programme coordinator and project director		November 2014	One of the main problems facing MET service provider States is the lack of personnel with the competencies required by WMO and ICAO. State requirements will be officially communicated to ICAO contracting States.
Table of compliance with Annex 3 standards and MET procedures	PFF SAM MET 02, 03, and 04	MET programme coordinator and project director		June 2017	In the first instance, strict compliance with ICAO standards related to the provision of MET services will be monitored.

Project Deliverables	Relationship with the regional performance-based plan (PFF)	Responsible Party	Status of Implementation ¹	Date of Delivery	Comments
Table of compliance with the CAR/SAM ANP, Part VI - MET.	PFF SAM MET 02, 03, and 04	MET programme coordinator and project director		June 2016	Close monitoring of strict compliance with Part VI- MET of the CAR/SAM ANP.
Audit trials	PFF SAM MET 02, 03, and 04	MET programme coordinator and project director		November 2015	Audit trials will be conducted to identify QMS/MET implementation issues and to propose strategies for their resolution.
Resources needed	Funds to conduct audit trials. States could cover the cost of trials by their lead auditors, since the experience obtained will contribute to improve the system. Likewise, participants must be given facilities to participate in GoTo Meetings.				

¹

<i>Grey</i>	<i>Task not started yet</i>
<i>Green</i>	<i>Activity being implemented as scheduled</i>
<i>Yellow</i>	<i>Activity started with some delay, but will be implemented on time</i>
<i>Red</i>	<i>Activity not implemented on time; mitigation measures are required</i>

PROJECT FOR THE OPTIMISATION OF OPMET EXCHANGE, INCLUDING SIGMETs (WS, WV, WC, AND WR), WARNINGS AND METEOROLOGICAL ALERTS

SAM Region	PROJECT DESCRIPTION (DP)	DP N° H4	
Programme	Title of the project	Start	End
Aeronautical meteorology (Programme coordinator: Jorge Armoa)	<p><i>Optimisation of OPMET exchange, including SIGMETs (WS, WV, WC, and WR), warnings and meteorological alerts</i></p> <p><i>Project coordinator: Cleber Souza Correa (Brazil)</i></p> <p><i>Experts contributing to the project:</i> <i>Aníbal Castro Cárdenas (Bolivia) Miguel Vara (Peru)</i> <i>Valdeci Donizeti Juliar da Franca (Brazil) Warsodikromo Truusje Soetinie (Surinam)</i> <i>Edison Lagos (Ecuador) Alexander Quintero (Venezuela)</i> <i>Celestino Lamboglia (Panama)</i></p>	December 2011	November 2017
Objective	Achieve at least 95% efficiency in the preparation and dissemination of OPMET information to SAM States by 31 November 2013		
Scope	Correct preparation and timely dissemination of OPMET information involves all MET service units [(EMA(s), OMA(s), MWO(s) and OPMET data banks] of all SAM aerodromes listed in the CAR/SAM ANP.		
Metrics	The percentage of OPMET messages received on time at the Brasilia International OPMET Data Bank (according to Annex 3, Appendix 10, OPMET control considers as messages received those OPMET messages with transit times of 10 minutes) and verification of proper and standard production (quality) of OPMET information at MET services [(EMA(s), OMA(s), and MWO(s)] (Annex 3, in Appendices 3, 4, 5, and 6, contains the (OPMET) message planning tables.		
Strategy	All tasks will be carried out by experts nominated by SAM States (Points of Contact – POC) and by experts contributing to the project, led by the Project Coordinator and under the supervision of the MET Programme Coordinator through State letters sent by the ICAO Lima Office, by e-mail, and the “GoToMeeting” tool. Upon completion of the tasks, the results will be sent to the MET Programme Coordinator as a final document for submission to, and if necessary approval by, the GREPECAS CRPP through the GREPECAS fast-track procedure. For the purpose of collaborative decision-making, meetings will be held with the areas involved.		
Goals	a) Reach 85% in the reception of OPMET data of the SAM Region in the Brasilia on 31/12/12; and 95% on 31/10/13 b) Reach 85% in the reception of OPMET data in each SAM State on 31/12/12; and 95% on 31/10/13		
Rationale	More timely meteorological information will optimise flight path planning and prediction, thus improving ATM system safety and efficiency, pursuant to GREPECAS Conclusion 12/64 (CAR/SAM OPMET EXCHANGE CONTROLS). Meteorological information will also minimise the environmental impact of air traffic.		
Related projects	<ul style="list-style-type: none"> ➤ Automation ➤ Implementation of ATFM ➤ Installation of AMHS at MET units having an international OPMET requirement ➤ Implementation of the MET information quality management system (QMS/MET) ➤ Enhanced ATM situational awareness ➤ Implementation of the new flight plan format (FPL) 		

Project Deliverables	Relationship with the performance-based regional plan (PFF) ¹	Responsible Party	Status of Implementation ²	Date of Delivery	Comments
OPMET guide revised and updated	PFF SAM MET 02	MET programme coordinator and project coordinator		September 2012	The OPMET guide prepared by the SAM Office will include procedures for preparing OPMET data and tables containing the AFTN addresses to which OPMET information must be sent worldwide in accordance with the CAR/SAM FASID, thus facilitating the preparation and issuance of MET messages.
Results of coordinated controls of annual SIGMET WV tests	PFF SAM MET 02	POC and BR OPMET data bank		February 2013	The measurement of SIGMET WV messages received on time at the Brasilia International OPMET Data Bank will give the actual percentage of OPMET data, and the verification of the proper preparation of SIGMET WV messages at MWO(s) will permit an assessment of OPMET information quality.
Results of the analysis of coordinated controls of annual SIGMET WV tests	PFF SAM MET 02	MET programme coordinator and project coordinator		May 2013	The results obtained from the coordinated controls of annual SIGMET WV tests will allow programme and project coordinators to adopt, if necessary, corrective action for subsequent coordinated controls of OPMET information, including SIGMETs (WS, WV, WC, and WR), warnings and meteorological alerts.
Results of coordinated controls of OPMET information, including SIGMETs (WS, WV, WC, and WR), warnings and meteorological alerts	PFF SAM MET 02	POC and BR OPMET data bank		August 2013	Timely measurements at the Brasilia International OPMET data bank will provide the actual percentage of OPMET data received, and the verification of the proper preparation of OPMET information at MET services [(EMA(s), OMA(s), and MWO(s))] will permit to assess the quality of OPMET information.
Results of the analysis of coordinated controls of OPMET information, including SIGMETs (WS, WV, WC, and WR), warnings and meteorological alerts	PFF SAM MET 02	MET programme coordinator and project coordinator		August 2014	The results obtained from coordinated controls of OPMET information, including SIGMETs (WS, WV, WC, and WR), warnings and meteorological alerts will give programme and project coordinators an idea of project results.

Project Deliverables	Relationship with the performance-based regional plan (PFF) ¹	Responsible Party	Status of Implementation ²	Date of Delivery	Comments
OPMET messages transmission tests in XML/GML format	PFF SAM MET 02	OPMET Databank BRA		Diciembre de 2016	The OPMET Databank is in a stage of adjustment for the transmission of OPMET data in XML/GML format and this process is foreseen to be completed for the end of 2016.
OPMET messages transmission tests in XML/GML format	PFF SAM MET 02	States with AMHS connection		March to October 2017	In compliance to the Recommendation included in Amendment 77 to Annex 3, the States should transmit OPMET messages in XML/GML format. The main support for this task is to have AMHS interconnection.
OPMET messages transmission tests in XML/GML format	PFF SAM MET 02	States		April 2018	States should start the transmission of messages in XML/GML format aimed at SWIM implementation.
Final project report	PFF SAM MET 02	MET programme coordinator and project coordinator		November 2018	The purpose of the final project report to be submitted by the programme coordinator is to enable the Lima SAM Office to check the achievements of the project and propose to the States future measures to maintain the level attained through OPMET controls.
Resources needed	Funds for meetings with project members in order to assess the results and propose corrective actions. States could use their human resources to conduct the foreseen OPMET tests and controls, and, if necessary, cover the financial costs, since the experience gained will result in an improvement of their own systems. Likewise, participants must be given facilities to participate in GoToMeetings.				

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¹ Air navigation system Performance-Based Implementation Plan for the SAM Region

² *Grey* Task not started yet
Green Activity being implemented as scheduled
Yellow Activity started with some delay, but will be implemented on time
Red Activity not implemented on time; mitigation measures are required



ATTACHMENT B

AGENDA, WORKING METHODS, SCHEDULE AND WORK PLAN

(Presented by the Secretariat)

1. Agenda

1.1 The Tentative Agenda and explanatory notes of the Meeting on GREPECAS MET Programme Projects for the SAM Region is attached as **Appendix A** to this working paper.

1.2 Those matters not included in the agenda might be considered under Agenda Item 5, Other business.

2. Working methods

2.1 For the development of this event, it is expected to work in plenary session, and in *ad-hoc* groups, in order to analyse specific issues.

2.2 During the course of the event, a Summary of Conclusions will be prepared for its distribution to States and International Organizations interested.

2.3 Administrative aspects and documentation processing of the meeting will be in charge of ICAO Secretariat and Rapporteurs.

3. Work Schedule

3.1 Subject to the circumstances that would affect the adoption of the work, the following work schedule is suggested:

0830 – 1030	Review of Agenda items
1030 – 1045	Coffee break
1045 – 1215	Review of Agenda items
1215 – 1300	Lunch
1300 – 1430	Review of Agenda items
1430 – 1445	Coffee break
1445 – 1530	Review of Agenda items

4. Work Plan

4.1 **Appendix B** to this working paper includes the tentative work plan.

5. **Suggested action:**

5.1 The approval of the mentioned tentative work plan is suggested, provided that in the light of the progress reached, the Meeting could adopt the modifications considered appropriate.

APPENDIX A

Meeting on GREPECAS MET Programme Projects for the SAM Region

(Lima, Peru, from 23 to 27 November 2015)

TENTATIVE AGENDA

- Agenda Item 1:** Review of Project H2 – Implementation of the International Airways Volcano Watch (IAVW)
- Agenda Item 2:** Review of Project H3 – Implementation of the MET Information Quality Management System (QMS/MET)
- Agenda Item 3:** Review of Project H4 – OPMET Exchange
- Agenda Item 4:** Study the new project related to MET Services improvement in support of the ATM
- Agenda Item 5:** Other business

EXPLANATORY NOTES

Agenda Item 1: Review of Project H2 – Implementation of the International Airways Volcano Watch (IAVW)

Under this part of the Agenda, the progress within the framework of Project H2 – Implementation of IAVW will be analysed. In addition, the Project will be reviewed to align it to ASBU in compliance with CRPP/3 conclusions.

Agenda Item 2: Review of Project H3 – Implementation of the MET Information Quality Management System (QMS/MET)

Under this subject, the current status of GREPECAS Project H3 on implementation of the Quality Management System in aeronautical meteorological services will be reviewed. Work will be done in order to adjust them to the changes foreseen in Standard ISO 9001, align them to ASBU in compliance with CRPP/3 conclusions related to this project.

Agenda Item 3: Review of Project H4 – OPMET exchange

This Agenda item will discuss the status of the States regarding OPMET messages exchange. The project will be reviewed in order to align it to ASBU, consider the transmission of OPMET messages in XML/GML format and envisage the interoperability of meteorological information with aeronautical information.

Agenda Item 4: Study the new project related to MET Services improvement in support of the ATM

Under this Agenda item, States will consider the possibility of including a new project taking into account the new challenges of meteorological services within the ATM Concept of Operations, the CDM, the A-CDM and ASBU blocks related to Improvement Area 2 of ASBU Blocks (PIA 2 – Interoperable of systems and data - SWIM).

Agenda Item 5: Other business

Under this subject, the meeting will be able to review other aspects which have not been considered in the previous agenda items and that are related with the matters under analysis.

APPENDIX B

TENTATIVE WORK PROGRAMME

Hour	Monday 23 November 2015	Hour	Tuesday 24 November 2015	Wednesday 25 November 2015	Thursday 26 November 2015	Hour	Friday 27 November 2015
0830 0900	Registration of participants	0830 1030	Review of Agenda Item 2	Review of Agenda Item 3	Review of Agenda Item 4	0900 1000	Report review
0900 0915	Opening of the event						
0915 0930	<i>Coffee break</i>	1030 1045	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	1000 1030	<i>Coffee break</i>
0930 1215	Review of Agenda Item 1	1045 1215	Review of Agenda Item 2	Review of Agenda Item 3	Review of Agenda Item 5	1030 1200	Report approval
1215 1300	<i>Break for lunch</i>	1215 1300	<i>Break for lunch</i>	<i>Break for lunch</i>	<i>Break for lunch</i>	1200 1230	Closing of the Meeting
1300 1430	Review of Agenda Item 1	1300 1430	Review of Agenda Item 2	Review of Agenda Item 4	Review of Agenda Item 5		
1430 1445	<i>Break for lunch</i>	1430 1445	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>		
1445 1530	Review of Agenda Item 1	1445 1530	Review of Agenda Item 3	Review of Agenda Item 4	Review of Agenda Item 5		

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