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Международная
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гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LN 3/24.1-SA5154

Lima, 21 March, 2019

To: Mr. Frédéric Guignier, Regional Director of Civil Aviation Authority (DSAC)
for French Antilles and French Guiana
Mr. Jerome Journet, Regional Director, West Indies and French Guiana
Lt. Col. Egbert Field, Guyana Civil Aviation Authority
Eng. Patrick Pengel MBA, Ministry of Public Works, Transport and Communications, Suriname

Subject: **RLA/06/901 – Third Meeting of GREPECAS MET Projects for the SAM Region**
(Lima, Peru, 17 to 20 June 2019)

Action

Required a) Your response on confirmation of participation, comments to the agenda, and presentation of working and information papers, before 6 May 2019
b) Send application forms for an ICAO fellowship, no later than 17 May 2019

Dear Sir,

I have the honour to address you this letter to inform you that as part of the activity program for 2019 of Regional Project RLA/06/901 - *Assistance in the implementation of an ATM regional system according to the ATM operational concept and the corresponding technological CNS support*, it is planned to carry out in Lima, Peru, the Third Meeting of GREPECAS MET Projects for the SAM Region, from 17 to 20 June 2019.

The purpose of this Meeting is to evaluate and monitor the activities developed under projects of GREPECAS MET Program, and align them with the GANP and the ASBUs. In addition, the plans for the inclusion of new projects will be followed up as a consequence of the necessary implementations in the framework of the Proposed Amendment 78 to Annex 3 and the results of the MET Panel's work. Additionally, the MET area plans, contained in the National Air Navigation Plans, will be reviewed, in addition to the MET content of the CAR/SAM e-ANP.

I would appreciate it if you take into account that this meeting is aimed at MET professionals, who are part of the implementation of projects of GREPECAS MET Program. I would like to point out the importance of the profile of experts in an event of this nature, with a view to ensure the achievement of the objectives set, as described in the mnemonic record (**Attachment A**).

In this regard, please find attached herewith the Draft Agenda with its respective Explanatory Notes (**Attachment B**). The Meeting will be held in English and Spanish and will have simultaneous interpretation.

I would greatly appreciate receiving your comments on this and inform me if your Administration plans to present working or information papers at the meeting. If so, I would ask you to send your documentation to this Office before **6 May, 2019**, in order to have the necessary time for its translation.

Please consider that States who wish to attend this event, could make use of the following financing alternatives:

- a) One Fellowship (01) sponsored by Regional Project RLA/06/901, having one fellowship for each member State of this project, having the interested Administration to provide the air tickets to and from the host country to participant.
- b) Fellowships from a national ICAO Technical Cooperation Project approved by your State;
or
- c) Own resources of your Administration, in the lack of any of the previous alternatives.

For participants who require a fellowship from Project RLA/06/901, the ICAO fellowship nomination form is also attached (**Attachment D**), and must be completed and submitted to this Office no later than **17 May, 2019**.

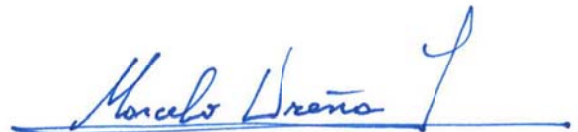
It is worth mentioning that this event has been possible thanks to the contribution of your State to Regional Project RLA/06/901, taking into account that part of the annual quota that was sent to the International Civil Aviation Organization (ICAO), has an item established for this purpose.

I would greatly appreciate it if you could inform me of your administration's participation no later than **6 May 6, 2019**, by completing the Registration Form (**Attachment C**) and returning it to this Regional Office, as soon as possible.

The general information on the venue of the meeting can be found in ICAO SAM Regional Office website, under Meetings: <http://www2010.icao.int/SAM/>. As well, other documentation related with the event will be published in the website, as soon as available. No documentation is foreseen for distribution during the development of the event, therefore, it is recommended that participants bring a lap-top, or print the related documentation.

Should you require further information regarding the event, please contact Mr. Jorge Armoa (jarmoa@icao.int), Aeronautical Information Services/Aeronautical Meteorology (AIM/MET) Regional Officer of the ICAO South American Office in Lima.

Please accept the assurances of my highest consideration.



pp Fabio Faizi Rahnemay Rabbani
Regional Director
ICAO South American Office
Lima

Enc: *As indicated*

cc: Mr. Claude Miquel, Deputy Director, Antilles-Guyane, French Antilles
Mr. Frédéric Danloux, Head of French Guiana Air Control Centre Cayenne-Félix Eboué Airport, Head of the Aircraft Search and Rescue RCC
Mr. Jean-Jacques Deschamps, Directeur Adjoint, ANSP Martinique, French Antilles-Guyane
Mr. Max Reyal, DIRAG/Direction, Fort de France, Martinique
Mr. Garvin Cummings, Chief Hydrometeorological Officer (ag), Guyana
Dr. Joyce Blokland-Wijnstein, Permanent Secretary, Directorate of Transport and Communication, Suriname
Mr. Faizel Baarn, Director of Civil Aviation Department, Suriname
Mr. Anjulio R. Wolf, Director, CASAS, Suriname
Mr. Sukarni Sallons-Mitro MSc, Acting Director, Meteorological Service Suriname
Mr. Marcus Doller, Air Safety Support Intl. (ASSI), United Kingdom
Mr. Bruce D'Ancey, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United Kingdom
Focal points RLA/06/901



Attachment A

ICAO SOUTH AMERICAN REGIONAL OFFICE

MNEMONIC RECORD – MET 01

RLA/06/901 – Third Meeting of GREPECAS MET Projects for the SAM Region (Lima, Peru, 17 to 20 June 2019)	
Regional strategy for the implementation in the Meteorology area in the SAM Region	<ul style="list-style-type: none"> ✓ Up to December 2020: <ul style="list-style-type: none"> - Promote and support the alignment of the Quality Management Systems implemented in the Suppliers of the Aeronautical Meteorological Services to the 2015 version of the ISO 9001 Standard, and the certification, by a certifying entity, of the implanted systems. - Promote the implementation of OPMET messages in XML/GML format and its exchange them into the aforementioned format. - Promote the implementation of space weather services. ✓ Up to December 2021, carry out the exercises for volcanic eruptions. ✓ Up to December 2022: <ul style="list-style-type: none"> - Support and promote the participation of aeronautical meteorological services in multilateral work groups, in the States, to establish collaborative decision making (CDM and A-CDM) in the provision of air navigation services and of aerodromes. - Support and promote the integration of OPMET messages with the messages of aeronautical information services, to converge with the information management in a SWIM environment. ✓ Continuous tasks: Follow up on: <ul style="list-style-type: none"> a) Maintenance of QMS/MET certifications. b) Implementation of improvement opportunities in the efficiency in the exchange of OPMET messages. c) Correct use of OPMET message formats. d) Implementation of MET equipment (AWOS, RADAR, etc). e) Follow up on the correct implementation of aerodrome and SIGMET alert messages. f) Follow up on the implementation of the Space Meteorology services.
ICAO Strategic Objectives	<ul style="list-style-type: none"> - Safety - Capacity and Efficiency - Environmental Protection

<p>Objective of the Meeting</p>	<p>Evaluate and monitor the activities developed under the projects of the MET Program Projects and align them with the ASBU.</p>
<p>Activities carried out by the SAM Region on MET Projects</p>	<ul style="list-style-type: none"> ✓ Lima, Perú, 2015, Primera Reunión de Proyectos MET, solo para la Región SAM. ✓ Taller sobre SIGMET y QMS en Uruguay, 2015 ✓ 2016: Talleres de SIGMET en Colombia, Suriname y Guyana sobre SIGMET y mensajes de alertas para aeródromos ✓ 2016, Taller de SIGMET pronosticados en Lima, Perú ✓ 2016, Taller sobre Evaluación y Gestión de Riegos de los Servicios Meteorológicos Aeronáuticos (Adecuación de los QMS/MET a la versión 2015) ✓ Lima, Perú, 2017, Segunda Reunión de Proyectos MET, CAR/SAM ✓ Lima, Perú, 2017, Curso sobre Actualización de Auditores para QMS/MET (Actualización a la ISO 9001:2015) ✓ Lima, Perú, 2017, Seminario sobre SWIM y Mensajes XML ✓ Panamá, Perú 2018, Seminario sobre Meteorología Espacial e IWXXM
<p>Current situation of the SAM Region regarding the development of the implantations related to the MET area</p>	<ul style="list-style-type: none"> - Implementation and certification of QMS/MET, version 2015 in 5 States. - There are four States that have implemented and certified with the 2008 version, but have not yet re-certified with 2015. - There are four States that have implemented with the 2008 version, have not certified, and need to align to 2015. 1 State has not implemented with the 2008 version. <ol style="list-style-type: none"> a) <u>Efficiency of OPMET messages</u> <ul style="list-style-type: none"> - El The OPMET Data Bank of Brasilia carries out 4 annual controls. They are analyzed to verify the efficiency. - The correct use of the formats is evaluated randomly and through industry claims. After the 2016 workshops, the industry's claim has dropped considerably. During 2018, we have not yet received complaints from any operator regarding the absence of MET information or the incorrect use of the formats. b) <u>Implementation of XML/GML messages</u> <p>No State has yet implemented it. Brazil has the capacity to distribute and receive it internally. The OPMET Data Bank of Brasilia is able to receive OPMET messages in XML/GML format.</p> c) <u>Participation of MET services in a CDM environment:</u> <p>Implemented in three States.</p> d) <u>Exercises on volcanic ash:</u> every year, for 36 hours.
<p>Nature of the event</p>	<p>The event is a meeting where the progress of the MET Projects is analyzed, and if necessary, foresee updates or culminations of the same. The results of this meeting are raised to the CRPP or to the GREPECAS meeting. The meeting is held every two years.</p>

Competences that the event will generate	Take note of opportunities for improvements in the provision of aeronautical meteorological services in all aspects.
Profile of the participants	<ul style="list-style-type: none">✓ MET personnel in charge of decision making at a managerial level.✓ MET personnel in charge of technical decision making.✓ ICT staff that provides support to the aeronautical meteorological services.✓ MET staff in charge.✓
Next steps in the development of the strategy	<p>In accordance with the terms of the regional strategy:</p> <ul style="list-style-type: none">✓ Continue to monitor the implementation and certification of the QMS/MET✓ Continue to monitor the implementation of the OPMET message in XML / GML format✓ Promote the integration of MET data with AIS data✓ Continue to monitor the efficiency of the OPMET exchange✓ Promote the participation of MET services in the CDM and A-CDM environments
Contact staff in the SAM Office	Mr. Jorge Armoa Regional Officer AIM/MET South American Regional Office jarmoa@icao.int

ATTACHMENT B

RLA/06/901 – Third Meeting of GREPECAS MET Projects for the SAM Region

(Lima, Peru 17 to 20 June 2019)

DRAFT AGENDA

- Agenda Item 1:** Seminar on Space Meteorology and IWXXM
- Agenda Item 2:** Review of Project H2 - Implementation of the monitoring of volcanoes in international airways (IAVW)
- Agenda Item 3:** Review of Project H3 - Implementation of the MET information quality management system (QMS/MET)
- Agenda Item 4:** Review of Project H4 - OPMET Exchange
- Agenda Item 5:** Review of Project H5 - Improvements to MET services according to the new operational requirements in support of ATM
- Agenda Item 6:** Planning of new MET projects
- Agenda Item 7:** Review of the MET national plans and the MET part of the CAR/SAM e-ANP
- Agenda Item 8:** Other business

EXPLANATORY NOTES OF DRAFT AGENDA

Agenda Item 1: Seminar on Space Meteorology and IWXXM

In this part of the agenda, specialists from the aforementioned areas will offer a seminar on the mentioned points, according to the requirements introduced by Amendment 78 to Annex 3 - Meteorological Services for International Air Navigation.

Agenda Item 2: Review of Project H2 - *Implementation of the monitoring of volcanoes in international airways (IAVW)*

In this part of the agenda, the progress made in the framework of Project H2- Implementation of the IAVW, will be analyzed. Additionally, the Project will be revised to align it with the ASBU and with Amendment 78 to Annex 3 - *Meteorological Services for international air navigation*.

Agenda Item 3: Review of Project H3 - *Implementation of the MET information quality management system (QMS/MET)*

In this agenda item, the status of the GREPECAS H3 Project will be reviewed on the implementation of the Quality Management System in aeronautical meteorological services. The implementation and update plans for the 2015 version of the ISO 9001 Standard will be reviewed. Additionally, the training and qualification of the MET personnel will be included. The States will be asked to present working papers, information papers or presentations (ppt) on activities and experiences related to the implementation of the QMS/MET, the process of continuous improvement and procedures for the management of risks and opportunities.

Agenda Item 4: Review of Project H4 - OPMET Exchange

This agenda item will deal with the situation of the States on the Exchange of OPMET messages. The project will be reviewed with the aim of aligning it with ASBUs, contemplating the transmission of OPMET messages in XM /GML format and projecting it to the interoperability of meteorological information with aeronautical information through the use of the Meteorological Information Exchange Model of the ICAO (IWXXM).

Agenda Item 5: Review of Project H5 - Improvements to MET services according to the new operational requirements in support of ATM

In this agenda item, the progress observed in the activities of Project H5, approved by the Fourth Meeting of the GREPECAS Program and Project Review Committee (CRPP/4), will be discussed.

Agenda Item 6: Planning of new MET projects

Under this agenda item, the Meeting may monitor the impacts on the provision of meteorological services for air navigation resulting from Amendment 78 to Annex 3, to the activities of the MET Panel, and to the recommendations of the Thirteenth Related Air Navigation Conference to the MET area.

Agenda Item 7: Review of the MET national plans and the MET part of the CAR/SAM e-ANP

Under this agenda item, the MET aspects of the national air navigation plans, will be reviewed as well as the implementation of the Performance Based Air Navigation Plan for the CAR and SAM Regions, and the progress in the implementation of the Air Navigation Electronic Plans - eANP related to the MET area. Likewise, the MET part of the GANP-Sixth Edition proposal, will be analyzed.

Agenda Item 8: Other business

Under this agenda item, the Meeting may examine other related aspects that have not been considered in the previous items, but are related to the topics under analysis.



**ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL
Oficina Regional Sudamericana**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
South American Regional Office**

RLA/06/901 - Tercera Reunión sobre Proyectos del Programa MET del GREPECAS

RLA/06/901 - Third Meeting on Projects of the MET Program of GREPECAS

Lima, Perú, 17 – 20 junio / June 2019

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Estado/State: _____

2. Nombre/Name: _____

3. Cargo/Position: _____

4. Dirección oficial/
Official Address: _____

6. Tel.: _____ Fax: _____ E-mail: _____

7. Hotel o dirección en la
ciudad/Hotel or address
in the city: _____

8. Información de vuelo/
Flight information: Vuelo llegada/ fecha/ hora
Arrival flight/date/time: _____

Vuelo salida/ fecha/ hora
Departure flight/date/time: _____

Firma: _____ Fecha: _____



**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

NOTE: This form should be completed and signed by all parties concerned and forwarded to the appropriate ICAO office under cover of an official Government request at least three months prior to the starting date of the proposed training programme.

PART I – NOMINATION BY GOVERNMENT

The Government of *Enter name of Government* hereby:

1. Nominates: *Enter full name as it appears on nominee's passport* for an ICAO fellowship in the field of *Enter field* (please identify main Field of Training in accordance with the ICAO Course Numbers).
2. Requests the following programme of training under this fellowship:

(List in chronological sequence the various stages of training or study envisaged and, if necessary, identify the level as *ab initio*, advanced, refresher, further specialization, familiarization tour, on-the-job training (OJT), etc.

Host Country(ies)	Training Institute(s) (firms/organizations)	Specific Courses	Period		Duration (weeks)
			from	to	

Total duration

3. Requests that this fellowship be financed under the technical co-operation programme:

Project No.: *Enter Project No.*

Post No.: *Enter Post No.*

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

4. Declares that the objectives of this fellowship are:

List objectives of fellowship

5. Agrees that it will assume responsibility for the nominee’s transportation costs (airfare) to and from host country(ies).
 Requests that the nominee’s transportation costs (airfare) to and from host country(ies) be provided by the Project.

6. Certifies that:

- a) the nominee is obligated to return to his/her country, on completion of the fellowship programme, for duty assignment in civil aviation for a minimum period of *Select period of time*.
- b) the nominee’s employment status, rights, salary and seniority will not be adversely affected, during the period of his/her absence, under the fellowship.
- c) all sections of this Nomination Form have been duly completed and the Nominee is suitable for the proposed Training Programme.
- d) nominee is/will be in possession of a valid passport and necessary visas which do not expire before the termination date of the Fellowship.

Date: Enter Date

Signature of Civil Aviation Authority

Name: _____

Title: _____

OBSERVATIONS BY ICAO PROJECT MANAGER/MISSION CHIEF

I certify that all sections of this Nomination Form have been duly completed and the Nominee is suitable for the proposed Training Programme.

Date: Enter Date

Signature

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

PART II – NOMINEE’S PERSONAL HISTORY

1. Name:					2. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female					
3. Date of Birth: (Day/Month/Year)										
4. Private address/city of residence:										
5. Electronic mail:										
6. Nationality:										
7. Language Ability:										
a) Mother tongue: Enter language of mother tongue										
b) Language(s) used in Primary and Secondary School: Enter language of education										
c) Other language(s) of which nominee has a working knowledge: Enter other language										
d) Language(s) to be used in proposed fellowship programme: Enter language of programme										
8. School Education Record:										
Name/Town/Country of School(s)					Period			Grade completed and certificate acquired		
					from	to	to			
9. College/University Education Record:										
(If you have graduated with a diploma or degree, indicate under “subject(s) studied” only the major subject(s) studied. Otherwise, indicated all the subjects studied.)										
Name of College/University			Subject(s) Studied			Period			Degree/Diploma Acquired	
						from	to	to		
10. Technical and/or Specialized Training Record:										
(Same as for 9. above. List and identify any previous ICAO fellowship training.)										
Name and Place of Training Institute		Subject(s) Studied			Period			Duration (weeks)	Diploma/Cert. Acquired	
					from	to	to			

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

11. Employment Record
(indicate last five years and/or last two positions)

Employer (name of firm/org.)	Position Last Held	Period		Duties and Responsibilities
		From	to	

12. Nominee’s statement:

- (i) I understand that the ICAO fellowship will not become effective and no travel can be undertaken until I receive written notification and instructions of the award from ICAO.
- (ii) Should I be awarded this fellowship, I hereby undertake to:
 - a) Conduct myself, at all times, in a manner compatible with my status as holder of an ICAO fellowship;
 - b) Devote all my time during the fellowship programme to the successful pursuit of my studies as directed by ICAO and by the designated institution in the country of study;
 - c) Refrain from engaging in political, commercial, or any activities detrimental to the host country;
 - d) Submit reports as required by ICAO and comply with all ICAO instructions; and,
 - e) Return to my country, on termination of my fellowship programme, and apply my newly acquired knowledge to further the development of civil aviation in my country.

I certify to the best of my knowledge that all the information given above is true in all respects.

Date: Enter Date

Nominee’s Signature

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

PART III – LANGUAGE TEST RESULTS	
NOTE:	This test is only required if the language to be used during the proposed training is not the mother tongue of the nominee or is not the language used in primary, secondary or college level schools where the nominee acquired his/her education (see PART II – items 7, 8 and 9). The test should be conducted at a language school, university or local Embassy/Council.
Name of institution conducting the examination:	
Nominee’s name:	
Language for which test was set:	
<p>1. Understanding (check as appropriate):</p> <ul style="list-style-type: none"> a) Understands without difficulty when addressed at normal speed. <input type="checkbox"/> b) Understands nearly everything at normal speed although occasional repetition may be necessary. <input type="checkbox"/> c) Understands almost everything if addressed slowly and carefully. <input type="checkbox"/> d) Requires frequent repetition and/or translation of words and phrases. <input type="checkbox"/> e) Does not understand even the simplest conversation. <input type="checkbox"/> 	
<p>2. Speaking (check as appropriate):</p> <ul style="list-style-type: none"> a) Speaks fluently, accurately and is easily intelligible. <input type="checkbox"/> b) Occasionally makes errors which do not, however, obscure meaning. <input type="checkbox"/> c) Makes frequent errors which occasionally obscure meaning. <input type="checkbox"/> d) Speaks with so much difficulty that comprehension is difficult. <input type="checkbox"/> e) Errors in speech so severe as to make comprehension virtually impossible <input type="checkbox"/> 	
<p>3. Reading (check as appropriate):</p> <ul style="list-style-type: none"> a) Reads fluently with full comprehension. <input type="checkbox"/> b) Reads slowly but understands almost everything he/she reads. <input type="checkbox"/> c) Reads with difficulty; often consults the dictionary. <input type="checkbox"/> d) Cannot understand what he/she reads. <input type="checkbox"/> 	
<p>4. Writing (check as appropriate):</p> <ul style="list-style-type: none"> a) Writes with ease and accuracy. <input type="checkbox"/> b) Writes with few mistakes; can be understood. <input type="checkbox"/> c) Writes with difficulty and makes frequent mistakes. <input type="checkbox"/> d) Cannot write. <input type="checkbox"/> 	
CONCLUDING REMARKS	
<p>Would this person be able to follow a technical course in this language? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Date: Enter Date	Signature of examiner: _____
Name (type or print):	_____
AFFIX OFFICIAL SEAL OR STAMP	

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

PART IV – MEDICAL REPORT

NOTES:

- 1) It is essential that the nominee be healthy and free of any sickness which may require further examination and/or treatment during the tenure of the Fellowship. The Fellow and/or his/her Government will be responsible to pay for any medical expenses incurred by the Fellow for sickness existing prior to the starting date of Fellowship.
- 2) The nominee must undergo a medical examination conducted by a registered medical practitioner. Medical papers (examination, laboratory or x-ray results, etc.) should not be forwarded unless requested.
- 3) Flight crew members and Air Traffic Controllers who are to undergo training to obtain or renew a license must provide a copy of their medical certification in lieu of this medical report.

The undersigned, Dr. *Enter name of Dr. having completed the medical examination of nominee* *Enter name of Dr. whose photograph appears above,* certifies the following:

The Nominee:	Yes	No
1) is physically able to travel abroad:	<input type="checkbox"/>	<input type="checkbox"/>
2) is mentally and physically able to carry out intensive studies:	<input type="checkbox"/>	<input type="checkbox"/>
3) is free from infectious diseases:	<input type="checkbox"/>	<input type="checkbox"/>
4) has good hearing:	<input type="checkbox"/>	<input type="checkbox"/>
5) has good eyesight:	<input type="checkbox"/>	<input type="checkbox"/>
6) is free from ailments that require treatment or periodic medical examination during the proposed duration of the fellowship programme:	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments by Medical Practitioner:

Date: *Enter Date*

Signature of Medical Practitioner

AFFIX OFFICIAL SEAL OR STAMP
(to be affixed across photograph also)