



AGENDA, WORK MODALITY, SCHEDULE AND WORK PLAN

(Presented by the Secretariat)

1. Agenda Items

1.1 The provisional Agenda and explanatory notes for the SAM Region MET Coordination Meeting, which will be held virtual, from November 29 to December 1, 2021, is attached as **Appendix A** to this working paper.

1.2 Those items not included in the Agenda may be considered under Agenda Item 6 - Other matters.

2. Work modality

2.1 For the development of the event, it is expected to work in plenary session and in ad-hoc groups, for the analysis of particular topics.

2.2 During the event, a Summary of Discussions and Conclusions will be prepared for distribution to interested States and organizations.

2.3 The administrative and procedural aspects of the event documentation will be in charge of the ICAO Secretariat and the Rapporteurs.

2.4 The working languages of the Meeting will be English and Spanish and simultaneous interpretation will be provided.

3. Schedule

3.1 Subject to the changes that circumstances demand, it is suggested to adopt the following work schedule:

0830 a 1030	Discussion of agenda items
1030 a 1045	Coffee Break
1045 a 1215	Discussion of agenda items
1215 a 1300	Coffee Break
1300 a 1430	Discussion of agenda items
1430 a 1445	Coffee Break
1445 a 1600	Discussion of agenda items

4. Work Plan

4.1 The tentative work plan is included in **Appendix B** to this working paper.

5. **Suggested action**

5.1 It is suggested that the agenda and the tentative work plan be approved, with the understanding that in light of the progress made, the Meeting may adopt the modifications it deems appropriate.

APPENDIX A

**RLA/06/901 – Third Meeting on GREPECAS MET Program Projects for the
SAM Region**

(MET Coordination Meeting)

Virtual, 29 November to 1st December 2021

PROVISIONAL AGENDA

- Agenda Item 1:** Follow-up to the implementation of the Space Meteorology service, and amendments to Annex 3 and other documents related to the ICAO MET area.
- Agenda Item 2:** Review of Project H2- Implementation of *International Airways Volcano Watch* - (IAVW)
- Agenda Item 3:** Review of Project H3 - Implementation of the information quality management system MET (QMS / MET)
- Agenda Item 4:** Review of Project H4 - OPMET Exchange and MET Tables of the CAR / SAM e-ANP
- Agenda Item 5:** Follow-up to Contingency Plans for Release of Radioactive Material
- Agenda Item 6:** Other matters

EXPLANATORY NOTES

Agenda Item 1: Follow-up to the implementation of the Space Meteorology service, and amendments to Annex 3 and other documents related to the ICAO MET area.

In this part of the agenda, the implementation of the Space Meteorology Service will be monitored. Likewise, the implementation of the requirements of the latest amendments to Annex 3 and other documents related to the MET area will be reviewed.

Agenda Item 2: Review of Project H2- Implementation of International Airways Volcano Watch - (IAVW)

In this part of the agenda, the progress made within the framework of Project H2 - IAVW Implementation will be analyzed. Additionally, the Volcanic Ash Contingency Plans, the SIGMETs Message Emission Guide, as well as the SIGMET emission coordination procedure between Meteorological Watch Offices of adjacent FIRs will be analyzed in case of phenomena that affect two or more FIRs.

Agenda Item 3: Review of Project H3 - Implementation of the MET Quality Management System (QMS / MET)

In this matter, the status of the GREPECAS H3 Project on the implementation of the Quality Management System in aeronautical meteorological services will be reviewed. The implementation plans and update to the 2015 version of ISO 9001 will be reviewed. States will be requested to present study notes, information notes or presentations (ppt) on activities and experiences in relation to the implementation of the QMS / MET, the continuous improvement process and procedures for managing risks and opportunities. Additionally, the States are requested to issue matters related to MET personnel and compliance with WMO requirements, related to personnel.

Agenda Item 4: Review of Project H4 - OPMET Exchange and MET Tables of the CAR / SAM e-ANP

This agenda item will deal with the situation of the States regarding the Exchange of OPMET messages. The project will be reviewed in order to align it with the ASBUs, considering mainly the exchange of OPMET messages in IWXXM format. States are asked to present progress on the implementation of systems and infrastructure that will enable the exchange of OPMET messages in IWXXM format. In addition, the Meeting will follow up on the ATS / MET Agreements. A copy of the latest updates of these Service Level Agreements, as well as a presentation thereof, will be requested from the States.

Agenda Item 5: Follow-up to Contingency Plans for Release of Radioactive Material

Under this item of the Agenda, the Meeting will analyze the preparation of the Contingency Plans for the Release of Radioactive Material. States are asked to present progress of their Contingency Plans for the specific issue.

Agenda Item 6: Other matters

Under this matter, the Meeting may examine other related aspects that have not been considered in the previous matters and that are related to the topics under analysis.

APPENDIX B

TENTATIVE WORK PROGRAM

Hour	Monday 29 November 2021	Hour	Tuesday 30 November 2021	Hour	Wednesday 1 December 2021
0830 0900	Registration of participants	08:30 09:30	Agenda Item 4	09:00 10:30	Review of the Meeting Report
0900 0915	Opening of the Meeting				
0915 0930	Election of President and Vice-President	09:30 10:30	Agenda Item 5	10:30 10:45	<i>Coffee Break</i>
0930 1030	Agenda Item 1			10:45 11:30	Closure of the Meeting
1030 1050	<i>Coffee Break</i>	10:30 10:50	<i>Coffee Break</i>		
1050 1200	Agenda Item 2	1050 1200	Agenda Item 5		
12:00 13:00	<i>Lunch Break</i>	12:00 13:00	<i>Lunch Break</i>		
13:00 14:30	Agenda Item 3	13:00 14:30	Agenda Item 6		