



---

## AGENDA, WORK MODALITY, SCHEDULE AND WORK PLAN

(Presented by the Secretariat)

### 1. **Agenda Items**

1.1 The provisional Agenda and explanatory notes for the Meeting on MET Implementation Progress Review, which will be held virtual, from 23 to 25 May, 2022, is attached as **Appendix A** to this working paper.

1.2 Those items not included in the Agenda may be considered under Agenda Item 8 - *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 1050	Coffee Break
1045 a 1200	Discussion of agenda items
1200 a 1300	Lunch Break
1300 a 1430	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

### Meeting on MET Implementation Progress Review

(Virtual, 23 to 25 May 2022)

#### PROVISIONAL AGENDA

- Agenda Item 1:** Follow-up to the recommendations of the MET Coordination Meeting (29 November to 1 December 2021).
- Agenda Item 2:** Review of Planning and Implementation of the exchange of OPMET information in IWXXM format and preparation for the SWIM
- Agenda Item 3:** Review of the Implementation of the MET Quality Management System (QMS/MET)
- Agenda Item 4:** a) Review and follow-up of the IAVW for the SAM Region; and  
b) Review and monitoring of the Contingency Plans for Volcanic Ash and Release of Radioactive Material
- Agenda Item 5:** Review of ATS/MET, CNS/MET, AIS/MET Operational Agreements and other operational agreements
- Agenda Item 6:** Follow-up of the Coordination Project for the issuance of homogeneous and continuous SIGMETs
- Agenda Item 7:** Follow-up to Space Weather surveillance activities
- Agenda Item 8:** Other Business

## EXPLANATORY NOTES

**Agenda Item 1: Follow-up to the recommendations of the MET Coordination Meeting (29 November to 1 December 2021).**

In this part of the agenda, the recommendations of the MET Coordination Meeting held in 2021, will be followed up.

**Agenda Item 2: Review of Planning and Implementation of the exchange of OPMET information in IWXXM format and preparation for the SWIM**

In this part of the agenda, the progress regarding the implementation of the exchange of OPMET information in IWXXM format will be analyzed, as well as the preparation of the exchange of MET information in a SWIM environment.

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

In this item, the status of implementation of the Quality Management System in aeronautical meteorological services will be reviewed. The plans for implementation and update to the 2015 version of ISO 9001 will be reviewed. States will be requested to submit working papers, information papers or presentations (ppt) on activities and experiences in relation to the implementation of QMS/MET, the continuous improvement process and procedures for managing risks and opportunities. Additionally, States are requested to address issues related to MET personnel and compliance with WMO requirements related to personnel.

**Agenda Item 4: a) Review and follow-up of the IAVW for the SAM Region; and  
b) Review and monitoring of the Contingency Plans for Volcanic Ash and Release of Radioactive Material**

This issue will deal with the situation of the States;

- a) Review of the information regarding States contained in Doc 9766 – IAVW Manual
- b) Review and update the Contingency Plans for Volcanic Ash and Radioactive Material. States procedures will be reviewed, as well as the Guide for the SAM Region.

**Agenda Item 5: Review of ATS/MET, CNS/MET, AIS/MET Operational Agreements and other operational agreements**

Under this point of the Agenda, the Meeting will review the operational agreements in force in the meteorological services for international air navigation. States are requested to submit copies of their operational agreements updated to 2021.

**Agenda Item 6: Follow-up of the Coordination Project for the issuance of homogeneous and continuous SIGMETs**

Under this item, the Meeting may examine the formulation of the aforementioned project, as well as the steps that are planned for its execution.

**Agenda Item 7: Follow-up to Space Weather surveillance activities**

Under this item, the Meeting may examine States activities in relation to the events occurred during 2022 and communications received from the World Space Weather Advisory Centers. States are requested to communicate the warnings received and the actions carried out after receiving them.

**Agenda Item 8: Other Business**

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

-----



**APPENDIX B**  
**TENTATIVE WORK PROGRAM**

<b>Hour</b>	<b>Monday 23 May 2022</b>	<b>Hour</b>	<b>Tuesday 24 May 2022</b>	<b>Hour</b>	<b>Wednesday 25 May 2022</b>
0830 0900	Registration of participants	08:30 09:30	Agenda Items 4 & 5	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 6	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 7		
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 8		

- END -