



*International Civil Aviation Organization*

**WORKING PAPER**

**TWENTIETH MEETING OF THE METEOROLOGY SUB-GROUP  
(MET SG/20) OF THE ASIA/PACIFIC AIR NAVIGATION PLANNING  
AND IMPLEMENTATION REGIONAL GROUP (APANPIRG)**

*Bangkok, Thailand, 6 – 9 June 2016*

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**Agenda Item 2: Organizational matters**

**ADOPTION OF THE AGENDA**

(Presented by the Secretariat)

**SUMMARY**

This paper presents a draft agenda for approval and adoption at the twentieth meeting of the Meteorology Sub-group (MET SG/20), which is based on the information circulated with the convening letter for the meeting and further coordination between the Secretariat and Chairperson and input from a member State/Administration.

**1. INTRODUCTION**

1.1 The Meteorology Sub-group (MET SG) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) is responsible for assisting the APANPIRG in facilitating States with planning and implementation of ICAO Standards and Recommended Practices (SARPs) in the field of aeronautical meteorology.

1.2 This paper presents the draft agenda for the twentieth meeting of the Meteorology Sub-group (MET SG/20), including revisions based on coordination between the Secretariat and Chairperson and input from a member State/Administration, for final review, approval and adoption by the meeting.

**2. DISCUSSION**

2.1 In order to address (during the allocated time) the main objectives of the MET SG and its expected deliverables as set out in the terms of reference, the meeting agenda should be structured to promote a review of progress on the MET SG's contribution/s to the APANPIRG work programme and to address regional matters in the field of aeronautical meteorology, specifically in support of the Asia/Pacific States/Administrations' planning and implementation of required meteorological service for international air navigation.

2.2 In accordance with the APANPIRG Procedural Handbook, a draft agenda was prepared following coordination between the Chairperson and Secretariat of the MET SG and circulated (along with explanatory notes) to States with the convening letter for the meeting.

2.3 Subsequent to the circulation of the draft agenda above, further coordination between the Chairperson and Secretariat led to the inclusion of a conjoint meeting session between MET SG/20 and the sixth meeting of the Air Traffic Flow Management Steering Group (ATFM/SG/6) under agenda item 6.3 in the explanatory notes on the draft agenda items.

2.4 Additionally, following correspondence from a member State/Administration, the election of a new Vice-Chairperson has been included for consideration by the meeting under agenda item 2 in the explanatory notes on the draft agenda items.

### **3. CONCLUSION**

3.1 A copy of the draft agenda based on the MET SG work programme and associated documentation was circulated to States with the convening letter for the meeting. Subsequently, the explanatory notes on the draft agenda items were revised taking into account further coordination between the Secretariat and Chairperson and input from a member State/Administration. A copy of the draft agenda and revised explanatory notes is provided at **the Attachment** to this paper for review, approval and adoption by the meeting.

### **4. ACTION BY THE MEETING**

4.1 The meeting is invited to:

- a) review the draft agenda and propose, discuss and agree to any changes as necessary and;
- b) approve and adopt the draft as the agenda for MET SG/20.

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**DRAFT AGENDA – MET SG/20**

- Agenda Item 1: Opening of the meeting
- Agenda Item 2: Organizational matters
- Agenda Item 3: Review outcomes from other ICAO groups
- Agenda Item 4: Planning and monitoring
- Agenda Item 5: Air navigation deficiencies in the MET field
- Agenda Item 6: Research, development and implementation issues in the MET field
- 6.1 Observations, reports, forecasts, advisories and warnings (including MET/S WG Report)
  - 6.2 Data exchange (including MET/IE WG Report)
  - 6.3 MET/ATM coordination (including MET/R WG Report)
  - 6.4 Climatological information
  - 6.5 Governance and training (incl. quality management, cost recovery, qualification and competencies of meteorological personnel)
  - 6.6 Other
- Agenda Item 7: Regional guidance material
- Agenda Item 8: Future work programme
- Agenda Item 9: Any other business

**EXPLANATORY NOTES ON THE DRAFT AGENDA ITEMS – MET SG/20**

- Agenda Item 1: Opening of the meeting  
*Self-explanatory*
- Agenda Item 2: Organizational matters  
*The meeting will adopt the working arrangements (e.g. Secretary, Chair/s, hours of business, etc.) and the agenda. The meeting may consider the need to elect a new Vice-Chairperson if deemed necessary.*
- Agenda Item 3: Review outcomes from ICAO groups  
*The Secretariat will provide an overview of the outcomes and progress on activities of the following ICAO groups: APANPIRG/26, MET SG/19 and the Meteorology Panel.*
- Agenda Item 4: Planning and monitoring

*With a focus on the relationship to implementation of MET in the APAC region, the Secretariat will provide an overview of the global plans: Global Air Navigation Plan (GANP, 2013-2028) and Global Aviation Safety Plan (GASP, 2014-2016), the Air Navigation Reporting Forms (ANRFs), the APAC Seamless ATM Plan, regional priorities and targets, and the linkages to the APAC Air Navigation Plan (ANP). The Secretariat will also provide an overview of recent and proposed updates to the APAC ANP relating to Meteorology.*

- Agenda Item 5: **Air navigation deficiencies in the MET field**  
*The Secretariat will provide an overview of the status of air navigation deficiencies currently listed in the APANPIRG database in the MET field. There are currently 20 deficiencies in the MET field, listed against 11 APAC States. It is expected that progress towards resolution of some deficiencies will be presented for consideration by the group ahead of the upcoming APANPIRG meeting. In accordance with the APANPIRG Procedural Handbook, States are invited to report on the status of MET deficiencies and, in cases where deficiencies have been rectified, submit in writing an official report providing full details of the action taken.*
- Agenda Item 6: **Research, development and implementation issues in the MET field**  
*The meeting will monitor research and development, trials, demonstrations and other initiatives, aimed at improving MET services and the coordination of MET with ATM in the APAC region, in order to facilitate the transfer of this information and expertise between States. It is expected that States will report on activities that support this item. Reports on the outcomes and progress from the MET/IE WG, MET/S WG and MET/R WG are included in this agenda item. Under Agenda Item 6.3, the meeting will be invited to assemble in a conjoint session with the ATFM/SG/6 to consider the MET/R WG report and other issues of interest to both groups.*
- Agenda Item 7: **Regional guidance material**  
*The meeting will review regional guidance materials and make recommendations to develop the guidance with the aim of improving MET services through the use of existing and/or new procedures, facilities and technologies. Specially tasked ad-hoc groups are expected to present updates to the SIGMET Guide, MET Interface Control Document and the ROBEX Handbook for review and endorsement by the sub-group.*
- Agenda Item 8: **Future work programme**  
*The meeting will review the work programme of the sub-group, including the terms of reference (TOR) of the sub-group, and make recommendations to update the work programme and TOR to ensure alignment with the overall goals and objectives of APANPIRG.*
- Agenda Item 9: **Any other business**  
*Self-explanatory*

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