



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

When replying please quote:

Ref.: NE 24/8 — **EMX0985**

09 December 2013

To: States, Territories and International Organizations

Subject: **Invitation to attend the Meteorology Divisional Meeting 2014  
(Montreal, Canada, 7 to 18 July 2014)**

Action

Required: a) Submit comments, if any, on the organization plan not later than **27 December 2013**  
b) Submit supporting documentation on specific agenda items not later than **21 March 2014**  
c) Register the names of your representatives not later than **9 May 2014**

Sir/Madam:

On behalf of the ICAO Council, I have the honour to extend to your Government/Organization an invitation to participate in the Meteorology Divisional Meeting 2014, which will be held in Montreal, in part with the World Meteorological Organization (WMO) Commission for Aeronautical Meteorology (CAeM-XV), between 7 and 18 July 2014.

Please find attached hereto a copy of letter Ref.: SD 40/1-13/68 dated 04 October 2013, on the abovementioned subject, which the Secretary General has requested us to transmit to you.

Accept, Sir/Madam, the assurances of my highest consideration.

Firma Digital  
Digital Signature

Loretta Martin  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**  
*As indicated*

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Tel.: +1 514-954-8194

Ref.: SD 40/1-13/68

4 October 2013

**Subject:** Invitation to attend the Meteorology Divisional Meeting 2014 (Montreal, 7 to 18 July 2014)

**Action required:** a) submit comments, if any, on the organization plan not later than 27 December 2013; b) submit supporting documentation on specific agenda items not later than 21 March 2014; and c) register the names of your representatives not later than 9 May 2014

Sir/Madam,

1. I have the honour to extend to your Government/Organization, on behalf of the Council, an invitation to participate in the Meteorology Divisional Meeting 2014 which will be held in Montréal, in part conjointly with the World Meteorological Organization (WMO) Commission for Aeronautical Meteorology (CAeM-XV), between 7 and 18 July 2014. The meeting is open to all Member States. Representatives of non-Member States and international organizations, as invited by the Council, may participate in the meeting with observer status.

2. The meeting is expected to make recommendations on the enhancement of aeronautical meteorological service provision over the next ten years or more, supporting the delivery of operational improvements aligned with the aviation system block upgrades methodology contained in the Global Air Navigation Plan. In particular, the meeting will address the means to further enable operational decision making by aviation users, including through the integration of digital meteorological information in the future system-wide information management environment.

3. Your attention is drawn to the need for inclusion of appropriate technical experts in your delegation. In order to realize the above expectations, the meeting would benefit from the input of experts with a comprehensive understanding of user requirements for meteorological information, including those of operators, flight crew members, air traffic service units and airport management.

4. The agenda for the meeting is presented in Attachment A together with explanatory notes on each agenda item. The meeting will be conducted in Arabic, Chinese, English, French, Russian and Spanish. An organization plan for the meeting is presented in Attachment B.

5. Information on credentials, the structure and conduct of the meeting, visa requirements, registration and other arrangements is provided in Attachment C. Basic rules regarding the submission of supporting documentation are shown in Attachment D.

6. May I invite you to:

- a) submit comments, if any, on the organization plan not later than 27 December 2013;
- b) submit supporting documentation, electronically in Microsoft Word format to [METDIV14@icao.int](mailto:METDIV14@icao.int), on specific agenda items for the meeting not later than 21 March 2014; and
- c) register the names of your representatives online at [www.icao.int/meetings/METDIV14](http://www.icao.int/meetings/METDIV14) from 3 January 2014 and not later than 9 May 2014.

Accept, Sir/Madam, the assurances of my highest consideration.



Raymond Benjamin  
Secretary General

**Enclosures:**

- A — Agenda of the meeting and explanatory notes on the agenda items
- B — Organization plan
- C — Agenda, credentials and other administrative arrangements
- D — Documentation arrangements for divisional-type meetings

**ATTACHMENT A** to State letter SD 40/1-13/68

**METEOROLOGY DIVISIONAL MEETING (2014)**

**AGENDA**

Agenda Item 1: Supporting the “One Sky” concept through the enhancement of meteorological service for international air navigation

- 1.1: The Global Air Navigation Plan (GANP) — a framework for global planning
- 1.2: Realizing the “One Sky” concept through the GANP framework and Aviation System Block Upgrade (ASBU) methodology
- 1.3: The meteorological (MET) component of the ASBU methodology
- 1.4: The need for a restructuring of Annex 3/Technical Regulations [C3.1] and the development of a new PANS-MET to underpin the “One Sky” concept

Agenda Item 2: Improving the safety and efficiency of international air navigation through enhanced meteorological service provision

- 2.1: Enhancement of existing meteorological service provision to support current strategic, pre-tactical and tactical operational decision-making (including ASBU Module B0-AMET)
- 2.2: Enhanced integrated meteorological information to support strategic, pre-tactical and tactical operational decision-making from 2018 (including ASBU Module B1-AMET)
- 2.3: Enhanced integrated meteorological information to support strategic, pre-tactical and tactical operational decision-making from 2028 (including ASBU Module B3-AMET)
- 2.4: Collaborative decision-making and common situational awareness – automation and human-factors considerations

Agenda Item 3: Integrating meteorological information exchange developments into the future system-wide information management environment

- 3.1: Meteorological information exchange developments in support of future international air navigation requirements
- 3.2: Integration of meteorological information in the future system-wide information management (SWIM) environment through the development of new forms of data representation

Agenda Item 4: Institutional issues

- 4.1: Review of the working arrangements between ICAO and WMO (Doc 7475)
- 4.2: Other institutional issues

Agenda Item 5: Standards, Recommended Practices and Procedures

5.1: Amendment 77 to Annex 3/Technical Regulations [C3.1]

5.2: Proposed *Procedures for Air Navigation Services — Meteorology* (PANS-MET, Doc xxxx), First Edition (not later than 2019)

5.3: Consequential amendments, if any, to other Annexes or PANS

## ORIGIN AND PURPOSE OF THE SUBJECTS

### 1. **Supporting the “One Sky” concept through the enhancement of meteorological service for international air navigation**

The 37th Session of the Assembly (2010) directed the Organization to double its efforts to meet the global needs for airspace interoperability while maintaining its focus on safety. As a consequence, and under the concept of “One Sky” for international air navigation, ICAO has developed an Aviation System Block Upgrade (ASBU) methodology to serve as a framework that will: develop a set of air traffic management (ATM) solutions or upgrades; take advantage of existing equipage; establish a transition plan; and enable global interoperability. The ASBU methodology was formalized at the Twelfth Air Navigation Conference (AN-Conf/12), Montréal, 19 to 30 November 2012, after which, together with the necessary technology roadmaps, it will form the basis of an update to the *Global Air Navigation Plan* (Doc 9750). AN-Conf/12 invited the Meteorology Divisional Meeting (2014) (MET/14) to develop initial provisions in Annex 3 — *Meteorological Service for International Air Navigation* relating to the ASBU modules concerning meteorological information, and to develop a long-term strategy to support their further development and full implementation.

Items under this agenda item will, therefore, address the Global Air Navigation Plan, the “One Sky” concept and the ASBU methodology as they pertain to the evolving provision of meteorological service for international air navigation. MET/14 will consider the need to restructure Annex 3/WMO Technical Regulations [C3.1] to ensure the necessary maintenance and enhancement of core Standards and Recommended Practices (SARPs), and the development of a new *Procedures for Air Navigation Services — Meteorology* (PANS-MET) to ensure the necessary maintenance and enhancement of technical specifications.

### 2. **Improving the safety and efficiency of international air navigation through enhanced meteorological service provision**

Items under this agenda item will address the enhanced provision of meteorological service to promote improvements to international air navigation safety and efficiency, paying due diligence to the meteorological components of the ASBU methodology (in particular ASBU modules B0-AMET, B1-AMET and B3-AMET), as well as those existing elements of meteorological service provision which do not form part of the ASBU methodology. The focus will be on new or improved meteorological service to support aerodrome and airspace operational decision-making at the strategic planning phase to the near-term and immediate tactical phases of flight. In addition, automation and human factors considerations will be addressed by MET/14 as they pertain to supporting collaborative decision-making and common situational awareness. In view of the foregoing, MET/14 is expected to make recommendations concerning the establishment or re-alignment, as necessary, of expert groups to support on-going and future operational and developmental needs.

### 3. **Integrating meteorological information exchange developments into the future system-wide information management environment**

Items under this agenda item will address recent developments in the exchange of meteorological information to support the needs of international air navigation, such as the use of the aeronautical fixed telecommunications network, the aeronautical fixed service satellite distribution system and the public

Internet, and the code forms traditionally used for exchanging meteorological information. MET/14 will consider the expected role of such distribution systems and the development of new forms of data representation in the context of the integration of meteorological information in the future system-wide information management (SWIM) environment, and will develop new provisions and/or enhance existing provisions accordingly. In view of the foregoing, it is expected that MET/14 will make recommendations concerning the establishment or re-alignment, as necessary, of expert groups to support on-going and future operational and developmental needs.

**4. Institutional issues**

Items under this agenda item will address the working arrangements between ICAO and WMO in Doc 7475 which record the understanding reached between the two organizations to delineate respective spheres of activity in the field of aeronautical meteorology and provide machinery for their collaboration, and consider whether the arrangements fulfil the respective needs of the international aviation and meteorological communities and the respective mandates of the two organizations. In addition, MET/14 will consider, as necessary, other institutional issues, such as meteorological authority designation, cost recovery, regional or subregional cooperation in meteorological service provision, quality management, data quality and aeronautical meteorological personnel competency, which may lead to the development of new provisions and/or enhancement of existing provisions.

**5. Standards, Recommended Practices and Procedures (SARPs)**


Items under this agenda item will take into account the outcomes of the preceding agenda items as each pertains to the evolving provision of meteorological service for international air navigation in order to develop a consolidated proposal for amendment to Annex 3/Technical Regulations [C3.1] (specifically Amendment 77) with intended applicability in November 2016, as well as consolidated consequential amendments, if any, to other Annexes or PANS. In addition, this agenda item will consider the benefit of the proposed development of a First Edition of a PANS-MET with intended applicability not later than November 2019.

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METEOROLOGY DIVISIONAL MEETING (2014)

ORGANIZATION PLAN

Body	Agenda Item	July 2014											
		Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.
		7	8	9	10	11	12	13	14	15	16	17	18
Plenary			P										P
MET Committee	1.1											R	
	1.2											R	
	1.3											R	
	1.4											R	
	2.1											R	
	2.2											R	
	2.3											R	
	2.4											R	
	3.1											R	
	3.2											R	
	4.1											R	
	4.2											R	
	5.1											R	
	5.2											R	
	5.3											R	
WMO Technical Conference		TC	TC										
WMO CAeM										C	C		

- P — Plenary
- R — Review of draft report
-  — Joint ICAO-WMO items
- TC — Technical Conference of WMO
- C — 15th Session of WMO CAeM

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**METEOROLOGY DIVISIONAL MEETING (2014)**

**AGENDA, CREDENTIALS AND OTHER ADMINISTRATIVE ARRANGEMENTS**

***Agenda***

1. In response to our earlier State letter SD 40/1-12/71, dated 7 December 2012, requesting your comments on a tentative list of subjects proposed for the agenda of a meteorology (MET) divisional meeting in 2014, we received overall general support.

***Credentials***

2. Credentials are required for the meeting. Such credentials should be signed on behalf of the State or international organization concerned, by a person duly authorized to do so, giving the name and position of each member of the delegation and indicating the capacity in which he or she is to serve at the meeting (Member States: Delegate, Alternate, Adviser; non-Member States and international organizations: Observer). The credentials may be sent in advance to the Secretary General or be deposited, when registering on-site, with the Secretary of the meeting through the designated Credentials Coordinator.

***Organization***

3. The meeting will be conducted in accordance with the *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143-AN/873/3, Part I, paragraph 6). The Meteorology Divisional Meeting (2014) will meet in Plenary the morning of the first day (9 July 2014) and again the last day (18 July 2014) to approve the report of the meeting. All agenda items will be dealt with in one committee to allow for the multidisciplinary nature of most of the subject matter.

***Visa***

4. In compliance with Annex 9 — *Facilitation*, paragraph 3.19, Canada has dispensed with the requirement for entry visas for temporary visitors from many States. However, some nationals continue to require visas for entry into Canada. It is suggested that any participant who requires a visa take steps to obtain it in good time from the nearest Canadian authorities. Furthermore, in order to facilitate entry formalities upon arrival in Canada, it is suggested that participants carry with them a copy of the document notifying them that they are representatives of their State/Organization at the meeting and that they so identify themselves to the Canadian immigration authorities.

***Registration and other arrangements***

6. Additional information related to hotels and other logistic arrangements are available on the MET/14 website at [www.icao.int/meetings/METDIV14](http://www.icao.int/meetings/METDIV14). Online registration will be available on the website by 3 January 2014.

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**METEOROLOGY DIVISIONAL MEETING (2014)**

**DOCUMENTATION ARRANGEMENTS FOR DIVISIONAL-TYPE MEETINGS**

**General**

1. The Secretariat will prepare a basic working paper on each agenda item, defining the problem and providing a brief historical background. As appropriate, the working paper will include lines of development, tentative conclusions and specific suggestions for action. The Secretariat working papers will be circulated as early as practicable before the meeting. You can expect to see the first papers published on the MET 2014 website from 21 March 2014.
2. To the extent practicable, use will be made of preparatory machinery such as correspondence with States and international organizations, operations groups, study groups and project teams to develop specific action proposals on individual agenda items. Working papers are papers submitted for consideration under specific agenda items. States and international organizations should prepare their working papers as either “action papers” or “information papers”. The former will comprise working papers containing specific proposals for action. All other working papers will be deemed to be “information papers”.

*Submission of working papers*

3. States and international organizations should submit their working papers electronically in Microsoft Word format to [METDIV14@icao.int](mailto:METDIV14@icao.int) as far in advance of the meeting as practicable (i.e. by 21 March 2014) and in any case not later than six weeks prior to the opening of the meeting in order to permit translation, processing and posting in due time prior to the meeting. Papers received after 21 March 2014, but not later than 14 June 2014, will be processed as promptly as possible in the language or languages in which they are submitted. Papers received after that date will not be processed.
4. To facilitate the timely reproduction of documentation and its use by the meeting, you are requested to observe the rules governing the format, content and length of working papers as outlined herein. It is important to note that the deadline for submission of documentation will be strictly enforced and no additional documentation will be accepted for processing at the site of the meeting.
5. Only working papers submitted by States will be translated; documentation received from international organizations will be distributed only in the language or languages submitted.
6. Working Papers should be limited to four pages of text including attachments. As a matter of policy, working papers of more than four pages and information papers are no longer translated by the Organization. Unless exceptional circumstances prevail, longer papers will have to be presented as information papers in their original language(s) only. If the subject of such longer papers is considered essential to the meeting’s work, a summary of not more than four pages should be produced for translation.

*Availability of working papers*

7. The documentation for the meeting will be placed on the ICAO website at [www.icao.int/meetings/METDIV14](http://www.icao.int/meetings/METDIV14), on an on-going basis. Templates for the working and

information papers will also be placed on the website for use when preparing the documentation. As time available for the discussions of the working papers is very limited due to the expected number of working papers, all participants are requested to continually check the website for documentation updates and to familiarize themselves with the papers before coming to the meeting. A presentation time of two minutes per working paper will be strictly adhered to; please prepare your introductions appropriately so that you make the most significant points within that time period.

8. Working papers will be processed in accordance with the following priorities:

First priority — “Action papers”

Second priority — “Information papers”, with the understanding that, if necessary, abstracts, when provided, will be reproduced first.

**“Action” papers**

9. “Action” papers should be presented in the following form:

- a) Each paper should be limited to one agenda item.
- b) Each paper should be brief and not exceed four pages of print including the text of amendment proposals where applicable.
- c) Immediately after the agenda item heading and the title identifying the subject matter of the paper, there should be a statement framed in a box, specifying the nature of the proposal, and the recommended action along the lines of the following example:

<p><b>SUMMARY</b></p> <p>This paper presents the current state of meteorological information exchange developments in support of future international air navigation requirements. Action by the meeting is at paragraph 6.</p> <p>Action: The meeting is invited to ....</p>
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- d) The first part of each paper should explain concisely the purpose of the proposal, its rationale and include essential references to the history of the subject.

**“Information” papers**

10. States and international organizations desiring to present material not written specifically for an agenda item (such as lengthy technical studies) should provide sufficient quantities thereof for distribution at the meeting. Such material will not be reproduced as working papers.