

## **NORTH AMERICA, CENTRAL AMERICA AND CARIBBEAN WORKING GROUP (NACC/WG)**

### **AERONAUTICAL METEOROLOGY TASK FORCE (MET/TF)**

#### **Terms of Reference (ToR)**

#### **1 Responsibilities**

##### **1.1 The TF is responsible for:**

- a) appointing the TF rapporteur from its members;
- b) managing the work programme and updates;
- c) facilitating and supporting the provision of the meteorological service for international air navigation by contracting States according to the different requirements and level of maturity;
- d) reviewing, identifying and addressing deficiencies in the implementation of the ICAO Standards and Recommended Practices (SARPs) for the provision of meteorological service for international air navigation in the NAM/CAR Regions.

##### **1.2 The TF rapporteur is responsible for:**

- a) leading the development and implementation of the TF work programme and activities;
- b) reporting compliance of the TF work programme and activities;
- c) maintaining proper coordination with the NACC/WG to optimize the work;
- d) in coordination with the Secretariat, convening the TF activities, teleconferences and meetings; and
- e) maintaining the TF documentation, work programme and membership in the NACC/WG website updated.

#### **2 Working methods:**

- a) design the Work Programme containing activities in terms of objectives, deliverables, timelines and activities;
- b) designate, as necessary, Ad hoc groups to work on specific tasks and activities; and
- c) coordinate tasks to maximize efficiency and reduce costs via electronic means including emails, telephone and teleconference calls, convene in-person meetings as necessary.

#### **3 Membership**

3.1 The MET/TF shall be comprised of representatives of all ICAO States and Territories to which the ICAO NACC Regional Office is accredited; International Organizations and other stakeholders in the NAM/CAR Regions are encouraged to actively participate.