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When replying please quote:

Ref.: NT-N1/15.6 / NT-NS2-35 — **E.OSG - NACC67183**

27 June 2017



To: States, Territories and International Organizations

**Subject:** Meeting on CAR/SAM Planning and Implementation Regional Group (GREPECAS)  
MET Programme Projects  
Lima, Peru, from 18 to 22 September 2017

**Action**

**Required:** 1) Submission of documentation/presentation by the deadlines provided in this letter  
2) Register participation by **18 August 2017**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the Meeting on CAR/SAM Planning and Implementation Regional Group (GREPECAS) MET Programme Projects, upon some States request to be jointly convened with the ICAO SAM Regional Office in Lima, Peru, from 18 to 21 September 2017.

The main objective of this meeting is to assess and follow up on the activities developed under GREPECAS MET Programme Projects and align them with the Aviation System Block Upgrade (ASBU). In addition, the possibility of formulating new projects a result of the necessary implementations within the framework of Proposal for Amendment 78 to *Meteorological Service for International Air - Annex 3*, and the conclusions of the work of the MET Panel will be reviewed.

It should be noted that this meeting is addressed to professionals in the MET area, who are involved in the implementation of GREPECAS MET Programme projects, to meteorology authorities and service providers with capability to serve as expert contributors.

Enclosed in **Attachment A** please find the Draft Agenda and corresponding Explanatory Notes. The meeting will be conducted in English and Spanish with simultaneous interpretation.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **18 August 2017**.

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The general information on the venue of the meeting can be found in the ICAO SAM Office website <http://www2010.icao.int/SAM/>. Additionally, all meeting documentation will be placed in the MET GREPECAS Meetings Section: <http://www2010.icao.int/SAM/Pages/MeetingsDocumentation.aspx?m=2017-METGREPECAS> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

A list of hotels recommended for meeting participants is available at the SAM Regional Office website (<http://www2010.icao.int/SAM/Pages/Hotels.aspx>). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

Furthermore, in accordance with the 2017 Activities Plan approved by the Steering Committee of the Regional Technical Cooperation Project for the Caribbean Region – *Multi-Regional Civil Aviation Assistance Programme (MCAAP) (RLA/09/801)*, I am pleased to inform that the Project is offering for this event one fellowship to each Project Member<sup>1</sup>.

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Lima, Peru, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office by **17 July 2017**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

Regarding the fellowship offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA**.

Documentation that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by **18 August 2017** by e-mail as soon as practicable in Microsoft Word/PowerPoint format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

**Only** working papers **received** by this office by **18 August 2017**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Otherwise, they will become Information Papers. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **8 September 2017**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

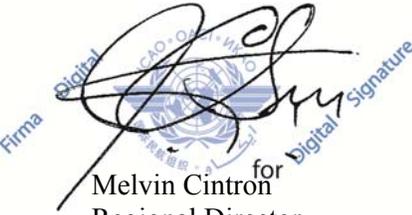
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<sup>1</sup> *RLA/09/801 Project Member States are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*

Should you require any further information regarding the meeting, please contact Mr Luis Sánchez, Regional Officer, Aeronautical Meteorology, (lsanchez@icao.int) or Mrs. Yolanda Terrazas, Assistant, (yterrazas@icao.int).

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



The image shows a digital signature in blue ink over a circular seal. The seal contains the ICAO logo and text in multiple languages. The signature is written over the seal and the words 'Firma Digital' and 'Digital Signature' are visible on either side. Below the signature, the name and title of the signatory are printed.

for  
Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*A – Provisional Agenda*  
*B – Registration Form*  
*(Templates for Papers)*

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**Meeting on GREPECAS MET Programme Projects**

(Lima, Peru, from 18 to 22 September 2017)

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**AGENDA, WORKING METHODS, SCHEDULE AND WORK PLAN**

(Presented by the Secretariat)

**1. Agenda**

1.1 The Tentative Agenda and explanatory notes of the Meeting on GREPECAS MET Programme Projects, to be held in Lima, Peru, from 18 to 22 September 2017, is attached as **Appendix A** to this working paper.

1.2 Those matters not included in the agenda might be considered under Agenda Item 7, Other business.

**2. Working methods**

2.1 For the development of this event, it is expected to work in plenary session, and in *ad-hoc* groups, in order to analyse specific issues.

2.2 During the course of the event, a Summary of Conclusions and decisions will be prepared for its distribution to interested States and International Organizations

2.3 Administrative aspects and documentation processing of the meeting will be in charge of ICAO Secretariat and Rapporteurs.

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

**3. Work Schedule**

3.1 Subject to the circumstances that would affect the adoption of the work, the following work schedule is suggested:

0830 – 1030	Review of Agenda items
1030 – 1045	Coffee break
1045 – 1215	Review of Agenda items
1215 – 1300	Lunch
1300 – 1430	Review of Agenda items
1430 – 1445	Coffee break
1445 – 1600	Review of Agenda items

**4. Work Plan**

4.1 **Appendix B** to this working paper includes the tentative work plan.

5. **Suggested action:**

5.1 The approval of the agenda and the tentative work plan is suggested, provided that in the light of the progress reached, the Meeting could adopt the modifications considered appropriate.

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**APPENDIX A**

**Meeting on CAR/SAM Planning and Implementation Regional  
Group (GREPECAS) MET Programme Projects**  
(Lima, Peru, from 18 to 22 September 2017)

**TENTATIVE AGENDA**

- Agenda Item 1:** Review of Project H2 – Implementation of the International Airways Volcano Watch (IAVW)
- Agenda Item 2:** Review of Project H3 – Implementation of the MET Information Quality Management System (QMS/MET)
- Agenda Item 3:** Review of Project H4 – OPMET Exchange
- Agenda Item 4:** Review of Project H5 – Improvements of MET services in accordance with the new operational requirements in support of ATM
- Agenda Item 5:** Feasibility studies of new MET Projects as a result of the necessary implementations within the framework of Proposal for Amendment 78 to Annex 3 and the conclusions of the work of the MET Panel
- Agenda Item 6:** Emerging aspects of implementation
- Agenda Item 7:** Other business

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## EXPLANATORY NOTES

**Agenda Item 1:           Review of Project H2 – Implementation of the International Airways Volcano Watch (IAVW)**

Under this Agenda item, the progress within the framework of Project H2 – Implementation of IAVW will be analysed. In addition, the Project will be reviewed to align it to the ASBU and to Proposal for Amendment 78 to Annex 3 – Meteorological Service for International Air Navigation.

**Agenda Item 2:           Review of Project H3 – MET Quality Management System (QMS/MET) Implementation**

Under this Agenda item, the current status of GREPECAS Project H3 on the implementation of the Quality Management System in aeronautical meteorological services will be reviewed. Implementation and update plans to version 2015 of Standard ISO 9001 will be examined. In addition, the inclusion of new activities as a result of Proposal for Amendment 78 to Annex 3, regarding the instruction and qualification of MET personnel will be studied.

**Agenda Item 3:           Review of Project H4 – OPMET exchange**

This Agenda item will discuss the status of the States regarding OPMET messages exchange. The project will be reviewed in order to align it to the ASBU, consider the transmission of OPMET messages in XML/GML format and envisage the interoperability of meteorological information with aeronautical information through the use of ICAO Meteorological Information Exchange Model (IWXXM).

**Agenda Item 4:           Review of Project H5 – Improvements of MET services in accordance with the new operational requirements in support of ATM**

This Agenda item will deal with the progress in the activities of Project H5, which was approved by the Fourth Meeting of GREPECAS Programmes and Projects Review Committee (PPRC/4).

**Agenda Item 5:           Feasibility studies of new MET Projects as a result of the necessary implementations within the framework of Proposal for Amendment 78 to Annex 3 and the results of the work of the MET Panel**

Under this Agenda Item, the Meeting may review the impacts in the provision of meteorological services for air navigation resulting from proposal for Amendment 78 to Annex 3.

**Agenda Item 6:           Emerging aspects of implementation**

Under this Agenda item, the Meeting will analyze the challenges in the implementation examined in Agenda Item 5, as a feedback for the assessment and proposal to update the Regional Performance Objectives (RPO) of the Performance Based Air Navigation Implementation Plans for the CAR and SAM Regions, as well as the possibility of preparing new projects to cover the new services or new implementations that shall be developed by the States within the requirements of Proposal for Amendment 78 to Annex 3. In addition, information on the progress in the implementation of the electronic Air Navigation Plans will be provided.

**Agenda Item 7:           Other business**

Under this Agenda item, the Meeting will be able to review other related aspects which have not been considered in the previous agenda items and that are related with the matters under analysis.

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## APPENDIX B

## TENTATIVE WORK PROGRAMME

Hour	Monday 18 September 2017	Hour	Tuesday 19 September 2017	Wednesday 20 September 2017	Thursday 21 September 2017	Hour	Friday 22 September 2017
0830 0900	Registration of participants	0830 1030	Review of Agenda Item 2	Review of Agenda Item 3	Review of Agenda Item 5	0900 1000	Report review
0900 0915	Opening of the event						
0915 0930	<i>Coffee break</i>	1030 1045	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	1000 1030	<i>Coffee break</i>
0930 1215	Review of Agenda Item 1	1045 1215	Review of Agenda Item 2	Review of Agenda Item 4	Review of Agenda Item 6	1030 1200	Report approval
1215 1300	<i>Break for lunch</i>	1215 1300	<i>Break for lunch</i>	<i>Break for lunch</i>	<i>Break for lunch</i>	1200 1230	Closing of the Meeting
1300 1430	Review of Agenda Item 1	1300 1430	Review of Agenda Item 2	Review of Agenda Item 4	Review of Agenda Item 6		
1430 1445	<i>Break for lunch</i>	1430 1445	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>		
1445 1600	Review of Agenda Item 1	1445 1600	Review of Agenda Item 3	Review of Agenda Item 5	Review of Agenda Item 7		

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*Organización de Aviación Civil Internacional*  
*International Civil Aviation Organization*

**Reunión de los Proyectos del Programa MET del GREPECAS**

**Meeting on GREPECAS MET Programme Projects**

(Lima, Perú, 18 - 22 de septiembre/September 2017)

**FORMULARIO DE REGISTRO / REGISTER FORM**

<b>1.</b>	<b>NOMBRE/NAME</b>	
<b>2.</b>	<b>CARGO/POSITION</b>	
<b>3.</b>	<b>ORGANIZACIÓN/ ORGANIZATION</b>	
<b>4.</b>	<b>ESTADO/STATE</b>	
<b>5.</b>	<b>NO. DE TELÉFONO/ TELEPHONE NO.</b>	
<b>6.</b>	<b>CORREO ELECTRÓNICO/ E-MAIL</b>	

*Por favor envíe el formulario lleno a / Please submit the completed form to:*

*E-mail:*            [icaosam@icao.int](mailto:icaosam@icao.int)