



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.: NT- NE57-3 — **E.OSG** — **NACC110069**

14 December 2023

To: States, Territories and International Organizations

Subject: **Invitation — Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Meteorology (MET) Task Force (TF) (MET/TF/02)**

Mexico City, Mexico, 27 February to 1 March 2024

Action

- Required:
- 1) Transmittal of additional items to the Provisional Agenda by **16 January 2024**;
  - 2) Submission of documentation/presentation by the deadlines provided in this letter;
  - 3) Register participation by **13 February 2024**

Dear Sir/Madam,

Further to the First Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Meteorology (MET) Task Force (TF) (MET/TF/01), held on 16 March 2023 on-line, I wish to invite your Administration/Organization to participate in the Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Meteorology (MET) Task Force (TF) (MET/TF/02) to be convened at the ICAO NACC Regional Office, from 27 February to 1 March 2024.

In accordance with the MET/TF Terms of Reference (ToRs) and agreed working mechanisms, it is expected to have the participation of representatives of the meteorological authorities in charge of meteorological services for international air navigation and of the inspectors of the civil aviation authorities that supervise said service, from the States and Territories of the ICAO NAM/CAR Regions, representatives of international organizations are also invited to actively participate. The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Agenda of the event is at **Appendix A**. States wishing to submit proposals for the addition of items should do so by **16 January 2024**.

We would appreciate confirmation of your participation by **13 February 2024** by registering here: <https://forms.office.com/r/CerscLjjUj>

... / 2

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website ([http://www.icao.int/NACC/Pages/visitors\\_info.aspx](http://www.icao.int/NACC/Pages/visitors_info.aspx)). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation/presentations will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration/Organization may wish to submit/present at the meeting/event should be forwarded to this office 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 **30 January 2024**, 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 **13 February 2024**. 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).

If you require any further information regarding the event, please contact Mr. Luis Sánchez, Regional Officer, Aeronautical Meteorology and Environment or his Assistant Mrs. Yolanda Terrazas, to the following e-mail [nacc-met@icao.int](mailto:nacc-met@icao.int).

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



Christopher Barks  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*A – Provisional Agenda; B – Working Paper template;  
C – Information Paper template; D – Appendix template*



OACI

Organización de Aviación Civil Internacional  
Oficina para Norteamérica, Centroamérica y Caribe

**Second Meeting of the North American, Central American and Caribbean Working Group  
(NACC/WG) Aeronautical Meteorology (MET) Task Force (TF)  
(MET/TF/02)**

Mexico City, Mexico, 27 February to 1 March 2024

---

---

**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Implementation of the Meteorological Services for International Air Navigation**
- Agenda Item 3: Implementation Needs and Expectations**
- Agenda Item 4: Quality Management Systems**
- Agenda Item 5: Establishment and Implementation of the State Safety Oversight System Related to MET**
- Agenda Item 6: Terms of Reference (ToRs) Update**
- Agenda Item 7: Other Business**
-

**PROVISIONAL AGENDA  
EXPLANATORY NOTES**

**Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

Under this agenda item, the Meeting will review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

**Agenda Item 2: Implementation of the Meteorological Services for International Air Navigation**

Under this agenda item, the Meeting will review and harmonize essential concepts of meteorological services for international air navigation as provided in Annex 3, included in the Electronic Air Navigation Plans (e-ANPs) and in accordance with the Basic Building Blocks (BBBs) and Aviation System Block Upgrades (ASBU) frameworks.

**Agenda Item 3: Implementation Needs and Expectations**

Under this agenda item, the Meeting will discuss the mechanisms to determine the status of implementation of the BBBs, the Advanced Meteorological Information (AMET) Blocks 0 and 1 of the ASBU and their dependencies and relationships, to monitor performance in the provision of the MET service, analyse its needs and guide regional implementation expectations.

**Agenda Item 4: Quality Management Systems**

Under this agenda item, the Meeting will address the implementation of the quality management system for the provision of meteorological services for international air navigation (QMS/MET), in accordance with the provisions of ICAO Annex 3 and technical regulations of the World Meteorological Organization.

**Agenda Item 5: Establishment and Implementation of the State Safety Oversight System Pertaining to MET**

Under this agenda item, the Meeting will analyse the State's capability for safety oversight of the meteorological service providers, identify the qualification and competency requirements for national inspectors and determine the mechanisms to identify and support the resolution of air navigation deficiencies in aeronautical meteorological services.

**Agenda Item 6:           Terms of Reference (ToR) Update**

Under this agenda item, the Meeting will update the Terms of Reference (ToRs) of the MET/TF and adjust the work programme.

**Agenda Item 7:           Other Business**

Under this agenda item, the Meeting will discuss other business as relevant and/or pertinent.



ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

WORKING PAPER

MET/TF/2 — WP/\*\*

\*\*/\*\*/24

**Second Meeting of the North American, Central American and Caribbean Working Group  
(NACC/WG) Aeronautical Meteorology (MET) Task Force (TF) (MET/TF/02)**

Mexico City, Mexico, 27 February to 1 March 2024

**Agenda Item \*:**

**TITLE OF WORKING PAPER**

(Presented by \*\*\*)

<b>EXECUTIVE SUMMARY</b>	
Insert brief summary of the working paper.	
<b>Action:</b>	Insert action required.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li><li>• Security &amp; Facilitation</li><li>• Economic Development of Air Transport</li><li>• Environmental Protection</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• ***</li></ul>

**1. Introduction**

1.1 Ff

-----

or

— END —



ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

INFORMATION PAPER

MET/TF/2 — IP/\*\*

\*\*/\*\*/24

**Second Meeting of the North American, Central American and Caribbean Working Group  
(NACC/WG) Aeronautical Meteorology (MET) Task Force (TF) (MET/TF/02)**

Mexico City, Mexico, 27 February to 1 March 2024

**Agenda Item \*:**

**TITLE OF INFORMATION PAPER**

(Presented by \*\*\*)

<b>EXECUTIVE SUMMARY</b>	
Insert brief summary of the information paper.	
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li><li>• Security &amp; Facilitation</li><li>• Economic Development of Air Transport</li><li>• Environmental Protection</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• ***</li></ul>

**1. Introduction**

**1.1 Ff**

-----  
or

— END —

**APPENDIX \***  
**TITLE**

-----

or

— END —