



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

Workshop on the implementation of the Quality Management System for aviation weather services

(Virtual, from 19 to 21 May 2021)

DRAFT AGENDA AND WORKSHOP PROGRAMME

Day 1: 19 May 2021

Time in UTC	Agenda item	Item	Responsibility
09h00 - 10h00		First Session	
09h00 - 09h30	0.	Welcome and opening address	RD ESAF RD WACAF
09h30 - 10h00	1.	Background information 1.1 Concept Note of the Workshop 1.2 Review and adoption of the provisional agenda 1.3 Questions & Answers	ESAF/WACAF Regional Offices
10h00 - 13h00		Second Session	
10h00 - 11h00	2	2.1. ICAO and WMO drivers for adopting a quality management approach for the provision of aviation weather services 2.2. QMS principles and ISO 9001:2015 Standard 2.3. Questions & Answers	ESAF/WACAF Regional Offices
11h00 - 11h15		Break	
11h15 - 13h00	3.	3.1. Plan and design a QMS 3.2. Questions & Answers	ESAF/WACAF Regional Offices

Day 2: 20 May 2021

Time in UTC	Agenda item	Item	Responsibility
09h00 -13h00		Second Session	
09h00 -11h00	4.	4.1. Implementation of the QMS 4.2. Questions & Answers	ESAF/WACAF Regional Offices
11h00 - 11h15		Break	
11h15 -13h00	4.	4.3. Implementation of the QMS (<i>continued</i>) 4.4. Performance assessment 4.5. Improving the QMS 4.6. Questions & Answers	ESAF/WACAF Regional Offices

Day 3 – 21 May 2021

Time in UTC	Agenda item	Item	Responsibility
09h00-11h30		Third Session	
09h00-10h30	5.	5.1. QMS certification process 5.2. Summary of QMS implementation steps 5.3. Questions & Answers	ESAF/WACAF Regional Offices
10h30-10h45		Break	
10h45-11h00	6.	Review and approval of the workshop outcomes	Participants
11h00-11h15	7.	Any Other Business	Participants
11h15-11h30	8.	Closing Remarks	RD ESAF RD WACAF