

## **REVIEW OF ACTION LIST**

Review of carry-over/outstanding action items from CAeM-MG-2018

*(Submitted by the WMO Secretariat)*

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### **Summary and Purpose of Document**

This document provides an overview of the actions items arising from the CAeM-MG-2018 meeting held in January 2018, and their respective status of follow-up (at time of writing).

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### **ACTION PROPOSED**

The Management Group (MG) is invited to:

- (1) review the action items arising from CAeM-MG-2018 as given in [annex](#) to this document;
  - (2) consider the status of follow-up; and
  - (3) as necessary, determine any next steps.
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## 1. BACKGROUND

1.1 The 2018 meeting of the Commission for Aeronautical Meteorology Management Group (CAeM-MG-2018) was held at WMO headquarters in Geneva, Switzerland from 22 to 24 January 2018. The CAeM-MG-2018 formulated a total of 12 action items.

1.2 The CAeM-MG-2018 meeting preceded the sixteenth session of the Commission for Aeronautical Meteorology (CAeM-16) held in July 2018 in the United Kingdom. As a consequence, the CAeM Management Group established by CAeM-16 will need to undertake a review of the action items arising from CAeM-MG-2018, consider the status of follow-up and, as necessary, determine any next steps.

1.3 It is worthwhile to note that the WMO Secretariat maintains a list of the action items from the most recent CAeM MG at URL: <https://www.wmo.int/aemp/MG> (under "Work Programme"). The status of the action items is reviewed/updated typically on a quarterly basis.

## 2. CARRY-OVER/OUTSTANDING ACTION ITEMS

2.1 The action items formulated by CAeM-MG-2018 are given at the [annex](#) to this document together with an illustration of the status of follow-up (as known at time of writing of this document).

2.2 The MG will note that the only outstanding action actions items are as follows:

- **Action A02-2018** concerning replacement of references to WMO-No. 1001/ICAO Doc 9873 by WMO-No. 1100. Follow-up remains a work-in-progress within WMO and ICAO although major milestones were achieved through Decision 5 (CAeM-16) in July 2018 as well as Decision 8/1 and Recommendation 8/1 of ICAO METP/4 in September 2018. The changes will be reflected in Amendment 79 of ICAO Annex 3/WMO-No. 49, Volume II with intended applicability in November 2020. In view of these developments, the CAeM MG could decide to close the action insofar as the CAeM is concerned.
- **Action A05-2018** concerning a review of the ICAO USOAP CMA Protocol Questions. ICAO has advised that discussion with SPO/ANS in the ICAO audit section is yet to take place.

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[Annex: 1](#)

**Actions agreed by the CAeM Management Group meeting in January 2018  
(CAeM-MG-2018)**

**Status of follow-up key:**

<b>Not started</b> <i>Work on the task has not begun and is not underway.</i>	<b>On hold</b> <i>Work on the task has begun but is not finished and is not being actively worked on.</i>	<b>On-going</b> <i>Work on the task has begun and is actively underway.</i>	<b>Completed</b> <i>Work on the task has been completed.</i>	<b>Deferred</b> <i>Work on starting or completing the task has been deferred to a later date.</i>	<b>Cancelled</b> <i>Work on the task has stopped without being started or completed and is no longer required.</i>
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**Action identifier key:**

<b>A[nn]- [yyyy]</b>	For actions arising from CAeM Management Group meetings, where A[nn] denotes the action number and [yyyy] denotes the year
<i>Example: A01-2016</i>	<i>Action 01 arising from the CAeM Management Group meeting in 2016</i>

**Actions agreed by the CAeM Management Group meeting in January 2018  
(CAeM-MG-2018)**

ID No.	Ag. Item	Action	Responsibility	Deliverables	Deadline	Status at 10 Jan 19	Note
<b>A01-2018</b>	2.1 and 6.8	Undertake action to retire WMO-Nos. 770 and 842 and, where applicable, address any associated consequential amendments to WMO or other publications	WMO Secretariat (in coordination with ICAO Secretariat if required)	a) Obsolete WMO-Nos. 770 and 842; and b) Where applicable, amendment/removal of cross-references in WMO or other publications	31 Dec. 2018	<b>Complete</b>	Check if cross-referenced in any ICAO publications  Dec. 5 (CAeM-16) endorsed discontinuation of 770 and 842 WMO LCP/DPM undertaking the steps necessary to withdraw these publications

ID No.	Ag-Item	Action	Responsibility	Deliverables	Deadline	Status at 10 Jan 19	Note
<b>A02-2018</b>	2.1 and 6.8	Undertake action to retire WMO-No. 1001 and ICAO Doc 9873 and address associated consequential amendments to WMO and ICAO publications (including ICAO Annex 3/WMO-No. 49, Volume II). Replace all references to 1001/9873 with WMO-No. 1100	WMO Secretariat in coordination with ICAO Secretariat	a) Study Note for METP/3; b) Obsolete WMO-No. 1001 and Doc. 9873; and c) Amendment of ICAO Annex 3/WMO-No. 49, Volume II and other publications (reference to WMO-No. 1100 instead)	a) 10 Sept. 2018  b) and c) Nov. 2020	On-going	Amendment 79 (2020)  Dec. 5 (CAeM-16) endorsed discontinuation of 1001.  WP/6101 to METP/4 (Sept. 2018)  METP/4 Dec. 8/1 endorsed discontinuation of 1001/9873.  METP/4 Rec. 8/1 proposes amendment to ICAO Annex 3 to replace references by WMO-No. 1100
<b>A03-2018</b>	5.1.1	Investigate with WWRP the possibilities for a formal report on AvRDP Phase I implementation and the strategy for Phase II	Herbert Puempel	(Possible) AvRDP report for CAeM-16	24 April 2018*	Complete	

ID No.	Ag-Item	Action	Responsibility	Deliverables	Deadline	Status at 10 Jan 19	Note
<b>A04-2018</b>	5.1.2	a) Check feasibility of gathering satisfaction survey feedback from newsletter recipients using MailChimp or other platform (e.g. SurveyMonkey); and b) If feasible, conduct satisfaction survey with newsletter recipients	a) Secretariat; b) ET-CCP	Satisfaction survey	a) 28 February 2018;  b) 31 March 2018	a) Complete	
						a) Complete	
<b>A05-2018</b>	5.1.3	Review the ICAO USOAP CMA Protocol Questions (PQs) to determine whether they adequately address competency and qualification, education and training requirements	ICAO	Review of PQs	31 Dec. 2018	On hold	Ref: ICAO Annex 3/WMO-No. 49, Vol. II, §2.1.5  Holding reply from ICAO (14 Dec 2018) advising that discussion with SPO/ANS in the ICAO audit section to take place.
<b>A06-2018</b>	5.1.4	Develop a communication strategy and supporting materials on the global and region-specific outcomes of the CAeM global survey for use at CAeM-16, WMO and ICAO meetings or other events	ET-GOV in coordination with ET-CCP	Communications strategy and supporting materials	31 May 2018	Complete	E.g. reports, presentations, graphics

<b>ID No.</b>	<b>Ag-Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Deliverables</b>	<b>Deadline</b>	<b>Status at 10 Jan 19</b>	<b>Note</b>
<b>A07-2018</b>	5.1.4	Develop an overview of the methodologies and techniques used to communicate and collect feedback on the survey that led to such a high response rate (92%) for future use by the MG or other interested parties	ET-GOV in coordination with ET-CCP	Overview of the methodologies and techniques	31 March 2018	Complete	
<b>A08-2018</b>	6.2	Develop a draft provisional agenda for the CAeM-16 session	WMO Secretariat in coordination with president and vice-president of CAeM	Draft provisional agenda for CAeM-16	7 February 2018	Complete	Incorporate agenda item 6.2 proposals
<b>A09-2018</b>	6.3	Develop a draft concept note for the 2018 TECO	Kent Johnson and Matt Strahan (as lead) assisted by WMO Secretariat and in coordination with CAeM-16/TECO OC	Concept note for TECO 2018	7 February 2018	Complete	Incorporate agenda item 6.3 proposals
<b>A10-2018</b>	6.5	Develop a strawman and a strategy for the development and maintenance respectively of the LTP-AeMP for 2019-2033	Secretariat in coordination with the MG	Strawman and strategy proposal for CAeM-16	24 April 2018*	Complete	
<b>A11-2018</b>	6.7	Develop a proposal for the future working structures of WMO/CAeM in support of the AeMP	President and vice-president of CAeM in coordination with the MG	Working structure proposal for CAeM-16	24 April 2018*	Complete	

ID No.	Ag-Item	Action	Responsibility	Deliverables	Deadline	Status at 10 Jan 19	Note
<b>A12-2018</b>	7.1	Consult with ATB (ICAO) to assist in establishing the status of WMO's membership of the Committee on Aviation Environmental Protection (CAEP)	ICAO Secretariat (Yong Wang)	Clarity on WMO membership of ICAO CAEP	30 Sept. 2018	Complete	ICAO ATB confirmed (9 Jan 2019) that WMO lost CAEP Observer status in 2012 due to lack of participation. Steps now underway to re-instate

\* Expected submission deadline of working documentation for the CAeM-16 session.