|  |  |  |
| --- | --- | --- |
| **World Meteorological Organization** | **CAeM-MG/2016/Doc. 2** | |
| **COMMISSION FOR AERONAUTICAL METEOROLOGY** |  | 31.X.2016 |
|  |  |
| **MANAGEMENT GROUP 2016**  Hall (Innsbruck), Austria  8-10 November 2016 |  | ITEM 2 |
|  | English only |

**REVIEW OF ACTION LIST**

*(Submitted by the WMO Secretariat)*

|  |
| --- |
| **Summary and Purpose of Document**  This document provides the status of follow-up of actions agreed at the last CAeM Management Group (MG) meeting held from 12 to 14 May 2015, based on an Action List, as well as information concerning MG teleconferences held since the last meeting. |

**ACTION PROPOSED**

The Management Group (MG) is invited to review and update the Action List.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **EXECUTIVE SUMMARY**

***Actions arising from CAeM-MG meeting in May 2015***

* 1. The MG recalled that the last full meeting of the CAeM-MG was held from 12 to 14 May 2015 in Cape Town, South Africa, and that the MG had formulated an action list comprising 10 actions.
  2. The MG reviewed the action list and updated the status of actions as shown in Annex 1. The MG noted, in particular, that <text based on comments on the status of actions and identification of actions that need to carry forwards>.

***Actions arising from CAeM-MG teleconferences***

* 1. The MG recalled that it had conducted teleconferences on 18 December 2015,   
     2 February 2016 and 14 April 2016 principally to review the status of follow-up of actions arising from the previous teleconference(s), to assist and oversee the progression of the work of the MG and the CAeM expert teams (ETs), to exchange information on recent meetings/events and prepare for upcoming meetings/events, and to address coordination needs including with ICAO. The MG appreciated that a summary of discussions was prepared and circulated amongst the MG subsequent to each teleconference.
  2. The MG agreed that it would be essential to continue to convene teleconferences during the intersession period, typically on a quarterly basis and at other times as necessary, and requested the Secretariat to prepare and coordinate a schedule for 2017 accordingly. **Action XX**

***Monitoring of implementation of CAeM-MG actions***

* 1. The MG agreed that the Action List (table) provided in Annex 2 should be used as a tracking tool for the status of follow-up of actions agreed by the MG. The MG agreed that it would be beneficial to maintain the Action List on the [AEMP website](https://www.wmo.int/aemp/MG) including a unique identifier and follow-up status scheme that more clearly denotes the origin and status of the actions agreed. **Action XX**
  2. The MG emphasized that all actions identified and agreed by the MG should be SMART (specific, measurable, assigned, realistic and time-bound).

1. **ACTION LIST**

**Status of follow-up key:**

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

**Action identifier key:**

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

**Actions agreed by the CAeM Management Group meeting in May 2015**

<To be updated during the meeting>

| **ID No.** | **Ag. Item** | **Action** | **Responsibility** | **Deliverables** | **Deadline** | **Status** | **Note** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A01-2015** | 3 | Action List table should be used as a tracking tool of the status of implementation of the actions agreed by the MG and ETs meetings. All actions should be clearly formulated and addressed to a responsible body/person with specific target date and deliverable. | P/CAeM  Secretariat | Action List | permanent | On-going |  |
| **A02-2015** | 4.1.1 | Conduct global survey on institutional  arrangements for the provision of MET Service for aviation, including business models and cost-recovery aspects. | ET-GOV | Survey | End of 2016 | On-going |  |
| **A03-2015** | 4.1.1 | Revive WMO-No. 732, Guide to Practices for Meteorological Offices Serving Aviation. WMO-No. 732 should be fully updated and become a placeholder for the new guidance material; the starting point should be developing a new outline of the document. | ET-GOV  Secretariat | Outline of updated WMO-No.732 | ET-GOV meeting,  Nov 2015 | On-going |  |
| **A04-2015** | 4.1.5 | Transforming the WMO-Doc.1083, Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology, Volume I, into a Guide which on compliance with both qualification and competency requirements. Coordinate with Secretariat how this work would be organized and should contribute the chapters related to the AMP. | ET-ETC  Secretariat | Proposed outline of the Guide;  Inputs on C&Q for AMP | ET-ETC meeting,  Nov 2015 | On-going |  |
| **A05-2015** | 4.1.1 – 4.1.5 | The updated TORs of all ETs to be published on the WMO AEMP website | Secretariat | Updated web site | Jul 2015 | On-going |  |
| **A06-2015** | 4.2 | All ETs should review and update their work programmes and submit to Secretariat for posting on the website | ET Chairs, Co-Chairs | Updated final work programmes | Sep 2015 | On-going |  |
| **A07-2015** | 6 | Prepare CAeM Operating Plan 2016-2019 as a compilation of the work programmes of the Expert Teams with appropriate grouping of the tasks according to the KOs. | ET-GOV to coordinate | Draft CAeM OP 2016-2019 | ET-GOV meeting,  Nov 2015 | On-going |  |
| **A08-2015** | 6 | Request EC WG-SOP to provide appropriate templates and guidance on the WMO organization-wide integrated strategic/operating planning process | P/CAeM  Secretariat | Working paper for EC WG-SOP meeting in 2016 | Jan/Feb 2016 | On-going |  |
| **A09-2015** | 7 | All ET Co-Chairs to consider the new CAeM priorities in the formulation of their work programmes and tasks. The priorities to be posted on the WMO/AEMP website | ET Chairs, Co-Chairs  Secretariat | Updated work programmes and website | Sep 2015 | On-going |  |
| **A10-2015** | 8 | Submit proposals to the 2016 PTC and PTC/PRA meetings aimed at improved top-level coordination and prioritization of tasks | P/CAeM | Working paper for PTC and PTC/PRA 2016 | Jan 2016 | On-going | With inputs from MG members |

**Actions agreed by the CAeM Management Group meeting in November 2016**

<To be populated during the meeting>

| **ID No.** | **Ag. Item** | **Action** | **Responsibility** | **Deliverables** | **Deadline** | **Status** | **Note** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A01-2016** | … | … | … | … | … | … | … |
| **A02-2016** | … | … | … | … | … | … | … |
| **A03-2016** | … | … | … | … | … | … | … |
| **…** | … | … | … | … | … | … | … |

\_\_\_\_\_