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| **World Meteorological Organization**  **COMMISSION FOR AERONAUTICAL METEOROLOGY**  **1st Meeting of ET-CCP** St. Petersburg, Russian Federation 16 to 18 May 2016 | **ET-CCP-1/Doc. 3.1** |
| Submitted by: Secretariat  04.V.2016 |

**AGENDA ITEM 3.1: REVIEW STATUS OF ACTIVITIES AND DELIVERABLES**

1. **SUMMARY FOR INCLUSION IN THE FINAL REPORT**

1.1 The meeting reviewed its work plan provided in the Annex.

1.2 The ET aligned the plan with its reviewed terms of reference and assigned responsibilities to the members for the various tasks and deliverables. A shorter version of the plan listing the main tasks and activities was also prepared for posting on the ET-CCP webpage.

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1. **PROGRESS/ACTIVITY REPORT**

2.1 The meeting noted the proposal for reformatting the work programme in order to align better with the ToRs. The ET should also take into account the CAeM priorities and the tasks stemming from the Cg-17 Resolutions 3 and 66.

2.2 The structure of the programmes should be based on work packages (WP – on for each ToR), tasks and activities. The focus should be on defining realistic and achievable deliverables in view of the very limited resources available for conducting the work of the team. In this regard, the coordination and collaboration with the other CAeM ETs will be vital in order to ensure effective and efficient completion of the CAeM programme.

1. **ACTION/PLANS/RESPONSIBILITIES WITH DELIVERABLES**

(to be agreed during the meeting)

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| **TEAM**  **ET-CCP-1/Doc. 3.1/ANNEX** | | | | |
| **Commission** | **WMO Commission for Aeronautical Meteorology (CAeM)** | | | |
| **Expert Team on** | Expert Team on Communication, Coordination and Partnership (ET-CCP) | | | |
| **Start Date / End Date** | August 2014 | | 2018 | |
| **Stakeholders** | NMHS Aviation Weather Services/Aviation Industry/Regional Aviation TTs/Sub-groups/ ICAO MET Panel/  ICAO PIRGs/WMO CAeM MG | | | |
| **Team** | **Name** | **Organization / Country** | | **E-mail** |
| **Chair / Co-chairs** | Marina Petrova  Gaborekwe Khambule | Roshydromet, Russian Federation  SAWS, South Africa | | [petrovamv@mail.ru](mailto:petrovamv@mail.ru)  [gaborekwe.khambule@weathersa.co.za](mailto:gaborekwe.khambule@weathersa.co.za) |
| **Core Members** | Boon Leung Choy  Collins Osague  Kaspar Bucher-Studer  Cammye Sims-Uskievich,  Truusje S. Warsodikromo | Hong Kong Observatory, Hong Kong, China  Nigerian Meteorological Agency, Nigeria  MeteoSwiss, Switzerland  NOAA/NWS, USA  Meteorological Service, Suriname | | [blchoy@hko.gov.hk](mailto:blchoy@hko.gov.hk)  [metosa3@yahoo.com](mailto:metosa3@yahoo.com)  [kaspar.bucher@meteoswiss.ch](mailto:kaspar.bucher@meteoswiss.ch)  [cammye.sims-uskievich@noaa.gov](mailto:cammye.sims-uskievich@noaa.gov)  [Wtruus98@gmail.com](mailto:Wtruus98@gmail.com) |

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| **DESCRIPTION** | |
| **Objective** | Close liaison with regional/sub-regional aviation task teams/subgroups and partner organizations, including ICAO and IATA; coordination of meteorological service improvements and institutional changes to meet the AeM priority areas and in the light of the ICAO GANP and ASBU-related developments at the regional, sub-regional and territorial levels. |
| **Background** | The Expert Team on Communication, Coordination and Partnership (ET-CCP) succeeded the Implementation Coordination Team (MG-ICT) through the restructuring of the Commission for Aeronautical Meteorology at its fifteenth session (CAeM-XV) held in Montreal, Canada, from 15 to 16 July 2014. The ET-CCP in the new CAeM structure for the period 2014-2018 would coordinate an encouraging response from the Commission to the requests for advice and guidance, enabling the Regional Associations to align their Strategic Operating Plans with the recommendations made at the ICAO/WMO Conjoint meeting in Montreal, including ICAO GANP and ASBU implementation**.** Monitoring and evaluation (M&E) tools throughout the WMO Regions/sub-regions would be used by ET-CCP to identify gaps/challenges in the Members in meeting the requirements for enhanced meteorological service delivery arising from the GANP and ASBU strategies. |
| **Terms of Reference** | (a) To promote and maintain effective two-way communication mechanisms on matters relating to aeronautical meteorology with Members through the Regional Associations to determine regional priorities, promote awareness of developments, opportunities and challenges, and to coordinate appropriate responses to requests for advice and guidance;  c) To establish an effective mechanism for monitoring and evaluation (M&E) of the CAeM work programme in the Regions as an integral part of the WMO M&E system;  (d) To provide support to the Secretariat in developing and updating relevant Aeronautical Meteorological Programme database entries, e.g. Country Profile database;  (e) To facilitate WMO gender and equality policies within CAeM. |

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| **Communication Strategies** | | | | |
| **Description** | **Target Audience** | **Delivery Method** | **Frequency / Date** | **Responsibility** |
| **Work Plan** | CAeM MG/ET-CCP/ | Document via email | An yearly update from June 2015 to be continued by annual reviews | ET-CCP co-chairs |
| **General correspondence** | CAeM MG/ET-CCP | Email | As required | CAeM MG/ET-CCP |
| **Team Meetings** | CAeM ET-CCP | Teleconference | As required, quarterly since March 2015 | ET-CCP co-chairs |
| **Team Meetings** | CAeM ET-CCP | Face-to-face meetings  Possibly back-to-back with RA meetings | As scheduled by CAeM MG | CAeM MG |
| **Reports** | CAeM MG | Reports via emails/ presentations for MG meetings | As scheduled by CAeM MG | ET-CCP co-chairs |
| **Final Report** | CAeM-16 | Working paper/presentation | End-2017 | ET-CCP co-chairs |

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| **MILESTONES / WORKPLAN** | | | | | |
| **Milestone / Activity / Task** | **ET**  **TORs** | **Accountability** | **Deliverables** | **Dates** | **Status** |
| **ACTIVITY 1: UPDATES OF WORK PLAN** | | | | | |
| *Milestone 1.1: Consolidated Work Plan* |  | *MG & ET-CCP* | *Availability of work plan on the CAeM web-site* | *30 Sep 2014* |  |
| Task 1.1 : Update ET-CCP work plan |  | ET-CCP co-chairs | Annual updates | Starting from June 2015 |  |
| **ACTIVITY 2: COORDINATION WITH REGIONAL ASSOCIATIONS (RAS) & PARTNER ORGANIZATIONS, INCLUDING ICAO & IATA** | | | | | |
| *Milestone 2.1: Updates on meteorological service improvements and institutional changes arising from the ICAO GANP and ASBU* |  | *ET-CCP members* | *Six-monthly updates* | As required |  |
| Task 2.1: Cooperate/liaise with the regional aviation task teams/subgroups & ICAO METP WGs/PIRGs |  | Marina  Gabo | Intermediate reports on current activities &proposals on future enhanced relations | Continuously | On-going |
| Task 2.2: Make inputs to relevant regional/sub-regional group work plans |  | Marina  Gabo | Feedback from WMO/ICAO aviation WGs/TTs & further detailed plans | As required |  |
| Task 2.3: Update on the on-going changes in the MET service delivery at the regional, sub-regional and territorial levels |  | CM, Ian, Dimitar, Marina, Gabo | Information exchange via emails | As scheduled |  |
| Task 2.4: Involve WMO regional/ ICAO METP experts for better communication/response |  | Dimitar, Marina, Gabo | List of contact MET focal points/collection & consolidation of information on current & future status of MET service provision | As required |  |
| Task 2.5: Identify regional AeM gaps/challenges, including those related to GANP/ASBU implementation, through questionnaires, gap analysis & RA/ICAO METP liaison experts |  | CM, Ian, Dimitar, Marina, Gabo | Analysis of RA status/progress reports | Q1 2016  Q2 2017 |  |
| Task 2.6: Identify the on-going pilot projects on the enhanced meteorological service delivery in support of the GANP & ASBU implementation at the regional, sub-regional and territorial levels |  | CM, Ian, Dimitar, Marina, Gabo | Updates on current pilot projects/Analysis of available results | Annually |  |
| Task 2.7: Provide assistance at the request of the Members to launch relevant pilot projects in support of the GANP & ASBU implementation & further gap analysis of available technological, financial & human resources for GANP & ASBU implementation |  | CM, Ian, Dimitar, Marina, Gabo | Involvement of relevant WMO/ICAO aviation experts & sharing of outcomes | Annually |  |
| Task 2.8: Provide detailed advice & guidance to RA management groups via CAeM experts, inter alia, for the organization of GANP and ASBU-related workshops and development of pilot projects |  | CM, Ian, Dimitar, Marina, Gabo | Involvement of WMO/ICAO competent aviation experts | As required |  |
| **ACTIVITY 3: COORDINATION/COLLECTION OF BEST PRACTICE EXAMPLES IN REGIONS** | | | | | |
| *Milestone 3.1: Availability of best practice examples in* *enhanced meteorological service delivery in support of the GANP/ASBU implementation & establishment of SWIM environment on caem.wmo.int website* |  | *Dimitar, Marina, Gabo* | Collection of success stories/best practices per regions/sub-regions | As required |  |
| Task 3.1: Identify, collect and share among the Members examples of best practice in enhanced meteorological service delivery & pilot projects to meet the ICAO/WMO SARPs in the AeM key areas and in support of the GANP/ASBU implementation |  | MG, ET-CCP members | Exchange of examples between the regions/sub-regions | Continuously |  |
| Task 3.2: Facilitate sharing of best practice examples among the Members |  | Dimitar, Scylla, Marina, Gabo | List of liaison experts | Q4 2016 |  |
| Task 3.3: Provide support to the Secretariat in developing & updating relevant AeM-related databases |  | Dimitar, Marina, Gabo | Sharing of relevant information | As required |  |
| **ACTIVITY 4: PROMOTION OF SOCIAL JUSTICE ISSUES** | | | | | |
| *Milestone 4.1: Coordination of equality and gender specific actions across the Regions* |  | *ET-CCP members* | *Collection of best practices* | *Continuously* |  |
| Task 4.1: Provide guidance and direction for Members on gender-specific actions in the areas of governance, employment, service delivery, monitoring and evaluation |  | Marina, Gabo, Assia Alexieva (Secretariat) | Sharing of best practice examples | As required |  |
| Task 4.2: Communicate to the Regional Associations & Secretariat on gender mainstreaming solutions |  | Marina, Gabo, Assia Alexieva (Secretariat) | Sharing of WMO specific gender policy docs | As required |  |
| Task 4.3: Contribute to the conduct of regional questionnaires on gender mainstreaming activities in the RAs |  | Marina, Gabo, Assia Alexieva (Secretariat) | Gap analysis | Q1 2016 |  |
| **ACTIVITY 5: COORDINATION WITHIN ET-CCP AND WITH MG** | | | | | |
| *Milestone 5.1: Interactions with MG and between ET-CCP members* |  | *CM, Ian, Dimitar, Marina, Gabo* |  | *2014-2018* |  |
| Task 5.1: Provide progress reports |  | ET-CCP co-chairs | Consolidated progress report | As required |  |
| Task 5.2: Pool & share inputs between the ET members, representing the WMO six Regions |  | ET-CCP members | Information papers during telecons | Quarterly |  |
| Task 5.3: Make input to organization and conduct of ET-CCP teleconferences |  | Marina, Gabo, Dimitar | Agreed agenda, IPs | Quarterly |  |
| **ACTIVITY 6: INPUTS TO WMO COUNTRY PROFILE DATABASE (CPD)** | | | | | |
| *Milestone 6.1: AeMP entries to* WMO Country Profile Database (CPD) |  | *CM, Ian, Dimitar, Marina, Gabo* | *Sharing of updates* | As required |  |
| Task 6.1: Coordinate CAeM inputs to develop & update relevant databases in AeMP for the WMO Country Profile Database (CPD) |  | CM, Ian, Dimitar, Marina, Gabo | Collection and communication of relevant information | If requested |  |
| Task 6.2: Provide support to the Secretariat in developing & updating relevant AeM-related databases |  | Dimitar, Marina, Gabo | Sharing of relevant information | As required |  |