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| **COMMISSION FOR AERONAUTICAL METEOROLOGY** |  | 26.X.2016 |
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|  | English only |

**FUTURE WORK PROGRAMME**

CAeM-16 Session (2018) – initial planning

*(Submitted by the WMO Secretariat)*

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| **Summary and Purpose of Document**  This document provides an overview of the initial planning considerations necessary for the conducting of the sixteenth session of the Commission for Aeronautical Meteorology (CAeM-16) in 2018, to be held back-to-back with a technical conference (TECO), and proposed actions to address the planning, preparation and coordination needs for the events. |

**ACTION PROPOSED**

The Management Group (MG) is invited to review the initial planning considerations pertaining to CAeM-16 and TECO, to discuss needs and expectations, and to formulate actions accordingly.

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1. **EXECUTIVE SUMMARY**

***Sixteenth session of the CAeM (CAeM-16)***

* 1. The MG acknowledged that there was a requirement to conduct a sixteenth session of the CAeM not later than 2018 owning to the fact that WMO Technical Commissions are required to convene at least once per four-year WMO financial period and the fact that the last session (CAeM-15) was convened in July 2014 in Montreal, Canada conjointly with the ICAO Meteorology Divisional Meeting.
  2. The MG noted that the CAeM-16 has been included in the WMO plan for sessions of constituent bodies for 2018, tentatively in July. A formal letter of invitation has been received from the UK in February 2015.
  3. In considering the duration of CAeM-16, the MG agreed that X working days would be necessary to conduct the order of business. The meeting noted that the CAeM-15 agenda was much shorter than usual due to the fact that the session was conducted conjointly with the MET DIV 2014. Therefore, the agenda for the CAeM-16 should be developed in accordance with the WMO General Regulations, but also covering the new tasks and challenges stemming from the GANP and ASBU.
  4. The MG noted that a half working day immediately following the conclusion of the CAeM-16 should be dedicated to the convening of a CAeM Management Group meeting.
  5. The MG noted that the third meeting of the ICAO MET Panel is also planned for the summer of 2018 and there has been some exchange on the possibility of organizing CAeM-16 and METP/3 as a joint meeting. While such an arrangement would have the advantage of gathering both ICAO and WMO MET communities in a conjoint type of event, there are organizational complications which should be further considered. The MG recommended in this regard, <text based on the agreements/decisions of the meeting>
  6. In completing its consideration of the initial planning needs for CAeM-16, including prospective dates and location, the MG <text based on the agreements/decisions of the meeting>.

***Technical conference***

* 1. Building on the successful model for a Technical Conference (TECO) used at each of the last two CAeM sessions (CAeM-14 in 2010 and CAeM-15 in 2014), and taking into account the above considerations, the MG agreed that 1.5 working days should be dedicated to conducting TECO plenary keynote presentations as well as break-out group discussions that would report back to plenary, and that a report stemming from the TECO plenary should be submitted to CAeM-16 in the form of an information paper.
  2. In this connection, the MG agreed on the need to establish the dates of the TECO (noting that it may be prudent to conduct the TECO during the 1.5 working days immediately prior to the commencement of CAeM-16), the theme and title of the TECO and the expected outcomes of the TECO. As with the TECO in 2014, the MG agreed that the evolving ICAO Global Air Navigation Plan (GANP) and its aviation system block upgrades (ASBU) methodology, together with other emerging issues and relevant topics should, to a great extent, serve as inspiration for the theme and content of the TECO.
  3. In view of the foregoing, the MG noted that the running order of TECO, CAeM-16 and CAeM-MG could, conceivably, be as follows:

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|  | **Sun** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
| **Morning** |  | TECO | TECO | CAeM-16 | CAeM-16 | CAeM-16 |  |
| **Afternoon** |  | TECO | CAeM-16 | CAeM-16 | CAeM-16 | CAeM-MG |  |

***CAeM-16 and TECO Organizing Committee***

* 1. Acknowledging the extensive planning, preparation and coordination required to organize a CAeM session and TECO back-to-back, the MG agreed to establish an informal organizing committee (OC) – comprising members of the MG and WMO Secretariat, plus others as necessary (e.g. ICAO Secretariat) – to oversee and assist with all of the necessary arrangements, including logistics and outreach, up to and including the conducting of the events. The MG requested that the OC should conduct the bulk of its coordination through correspondence and tele-/video-conference, and that the OC should initiate its coordination not later than 31 March 2017. **Action xx**

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