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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/INF. 4** |
| Submitted by: Secretariat  V.2016 |

**CAeM ET-CCP**

**Work Programme***(updated May 2016)*

1. **Terms of Reference** *(updated by CAeM-MG in May 2015)*
2. **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;**

***Translated into actions:***

* + *Develop and maintain a communication network, through WMO RAs and ICAO METP, of aviation meteorology focal points at regional, sub-regional and national levels.*
  + *Create a suitable communication mechanism for two-way communication between ET-CCP and the network of focal points (e.g. social enterprise network). Invite WMO RAs to include in their work plans communication with CAeM through this mechanism*
  + *Invite, among focal points, contributions/exchanges/sharing on any information with regard to aviation meteorology, including statuses, activities, challenges, best practices, etc.*
  + *Analyze the information available with a view to identify current status, activities, challenges, gaps, etc. Carry out follow up actions (e.g. questionnaires, etc) to clarify, confirm, obtain more details of the issues identified*
  + *Convey information, comments, requests and findings to respective ETs and feedbacks from ETs to relevant focal points*

1. **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;**

***Translated into actions:***

1. **To provide support to the Secretariat in developing and updating the relevant Aeronautical Meteorology Programme data base entries e.g. Country Profile database;**

***Translated into actions:***

* + *Provide support to the Secretariat in developing & updating relevant AeM-related databases*
  + *Coordinate CAeM inputs to develop & update relevant databases in AeMP for the WMO Country Profile Database (CPD)*

1. **To promote WMO gender and equality policies within CAeM;**

***Translated into actions:***

* + *Provide guidance and direction for Members on gender-specific actions in the areas of governance, employment, service delivery, monitoring and evaluation*
  + *Communicate to the Regional Associations & Secretariat on gender mainstreaming solutions*
  + *Contribute to the conduct of regional questionnaires on gender mainstreaming activities in the RAs*

1. **To report regularly on progress to the president of CAeM**

**Translated into actions:**

* + *Submit regular reports on progress*
  + *Prepare and disseminate other relevant information to raise awareness of CAeM community on developments in the area of responsibility of the ET-CCP*

1. **Work Packages (WP), Tasks, Activities**

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| **WP A (TOR 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** | | | **Responsibility** | **Deliverable** | | **Target date** | | **Status** |
|  | **Task A1** | ***Develop and maintain a communication network, through WMO RAs and ICAO METP, of aviation meteorology focal points at regional, sub-regional and national levels.*** | | | | | | | |
| Activity A1.1 | Invite RAs to identify those parts of their organizational structure that are involved in aviation meteorology and provision of services. Provide contact information of these people and focal points in all member countries if applicable | Co-Chairs and Secretariat | Y | |  | |  |
| Activity A1.2 | Invite ICAO METP to provide contact information on MET authorities and MET service providers of each State. C | Co-Chairs and Secretariat | Y | |  | |  |
| Activity A1.3 | Consolidate from the information collected in A1.1 and A1.2 into a single contact list of a network of focal points involved in regional, sub-regional and national activities on aviation meteorology and provision of services | Secretariat and All | Y | |  | |  |
| **Task A2** | ***Create a suitable communication mechanism for two-way communication between ET-CCP and the network of focal points (e.g. social enterprise network). Invite WMO RAs to include in their work plans communication with CAeM through this mechanism*** | | | | | | | |
| Activity A2.1 | Study successful cases in WMO or otherwise and recommend a mechanism for two-way communication between ET-CCP and the network of focal points (e.g. social enterprise network like Yammer or Google Group, etc) which also allows analysis of information within the mechanism | Choy and All | Y | |  | |  |
| Activity A2.2 | Upon the outcome of A2.1 set up the communication mechanism | Choy and Secretariat | Y | |  | |  |
| Activity A2.3 | Invite RAs to include in their work plans communication with CAeM through the established communication mechanism | Co-Chairs and Secretariat | Y | |  | |  |
| **Task A3** | ***Invite, among focal points, contributions/exchanges/sharing on any information with regard to aviation meteorology, including statuses, activities, challenges, best practices, etc*** | | | | | | | |
| Activity A3.1 | ET-CCP to start communicating with the network of focal points with outputs in E2.1 and E.2.3. Regional representatives of ET-CCP to work with organizational structure of their RAs to exchange information with respective focal points of Members, MET Authorities and MET Service Providers | All | N | |  | |  |
| Activity A3.2 |  |  |  | |  | |  |
|  | **Task A4** | ***Analyze the information available with a view to identify current status, activities, challenges, gaps, etc. Carry out follow up actions (e.g. questionnaires, etc) to clarify, confirm, obtain more details of the issues identified*** | | | | | | | |
| Activity A4.1 | Depending on the communication mechanism chosen in A2.2, conduct analysis of information within the mechanism | Secretariat and All | | Y |  |  | |
| Activity A4.2 | For interesting findings in A4.1, carry out follow up actions to clarify, confirm, obtain more details of the issues identified | Relevant ET-CCP members and Secretariat | | Y |  |  | |
| **Task A5** | ***Convey information, comments, requests and findings to respective ETs and feedbacks from ETs to relevant focal points*** | | | | | | | |
| Activity A5.1 | Convey information, comments, requests and findings to respective ETs and respective | Co-Chairs | |  |  |  | |
| Activity A5.2 | Convey feedbacks from ETs to relevant focal points | Co-Chairs, relevant ET-CCP members | |  |  |  | |
| Activity A5.3 |  |  | |  |  |  | |

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| **WP B (TOR b)** | **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** | | | **Responsibility** | **Deliverable** | **Target date** | **Status** |
|  | **Task B1** |  | | | | | |
| Activity B1.1 |  |  |  |  |  |
| **Task B2** |  | | | | | |
| Activity B2.1 |  |  |  |  |  |
| Activity B2.2 |  |  |  |  |  |
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| **WP C (TOR c)** | **To provide support to the Secretariat in developing and updating the relevant Aeronautical Meteorology Programme data base entries e.g. Country Profile database** | | | **Responsibility** | **Deliverable** | **Target date** | **Status** |
|  | **Task C1** | ***Provide support to the Secretariat in developing & updating relevant AeM-related databases*** | | | | | |  |
| Activity C1.1 | Collection and communication of relevant information | Secretariat and CAeM/P | Y | If requested |  |
| Activity C1.2 |  |  |  |  |  |
| **Task C2** | ***Coordinate CAeM inputs to develop & update relevant databases in AeMP for the WMO Country Profile Database (CPD)*** | | | | | |
| Activity C2.1 | Sharing of relevant information | Co-Chairs and Secretariat | Y | As required |  |
| Activity C2.2 |  |  |  |  |  |
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| **WP D (TOR d)** | **To promote WMO gender and equality policies within CAeM** | | | **Responsibility** | **Deliverable** | **Target date** | **Status** |
|  | **Task D1** | ***Provide guidance and direction for Members on gender-specific actions in the areas of governance, employment, service delivery, monitoring and evaluation*** | | | | | |
| Activity D1.1 | Sharing of best practice examples | Co-Chairs and Secretariat | Y | As required |  |
| Activity D1.2 |  |  |  |  |  |
| **Task D2** | ***Communicate to the Regional Associations & Secretariat on gender mainstreaming solutions*** | | | | | |
| Activity D2.1 | Sharing of WMO specific gender policy docs | Co-Chairs and Secretariat | Y | As required |  |
| **Task D3** | ***Contribute to the conduct of regional questionnaires on gender mainstreaming activities in the RAs*** | | | | | |
| Activity D3.1 | Gap analysis | Co-Chairs and Secretariat | Y | Q1 2016? |  |
| Activity D3.2 |  |  |  |  |  |
| **WP E (TOR e)** | **Reporting and outreach** | | | **Responsibility** | **Deliverable** | **Target date** | **Status** |
|  | **Task E1** | ***Submit regular reports on progress*** | | | | | |
| Activity E1.1 | Yearly reporting | Co-chairs | Y | May each year |  |
| **Task E2** | ***Prepare and disseminate other relevant information to raise awareness of CAeM community on developments in the area of responsibility of the ET-CCP*** | | | | | |
| Activity E2.1 | Prepare relevant information to raise awareness of the CAeM Community on developments under the ET-CCP scope (reports, web pages, etc) | All | Y |  |  |
| Activity E2.2 | Collate articles for the Newsletter from other ETs | Co-chairs | ? | On a quarterly basis |  |
| Activity E2.3 | Compile, publish and distribute CAeM Newsletter | All | Y | On a half-yearly basis |  |

**List of meetings:**

Teleconference/1, 2 March 2015; Teleconference/2, 7 September 2015; Teleconference/3, 8 December 2015; Teleconference/4, 11 February 2016; ET-CCP/1 face-to-face meeting, 16 – 18 May 2016, St. Petersburg, Russian Federation.