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World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

Secrétariat

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13 March 2017

Annexes: 2 (available in English only)

Subject: WMO Volcanic Ash Advisory Centre (VAAC) "Best Practice" Workshop 2017

Action required: WMO Secretariat to be notified by **31 March 2017** whether your expert will attend the meeting

Dear Sir/Madam,

I have pleasure in informing you that Japan will organize a WMO Volcanic Ash Advisory Centre (VAAC) "Best Practice" Workshop 2017, which will be held at the Japan Meteorological Agency (JMA) in Tokyo, from Wednesday 7 to Friday 9 June 2017. The Permanent Representative of Japan with WMO has kindly invited WMO to co-sponsor this important event and to issue, on his behalf, an invitation to Members hosting a Volcanic Ash Advisory Centre.

The aim of the workshop is to exchange information between the nine VAACs on the current operational practices in monitoring and forecasting volcanic ash, recent technological advancement, and related quality assurance procedures, in order to identify collaboration opportunities that would lead to a more harmonized model of quality service delivery to aviation stakeholders in the context of the International Civil Aviation Organization's International Airways Volcano Watch (IAVW) system.

A Provisional Programme and an Information Note for Participants are included as Annexes 1 and 2 respectively.

WMO therefore encourages the managers of all VAACs to attend this important workshop. It should be noted, however, that no funds are available to provide any financial assistance to participants.

It would be appreciated if notification of attendance could be sent to the Local Organizers at kazuki.ito@met.kishou.go.jp, with a copy to vaac.tokyo-adm@volash.kishou.go.jp and to the WMO Secretariat by **31 March 2017** (bvuitteney-gelman@wmo.int).

A copy of this letter is sent to the managers of all VAACs for information.

Yours faithfully,

(W. Zhang)
for the Secretary-General

To: Permanent Representatives of Argentina, Australia, Canada, France, Japan and New Zealand, hosting a Volcanic Ash Advisory Centre
Permanent Representatives of the UK and the USA with WMO, hosting a Volcanic Ash Advisory Centre and a World Area Forecast Centre

cc: Managers of Volcanic Ash Advisory Centres (for information, by e-mail)



WMO VAAC "BEST PRACTICE" WORKSHOP 2017

TOKYO, JAPAN

7-9 JUNE 2017

PROVISIONAL PROGRAMME

Main topics to be discussed (relevant VAAC "Best Practice" Workshop 2016 Outcomes (VW4-O) indicated):

- Roles, responsibilities and programmatic coordination on volcanic ash issues across concerned WMO and ICAO expert groups (VW4-O-01 and VM4-O-02);
- T+24 VAG trial update, including user feedback (VW4-O-05);
- Re-suspended volcanic ash update (VW4-O-04);
- Discernible Ash, VAA/VAG consistency (VW4-O-11);
- VAAC collaboration tools update (VW4-O-12);
- T+0 VAA/VAG confidence level update and supplementary volcanic ash products (VW4-O-07 and VW4-O-13);
- Modelling and ESP database (VW4-O-03 and VW4-O-08);
- Issues related to application, dissemination and consistency of the VONA (VW4-O-09 and VW4-O-16);
- Key Performance Indicators for VAACs;
- Other volcanic ash-related items as necessary.

Note: The first two days will be a closed session, limited only to members of the VAACs. Any Volcano Observatory staff in Tokyo will also be welcome to participate. The third day will be open to other concerned stakeholders such as members of the ICAO METP WG-MOG (IAVW), IATA and IFALPA. The workshop will be conducted mainly in the form of presentations and demonstrations by the VAACs. The meeting will be chaired by the WMO CAeM vice-president with WMO and ICAO Secretariat in support.



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INFORMATION NOTE FOR PARTICIPANTS

1. VENUE OF THE MEETING

The WMO Volcanic Ash Advisory Centre (VAAC) "Best Practice" Workshop 2017 will be held at the premises of the Japan Meteorological Agency (JMA) in Tokyo, Japan. It will start at 09:00 on Wednesday 7 June and will close at 17:00 on Friday 9 June 2017. The address of the venue is:

Japan Meteorological Agency
1-3-4 Otemachi, Chiyoda-ku,
Tokyo 100-8122
Japan

2. REGISTRATION OF PARTICIPANTS

To register for the workshop, please inform:

Mr Kazuki Ito (kazuki.ito@met.kishou.go.jp) with copy to the operational address of Tokyo VAAC (vaac.tokyo-adm@volash.kishou.go.jp) and to the WMO Secretariat (bvuitteney-gelman@wmo.int).

3. WORKING LANGUAGE

The working language will be **English only**.

4. HOTEL INFORMATION

4.1 KKR Hotel Tokyo (one-minute walk from/to the JMA Headquarters)

Hotel room booking will be done by JMA for KKR Hotel Tokyo

KKR Hotel Tokyo
1-4-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan
Phone: +81 3 3287 2921
Fax: +81 3 3287 2913
<http://www.kkr-hotel-tokyo.gr.jp/english/index.html>

JMA holds a block-booking of single rooms at a daily rate of JPY 12,300 (JPY 13,380 on Saturday), tax and service charge included.

Participants who wish to book a room are kindly requested to contact JMA's local organizer as soon as possible. Please note that JMA will release the block-booking after mid-May 2017.

4.2 Hotel Villa Fontaine Otemachi (10-minute walk from/to the JMA Headquarters)

Participants are requested to make their own hotel booking directly with Hotel Villa Fontaine Otemachi

Hotel Villa Fontaine OTEMACHI
1-8-8 Uchi-kanda, Chiyoda-ku
Tokyo 101-0047
Tel.: +81.3.3291.7770
Fax: +81.3.3291.7778
<https://www.hvf.jp/eng/location/otemachi.php>

Daily rate is JPY 10,000-15,000, buffet-style complimentary breakfast, tax and service charge included. There is no block-booking for this hotel. If assistance is needed, please contact JMA's local organizer as soon as possible.

5. LOCAL TRANSPORTATION

Information on access to JMA from Narita/Haneda International Airport is available from JMA's website at: http://www.jma.go.jp/jma/en/Access/indexe_acs.html.

6. ENTRY VISA REQUIREMENTS

Some participants may require an entry visa. Please confirm with the nearest Japanese Embassy. It is strongly recommended that visa applications are processed well in advance. Information is available at: http://www.mofa.go.jp/ca/fna/page22e_000692.html.

7. CURRENCY EXCHANGE

The Japanese currency is the Japanese Yen. Currencies can be exchanged at banks and in foreign exchange offices. The exchange rate is available at <http://www.xe.com/fr/>.

Multiple ATMs are available at the airport and several banks are located near the JMA building.

8. LOCAL CLIMATE IN JUNE

The mean weather conditions in Tokyo in June are as follows:

Mean daily maximum:	25.5°C
Mean daily minimum:	18.1°C
Mean relative humidity:	76%

9. USEFUL INFORMATION

Local time in Japan in GMT+9. There is no daylight saving time.



Electricity in Japan: 100V / 50-60 Hz

10. LOCAL ORGANIZER

Mr Kazuki ITO is the chairperson of the Local Organizing Committee. His contact details are as follows:

Tel: +81 3 3284 1749 - Ext. 4726

E-mail: kazuki.ito@met.kishou.go.jp
