

WORLD METEOROLOGICAL ORGANIZATION

COMMISSION FOR AERONAUTICAL METEOROLOGY

**First Meeting of the Expert Team on
Communication, Coordination and Partnership
(ET-CCP-1)**

Saint Petersburg, Russian Federation

16 – 18 May 2016

FINAL REPORT



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PICTURE



1. OPENING OF THE MEETING

1.1 The meeting was opened at 09:00 on Monday, 16 May 2016. Ms Marina Petrova, Director-General of Aviamettelecom of Roshydromet and co-chair of ET-CCP warmly welcomed the participants and thanked them for their continued efforts in providing excellent contributions to the team work and for the time made available for this meeting. She also, expressed her satisfaction for the opportunity to host the 1st meeting of the CAeM ET-CCP. Ms Svetlana Bykova, Director, North-Western Branch of Aviamettelecom of Roshydromet addressed the meeting as the local host and wished the participants fruitful discussions and an enjoyable stay in Saint Petersburg. Mr Dimitar Ivanov, C/AEM, WMO, addressed the meeting on behalf of WMO Secretariat and stressed on the importance of this meeting for progressing the tasks of the CAeM.

1.2 The meeting was attended by four of the five core members of ET-CCP. The participation of invited experts - Ms Nino Gelovani, chairperson of the ICAO EANPG METG PT/EAST, and Mr Jan Sondij, co-chair of the WMO CAeM Expert Team on Governance (ET-GOV) - provided a remarkable opportunity for coordination and alignment of tasks and activities in order to achieve better efficiency. The meeting also benefited from the participation of additional experts from the Russian Federation, representing Aviamettelecom and the Radar Meteorology Institute (IRAM), to share their expertise in AeM matters. A full List of Participants is in Annex 2.

1.3 Ms Marina Petrova and Ms Gaborekwe Kambule co-chaired the sessions. The secretarial support was provided by Mr D. Ivanov (C/AEM), assisted by Ms Brigitte Vuitteney-Gelman (from her office in Geneva).

1.4 The meeting adopted its Agenda as shown in Annex 1.

2. REPORTS

2.1 Report of the Co-Chairs

2.1.1 Marina Petrova presented a comprehensive team activity report for the period since the establishment of the ET-CCP in July 2014 (see [Doc. 2.1](#)). Both co-chairs highlighted several important issues that needed to be addressed by the ET as a matter of urgency, as follows:

- Geographical representation of the ET was still incomplete due to the lack of an expert from RA V. The president of RA V should be approached with a request for designating an aviation expert from RA V for inclusion as a core member of ET-CCP. **(Action 1)**
- Need for improved outreach with regard to CAeM activities and issues – the idea for a regular newsletter should be regarded as one approach in this direction.
- Liaison with the regional associations in monitoring and evaluation of the on-going implementation process to improve the knowledge of the Regions' successes and weaknesses .
- How to improve the communication with the stakeholders concerned, e.g. to raise the importance of making MET experts attend the stakeholders' meetings in view of the GANP and ASBU strategies and requirements .
- Collaboration with airlines to communicate best practice examples.
- It is critically important to better understand the industry needs in MET data.

2.2 Relevant recent developments – WMO and ICAO

2.2.1 WMO developments

Congress

2.2.1.1 The meeting was informed of the decisions of the WMO 17th Congress (25 May-12 June 2015) related to the aeronautical meteorology programme and CAeM. These decisions are contained in Resolutions 1, 3 and 66 of Cg-17 (see [INF. 3](#)). Cg-17 reconfirmed the aeronautical meteorology as one of the WMO strategic priorities. The priority tasks of the aeronautical meteorology programme and, respectively, of the CAeM for the financial period 2016-2019, were defined as follows:

- a) Accelerating the implementation of ICAO/WMO competency and qualification standards and QMS;
- b) Addressing the emerging institutional and technological challenges associated with the ICAO Global Air Navigation Plan; and,
- c) Strengthening the sustainability and competitiveness of aeronautical meteorological service provision through improved cost recovery mechanisms and suitable business models for service delivery frameworks.

Executive Council

2.2.1.2 The meeting noted the aviation-related documents submitted to EC-68 (June 2016) and the expected decisions by the EC which would give further directions to CAeM and its expert teams (see EC-68 AeM documents: d06-1, d06-2, d13 on <http://ec-68.wmo.int/>). A side event on aviation-related matters was also planned during EC-68.

CAeM

2.2.1.3 The CAeM Management Group updated the ToRs of all Expert Teams and aligned them with the main directives given by Cg-17 (see [INF. 1](#)).

2.2.1.4 The meeting noted that four CAeM ETs had conducted their first face-to-face meetings during 2015: ET-ISA and ET-ASC held a conjoint meeting in Toulouse from 30 March to 1 April 2015 (<http://www.wmo.int/aemp/node/61>), and ET-ETC and ET-GOV had their conjoint meeting in Wellington, New Zealand, from 30 November to 3 December 2015 (<http://www.wmo.int/aemp/ET-ETC/GOV-2015>). These conjoint meetings allowed better coordination of the ETs work programmes and deliverables in order to avoid duplication.

2.2.1.5 Tasks that needed coordination with ET-CCP included:

- The planned global survey on governance and business models;
- The preparation and issuance of a regular information bulletin to inform the MET community of the CAeM activities (further discussed under agenda item 5.1).

Regional Associations

2.2.1.6 The meeting noted with great interest that several RAs called for the organization of regional events to raise awareness of the ICAO GANP and ASBU developments and their impact on the aeronautical MET service provision. It was agreed that ET-CCP should play an important role in this regard (further discussed under agenda item 4.1)

2.2.2 ICAO developments

2.2.2.1 The meeting took into account the information about the forthcoming meetings of the ICAO MET Panel groups:

- WG-MIE: 23-27 May 2016, Paris, France
- WG-MOG: 13-16 June 2016, Gatwick, UK
- AG1-MCRGG: 4-6 July 2016, Geneva
- WG-MISD: 11-13 July 2016, Montreal, Canada
- WG-MRI: 13-15 July 2016, Montreal, Canada
- METP/2: 17-21 October 2016, Montreal, Canada

2.2.2.2 The MET Panel groups have been working intensively on preparing ConOps and roadmaps for all major areas of aeronautical meteorological services. Draft provisions for Amendment 78 to Annex 3 (2018) were also being prepared. The meeting appreciated in particular the developments related to the regionalization of the information for meteorological hazards and for the migration to the XML/GML.

2.3 Reports of ET's core members

2.3.1 Truus Warsodikromo reported on the aeronautical MET activities in RA III South America (see [Doc. 2.3.1](#)). The meeting agreed that in RA III ICAO had a strong leading role in organizing these activities and a major problem was that experts from NMHSs could not participate (resource problem). As an example, only a few countries in the region were able to follow the plans for the migration of OPMET data to XML. Another issue in the region was that the English-speaking countries normally did not participate in the meetings which were conducted in the Spanish language. In general, the awareness of Region III (including the President) and probably a larger part of Region IV, of the GANP and ASBU developments and their impacts was not sufficient. On a positive note, the ICAO regional officer in Lima, Mr Jorge Armoa was very helpful and open for closer cooperation with WMO. **(Action 2)**

2.3.2 In his report, Kaspar Bucher-Studer outlined some of the main cooperation activities and formats in RA VI with focus on the EU States (see [Doc. 2.3.2](#)). There are several different coordination and cooperation formats, such as the ICAO Meteorology Group (METG), the EUMETNET group on aviation called AVIMET, and cooperation between groups of countries like the MET Alliance. A major challenge for the Members that are part of the EU is the new layer of requirements established by the European Aviation Safety Agency (EASA); as part of the Single European Sky regulations, EASA has transposed the ICAO Annex 3 into EASA regulation which will come into force soon. The challenges and anticipated issues are related to the need to comply with both ICAO and EASA requirements which are not fully synchronized.

2.3.3 Ishiyaku Ibrahim, the new core-member of ET-CCP from RA I replacing Collins Osague who retired from active service in the Nigerian Meteorological Agency on 2nd March 2016, presented a brief report on RA I with focus on recent activities in Nigeria (see [Doc. 2.3.3](#)). A major challenge for Africa was the insufficient awareness of GANP and ASBU developments. In Nigeria, a national committee drew up an action plan which included a seminar to be organized in order to attract the attention of government/policy makers and administrators and also unpack the GANP/ASBU implementation concept. Other serious challenges were related to competency assessment, QMS certification and re-certification, and planning for the migration to XML. ET-CCP expressed concern that the communication with the country focal points on aviation MET was still a problem in RA I. **(Action 3)**

2.3.4 In his report (see [Doc. 2.3.4](#)), Boon Leung Choy detailed on the recent developments in all WMO Regions and in RA II, in particular, related to:

- The ICAO weather exchange model IWXXM and its new version IWXXM 2.0. An announcement (jointly with CBS/IPET-MDRD/TT-AvXML and CAeM/ET-CCP) would be made for a consultation period of 2 months (i.e. would be concluded by July 2016), leading to a finalized release of IWXXM 2.0 by August. The first Workshop on

Implementing the IWXXM would be organized by the ICAO EUR/NAT Office from 31 May to 2 June 2016. Invitation has been extended to the countries hosting Regional OPMET Data Banks (RODB) in all regions. There was a need to further coordinate the arrangements.

- A joint announcement of CBS and CAeM on the publication of the IWXXM v.2 has been prepared and will be disseminated to all Members by ET-CCP; this announcement should also provide information on Amendment 77 to Annex 3. **(Action 4)**
- Choy provided an update on the Aviation Research Demonstration Project (AvRDP) which is a joint effort between CAS and CAeM. Several meetings related to the AvRDP will take place in July at the Hong Kong Observatory.
- A major regional activity is planned for 27–30 June 2016 in Tokyo where JMA will host the WMO/ICAO Asia/Pacific SIGMET Workshop.

2.3.5 Additional information has been provided by the Russian Federation (Svetlana Bykova) on the SIGMET coordination between the neighbouring FIRs (see [INF. 5](#)). Currently, the Russian Federation unified ATM System is served by 29 MWOs. A pilot project has been implemented since October 2015 on monitoring of SIGMET information, issued by 5 MWOs in North-West of Russia and one MWO in Belarus. This is part of the long-term plan for “seamless SIGMET airspace”. It is also planned at a later stage to issue advisories in order to improve the consistency of the SIGMET information.

2.3.6 The meeting was further informed of the on-going SIGMET coordination activities/projects in other regions, such as the MET Alliance area in Europe and the SE Asia. Such coordination exercises were considered very important in view of the planned “regionalization” of the SIGMET provision, as recommended by the MET DIV (2014) and steered by the ICAO MET Panel WG-MISD. The meeting considered it important to collect information on SIGMET coordination activities in order to promote this approach as an interim measure of enhanced weather hazards information for aviation. **(Action 5)**

2.3.7 The meeting concluded that a lot of work had been done in aviation MET but little information was still available or shared. Communication with the presidents of the regional associations has not been very effective. All the RAs have different aviation MET bodies or focal points, which have to be identified and included in the list for better communication between CAeM and the regions. In some regions, ICAO has the lead in the aviation MET activities and the link between the NMHSs and aviation stakeholders need to be strengthened. Experts from aviation MET service providers (AMSP) that are not part of the NMHS should be engaged in the communication. **(Action 6)**

3. WORK PLAN

3.1 Review status of activities and deliverables

3.1.1 The meeting agreed with the proposal for reformatting the work programme in order to fully align it 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.

3.1.2 The structure of the programmes should be based on work packages (WP – one 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.

3.1.3 The meeting reviewed the draft revised work programme prepared by Choy (see [INF. 4](#)) and made the following analysis of the RT's TORs and related tasks:

TOR 1 - *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.*

3.1.3.1 In order to translate this TOR into action, a communication network (contact list) should be created starting with the relevant RAs' working groups; additional information should be collected concerning the Members' MET authority and MET service providers with assistance from ICAO.

3.1.3.2 The meeting was of the view that "official" focal points of WMO Members should be designated through the respective PRs, however, such approach was not always effective. Another way was to engage experts who are known to the community and could provide reliable information.

3.1.3.3 In terms of communication models innovative approaches should be sought. It was proposed to check the feasibility of using social enterprise networks, such as Yammer, based on the experience of the former CAeM TT-QMS. Such platforms could provide tools for analyzing the exchange and identifying "hot topics".

3.1.3.4 As part of the TOR 1, the ET considered the need to inform Members (or at least the aviation MET community) of the ICAO MET Panel activities. It was agreed that the link to the MET Panel was through the Secretariat and through CAeM ET experts engaged in the MET Panel working groups. However, when a need arises for consolidated 'WMO opinion" on certain subjects, the established network of focal points could become a useful coordination approach. In this regard, the use of enterprise social networking platform between the ET-CCP members and the broader MET expert community, e.g. through the Yammer platform, seems an effective option. **(Actions 7 and 8)**

TOR 2 - *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.*

3.1.3.5 The ET noted the need to establish the KPIs for the CAeM activities, however, there was no clear way of doing this. The meeting felt that this TOR could be translated into action only after additional clarification from the Management Group regarding how to set up the KPIs. **(Action 9)**

TOR 3 - *To provide support to the Secretariat in developing and updating the relevant Aeronautical Meteorology Programme data base entries, e.g. Country Profile Database.*

3.1.3.6 The ET understood the task as facilitating the collection of information from Members on items relevant to the AEM Programme and CAeM activities. This could be done through an effective network of focal points, thus TOR 3 is interlinked with TOR 1.

3.1.3.7 The ET will contribute to the WMO Country Profile Database (CPDB) by providing relevant information; other AEM-related databases should also be supported, as required.

TOR 4 - *To promote WMO gender and equality policies within CAeM.*

3.1.3.8 The meeting noted that there were three sub-tasks in the current work programme of the ET linked to TOR 4. It was suggested that the three tasks should be consolidated into one. The main deliverable will be information on the status of gender in the CAeM.

TOR 5 - *To report regularly on progress to the president of CAeM.*

3.1.3.9 This TOR is a standard one for all ETs with a clear action on reporting to the president of CAeM.

3.1.4 The meeting felt that some of the activities expected from the ET-CCP were not properly reflected in the current TORs. It was therefore proposed to revise the TORs to include: a) the role of the ET in the outreach activities; b) the role of the ET in conducting the survey with Members on the aeronautical MET institutional arrangements. **(Action 10)**

3.2 Coordination with other ETs

3.2.1 Jan Sondij presented the tasks of the ET-GOV and their relations with the ET-CCP TORs and work programme. It was agreed that the two ETs need to coordinate and cooperate very closely in order to achieve their objectives in the most efficient way.

3.2.2 One of the main tasks of the ET-GOV was the organization of a global survey with the WMO Member countries in order to understand better the global landscape of aeronautical meteorological service provision. This task was essential for the successful completion of the other ET-GOV's tasks, i.e. the update of the existing WMO guidance material on governance issues which will provide Members with better description and advice on existing business models and solutions.

3.2.3 ET-GOV will need the assistance from the ET-CCP in the dissemination of the survey questionnaire with the objective to obtain the maximum response rate possible. It was noted that previous similar surveys had the shortcoming of not collecting sufficient number of responses, which affected the representativeness and usefulness of the results. For the first time, the global survey will be conducted through an online questionnaire, using the Survey Monkey platform.

3.2.4 The main support expected from the ET-CCP was in ensuring the proper dissemination of the survey via the country focal points. Jan had compiled a draft list of regional/subregional focal points, which was discussed in terms of the need to fill in the missing focal points' names. In this regard, the ET-CCP members should act as regional coordinators in identifying appropriate experts to be used as focal points. **(Action 11)**

3.2.5 The meeting expressed concern on the fact that the survey will be available only in the English language. This could reduce the number of good responses. However, it was not possible to translate the questionnaire in other languages due to lack of resources. In this regard, the ET-CCP members should again try to help those Members' focal points that may need language assistance. **(Action 12)**

3.2.6 The coming migration from the traditional alphanumeric codes (TAC) to the XML (IWXXM) will be one of the greatest challenges for the Members to implement. Further coordination with ET-ISA and ET-ASC, as well as with the ICAO regional MET groups will be necessary in order to identify the needs for capacity building in terms of training and assistance. **(Action 13)**

4. REGIONAL/SUBREGIONAL COOPERATION

4.1 Aviation meteorological conferences - ECMA-2015, ACMA-2016, RA II Aviation Conference 2017

4.1.1 The meeting was informed of the successful conduct of the RA VI European Conference on Meteorology for Aviation (ECMA-2015), 13-14 October 2015, Vienna, Austria. (website: <http://www.wmo.int/aemp/ecma-2015>; full report: http://www.wmo.int/aemp/sites/default/files/ecma_final_report_v04.pdf).

4.1.2 ET-CCP considered the communication issues related to the ICAO GANP and ASBU developments that would affect the service delivery by Members, including many NMHSs. The envisaged performance improvements in all areas of air navigation services and the utilization of new concepts like TBO, should be better understood by the MET community in order to adapt to the new requirements and business models. Therefore, awareness events like ECMA-

2015 are of great importance and the CAeM contribution to these events should be a high priority.

4.1.3 ET-CCP further noted other awareness events also conducted in 2015 as stand-alone events or as part of other forums:

- Session: Safe Skies for Air Navigation over Africa, AMCOMET-3, Praia, Cabo Verde, 10-14 February 2015;
- Regional Forum on Meteorological Services for Aviation Safety in Southeast Asia, Jakarta, Indonesia, 29–30 April 2015;
- Side-event on Aeronautical Meteorology during Cg-17, 27 May 2015;
- Session on Aeronautical Meteorology during the Regional Forum for Directors of NMHSs in Regional Association V (South-West Pacific), Nadi, Fiji, 28-30 October 2015.

4.1.4 The meeting appreciated the progress with the organization of the African Conference on Meteorology for Aviation (ACMA-2016) which is currently scheduled for 2 to 4 November 2016 in Libreville, Gabon. The conference will be supported by the ASECNA.

4.1.5 The meeting noted further that the RA I MG meeting in Addis Ababa (May 2016) endorsed the plan for the ACMA-2016. An Organizing Committee (OC) has been established and a site visit planned in order to inspect the proposed venue and coordinate with the local host. Engagement of sponsors from industry was also envisaged. ACMA programme will follow ECMA, however with more regional focus on deficiencies in RA I. Another key issue to be discussed was the national legislation and regulation to support the cost-recovery arrangements. Compliance issues, such as QMS, competency and qualification of AMP should also be included.

4.1.6 The main goal of ACMA will be the “unpacking the GANP” and what it means for the African continent – how to meet the milestones. This is directly linked with the sustainability of NMHSs and building coordinated solutions for Africa should be sought through regional cooperation. The “landscape” in Africa is very complex and the legislation is not in favour of NMHSs which is demonstrated by the difficulties experienced by Members trying to implement cost-recovery mechanisms.

4.1.7 Key stakeholders for ACMA include: ICAO, ASECNA, African Civil Aviation Commission (AFCAC), IATA, IFALPA, CANSO; the OC of ACMA should try to ensure participation of most of these organizations in order to better identify their needs for enhanced MET services in the continent. The meeting also agreed that it would be desirable to have the global survey done before the Conference which should provide important baseline information.

4.1.8 With regard to RA II (Asia) the meeting noted that coordination has taken place with the President of RA II for allocating one full day of the RA II RECO in 2017 (dates TBD) for aviation awareness session. However, there was a pressure to shorten the RA II session and it was not clear whether a full day aviation awareness event would be possible. There was a need for a forum to discuss how to respond to the changes in the aviation service delivery, e.g. the implementation of IWXXM. One practical way would be to leverage with ICAO forums and meetings. **(Action 14)**

4.1.9 The meeting noted that initial talks have been carried out regarding the organization of a regional awareness event in RA III (informal coordination for hosting the event by Uruguay), however, further coordination was necessary. It should also be considered whether the event should be organized jointly with RA IV. **(Action 15)**

4.1.10 ET-CCP noted the need to manage the expectations about the outcome from these regional awareness events. As demonstrated by ECMA-2015, it was very difficult to achieve a

regional consensus on some hot topics like the regionalization of services, regional cost-recovery, etc. The engagement of the aviation stakeholders in order to better understand their needs and business models is vital for the aviation MET service providers to build their future plans and strategy. Also, where possible, it is important to hear from the private sector. The focus of the regional events should remain on raising the awareness of all Member States, including those that are less engaged in the on-going CAeM and ICAO MET Panel meetings and discussions. In this regard, the approach of ECMA-2015 to formulate “key messages” instead of “recommendations” might be suitable for other regional events. It is also an opportunity to promote the recent ICAO initiative of “no country left behind” and encourage stronger cooperation between the Members in order to meet the GANP and ASBU challenges through an inclusive approach.

4.2 Coordination and cooperation with other WMO and ICAO bodies

4.2.1 The meeting discussed further possible ways of improving the interaction with relevant ICAO bodies. One opportunity for ET-CCP would be to work more closely with the ICAO regional groups where the discussion is at operational level. The meeting agreed that the communication with the MET Panel and its working groups should be through the members of these groups who are also part of the CAeM bodies. It was often the case that one expert is engaged in several ICAO and WMO groups and this provides a natural coordination link (e.g. Choy is an adviser to the China member of the MET Panel WG-MIE; he works in the WMO CBS TT-AvXML on developing Guidance on IWXXM implementation; he is also working on the APAC regional MIE group; he was a member of the former TT/QMS (the group is dormant but there is a development of new guidance on 2015 standard which need to be also disseminated to Members); he is also a co-coordinator of the RA II Expert Group on Aeronautical Meteorological Services Delivery (EG-AeM). **(Action 16)**

4.2.2 The meeting noted that in RA I, the Southern African Development Community (SADC) and the Meteorological Association of Southern Africa (MASA), are now more active in discussing aviation MET issues, trying to find common solutions, e.g. implementation of QMS and competency requirements.

4.2.3 A good example of inter-agency regional and sub-regional coordination is the established practice of joint meetings of the ICAO EANPG METG PT/EAST and the CIS Interstate Council for Hydrometeorology Working Group 4 (on Aeronautical Meteorological Services). A detailed report of their coordinated activities was presented (see [INF. 6](#)).

4.2.4 The meeting noted in particular the activities related to the implementation of Safety Management System (SMS) by the aeronautical MET service providers in some States. It was recognized that it was a new area and there was a lot of confusion concerning the requirements and needs to implement SMS. Thus, the experience shared by the CIS countries through their SMS workshop in October 2015 was of great interest and should be shared (e.g. through the Newsletter). This issue was also linked to the persisting confusion with regard to the definitions and understanding of the notions of MET authority, MET service provider and MET oversight. Jan informed that ET-GOV has the task to update the guidance material on governance included in the WMO-No. 732, which should help build a common understanding among Member States.

4.2.5 The meeting concluded that there was a large variety of regional forms of coordination and cooperation under WMO, ICAO or other regional and sub-regional organizational frameworks. Therefore, the ET-CCP should try to map all these different forms and groups that may be instrumental in the communication and outreach with regard to the CAeM activities. **(Action 17)**

5. COMMUNICATION AND OUTREACH

5.1 Newsletter development

5.1.1 Olga presented the history and current status of the preparation of the CAeM Newsletter. It was recalled that the idea of issuing Newsletters originated in the Expert Team on Communication, Coordination and Partnership and was proposed during the 2nd CAeM Management Group teleconference on 18 December 2015. The Management Group welcomed that initiative and since then, the discussions had been held between the ET-CCP core members via teleconferences in coordination with the Secretariat.

5.1.2 After discussion, the ET-CCP agreed on the following content of topics for the first issue of the CAeM Newsletter:

1. Welcome/Address of CAeM President (CM)
2. CAeM structure (ET Co-Chairs)
3. Congress-17 (Geneva, Switzerland, 25 May - 12 June 2015) (Secretariat)
4. Outcomes from ET meetings and events (ET Co-Chairs)
5. ECMA – 2015 (Vienna, Austria, 13-15 October 2015) (Marina)
6. SMS workshop – St. Petersburg (St. Petersburg, Russian Federation, 29 September – 1 October 2015) (Marina –done)
7. Contribution to MET Panel activities (Choy, Gabo, Dimitar, other ET Co-Chairs)
8. Volcanic Ash issues. Workshops on VA (Alaska, October 2015/VA Best Practice, Buenos Aires, Argentina, 25-29 April 2016) (Ian, Dimitar)
9. Contribution to ICAO CAEP on climate change impact (Herbert)
10. Competency/Qualification standards (Chris, Bob, Maria Mamaeva)
11. News from Secretariat (Greg's appointment)
12. List of past and forthcoming events

5.1.3 The meeting agreed that the Secretariat would explore the possible formats of presentation and dissemination of the newsletter, including the possibility for subscription. The frequency of issuing the Newsletters should be twice a year. The preparation of the content should be a collaborative process between the ET members and contributions from all other ETs and the experts concerned. It was highly desirable to prepare the first issue on time for the coming EC-68 Session. **(Action 18)**

5.2 CAeM Survey – coordination with ET-GOV

5.2.1 The meeting reviewed the preliminary work carried out in establishing a network of national focal points on aviation MET. It was fully understood that this task was critical for the success of the global survey to be carried out by the ET-GOV with the assistance of ET-CCP. For the time being, information has been collected through different sources and draft lists compiled by the ET-CCP (mostly for RA I, RA VI and CIS countries), and by Jan on behalf of ET-GOV. Information provided by the Secretariat from official sources, like the ICAO DGCA Directory and WMO Country Profile Database, was also utilized.

5.2.2 The meeting reviewed the draft list of experts and identified the gaps. Responsibility has been assigned to the ET-CCP Members and Secretariat to fill in these gaps. All available opportunities through other formal and informal groups (e.g. the AVIMET in Europe), the regional association contacts, etc., should be utilized in order to create and maintain a network of experts as full as possible, which would assist the communication between the CAeM and the Members. It was fully understood that this task will take time and there will be a need to verify the names in the list. **(Action 19)**

6. ANY OTHER BUSINESS

During the ET-CCP meeting, the hosts from the Aviamettelecom of Roshydromet kindly arranged several presentations that provided additional information on different

activities carried out in the Russian Federation related to the CAeM tasks and activities. The meeting benefited from the presentations by:

- Nikolai Bocharnikov (IRAM) on Aerodrome TAF Verification
- Maria Mamaeva on the Competency Assessment of the AMP
- Tatiana Bazlova (IRAM) on Nowcasting system MeteoExpert
- Svetlana Bykova on SIGMET Coordination between Neighbouring MWOs
- Nikolai Bocharnikov (IRAM) on Data exchange between MET and ATM in Russian Federation
- Tatiana Bazlova (IRAM) on System-Wide Information Management

7. CLOSURE OF THE MEETING

All ET-CCP members and other participants expressed their gratitude to the host, Aviamettelecom of Roshydromet, for the warm hospitality and excellent working arrangements during the meeting. The meeting closed at 15:00 on 18 May 2016.

WORLD METEOROLOGICAL ORGANIZATION

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First Meeting of ET-CCP

Saint Petersburg, Russian Federation
16 – 18 May 2016

AGENDA

1. ORGANIZATION OF THE SESSION

- 1.1 Opening of the session
- 1.2 Adoption of the agenda
- 1.3 Working arrangements

2. REPORTS

- 2.1 Report of the co-chairs
- 2.2 Relevant recent developments – WMO and ICAO (Secretariat)
- 2.3 Reports of ET's core members

3. WORK PLAN

- 3.1 Review status of activities and deliverables
- 3.2 Coordination with other ETs

4. REGIONAL/SUBREGIONAL COOPERATION

- 4.1 Aviation meteorological conferences - ECMA-2015, ACMA-2016, RA II Aviation Conference 2017
- 4.2 Coordination and cooperation with other WMO and ICAO bodies

5. COMMUNICATION AND OUTREACH

- 5.1 Newsletter development
- 5.2 CAeM Survey – coordination with ET-GOV

6. ANY OTHER BUSINESS

7. CLOSURE OF THE SESSION



**First meeting of the Expert Team on Communication,
Coordination and Partnership**

Saint Petersburg, Russian Federation

16-18 May 2016

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ACTION LIST

Agreed by ET-CCP-1 meeting – May 2016

No.	Para in report	Action	Lead	Deliverables	Deadline	Status	Note
1	2.1.1	Check with the President of RA V about the nomination of ET-CCP member from the region	Secretariat	Nomination	Immediate	done	Official reply from PR of Singapore with WMO received on 23 May 2016
2	2.3.1	Improved coordination between WMO and ICAO aviation MET bodies in the regions	All	Information to ET-CCP with proposed actions	Dec. 2016	on-going	Outcomes of METP/2 (Montreal, Canada, 17-21 October 2016)
3	2.3.3	Promote development of national plans for the MET components of GANP and ASBU – use the plan of Nigeria as an example	Ishiyaku	Example of national implementation plan	Oct. 2016	on-going	Nigerian ASBU Plan to be reviewed by National Implementation Committee (Nigeria)
4	2.3.4	Provide information to Members on implementation aspects of Amendment 77, in particular the XML provisions	Choy to coordinate	Information pamphlet	Nov. 2016	on-going	Choy in coordination with CAeM ET-ETC & APANPIRG MET/SG

5	2.3.6	Promote SIGMET coordination activities in the regions and reflect in the Newsletter/2	Marina Kaspar	Information item for the Newsletter	Nov. 2016	on-going	Information Notes for Newsletter/2 ICAO Regional office(ESAF)+ SAWS scheduled SIGMET test for the Region in Nov 2016(4 th -TC,15 th -SIGMET, 22 nd -VC)
6	2.3.7	Coordinate with ET-ISA and ET-ETC the need for training on XML; also with ICAO METG (for EUR) & with APANPIRG MET/SG (for Asia/Pacific Region)	Co-chairs, Kaspar (for METG) Choy (for APANPIRG MET/SG)	Information for ET-CCP	Oct. 2016	on-going	Hong Kong, China is planning to host a joint WMO VCP/APANPIRG training workshop in mid-2017 APIRG/20 of 30 Nov-2 Dec 2015, conclusion 20/45 called for training seminars to develop the capability for handling data in digital format. Training seminars are yet to be organized.

7	3.1.3.4	<p>Improved coordination with the RAs:</p> <ul style="list-style-type: none"> - Awareness actions, including communication to RA presidents - Bring closer the ICAO and WMO aviation MET communities - Advise RAs to improve regional structure on aviation MET 	All	Communication with RAs	2018	ongoing	RA1 MG/1 meeting was held in Addis Ababa in May 2016. The Group was presented with the Work plan of the RA1 WG on aviation and marine issues. The meeting agreed on hosting ACMA/16 in Gabon to address the issues facing aviation MET. The meeting has since been postponed to Feb 2017.
8	3.1.3.4	Check the feasibility of using enterprise social networking between the ET-CCP members (and broader MET expert groups), e.g., through the Yammer platform	Choy	Network platform use	Nov. 2016		Choy to check with Secretariat if the HKO paid version platform can be launched for MET EGs' communication
9	3.1.3.5	Request MG/2 to give advice on setting up KPIs	Co-chairs	Advice from MG	Nov. 2016		
10	3.1.4	Request MG/2 to review the updated TORs of the ET-CCP	Co-chairs	Updated TORs	Nov. 2016	on-going	Updated ET-CCP TORs to be approved by MG/2
11	3.2.4	Compile the list of AEM focal points and assist ET-GOV in disseminating the Global Survey	ET-CCP and ET-GOV Co-chairs with contributions from all ET-CCP members	Combined ET-GOV/ET-CCP list of AEM focal points	Oct. 2016	done	Forwarded to Secretariat

12	3.2.5	Provide assistance to Members in the regions in case of language difficulties with the Survey	ET-CCP members	Survey Questionnaire translated into the regions/subregions' languages	Nov. 2016		Follow-up once the survey is disseminated
13	3.2.6	Coordination with ET-ISA and ET-ETC , as well as with the ICAO regional MET groups on the needs for capacity building, training and assistance related to IWXXM	Choy				Seems similar to item 6 – 2.3.7 of this Action List (?)
14	4.1.8	Communicate with the P/RA II concerning the options available for an awareness event in the region similar to ECMA and ACMA	Co-chairs, Secretariat, P/CAeM				As Option 1:a presentation to be made by an ET-CCP member (Choy?) at RA II RECO in Feb 2017
15	4.1.9	Inform through P/CAeM the P/RA III and P/RA IV on the possibility of a joint Conference (also the regional offices concerned)	Co-chairs, Secretariat, P/CAeM		The target should be an event most likely in the second half of 2017		
16	4.2.1	Keep ET-CCP members informed of MET Panel activities	CAeM ET members who are engaged in METP work	Briefings/Telecons	On a permanent basis	Ongoing	1 st MET/ P outcomes shred during the telcons. Same will be done after the METP/2

17	4.2.5	Map all MET groups (including ICAO and WMO) at global and regional levels to facilitate information sharing	Choy	Aviation MET map	Nov. 2016		Draft MET map to be presented at MG/2
18	5.1.3	Prepare and display on CAeM website the first issue of the Newsletter in accordance with the agreed content	Marina, Gabo Secretariat	CAeM Newsletter, issue 1	After EC-68 (15-24 June 2016)	Done	Displayed on AEMP website on 6 Oct 2016
19	5.2.2	Prepare the list of CAeM national focal points in order to ensure the desirable response rate by to the survey	Marina, Gabo, assisted by all ET members	80% response rate from all RA's	Dec. 2016	Pending the survey	In coordination with ET-GOV, Regional/ Sub regional WG coordinate the responses