

# Frequently Asked Questions

## **1. *What are competencies and who specifies the competencies required for a specific job?***

Jobs are usually specified in terms of a job description that lists the tasks and responsibilities of the position. The associated competencies (or "competency Standards") specify the knowledge, skills and behaviours required to perform that particular job. For example, an Aeronautical Meteorological Observer (AMO) must be able to observe and record aeronautical meteorological phenomena and parameters.

## **2. *What will be the role of Permanent Representatives in setting academic qualifications?***

One of the outcomes of the Sixteenth WMO Congress is that it is now up to each WMO Member to make its own decision about what classification(s) of staff supply meteorological services to international civil aviation. Permanent Representatives are expected to take the lead in consulting with the appropriate national and regional bodies to define the academic qualifications required by Aeronautical Meteorological Forecasters (AMFs) noting the basic requirement is for the successful completion of the BIP-M taking into account of the AMF competency Standards conditions A to C (see answer to question 8 below). Some Members may wish to impose a higher level than this e.g. Meteorologist, but this is a decision to be taken at the organisational and/or national level.

## **3. *Who can certify that personnel are competent?***

It is up to each aviation meteorological service provider, based on their national regulations and organizational procedures, to determine who can certify that personnel are competent. It is important that the processes employed are fully integrated into an organization's QMS and personnel development strategy, are carefully documented, and that there is clear evidence that the process is ongoing. For any personnel unable to demonstrate that they satisfy the competencies, remedial action such as coaching, mentoring or further training must be taken.

Experienced personnel should be selected and then trained to assess competency. The Competency Assessment Toolkit (CAT) developed by the CAeM Task Team (TT-CAT) will help with this task.

## **4. *What records must be kept to show that personnel have the required competencies and qualifications?***

When evidence of compliance with the competency Standards is requested of an aviation meteorological service provider, the provider will be expected to be able to demonstrate that competency Standards have been adapted to local and national circumstances and that all personnel:

- (i) Satisfy the relevant requirements of the competency Standards; and
- (ii) For AMFs, have also successfully completed the requirements of the BIP-M taking into account the AMF competency Standards conditions A to C (see answer to question 8 below), in compliance with national/regional academic qualification requirements. Members who have already been audited have advised that the process is thorough. The audit teams have wanted to see comprehensive documentation and have asked in-depth questions about the Members' processes and procedures.

**5. *What will happen if an aviation meteorological service provider is unable to demonstrate by 1 Dec 2013 that their personnel are able to satisfy the competency Standards?***

A non-compliance issue should be raised against the associated ICAO requirement (i.e. ICAO Annex 3 Paragraph 2.1.5).

**6. *How frequently must the competencies of personnel be tested?***

The standards do not specify how frequently the competency of personnel should be assessed. This frequency should be determined by review processes of the QMS and other factors such as staff recruitment, changes in operating systems, products and services and by the results of earlier competency assessments. However, a review cycle of not more than 3-5 years as part of an overall quality management and risk management approach is strongly suggested

**7. *Is funding available to develop the competencies?***

Members should not expect WMO to provide funding assistance. Aviation meteorological service providers should endeavour to negotiate with the users and authorities concerned an agreeable part of the aviation-specific education and training cost. There are no WMO Regular Budget funds allocated to assist Members with these actions although, through the CAeM TT-CAT and the Expert Team on Education and Training, guidance resources are being made available, together with workshops funded from extra-budgetary resources.

**8. *What steps should be taken now to ensure that personnel providing meteorological services for international air navigation have the required competencies and qualifications?***

**a) By 1 Dec 2013**

- Adapt the competency Standards to local circumstances using the guidance material available on the CAeM Education and Training website at <http://www.caem.wmo.int/moodle/> (all personnel may be at the same level or there may be different competency Standards for different positions and jobs);
- Undertake and document the personnel competency assessments;
- Integrate competency assessment procedures into QMS processes and then review and update in line with QMS principles;
- Provide the appropriate type of upgrade or refresher training for any personnel who are unable to demonstrate evidence of competency in one or more of the competency Standards and reassess as necessary.

**b) By 1 Dec 2016**

Ensure that all their **Aeronautical Meteorological Forecasters**,

- A. For the area and airspace of responsibility,
- B. In consideration of the impact of meteorological phenomena and parameters on aviation operations, and
- C. In compliance with aviation user requirements, international regulations, local procedures and priorities,

shall, in taking into account conditions A to C, have successfully completed the BIP-M.