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REVIEW OF THE WORK PROGRAMME IMPLEMENTATION

Expert Team Reports and Coordination of Tasks

Report of the Expert Team on Communication, Coordination and Partnership (ET-CCP)

(Submitted by Marina Petrova and Gaborekwe Khambule, ET-CCP Co-Chairs)

Summary and Purpose of Document

This document provides an overview of the activities of the ET-CCP since the last meeting of the CAeM Management Group held 8 to 10 November 2016 together with detailed information on the working arrangements and work plan of the expert team.

ACTION PROPOSED

The CAeM Management Group is invited to review the progress made by ET-CCP since November 2016, to review the working arrangements and work plan of the expert team and, as necessary, to formulate actions accordingly.

1. EXECUTIVE SUMMARY

<Text to be included in the Final Report of the meeting>

Terms of Reference

1.1 The Expert Team on Communication, Coordination and Partnership (ET-CCP) comprises six core members representing the six WMO Regions and has followed the recommendations received from the Management Group at its 2nd meeting held in Hall (Innsbruck), Austria, in November 2016. Consequently, the team identified the main priorities in its work plan, among others, to:

- Enhance coordination with other expert teams, when necessary, to fulfil the cross-cutting tasks in the work plan;
- Provide continued support in issuing CAeM Newsletters as an essential tool to ensure connectivity across the MET community;
- Assist in preparations of Regional Conferences on MET, e.g. ACMA-2018;
- Review and update the work plan and submit to Secretariat for posting on the website;
- Keep the Management Group informed on the regional/sub-regional activities;
- Report regularly on progress to the President of CAeM.

Coordination with CAeM Expert Teams

1.2 The team interacted closely with the ET-GOV at the preparatory stage and during the conduct of the 2016/17 CAeM global survey on aeronautical meteorological service provision. Special focus was placed on distribution of the outcomes of the global survey to national services. Close coordination was established with ET-ISA to distribute critically important information on publication of ICAO IWXXM versions to the MET community.

CAeM Newsletters

1.3 The team identified wide-ranging topics for Newsletters on which there was agreement that they could be encouraging and accommodating new tendencies in provision of meteorological services. To date, three Newsletters have been issued and made available for the CAeM community on the CAeM website: on 6 October 2016, on 13 February 2017 and on 5 September 2017. The team was tasked not only to enable issuing, but also to promulgate these Newsletter issues inside and outside the CAeM community. It is anticipated that a new issue of the Newsletter - *Newsletter-1/2018* - will include MET commitments and latest developments to appear in February 2018.

Status of tasks in the work plan

1.4 The work plan of ET-CCP displayed on the CAeM website since 31 July 2017 has not been restructured much to keep basic operating work principles.

Teleconferences

1.5 Communication with team members via teleconferences and emailing continues to prove to be effective. Regional/sub-regional implementation reports from all the WMO Regions have been exchanged regularly and further forwarded to the President of CAeM in a timely manner. Totally, two teleconferences have been held so far within the period under review.

2. PROGRESS/ACTIVITY REPORT

<Text not to be included in the Final Report of the meeting>

2.1 Interactions within ET-CCP

2.1.1 As agreed during the CAeM MG/2 meeting in November 2016, the team was tasked to increase the capacity to provide an overview on regional/sub-regional activities through various collaboration and partnership schemes.

2.1.2 Teleconferences and emailing remained vital tools for sharing information on monitoring and assessing regional/sub-regional implementation processes to enable MG to address common issues of regional/sub-regional concern. The teleconferences held on 13 April and 13 October 2017 served as a platform for discussing the situation in the Regions around the ICAO GANP/ASBU requirements and the actions to be carried out in support of the regional and national implementation plans.

2.1.3 Through the exchange of regional/sub-regional reports, the list of successes and weaknesses continued to identify other areas of successful practice and concern, i.e.:

Successes

1. Individual countries broaden support for Regions in implementing regional pilot projects, e.g. on SIGMET coordination, IWXXM implementation, TAF verification, etc.
2. A few more ICAO publications on IWXXM implementation have been updated to increase public awareness.
3. Members/States are invited to participate in IWXXM implementation workshops throughout the Regions.
4. Best practice examples, like a paper on the current status of SIGMET coordination in Europe, tend to be made available.
5. The quality of weather models is increasing.

Weaknesses

1. Only a few Members have already initiated or completed the upgrading to the new ISO 9001:2015 Standard.
2. Some Members (RA VI) are struggling to meet the cost-efficiency goals of SES Performance Scheme Reference Period 2 (2015-2019), as they have an ongoing inflation in their national currency.
3. There is still a pressing need to investigate the ways of harmonizing cost-recovery models.
4. Transition from TAC to XML is not yet functioning properly when FIR boundaries are concerned.
5. The status of IWXXM implementation is not clear for some regions/sub-regions.
6. More global operational documentation developed/updated by the ICAO MET Panel Working Groups should be made available for all Members/States.
7. National MET service providers seek governmental measures to keep their position in the competitive MET service market.

2.2 Coordination with MG

2.2.1 The CAeM MG meeting held in Hall (Innsbruck), Austria, from 8 to 10 November 2016 streamlined the team's activities setting essential tasks before the team. Following the CAeM MG recommendations, the ET-CCP was supposed to contact with the regional working groups/task teams to provide guidance and advice in regional planning and coordinate assistance for Members in need. The ET-CCP would enable MG to address common meteorological challenges of regional concern.

2.2.2 In addition, the CAeM MG/2 reconfirmed that the ET-CCP would play an essential role in relation to the following CAeM initiatives:

- Promotion of the outcomes of the 2016/17 CAeM global survey on governance and business models;

- Preparation and issuance of regular information bulletins – *Newsletters* - to inform the MET community of the CAeM activities.

2.3 *Cooperation with other CAeM Expert Teams*

CAeM Global Survey-2016

2.3.1 The 2016/17 CAeM global survey on aeronautical meteorological service provision (hereinafter referred to as the 'global survey') was launched on 27 October 2016 by ET-GOV in close coordination with ET-CCP, aiming to provide a global landscape for better baseline supporting strategic planning and guidance material for Members. The global survey was preceded by the compilation of a list of CAeM focal points per each Member in the six WMO Regions. Throughout the conduct of the global survey this list was constantly updated by the team to identify more CAeM experts and replace those who were not available in the services any more.

2.3.2 The global survey was conducted via an online questionnaire. Despite its deadline of Friday, 25 November 2016, the global survey remained open for responses first until 23 December 2016, then till end-January 2017 and even longer. This was done deliberately, since there was a great number of Members which had not started completing the questionnaires or had sent incomplete responses which were not counted. The team made every effort to encourage the Members to participate in the global survey. As a whole, 13 updates of the global survey were received in 2016 and 3 updates in 2017. The final update arrived on 20 February 2017 to conclude CAeM action and endorse participation of MET experts in implementing the Survey. It was overwhelmingly accepted that the global survey had marked to be the most successful in the WMO history.

2.3.3 The preliminary analysis of the global survey was included in the INF. 6.2 (1) – *CAeM Global Survey findings*, specially developed to update the EC-69 delegates (Geneva, Switzerland, 10-17 May 2017). A more comprehensive analysis will be reflected in Newsletter-1/2018 in February 2018.

2.4 Communication and outreach

Newsletter issues

2.4.1 Issuing Newsletters is a direct way of getting through to the MET community with comments and descriptions of the recent and planned events and highlights of the most urgent issues. The team selects the topics for the issues driven by a need for a common understanding of GANP/ASBU implementation process throughout the Regions. Once selected the topics are then distributed to other CAeM expert teams for consideration and a final decision on the context of the issue.

2.4.2 Within the period under review, three Newsletters have been issued – on 6 October 2016, on 13 February 2017 and on 5 September 2017, accordingly. The team, regarding such publications as a valuable reference source for a variety of readers, makes a regular input. In particular, the following articles have been contributed by the team experts:

To Newsletter-1/2016

- Safety Management System (SMS) Workshop, St. Petersburg

To Newsletter-1/2017

- Subregional SIGMET coordination activities (Part 1/Part 2)

To Newsletter-2/2017

- 16th Session of WMO Regional Association II (Asia) and 7th Regional Conference (RECO-7)

- Six-year experience of CIS cooperation – an example of sub-regional cooperation in aeronautical meteorology

2.4.3 For **Newsletter-1/2018** the topics suggested will include the articles, as follows:

- Message from the President of CAeM;
- Outcomes of WMO AeroMetSci-2017, Toulouse;
- Outcomes of UKMO/WMO Aviation Seminar, New Delhi;
- Outcomes of IWXXM workshop, Hong Kong;
- Detailed findings of the CAeM global survey;
- Preparations for CAeM-16 and TECO, Exeter;
- New WMO guide on competency;
- Updated WMO guide on QMS for NMHSs;
- Space weather centre auditing activities;
- Developments in volcanic hazard science and services;
- Outcomes of ICAO interregional EUR/MID/APAC workshop on service improvement through integration of AIM, MET and ATM information services;
- Outcomes of WMO TT-AvXML meeting 2017 and preview of IWXXM Version 3;
- Case studies: Implementation of OPMET information exchange in IWXXM format in SAWS (RA I), MeteoFrance (RA VI) and Roshydromet (RA VI);
- Coordination with IATA FOSTF and ACTF/ACTG;
- Regional MET developments;
- Regional approaches to aeronautical meteorology forecasting;
- Tropical cyclone focus: Impacts of Typhoon Hato and Hurricanes Harvey, Irma and Maria on aviation operations;
- Space weather focus: Impacts of severe SWx event on aviation operations;
- ICAO snapshot 1: Progress with Amendment 78 to Annex 3;
- ICAO snapshot 2: MET-related outcomes of GANIS/2.

Four topics proposed for Newsletter-1/2018 will be dealt by team members.

2.4.4 The MG members are encouraged to contribute to the new issue in due time to meet the deadline of February 2018.

2.5 Liaison with aviation task teams/subgroups

2.5.1 The team maintained coordination with Regional Associations through the AeM focal points and MET groups. Contacts with regional/sub-regional aviation task teams/subgroups continued to grow due to involvement and participation of team experts in AeM related events. The scale of the MET information demand makes cooperation with the following MET working groups/bodies an increasingly essential undertaking:

1. The CIS ICH Working Group-4 and the ICAO METG PT/EAST which keep holding joint meetings (the 6th joint meeting was convened in Minsk, Belarus, from 14 to 16 June 2017), placing an emphasis on collective action needed to bring implementation process in line with the GANP/ASBU requirements, among others, to: a) enhance the SIGMET coordination project; b) facilitate the OPMET data exchange, using the IWXXM model; c) monitor quality, competency and qualification standards implementation; d) contribute to SWIM-enabled environment for MET services (RA VI);
2. The Working Group on Compliance Issues in Marine and Aeronautical Meteorological Services and Cost Recovery and the Task Team on Aeronautical Meteorology which address regional challenges at the joint meetings (RA I);
3. The ICAO Asia/Pacific Meteorological Requirements Working Group (MET/R WG), developing regional guidance for MET information supporting ATM (RA II);
4. The ICAO Asia/Pacific Air Traffic Flow Management Steering Group (ATFM SG) (RA II);

5. The ICAO APANPIRG Meteorology Subgroup (MET SG), dealing with two SIGMET coordination and collaboration projects in the APAC Region (RA II);
6. The ICAO EANPG Meteorology Group (METG);
7. The ICAO METG Data Management Group (DMG), monitoring on a regular basis the provision and distribution of SIGMET globally;
8. The EUMETNET Working Group on Aviation (AVIMET), dealing with aviation weather issues;
9. The ICAO MET Panel through the experts nominated by WMO Members, including the ET-CCP members;
10. The MET Alliance Members.

2.5.2 Throughout the Regions, the MET issues are addressed by:

1. RA I – An implementation group – *the Infrastructure and Information Management Group (IIMG)* – was set up with the TORs adopted at the meeting held in Dakar, Senegal, from 28 to 30 November 2016, to address the GANP/ASBU implementation issues. As a high priority area, the IIMG will be conducting two aeronautical meteorological projects, i.e. on SIGMET and OPMET. The project teams led by coordinators were established after an ICAO Letter had been distributed to the States, requesting to nominate their experts.
   Following the request from the ICAO Eastern and Southern African (ESAF) Office in Nairobi and the Western and Central African (WACAF) Office in Dakar, SAWS conducts AFI Regional SIGMET Tests. The final SIGMET Test was conducted on 21 November 2017 (the report on the test will be made available soon).
   The GCRF African SWIFT Project was initiated due to the funds provided by the UK Global Challenges Research Fund (GCRF). This project aims to establish a new African science for weather information and forecasting technique (African SWIFT). The GCRF African SWIFT programme of research and capacity building will improve African weather forecasting capability on hourly and seasonal timescales and build a sustainable research infrastructure that will continue to make improvements into the future. The research consortium, comprising the forecasting centres and universities in four African partner countries: Senegal, Ghana, Nigeria and Kenya, will be led by the National Centre for Atmospheric Science (NCAS). The project will ensure the results to be well translated beyond these partner countries into the wider developing world. The first face-to-face meeting on GCRF African SWIFT was held in Dakar, Senegal, from 13 to 17 November 2017.

2. RA II – The Expert Group on Aeronautical Meteorological Services Delivery (EG-AeM) which is progressing in meeting the ever changing regional requirements.

   The WMO VCP/ICAO Workshop on the Implementation of IWXXM for the exchange of OPMET Data (Hong Kong, China, 10-12 October 2017) was jointly organized by the Hong Kong Observatory (HKO), the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO) with a focus on capacity building to kick-start Members/States and Territories in their own IWXXM implementation projects.

3. RA III – The Programmes and Projects Committee (PPRC) urges the States to address the issues related to MET competence assessment through strategic alliances. As an example, Brazil initiated an XML project to be implemented via an international OPMET databank.
   The CAR/SAM Regional Planning and Implementation Group held its meeting in the ICAO SAM Regional Office (Lima, Peru, 18-22 September 2017), dealing with the regional projects, inter alia, on: 1) implementation of the International Airways Volcano Watch (IAVW); 2) implementation of the International Airways Volcano Watch (IAVW) and protocols in case of presence of radioactive materials; 3) implementation of MET

Information Quality Management System (QMS/MET); 4) optimization of OPMET data exchange, including SIGMETs (WS, WV, WC, & WR), warnings and meteorological alerts; 5) MET service improvement in support of ATM.

4. RA IV – An aviation task team set up in Costa Rica is involved in testing SIGMETs and enabling TAF consistency.

5. RA V – The Working Group on Weather Services has been monitoring the status of the Regional Pilot Project on SIGMET Coordination conducted from October 2016 to March 2017. A new WMO Regional Office for the Asia/South-West Pacific region was opened in Singapore on 21 August 2017 to be hosted by the Meteorological Service of Singapore (MSS). The objective of the Regional Office is to improve coordination on hazards, ranging from floods to fires and strengthen meteorological services for rapidly evolving economic sectors, such as air and marine transport. One of the priorities for the Regional Office is to enhance regional cooperation and coordination towards the implementation of WMO capacity development initiatives. A key beneficiary of such cooperation will be an aviation sector, which is going through transformation driven by the rapidly growing air traffic.

6. RA VI – The Rapporteur on MET Service Delivery designated by EUMETNET, as well as by AVIMET. A new Project Team on Meteorological Operational Service Delivery (PT-MET-OPS) of MET information for International Air Navigation was set up in the ICAO EUR/NAT region to maintain safe and efficient MET service provision. Recent outcomes of PT-MET-OPS relate to the definition and calculation of prevailing visibility to be included after approval to ICAO Doc.8896 and Doc.9837. Another group composed of MET experts might appear to deal with future changes and amendments in ICAO/WMO Regulations.

ICAO MET Panel

2.5.3 The ET-CCP experts keep informing on the METP activities, attending the WG-MIE and WG-MOG meetings as core experts. In particular, the Working Group on Meteorological Operations Groups (WG-MOG) held its 4th meeting (Exeter, UK, 4-7 April 2017) to deal with WAFS WIFS/SADIS and IAVW work streams. The Working Group on Meteorological Information Exchange (WG-MIE) held its 3rd meeting (Montreal, Canada, 10-13 July 2017) to review the IWXXM requirements and documentation, as well as to develop a SWIM implementation plan.
The Working Group on Meteorological Requirements and Integration (WG-MRI) held its 3rd meeting (Montreal, Canada, 13-14 July 2017) to update the ASBU-MET module, consider approaches to PANS-MET development and review MET requirements in support of TBO.
The Working Group on Meteorological Information and Service Development (WG-MISD) held its 3rd meeting (Montreal, Canada, 17-19 July 2017) to deal with issues related to space weather, RHWAC and the release of radioactive material into the atmosphere (RRM).
To date, steps are undertaken to establish better coordination between ICAO Air Navigation Commission (ANC), ICAO Council, EANPG and MET Panel.
The ET-CCP experts explored the ways of informing the Members on the METP activities, agreeing that the links to the Panel would remain through the Secretariat and the CAeM ET members engaged in the METP working groups.

2.6 Coordination and cooperation

Regional Associations

2.6.1 Regional/sub-regional activities are widely supported by ICAO regional offices which helps devise joint strategies for addressing serious gaps in MET service provision. In RA III, the ICAO South American (SAM) Regional Office in Lima is dealing with the CNS area, aiming to interconnect with AMHS and enable a test XML-formatted message exchange. Moreover, the

SAM Office conducted a course on risk management, taking into account a new ISO 9001:2015 Standard. Also, the SAM Office is developing a performance-based air navigation plan. In RA VI, the ICAO EUR/NAT Office in Paris held a two-day Workshop on IWXXM Implementation (17-18 May 2017). In RA II, the ICAO Asia and Pacific (APAC) Office in Bangkok hosted the First Meeting of the System-Wide Information Management Task Force (10-12 May 2017) to coordinate requirements with applications/system owners, develop a regional structure to manage the new service, and develop dual operations to support both legacy services and new services.

Aviation meteorological conferences

RA I (Africa)

2.6.2 The African Conference on Meteorology for Aviation (ACMA) had gradually transformed into ACMA-2018. First scheduled for 2 to 4 November 2016 in Libreville, Gabon, ACMA had slid through 2017 to (February?) 2018 to be hosted by ASECNA in Dakar, Senegal. Experience gained in the European Conference on Meteorology for Aviation (ECMA-2015) (Vienna, Austria, 13-15 October 2015) will be applied for hosting ACMA. Assistance and support will be provided to ACMA Organizing Committee (OC) which set up a web-site to coordinate with the local hosts. ACMA-2018 will focus on compliance issues, such as QMS, competence and qualification of AMP, national legislation and regulation in support of cost recovery arrangements. Members in the Region are seeking to 'unpack' the GANP and try to meet the milestones.

2.6.3 The First AMCOMET-Africa Hydromet Forum-2017 took place at the headquarters of the African Union Commission (AUC) in Addis Ababa, Ethiopia, from 12 to 15 September 2017. The Forum was sponsored by the World Bank in conjunction with the African Development Bank. Technically speaking, the Forum was arranged in two segments, namely: the expert segment (12-13 September 2017) and the ministerial segment (14-15 September 2017). The Forum aimed to enable the African governments, academia, private sector and international organizations to exchange knowledge and experiences, build capacity, and plan strategically for long-term disaster risk management and climate resilient development and growth in Africa. The WMO RA I Management Group met in Addis Ababa, Ethiopia, from 10 to 11 September 2017, preceding the AMCOMET-Africa Hydromet Forum-2017 to discuss a number of issues, including ACMA.

RA II (Asia)

2.6.4 The Region welcomed two vital events – the Seventh Regional Conference (RECO-7) on Management of NMHSs (10-11 February 2017) and the Sixteenth Session of the WMO Regional Association II (RA II-16) (12-16 February 2017) held in Abu Dhabi, United Arab Emirates. The delegates to RECO-7 and RA II-16 placed an emphasis on the next generation MET service delivery.

RA VI (Europe)

2.6.5 AeroMetSci–2017 (Toulouse, France, 6-10 November 2017) aimed to identify a common vision for scientific research and development activities over the next 15 years aligned with the evolving needs and expectations of international civil aviation together with an increased awareness of the potential impacts of climate change and variability on aviation operations now and into the future. The event was conducted in the form of an international conference. The conference comprised a blend of plenary keynote presentations, national and regional case studies and panel discussions, taking into account leading scientific/academic research and aviation/industry best practices and developments. The number of participants exceeded 200 persons, including scientific research partners, aviation stakeholders and all the other parties concerned.

3. WORKING ARRANGEMENTS AND WORK PLAN

Several steps were made towards the development of the current work plan. During the ET-CCP/1 meeting (St. Petersburg, Russia, 16-18 May 2016) an attempt was made to shorten a plan, using a new template. However, later on the previous format remained in the work plan

to be presented with clear deliverables and the reviewed status at the MG/2 meeting (8-10 November 2016).

TEAM			
Commission	**WMO Commission for Aeronautical Meteorology (CAeM)**		
Expert Team on	Communication, Coordination and Partnership (ET-CCP)		
Start Date / End Date	August 2014	August 2018	
Stakeholders	NMHS Aviation Weather Services/Aviation Industry/Regional Aviation TTs/Sub-groups/ ICAO MET Panel/ ICAO PIRGs/WMO CAeM MG		
Team	**Name**	**Organization / Country**	**E-mail**
Co-chairs	Marina Petrova	Roshydromet, Russian Federation	aviamarina.petrova@mail.ru
	Gaborekwe Khambule	SAWS, South Africa	gaborekwe.khambule@weathersa.co.za
Core Members	Boon Leung Choy	Hong Kong Observatory, Hong Kong, China	blchoy@hko.gov.hk
	Ishiyaku Ibrahim	Nigerian Meteorological Agency, Nigeria	i_ishiyaku@yahoo.com
	Kaspar Bucher-Studer	MeteoSwiss, Switzerland	kaspar.bucher@meteoswiss.ch
	Cammye Sims-Uskievich	NOAA/NWS, USA	cammye.sims-uskievich@noaa.gov
	Truusje S. Warsodikromo	Meteorological Service, Suriname	Wtruus98@gmail.com
	Kar Lin Yap	Meteorological Service, Singapore	yap_kar_lin@nea.gov.sg

DESCRIPTION	
Objective	Close liaison with regional/sub-regional aviation task teams/subgroups and partner organizations, including ICAO and IATA; coordination of meteorological service improvements and institutional changes to meet the AeM priority areas and in the light of the ICAO GANP and ASBU-related developments at the regional, sub-regional and territorial levels.
Background	The Expert Team on Communication, Coordination and Partnership (ET-CCP) succeeded the Implementation Coordination Team (MG-ICT) through the restructuring of the Commission for Aeronautical Meteorology at its fifteenth session (CAeM-15) held in Montreal, Canada, from 15 to 16 July 2014. The ET-CCP in the new CAeM structure for the period 2014-2018 would coordinate an encouraging response from the Commission to the requests for advice and guidance, enabling the Regional Associations to align their Strategic Operating Plans with the recommendations made at the ICAO/WMO Conjoint meeting in Montreal, including ICAO GANP and ASBU implementation. Monitoring and evaluation (M&E) tools throughout the WMO Regions/sub-regions would be used by ET-CCP to identify gaps/challenges in the Members in meeting the requirements for enhanced meteorological service delivery arising from the GANP and ASBU strategies.
Terms of Reference	(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; (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; (c) To provide support to the Secretariat in developing and updating the relevant Aeronautical Meteorology Programme database entries e.g. Country Profile database; (d) To provide support to the Secretariat in developing and updating the relevant Aeronautical Meteorology Programme data base entries e.g. Country Profile database; (e) To promote WMO gender and equality policies within CAeM; (f) To report regularly on progress to the president of CAeM.

COMMUNICATION STRATEGIES				
Description	**Target Audience**	**Delivery Method**	**Frequency / Date**	**Responsibility**
Work Plan	CAeM MG/ET-CCP	Document via email	An yearly update from June 2015 to be continued by annual reviews	ET-CCP co-chairs
General correspondence	CAeM MG/ET-CCP	Email	As required	CAeM MG/ET-CCP
Team Meetings	CAeM ET-CCP	Teleconference Face-to-face meetings Possibly back-to-back with RA meetings	As required/quarterly since March 2015 At least one during the intersessional period/May 2016	ET-CCP co-chairs
Reports	CAeM MG	Reports via emails/ presentations for MG meetings	As scheduled by CAeM MG	ET-CCP co-chairs
Final Report	CAeM-16	Working paper/presentation	2018	ET-CCP co-chairs

MILESTONES / WORK PLAN					
Milestone/ Activity / Task	**ET TORs**	**Accountability**	**Deliverables**	**Dates**	**Status**
ACTIVITY 1: UPDATES OF WORK PLAN					
Milestone 1.1: Consolidated Work Plan		*MG & ET-CCP*	*Availability of work plan on the CAeM web-site*	*30 Sep 2014*	*Done*
Task 1.1 : Update ET-CCP work plan		ET-CCP co-chairs	Annual updates	~~Starting from June 2015~~ Latest update - 31 July 2017	On-going
ACTIVITY 2: COORDINATION WITH REGIONAL ASSOCIATIONS (RAs) & PARTNER ORGANIZATIONS, INCLUDING ICAO & IATA					
Milestone 2.1: Updates on meteorological service improvements and institutional changes arising from the ICAO GANP and ASBU		*ET-CCP members*	*Six-monthly updates*	As required	*On-going*
Task 2.1: Cooperate/liaise with the regional aviation task teams/subgroups & ICAO METP WGs/PIRGs		Core members	Intermediate reports on current activities	Continuously	On-going
Task 2.2: Make inputs to relevant regional/sub-regional group work plans		Core members	Feedback from WMO/ICAO aviation WGs/TTs	As required	On-going
Task 2.3: Update on the on-going changes in the MET service delivery at the regional, sub-regional and territorial levels		Core members & Secretariat	Information exchange via emails, information notes/reports delivered at teleconferences/meetings	In line with teleconferences/ meetings held	On-going
Task 2.4: Involve WMO regional/ICAO METP experts for better communication/response		Co-chairs & Secretariat	List of contact persons/focal points in MET	As required	Done
Task 2.5: Identify regional AeM gaps/challenges, including those related to GANP/ASBU implementation, through questionnaires, gap analysis & RA/ICAO METP liaison experts		ET-GOV/ET-CCP & Secretariat	Questionnaire/analysis of RA status/progress reports	As required	Information on Global Survey questionnaire distributed to Members on 27 October 2016

Task 2.6: Identify the on-going pilot projects on the enhanced meteorological service delivery in support of the GANP & ASBU implementation at the regional, sub-regional and territorial levels		Co-Chairs & Secretariat	Updates on current pilot projects	As required	On-going
Task 2.7: Monitor & evaluate available technological, financial & human resources for GANP & ASBU implementation		Co-Chairs & Secretariat	Summary reports	Continuously	On-going
Task 2.8: Coordinate development of regional, sub-regional & territorial databases to support GANP & ASBU implementation		Co-Chairs & Secretariat	Inputs from ET-CCP	As required	On-going
Task 2.9: Provide detailed advice & guidance to RA management groups via CAeM experts		Core members & Secretariat	Involvement of relevant WMO/ICAO aviation experts	As required	On-going
Task 2.10: Provide input to organization of aviation meteorological conferences		Core members & Secretariat	Reviews of workshop agenda/presentations/invitation of competent experts		ECMA-2015/ ACMA-~~2017~~2018/ RA II aviation awareness session in 2017
ACTIVITY 3: COMMUNICATION AND OUTREACH OF BEST PRACTICE EXAMPLES IN REGIONS					
Milestone 3.1: Availability of best practice examples in enhanced meteorological service delivery in support of the GANP/ASBU implementation & establishment of SWIM environment on caem.wmo.int website		*Co-chairs & Secretariat*	Collection of success stories/best practices per regions/sub-regions	As required	On-going
Task 3.1: Identify, collect and facilitate sharing of examples of best practice in enhanced meteorological service delivery to meet the ICAO/WMO SARPs in the AeM key areas and in support of the GANP/ASBU implementation		Core members & Secretariat	Exchange of examples and implementation plans throughout the regions/sub-regions	Continuously	On-going

Task 3.2: Coordinate efforts under CAeM in issuing Newsletters		Co-chairs, MG & Secretariat	Compilation of information notes	As required	~~1st Newsletter made available~~ Newsletter-1/2016 - 6 October 2016; Newsletter-2/2017 – 13 February 2017; Newsletter-3/2017 – 5 September 2017 Newsletter-1/2018 – February 2018
Task 3.3: Provide support to the Secretariat in developing & updating relevant AeM-related databases		Co-Chairs & Secretariat	Sharing of relevant information	As required	On-going
ACTIVITY 4: PROMOTION OF SOCIAL JUSTICE ISSUES					
Milestone 4.1: Coordination of equality and gender specific efforts across the Regions		*Core members & Secretariat*	*Collection of best practices*	*Continuously*	*On-going*
Task 4.1: Provide guidance and direction for Members on gender-specific actions in the areas of governance, employment, service delivery, monitoring and evaluation		Co-chairs & Secretariat	Sharing of best practice examples	As required	
Task 4.2: Communicate to the Regional Associations on gender mainstreaming solutions		Core members & Secretariat	Sharing of WMO specific gender policy documents	As required	
ACTIVITY 5: COORDINATION WITHIN ET-CCP AND WITH MG					
Milestone 5.1: Interactions with MG and between ET-CCP members		*Co-chairs & Secretariat*	*Regular communications*	*Continuously*	*On-going*
Task 5.1: Provide progress reports to the President of CAeM & MG		Co-chairs	Consolidated progress reports	As required	On-going
Task 5.2: Hold teleconferences for regular updates on regional/subregional developments		Co-chairs & Secretariat	Agreed agenda/IPs/reports of teleconferences	Quarterly	On-going (Six ET-CCP Teleconferences held so far)

Task 5.3: Make arrangements for face-to-face meetings		Co-chairs & Secretariat	Agreed agenda, WPs/IPs	In line with MG decisions	ET-CCP/1 held in May 2016
ACTIVITY 6: INPUTS TO WMO COUNTRY PROFILE DATABASE (CPD)					
Milestone 6.1: AeMP entries to WMO Country Profile Database (CPD)		*Co-chairs & Secretariat*	*Sharing of updates*	As required	*On-going*
Task 6.1: Coordinate CAeM inputs to develop & update relevant databases in AeMP for the WMO Country Profile Database (CPD)		Co-chairs & Secretariat	Collection and communication of relevant information	If requested	On-going