

**WMO OMM**

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

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Ref.: 00769/2022-L4 S/AVI

Our ref.: 00769/2022/S/AVI/SC-AVI-2

20 January 2022

Annexes: 2 (available in English only)

Subject: Participation of your expert in the second meeting of the Standing Committee on Services for Aviation (SC-AVI-2) to be held in a hybrid format, online and at WMO headquarters, Geneva, from 29 March to 1 April 2022

Action required: WMO Secretariat to be notified by **28 February 2022** whether your expert will attend the meeting and if attendance will be in person or online

Dear Sir/Madam,

I have the pleasure of informing you that the second meeting of the Standing Committee on Services for Aviation (SC-AVI-2) will be held in a hybrid format, online and at WMO headquarters, Geneva, from 29 March to 1 April 2022.

The Provisional Agenda (see [Annex 1](#)) is enclosed herewith for your information.

The membership of this group (see [Annex 2](#)) includes an expert from your country who has been nominated with your approval to serve on this group. I should, therefore, be grateful if you would kindly examine the possibility of his/her attending the session.

In accordance with WMO General Regulation 31, [Basic Documents No. 1](#) (WMO-No. 15), the "expenses of attendance of members of subsidiary bodies of constituent bodies at sessions of these bodies shall normally be borne by the Members or the international organization to which those members belong". It is, therefore, hoped that these expenses will be borne by your Government, should your expert attend in person.

If it is not possible for your Government to meet the expenses for the in-person attendance of your expert, WMO is prepared to consider providing financial support for this purpose. However, in view of the limited funds available to support sessions of subsidiary bodies of constituent bodies, I should be grateful if you could consider the possibility of meeting at least part of the costs involved.

For administrative purposes I should be grateful if you could kindly notify the WMO Secretariat not later than **28 February 2022** whether your expert will be able to attend the above session, whether attendance will be online or in person and in the latter case, whether any financial assistance will be required. If so, the details of the assistance required, i.e. travel costs or per diem, or both, should be indicated. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be sent to you in due course.

To: Permanent Representatives of Members of WMO (Argentina, Australia, British Caribbean Territories, Canada, Chile, China, Hong Kong, China, New Zealand, Nigeria, Russian Federation, South Africa, Switzerland, United Kingdom of Great Britain and Northern Ireland, United States of America) (limited distribution)

cc: Members of SC-AVI

Regarding insurance, pursuant to Chapter 6 of WMO Standing Instruction on Official Travel, non-staff members retain the primary obligation to ensure that they have the appropriate medical and travel insurance coverage when travelling on behalf of WMO. This means that if any health or travel related eventuality should occur the non-staff member should seek assistance and claim their coverage from an insurance policy that they have taken out.

It should be noted that WMO does retain limited liability with respect to activities directly attributable to the performance of services or attendance at relevant meetings. This coverage, however, relating to medical, emergency and supplementary official travel should not be considered as a viable alternative to taking out private insurance.

Travellers should also note that WMO Regulations and Rules do not cover additional costs arising from the prolongation of stay of experts or other costs arising from travel restrictions imposed by national authorities. As with related health insurance provisions it is incumbent on the traveller to ensure that they retain the necessary travel insurance protection to cover unexpected occurrences such as border closures or other travel restrictions.

Yours faithfully,



Dr Elena Manaenkova  
for the Secretary-General

**SECOND MEETING OF THE  
STANDING COMMITTEE ON SERVICES FOR AVIATION  
(SC-AVI-2)**

**Geneva, Switzerland and Online  
29 March to 1 April 2022**

**PROVISIONAL AGENDA**

Ref.: 00769/2022-1.4 S/AVI

**1. AGENDA AND ORGANIZATION OF THE MEETING**

- 1.1 Opening of the meeting
- 1.2 Approval of the agenda
- 1.3 Working arrangements

**2. REPORT OF THE CHAIR OF SC-AVI**

**3. SC-AVI SUBSIDIARY BODIES PROGRESS REPORTS, OPERATING PLANS AND OTHER MATTERS OF RELEVANCE**

- 3.1 Expert Team on Education, Training and Competency (ET-ETC) progress report and operating plan
- 3.2 Expert Team on Aeronautical Meteorological Hazards Science (ET-MHS) progress report and operating plan
- 3.3 Expert Team on Impacts of Climate Change and Variability on Aviation (ET-CCV) progress report and operating plan
- 3.4 Advisory Group on Volcanic Sciences for Applications (AG-VSA) progress report and operating plan
- 3.5 Thematic Coordinators on Strategy and Governance progress report
- 3.6 Task Team on the Long-Term Plan for Aeronautical Meteorology (TT-LTP) progress report and proposed update to the Long-Term Plan for Aeronautical Meteorology (LTP-AeM)
- 3.7 Thematic Coordinators on Capacity Development progress report
- 3.8 Thematic Coordinator on Gender Mainstreaming progress report
- 3.9 Thematic Coordinator on Communications and Outreach progress report
- 3.10 Progress report on Phase 2 of the Aviation Research and Development Project (AvRDP2)

**4. MATTERS RELATING TO *TECHNICAL REGULATIONS* (WMO-No. 49) AND SUPPORTING GUIDANCE MATERIAL**

- 4.1 Proposed amendment to *Technical Regulations, Volume I - General Meteorological Standards and Recommended Practices* (WMO-No. 49) and update to the *Compendium of WMO Competency Frameworks* (WMO-No. 1209) addressing aeronautical meteorological personnel competency and qualification
- 4.2 Proposed update to the *Guide to Practices for Meteorological Offices Serving Aviation* (WMO-No. 732) addressing service delivery
- 4.3 Proposed update to the *Guide to Aeronautical Meteorological Services Cost Recovery: Principles and guidance* (WMO-No. 904) addressing cost recovery
- 4.4 Discontinuation of *Technical Regulations, Volume II – Meteorological Service for International Air Navigation* (WMO-No. 49) and potential consequential amendments or updates

**5. WMO COORDINATION AND COLLABORATION WITH AVIATION STAKEHOLDERS**

- 5.1 WMO contribution to ICAO Meteorology Panel (METP), the Airport Economics Panel/Air Navigation Services Economics Panel (AEP/ANSEP) and the Committee on Aviation Environmental Protection (CAEP) and their subsidiary bodies
- 5.2 Status of the reform of ICAO METP and its subsidiary bodies
- 5.3 Progress report on the update to the working arrangements between WMO and ICAO
- 5.4 Coordination between WMO and other aviation stakeholders such as the International Air Transport Association (IATA), Airports Council International (ACI) and the European Union Aviation Safety Agency (EASA)
- 5.5 Coordination needs, if any, arising from SC-AVI Technical Focal Points

**6. RISK MANAGEMENT, PROGRESS REPORTING AND FUTURE MEETINGS/EVENTS**

- 6.1 Risk identification and mitigation associated with the work of SC-AVI
- 6.2 Review of the terms of reference of SC-AVI and any proposed update thereto
- 6.3 Scope of SC-AVI Chair's progress report to SERCOM MG
- 6.4 2022 and 2023 meetings/events of relevance to SC-AVI
- 6.5 2022 schedule of SC-AVI quarterly video/teleconferences

**7. OUTCOMES OF THE MEETING**

- 7.1 Summary of actions or decisions arising from SC-AVI-2
- 7.2 Summary of decisions or recommendations for SERCOM-2 arising from SC-AVI-2

**8. ANY OTHER BUSINESS**

**9. NEXT MEETING**

**10. CLOSURE OF THE MEETING**

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**MEMBERSHIP OF THE  
STANDING COMMITTEE ON SERVICES FOR AVIATION  
(SC-AVI)**

(Correct as of 7 January 2022)

<b>Chair</b>	Mr Ian LISK (United Kingdom of Great Britain and Northern Ireland)
<b>First Vice-Chair</b>	Ms Gaborekwe KHAMBULE (South Africa)
<b>Second Vice-Chair</b>	Mr Kent JOHNSON (Canada)
<b>ET-ETC Co-Chairs</b>	Ms Kathy-Ann CAESAR (British Caribbean Territories) Ms Andrea HENDERSON (Australia)
<b>ET-MHS Co-Chairs</b>	Ms Sum Yee (Sharon) LAU (Hong Kong, China) Mr Matt STRAHAN (United States of America)
<b>ET-CCV Co-Chairs</b>	Mr Lei GU (China) Mr Ping CHEUNG (Hong Kong, China)
<b>Thematic Coordinators</b>	Ms Kaspar BUCHER-STUDER (Switzerland) Ms Marina PETROVA (Russian Federation) Ms Claudia RIBERO (Argentina) Mr James LUNNY (New Zealand) Mr Oluwaseun Wilfred IDOWU (Nigeria) Ms Rodrigo FAJARDO ROSSEL (Chile)

*Note, the International Civil Aviation Organization (ICAO) is an ex-officio member of the Standing Committee.*

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