

**WMO OMM**

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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Ref.: 06173/2023-13 S/AVI

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24 March 2023

Annexes: 2 (available in English only)

Subject: Participation of your expert in the third meeting of the Standing Committee on Services for Aviation (SC-AVI-3) to be held at the Met Office headquarters, Exeter, United Kingdom from 12 to 14 September 2023

Action required: WMO Secretariat to be notified by **9 June 2023** whether your expert will attend the meeting and, if so, whether any financial assistance is required

Dear Sir/Madam,

I have the pleasure to inform you that, following a kind offer to host by the Permanent Representative of the United Kingdom of Great Britain and Northern Ireland with the World Meteorological Organization (WMO), the third meeting of the Services Commission (SERCOM) Standing Committee on Services for Aviation (SC-AVI-3) will be held at the Met Office headquarters, Exeter, United Kingdom from 12 to 14 September 2023. This will be an in-person meeting only, with no online or hybrid component.

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 meeting.

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 and additional 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.

If it is not possible for your Government to meet the expenses for the 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 (aviation@wmo.int) not later than **9 June 2023** whether your expert will be able to attend the above meeting and whether any financial assistance will be required. If so, the details of the assistance required, 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 with WMO (limited distribution) Argentina, Australia, British Caribbean Territories, Chile, China, Hong Kong, China, New Zealand, Nigeria, Russian Federation, South Africa, Switzerland, United Kingdom, United States of America

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events.

WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses.

I would like to take this opportunity to thank you for your continued support and contribution to WMO activities.

Yours faithfully,



Dr Elena Manaenkova
for the Secretary-General

**THIRD MEETING OF THE
STANDING COMMITTEE ON SERVICES FOR AVIATION
(SC-AVI-3)**

**Met Office, Exeter, United Kingdom
12 to 14 September 2023**

PROVISIONAL AGENDA

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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 BY THE CHAIR OF SC-AVI

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

- 3.1 Advisory Group on Volcanic Sciences for Applications (AG-VSA)
- 3.2 Expert Team on Education, Training and Competency (ET-ETC)
- 3.3 Expert Team on Weather and Climate Science for Aviation Applications (ET-WCS)
- 3.4 Thematic Coordinator on Gender Mainstreaming
- 3.5 Thematic Coordinator on Communications and Outreach
- 3.6 Thematic Coordinators on Capacity Development
- 3.7 Thematic Coordinator on Strategy and Governance
- 3.8 Task Team on the Long-Term Plan for Aeronautical Meteorology (TT-LTP)
- 3.9 Technical Focal Point coordination needs, if any

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

- 4.1 Amendment to *Technical Regulations, Volume I: General Meteorological Standards and Recommended Practices* (WMO-No. 49), and related matters
- 4.2 Discontinuation of *Technical Regulations, Volume II: Meteorological Service for International Air Navigation* (WMO-No. 49), and related matters
- 4.3 Publication of updates to the *Guide to Practices for Meteorological Offices Serving Aviation* (WMO-No. 732) and the *Guide to aeronautical meteorological services cost recovery: principles and guidance* (WMO-No. 904)

- 4.4 Proposed review/update of the *Guide to Meteorological Observing and Information Distribution Systems for Aviation Weather Services* (WMO-No. 731), *Aerodrome reports and forecasts: A Users' Handbook to the Codes* (WMO-No. 782) and/or other publications

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5. WMO COORDINATION AND COLLABORATION WITH AVIATION STAKEHOLDERS

- 5.1 Working arrangements between WMO and the International Civil Aviation Organization (ICAO) plus 'Joint Aviation Forum'
- 5.2 WMO contribution to ICAO panels, committees and other bodies at the global and regional level
- 5.3 Coordination between WMO and other aviation stakeholders at the global and regional level

6. RISK MANAGEMENT AND ORGANIZATIONAL STRUCTURES

- 6.1 Risk identification and mitigation associated with the work of SC-AVI
- 6.2 Review and, if necessary, proposed update of the terms of reference of SC-AVI
- 6.3 Proposed SC-AVI subsidiary bodies for the next WMO financial period (2024–2027) and operating plan template
- 6.4 Succession planning within SC-AVI and its subsidiary bodies

7. EXPECTED INPUTS TO THE SERCOM-3 SESSION

- 7.1 SERCOM-3 timeline and milestones
- 7.2 SC-AVI progress reporting expectations
- 7.3 SC-AVI decision document expectations

8. FUTURE MEETINGS/EVENTS

- 8.1 2023 and 2024 meetings/events of relevance to SC-AVI
- 8.2 2023 and 2024 schedule of SC-AVI quarterly video/teleconferences
- 8.3 Proposed date and location of SC-AVI-4

9. OUTCOMES OF THE MEETING

- 9.1 Summary of actions or decisions arising from SC-AVI-3
- 9.2 Summary of decisions or recommendations for SERCOM-3 arising from SC-AVI-3

10. ANY OTHER BUSINESS

11. CLOSURE OF THE MEETING

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

(Correct as of 10 March 2023)

Chair	Mr Ian LISK (United Kingdom)
Vice-Chair	Ms Gaborekwe KHAMBULE (South Africa)
ET-ETC Co-Chairs	Ms Kathy-Ann CAESAR (British Caribbean Territories) Ms Andrea HENDERSON (Australia)
ET-WCS Co-Chairs	Mr Piers BUCHANAN (United Kingdom) Mr Ping CHEUNG (Hong Kong, China)
Thematic Coordinators	Ms Kaspar BUCHER-STUDER (Switzerland) Mr Rodrigo FAJARDO ROSSEL (Chile) Mr Lei GU (China) Mr Oluwaseun Wilfred IDOWU (Nigeria) Mr James LUNNY (New Zealand) Ms Marina PETROVA (Russian Federation) Ms Claudia RIBERO (Argentina) Ms Jennifer STROOZAS (United States of America)

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