

**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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2023 年 3 月 24 日

附件: 2 (仅以英文提供)

主题: 贵机构专家出席将于 2023 年 9 月 12 至 14 日在英国埃克塞特英国气象局总部举行的航空服务常设委员会第三次会议(SC-AVI-3)

要求采取的行动: 于 **2023 年 6 月 9 日**前通知 WMO 秘书处贵机构专家是否出席该会议, 若出席, 是否要求资助

尊敬的先生/女士,

我谨通知您, 继世界气象组织(WMO)大不列颠及北爱尔兰联合王国常任代表盛情表示主办服务委员会(SERCOM)航空服务常务委员会第三次会议(SC-AVI-3)之后, 现决定会议将于 2023 年 9 月 12 至 14 日在英国埃克塞特英国气象局总部举行。会议将仅以面对面形式召开, 没有在线或混合成分。

随函附上临时议程(见附件 1), 供您参考。

贵国的一名专家曾经您批准、被提名参加该小组, 现已是该小组的成员(见附件 2)。为此, 望您能研究他/她出席会议的可能性。

根据《基本文件第 1 号》(WMO-No.15)WMO 总则第三十一条: “组成机构附属机构的成员出席这些机构届会的费用通常须由其所属的会员或国际组织承担”。因此, 若贵机构专家现场出席, 希望相关费用由贵国政府承担。

若贵国政府不能支付贵机构专家现场出席的费用, WMO 可以考虑为此提供资助。然而, 鉴于可用于支持组成机构附属机构届会的资金有限, 希望您能考虑至少支付所涉费用的一部分。

出于行政管理目的, 请您于 **2023 年 6 月 9 日**前通知 WMO 秘书处 (aviation@wmo.int) 贵机构专家是否能够出席上述会议, 以及是否要求资助。若要求资助, 请说明所需资助的详情: 旅费或每日津贴, 或两者皆需。若由 WMO 支付旅费, 秘书处将做旅行安排, 并将于适当时候将详细信息发送给您。

致: WMO 会员常任代表(有限分发) 阿根廷、澳大利亚、英属加勒比地区、智利、中国、中国香港、新西兰、尼日利亚、俄罗斯联邦、南非、瑞士、联合王国、美利坚合众国

关于非工作人员的保险范围，谨请您注意以下几点：

获准由本组织出资旅行和/或从 WMO 领取 DSA 的非 WMO 工作人员须确保其对代表本组织公务旅行和出席会议期间因死亡、疾病或伤害发生的费用完全负责。因此，他们须全权负责为这些会议和活动期间安排人寿、健康、意外和任何其他形式的足额保险。

WMO 的责任仅限于代表本组织从事服务或出席会议，由伤害和疾病福利保险覆盖，该保险有限覆盖医疗、急诊和补充公务差旅费。

我谨借此机会，感谢您对 WMO 活动的一贯支持和贡献。

谨上



埃琳娜·玛娜妍科娃博士
代秘书长

**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

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

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.
