PIAWS Panel Meeting
16 June 2023, 01:00 – 03:00 UTC

Draft Report
(18 July 2023)

1.   List of participants.

Country / Organisation		Name	Contact
Australia	1	Andrea Henderson	andrea.henderson@bom.gov.au
Kiribati	2	Mauna Eria	qao@met.gov.ki
New Zealand	2	Paula Acethorp (Vice Chair)	paula.acethorp@caa.govt.nz
Tonga	3	'Ofa Fa'anunu (Chair)	ofaf@met.gov.to
	4	Viliami Fa'anunu	viliamif@met.gov.to
	5	Laitia Fifita	laitiaf@met.gov.to
Vanuatu	6	Levu Antfalo	lantfalo@meteo.gov.vu
ICAO	7	Peter Dunda	pdunda@icao.int
WMO	8	Henry Taiki	htaiki@wmo.int
	9	Tessa Tafua	ttafua@wmo.int
	10	Ryuji Yamada	ryamada@wmo.int

2.   Annex(es).

Annex 1: Draft agenda (3 June 2023).
Annex 2: Summary of discussion – 1st QMS TT meeting.
Annex 3: Summary of Discussion – 2ns QMS TT meeting

3.   Summary of discussion.

No.	Agenda item	Summary of discussion
1	Welcome & introduction	The Chair welcomed members of the Panel.
2	Consideration the draft agenda	Agenda approved. Refer to the agenda as presented in Annex 1 to this report.
3	Approval of draft report of last meeting (24 March 2023)	The meeting approved the report and also requested the Secretariat to add Annex 2: Summary of discussion between PIAWS Panel and PASO (3 May 2023).
4	Reports from the Task Teams	
4.1	QMS TT	The 1st QMS TT meeting (19 April 2023) focused on identifying areas to be addressed; and these included QMS TT's TOR; QMS training and coordination with WMO RA V WG/ETs AVI & WICAP. Refer to the summary of discussion as presented in Annex 2 to this report. The 2nd QMS TT meeting (7 June 2023) approved the QMS TT's TOR and had further discussion on the QMS training. Refer to the summary of discussion as presented in Annex 3 to this report. The meeting noted that many trainings in QMS but applying these to the preparation of the required documentations, auditing and certification continued to a challenge. The meeting also noted PASO expression of support to the QMS training and ICAO request to promote the QMS training. **Action: The Secretariat to invite PASO and ICAO to participate in QMS TT meeting(s).**

4.2	TT on Air Navigation Met Fields Deficiencies	The meeting noted that the TT: (a) completed its tasks in terms of completing the workplan; (b) started to reach out to concerned Pacific States to prepare reports and submit these to ICAO. **Action: The Secretariat and Ms Paula Acethorp to organize discussion (virtual) with each concerned Pacific State on the preparation of the required report and the process for submitting these reports to ICAO.**
4.3	TT on PIAWS Panel's TOR	The meeting noted the latest version of the updated TOR. **Action: PIAWS Panel's members to take another review the TOR and have this finalized and ready to be presented at PMC-6.**
5	Coordination with WMO SC-AVI, RAV ET-AVI and ET-WICAP	The meeting noted the working structure of RAV ETs on AVI & WICAP and PIAWS Panel, and experts from the Pacific Islands participating in these groups.
6	Working arrangement(s) between Fiji Met Services and other Pacific SIDS NMSs on back-up meteorological services for aviation during emergency situations.	The meeting noted: (a) discussions by the PIAWS Panel and PMC on the agenda item; (b) delaying SLA between FMS and some concerned Pacific NMSs would continue to be a challenge for certification under CAR Part 174 and; (c) offer from the CREWS Pacific SID 2.0 project to assist addressing the agenda item. **Action: Secretariat to organize discussion between FMS and the concerned Pacific NMSs.**
7	Update on Amendment 81 to ICAO Annex 3 proposal, plus proposed 'information service' SARP.	The meeting noted the documents shared by the Secretariat on the agenda item. **Action: PIAWS Panel's members to discuss and coordinate the review of the documents with their respective Volcano Observatory and CAA.**
8	Preparation for PMC-6, PMMM-3 and donors/partners meeting	The meeting noted the dates for PMC-6 and related meetings from 14 to 18 August 2023. Action: **(a) PIAWS Panel to prepare 2 papers for PMC-6; (b) to consider having discussion between meteorological services providers and aeronautical meteorological services users at PMC-6 or future PMC meeting(s)**.
9	Updates from ICAO, WMO and Panel's members.	**ICAO** • Met SG meeting, 4-8 October 2023. **BoM/Member of WMO SC/Services to Aviation** • Qualifications for competency of AMP (AMF & AMO) remains as recommended practices. • Decommissioning of WMO Publication - Volume II, Regulation No. 49. **New Zealand** • Volcanic ash exercise scheduled for 10 August 2023, New Zealand. • Pan for next exercise, a coordination between BoM and Met Service New Zealand. **Samoa** • SMD to meet with CAA in July 2023 to discuss aeronautical meteorological services. **Tonga** • Consultant working with TMS on documentations and application for CAR Part 174 certification, and plan to submit these to CAA in July 2023. • Submitted 5 months training course on BMP-MT to the NQA Board for approval.

		Kiribati
		• KMS audited by PASO 3 times. Key findings including BMP-MT for observers. Hence, requested for assistance on training of observers.
		• Discussion with CAA on cost recovery for meteorological services at the airports.
		Fiji
		• FMS ISO certified for aviation and climate services.
		• CAAF provides oversight for all regulatory requirements.
		• Fifi Airport working on a project for IWXXM translation services.
		• FMS taking on responsibility for weather observations at all airports.
		• FMS look forward to the discussion with KMS on the draft SLA.
		Vanuatu
		• QMS completed in 2022. A number recommendation including BMP-MT for observers.
		• New Officers need training in BMP for meteorologists.
10	Any other business	Items for PMC
		• Conduct a survey on status of works on services for aviation.
		• Set up PIAWS Panel webpage.
11	Date for next meeting & closing	Next meeting to be organized towards end of July before PMC-6.

Annex 1

PIAWS Panel Meeting
16 June 2023, 01:00 – 03:00 UTC/GMT

Draft agenda (Updated: 3 June 2023)

No.	Agenda item
1	Welcome and introduction
2	Approval of draft agenda
3	Approval of draft report of last meeting (24 March 2023)
4	Report from Task Teams 1. QMS 2. Air navigation deficiencies in MET fields 3. PIAWS Panel draft updated TOR
5	Coordination with WMO SC-AVI, RAV ET-AVI and ET-WICAP
6	Working arrangement(s) between Fiji Met Services and other Pacific SIDS NMSs on back-up meteorological services for aviation during emergency situations
7	Update on Amendment 81 to ICAO Annex 3 proposal, plus proposed 'information service' SARP
8	Preparation for PMC-6, PMMM-3 and donors/partners meeting
9	Updates (WMO, SPREP, ICAO, PASO, other Panel's members)
10	Other business
11	Date for next meeting & closing

Annex 2

First Meeting of the Task Team on Quality Management System (QMS TT-1)
19 April 2023, 01:00 – 02:00 UTC/GMT

Final Report
(27 May 2023)

1.   List of participants

Country / Organisation		Name	Contact
Australia	1	Helen Tseros	helen.tseros@bom.gov.au
Fiji	2	Leonard Bale	leonard.bale@met.gov.fj
Kiribati	3	Mauna Eria	qao@met.gov.ki
Marshall Islands	4	Lee Jacklick	Lee.jacklick@noaa.gov
Niue	5	Rossy Mitiepo	Rosy.mitiepo@mail.gov.nu
Solomon Islands	6	Solomon Sammy	s.sammy@met.gov.sb
WMO	7	Henry Taiki	htaiki@wmo.int

2.   Attachment(s)

Attachment 1: Draft agenda.

3.   Summary of discussion

No.	Agenda item	Purpose of agenda item
1	Welcome, introduction and consideration the draft agenda	The Chair of QMS TT welcomed members of the meeting. Draft agenda approved. Refer to the agenda as presented in Annex 1 to this report
2	QMS TT TOR	The meeting noted that the one of the actions from the PIAWS Panel's meeting (21 September 2021) is Mr. Solomon Sammy would reach out regarding a group to discuss a workshop on QMS/Part-174. Furthermore, one of the actions from the Panel's meeting on 24 February 2023 also requesting Mr. Sammy to lead a small group of experts (Task Team on QMS) to further discuss QMS including a workshop. Membership of the Task Team included Cook Islands, Fiji, Kiribati, Republic of Marshall Islands, Papua New Guinea, Tonga and Vanuatu. To provide guidance to the work of QMS TT, the meeting agreed that a TOR would be developed. **Action: Mr. Sammy to develop the first draft of the TOR and then circulate it to QMS TT members to review and provide comments and inputs.**
3	QMS training workshop	The meeting noted the following items put forward by the Chair for consideration in the QMS training workshop. • Training in QM and ISO 9001. • Training in management auditing (internal). • • Training on safety management system and Part 174. The meeting also noted there were training events on QMS that took place in the Pacific region in 2014.

		However, most of NMS's staff training during those days have either retired or moved on. Following the discussion, the meeting agreed that a training workshop on QMS is important. The planning of the would also include current status of, and action plan for QMS in each Pacific SIDS. **Action: Ms. Helen Tseros to coordinate the development of a concept note and budget for the proposed QM training workshop(s).**
4	Coordination with RA V ET-AVI and ET-WICAP	The meeting noted that paragraph (e) of RAV ET-AVI read as follows: *"To support Members' implementation and maintenance of quality management systems (QMS) based on the updated ISO 9001:2015 standards, including through education and training programmes;"* The meeting expressed to desire for coordination between QMS TT the PIAWS Panel QMS TT and RAV ET-AVI. **Action – Secretariat to explore ways for coordination between PIAWS Panel QMS TT and RA V ET-AVI/ET-WICAP.**
5	Any other business	No other business item(s) for discussion.
6	Date for next meeting & closing	The meeting requested the Secretariat to consult with members of QMS TT on the next date for the meeting. The Chair called meeting to close.

Attachment 1

**First Meeting of the Task Team on Quality Management System (QMS TT-1)
19 April 2023, 01:00 – 02:00 UTC/GMT**

Draft agenda

No.	Agenda item
1	Welcome and introduction
2	QMS TT TOR
3	QMS training workshop
4	Coordination with WMO RAV ET-AVI and ET-WICAP
5	Any other business
6	Date for next meeting & closing

Annex 3

Second Meeting of the Task Team on Quality Management System (QMS TT-2)
7 June 2023, 01:00 – 02:30 UTC/GMT

Draft Report
(18 June 2023)

1.   List of participants

Country / Organisation		Name	Contact
Australia	1	Helen Tseros	helen.tseros@bom.gov.au
Fiji	2	Leonard Bale	leonard.bale@met.gov.fj
	3	Esiki Tukuna	Esiki.tukuna@met.gov.fj
Kiribati	4	Mauna Eria	qao@met.gov.ki
Solomon Islands	5	Solomon Sammy	s.sammy@met.gov.sb
WMO	6	Henry Taiki	htaiki@wmo.int

2.   Attachment(s)

Attachment 1: Draft agenda (2 June 2023).

3.   Summary of discussion

No.	Agenda item	Purpose of agenda item
1	Welcome, introduction and consideration the draft agenda	The Chair of QMS TT welcomed members of the meeting. Draft agenda approved. Refer to the agenda as presented in Annex 1 to this report
2	Approval of last meeting's summary of discussion (19 April 2023)	The meting endorsed the summary of discussion.
3	QMS TT TOR	The meeting acknowledged the leadership of the Chair of QMS TT on the drafting and reviewing of the TOR. The meeting endorsed the TOR.
4	QMS training workshop	The meeting noted the information provided on the discussion and planning for the training workshop. The training would focus on ISO 9001: 2015. **Action: Ms. Helen Tseros to continue discussion the training workshop within BoM and provide update to the next meeting.** While discussing the training workshop on ISO 9001: 2015, the meeting expressed a need to include all tools to implement QMS and risk management.
5	Coordination with RA V ET-AVI and ET-WICAP	The meeting noted the importance of coordination between WMO RA V WG/ETs AVI & WICAP and PIAWS Panel QMS TT. **Action – Secretariat to continue inviting members of WMO RAV WG/ETs AVI & WICA to participate in PIAWS Panel QMS TT meetings.**
6	PIAWS Panel TOR	The meeting noted that the TOR is under review and to presented to PMC-6.

7	Status of QMS implementation in Pacific SIDS NMSs	The meeting noted the limited information on the status of implementing QMS in the Pacific Island Countries resulted from a survey. **Action: The PIAWS Panel and QMS TT to explore ways to improve the collection of information on the status of implementing QMS in the Pacific Island Countries.**
8	Any other business	No other business item(s) for discussion.
9	Date for next meeting & closing	The meeting requested the Secretariat to consider having the meeting towards the end of July 2023.

Attachment 1

Second Meeting of the Task Team on Quality Management System (QMS TT-2)
7th June 2023, 01:00 – 02:30 UTC/GMT

Draft agenda (2 June 2023)

No.	Agenda item
1	Welcome and introduction
2	Approval of draft agenda and minutes of last meeting (19 April 2023)
3	QMS TT TOR
4	QMS training workshop
5	Coordination with WMO RAV ET-AVI and ET-WICAP
6	PIAWS Panel TOR
7	Status of QMS implementation in Pacific SIDS NMSs
8	Any other business
9	Date for next meeting & closing

-End-